

# Brookside Church Wedding Guide

## Beliefs, Procedures, and Policies

At Brookside Church, we want you to have an unforgettable experience when you get married.

We are devoted to helping you not only host and officiate the wedding but also to ensure that you establish a secure, Jesus-centered marriage. To accomplish this, we want to be sure you comprehend the Bible's teaching related to marriage.

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## **Pertaining To Marriage**

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Marriage is the basis of the family and the home, and it should be entered into with an understanding of the teachings found in the Bible and reverence for God. (Ephesians 5:22-33)

The Bible does not allow Christians to marry someone who does not share the same faith. According to 1 Corinthians 7:39, “A Christian is free to marry only in the Lord”. Therefore, it goes against the teachings of the Bible to join with those who are not believers. This is highlighted in 2 Corinthians 6:14, which states, “Do not be yoked together with unbelievers. For what do righteousness and wickedness have in common? Or what fellowship can light have with darkness?”

Brookside Church stands firmly behind the traditional view of marriage outlined in the Bible, which states that marriage is intended to be between one man and one woman (Genesis 2:24; Matthew 19:5; Ephesians 5:31). Therefore, our pastors will not preside over same-sex weddings. We believe that this stance is rooted in the divine purpose of marriage and that same-sex unions are against the will of God. We strive to extend love and acceptance to all while upholding the scriptural standards of marriage.

## **Pre-Marital Counseling**

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At Brookside, we require premarital counseling, we see it as a crucial element in developing long-lasting marriages! This is why we offer pre-marital counseling and marriage mentoring to help couples prepare for a union that is centered on God's plan.

When you meet with one of our pastoral staff, you will be paired with a pastor, licensed marriage and family counselor, or a layperson for pre-marital counseling. You will also be paired with a seasoned couple as your marriage mentors, allowing you to have critical conversations to prepare for marriage. They will encourage and support you as you learn the skills and develop the mindset needed for a thriving and joyful marriage.

In addition, we strongly encourage couples to attend Sunday morning services and join a community life group. Your pastor will be able to put you in touch with the right community life groups to help you grow individually and help your marriage grow closer to God.

At Brookside, we want to be a part of your journey to the marriage of your dreams, so let us help you take the next step!

## **Wedding Officiant & Coordinator**

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When a wedding is approved, a pastor from our church will be available to conduct the ceremony. If you wish to have a non-Brookside officiant, they must be approved by the Lead Pastor.

As part of the wedding preparation, each couple will be assigned a wedding coordinator to help with any planning or implementation needs. They will be in touch with the couple 3 months before the wedding date, and will be the primary point of contact for any questions regarding décor, facility usage, ceremony details, audio/tech needs, and Brookside policies and procedures. The coordinator will be familiar with all wedding party members and will be present during the rehearsal and ceremony to ensure everything runs smoothly and according to plan.

## **Audio Video & Lighting**

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Our approved technical personnel will provide the basic setup for sound, which includes a microphone for the pastor and a microphone for any vocalists, readers, etc., as well as a basic setup for a keyboard and/or guitar. A grand piano is available if it can be rolled on stage. Any equipment that needs to be connected to our Audio/Visual/Light (AVL) system needs to be approved by our Tech Lead. If you have any questions about technical equipment or its use, you can contact the Wedding Coordinator.

## **Facility Usage Policy**

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- Weddings will take place in the Sanctuary (150-500) or Room 1306 (30-150)
- Wood lectern, table or pedestal for the unity candle, kneeling bench, and black/black pipe and drape are all available and may be used with no fee.
- Two separate spaces will be available for the bridal party to prepare. All rooms, including the Sanctuary, must be cleared of all decorations immediately following the wedding to allow for our facilities team to reset the space.
- Brookside will not schedule more than one wedding in one day, and Friday rehearsal times must fall between 5-7p.
- No alcohol or drugs are permitted on the Brookside property, including the parking lot. This is a smoke/vape-free facility, and any violation of this policy will result in a loss of deposit.
- Brookside assumes no responsibility for gifts brought to the church, so it is advisable to have someone oversee them at all times.
- No weddings may be scheduled on a holiday weekend.

- Children must always be supervised. If you expect many young children at the wedding, an extra room for childcare may be reserved for an additional fee. This space requires adult supervision at all times. This added space needs to be requested three months prior to the wedding day.

## **Decor Policy**

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- Decorating the facility must fall within the time period scheduled with your Wedding Coordinator. Provisions must be made to have everything taken down and cleared out by 8:00p or immediately following the wedding to allow time for cleaning.
- If your ceremony is on a Sunday, you may not begin any type of decoration or set-up until 1:30p.
- Our staff are not responsible for flowers and other articles that remain after the wedding ceremony. Arrangements for the care of all furnishings must be made between the wedding party and the florist or others to provide this service for the wedding.
- All flowers, bows, garlands, etc., must arrive or be delivered between the scheduled wedding hours.
- All Sanctuary decorations cannot be removed or changed in any way.
- Do not tape, tack, or nail decorations to the walls or doors.
- Neither rice nor birdseed may be thrown inside or outside the building.
- We do not provide an aisle runner; a runner must be used if your flower girl will be dropping live flower petals.
- No open flames are allowed except a Dripless Unity Candle. Exceptions would require the couple to contract with fire safety personnel at their cost. No candles for individual guests will be allowed.
- Because the stage will have been set for the weekend worship services, you may not move or disconnect any equipment.

## Wedding Fees & Agreement

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### SANCTUARY I 150-450 GUESTS

Church Attendee	Price
Yes	\$1,250*
No	\$1,550*

### VENUE 1306 I -150 GUESTS

Church Attendee	Price
Yes	\$1,150*
No	\$1,350*

1. Weddings can be booked one year out from the ceremony date.
2. To book your wedding, availability must be confirmed for our facility and pastoral team, and a 25% down payment of the total wedding fee is required.
3. Full down payment refunds may be given if the wedding date is canceled within 48 hours of booking.
4. The wedding fee is due 90 days before the ceremony, and all fees are non-refundable if canceled within 30 days of the ceremony date.
5. We can only reserve space once the request is approved and appropriate paperwork and fees are turned in to the office.

**\*Officiant Honorarium:** At Brookside or any other chosen venue, typically ranges from \$200 to \$500. In addition, travel and accommodation costs approved by the pastor/officiant may be required depending on the need for the ceremony.

**Please note:** The Bride and Groom will be responsible for any expenditures incurred by the church for cleaning, repairing, or changing any part of the building or its items that have been mistreated or neglected due to more than normal wear and tear by the wedding party or the guests, as decided upon by our Pastoral Team. If any of Brookside's property is damaged or policies in the document are not followed, you will lose your deposit and must pay for any extra costs caused by the harm. All damage fees must be paid within 60 days after your wedding date.

Date: \_\_\_\_\_ Bride: \_\_\_\_\_ Groom: \_\_\_\_\_

Date: \_\_\_\_\_ Wedding Coordinator: \_\_\_\_\_