

A Resource Guide

*for*



Planning Your Wedding

*in*

Bridgewater  
Church of the Brethren

## **Planning Your Wedding in Bridgewater Church of the Brethren Bridgewater, Virginia**

Bridgewater Church of the Brethren endeavors to be an alive, invigorating presence of Jesus Christ. This presence calls us into mission not only to ourselves but to the extended church family, community, and world. This mission, in the service and stewardship of the New Testament, challenges us to make our church building, along with ourselves, available for continuing the work of Jesus.

A church building is not a temple in the Old Testament sense; it is not holy ground in and of itself. It is more like the synagogue of the New Testament era where a wide range of community life was carried out: teaching, learning, worship, and fellowship. It is a place where significant moments are celebrated (i.e. baptism, love feast, eucharist, anointing, marriage, birth death). It is a special place where the people of God gather seeking to celebrate and to better understand their faith. It is often a place where the congregation as a group and as individuals catch their vision of ministry and from where those persons go forth to serve. And it is a place to use in implementing ministries that serve the community along with the wider church and the world.

This booklet has been created for your assistance when planning a wedding in our facility. It is designed to inform you of policies, procedures and expectations of the church, and to help create for you a happy environment for the tasks before you.

It is critical that you and all members of your wedding party respect and comply with the policies, procedures and expectations set forth in this booklet &/or mentioned to you by the Church Wedding Liaison.

The Church Wedding Liaison is an authorized representative of the church at all times, and in the absence of a church pastor has final authority pertaining to policies of the church.

31 July 2012

## **What Should We Do First?**

- Read this booklet carefully and completely.
- Schedule the date and time of your wedding with the administrative assistant in the church office and the officiating pastor. The application form and \$200 refundable deposit are required before confirmation of your wedding date.
- The administrative assistant will secure a church wedding liaison who will contact you soon after your reservation has been approved. The liaison will be available to assist you in numerous ways as you proceed through the planning of your wedding. This person is an authorized representative of the church.
- It is the responsibility of the bride &/or groom to inform persons who render services associated with the wedding (i.e. florist; caterer; photographer) of policies of the church which apply to their services.

**General Information**

- Church office hours are M-F, 8 a.m. to Noon & 1-5 p.m.
- The building is unlocked 8:00 a.m.-10:00 p.m. daily except major holidays. Use of the building outside these hours will be by special arrangement only.
- Bridgewater Church of the Brethren is a smoke-free environment. There is to be no smoking in the building.
- Alcoholic beverages &/or drugs are not permitted on the church premises at any time.
- No food or beverage is allowed in the sanctuary at any time.
- Persons and groups are responsible for leaving the facilities as they are found: place all trash and garbage in the outside dumpster; clean areas which are used; turn off lights; adjust heat and air conditioning as required; close windows and doors; return furniture and equipment to proper places.
- Broken or damaged items need to be reported to the church office and will be replaced by the responsible person or organization.
- Birdseed and rice will not be distributed or thrown inside the building. If used outside, the remains must be cleaned up by persons using the building.
- Use is limited to the designated area in the building for which approval has been given.

## Information for Wedding Ceremony

### Sanctuary:

- The sanctuary seats 550 + choir.
- Mechanical candles are required for use in all candelabras used in the sanctuary; cost - \$1/candle. Candles used in the sanctuary must have protective devices to contain melted wax.
- No tape is to be used on pews in the sanctuary.
- Chairs are not to be added to the sanctuary aisles without permission.
- Chairs in the choir area and on the sanctuary floor are to be removed / replaced only by the church custodian at a fee of \$25 per row.

### Musical Instruments:

- *Organ* – The church organ is primarily used by the church organist and substitutes in preparation for services of worship. Other organists may use the organ by scheduling practice times through the church office and in consultation with the church organist.
- *Pianos* – If used, pianos should be left as found (i.e. if the lid &/or keyboard cover were closed, they should be left that way when finished). Pianos will not be moved without permission from the church office. Practice times will be scheduled through the church office.
- *Recorded Music* – Use of CDs  
The church sound technician must be given **all recorded music** at the rehearsal. If there is no rehearsal, CDs must be brought to the church and given to the administrative assistant at least one week prior to the wedding date. Without having the CDs in advance, there is no guarantee that the music will play correctly at the wedding ceremony.

## Information for Rehearsal Dinner & / or Reception

### Kitchen:

- Check notebook located in drawer next to dishwasher in kitchen for instructions regarding use of equipment.
- Clear and clean counter tops and sinks. Remove all bottles, jars, or containers.
- Clean all appliances used including ovens, stoves, warming cabinet, and steam table.
- Remove items from the refrigerator or freezer. When items are placed in the refrigerator or freezer, they should be clearly marked to identify use or user. Unmarked items will be removed after one week by Kitchen Committee.
- Put only non-recyclable garbage in trash; place all recyclable items in recycling containers or take them when you leave.
- Wash and return dish cloths.
- Put dishes, etc. in cabinets in order and place where they were found.
- Check that stoves are turned off.
- Do not cook or use pans on griddle surface, or use it as a work space.
- Clean and return to the drawers/shelves all silverware, glasses, or dishes which were used.

- The church wedding liaison or custodian will report any violation of the building use policy to the Administrative Assistant who will notify the person responsible for your group. Fees may be assessed as a result of violations.
- Hanging and placing of decorations must not create holes or leave marks.
- Report any injuries requiring medical attention to the church office by way of phone call and alerting the church wedding liaison.

#### **Social Hall:**

- Maximum table seating capacity for social hall is 246. For fire safety compliance, chairs and tables may not block any doorways in the social hall.
- Chairs and tables must be returned to the place where they were found before the room was used. Tables and chairs returned to the Social Hall Storage Closet must be put there according to diagram and instructions in the closet.
- Check that the floor is cleaned of food or liquids spilled.
- Turn off lights before leaving.
- Items fastened to wall must be fastened so they will not leave a permanent mark. Nothing is to be fastened to sound panels.

#### **Other Important Information**