

Bethel Church

59 Spring Street
Morristown, NJ 07960
Phone: 973.267.1239

Wedding Service Agreement

Your wedding is a sacred occasion. It will be most meaningful to you, your families, and friends when you plan carefully. Please complete the following to allow us to assist you in planning your special day.

Today's Date: _____

Rehearsal			Wedding		
Day	Date	Time AM PM	Day	Date	Time AM PM
Bride:			Groom:		
Address:			Address		
City/State/Zip:			City/State/Zip:		
Home Phone #:			Home Phone #:		
Work Phone #:			Work Phone #:		
Pager/Cell:			Pager/Cell:		
Date of Birth:			Date of Birth:		
Bethel Member?	Yes ⑨	No ⑨	Bethel Member?	Yes ⑨	No ⑨
Organist Required?*	Yes ⑨	No ⑨	Your Organist's Name:		
Vocalist Required?*	Yes ⑨	No ⑨	Your Vocalist's Name:		
Preference:	Traditional ⑨		Contemporary ⑨		
Holy Communion Required?	Yes ⑨	No ⑨			
Reception held at Bethel?	Yes ⑨	No ⑨			
If yes, # of guests expected:			If yes, area requested:	Fellowship Hall ⑨	
Wedding Coordinator:			Coordinator's Phone #:		

Fees:

⑨ **Members: \$400.00**

Includes the following: Sanctuary (**No cost**); Minister (Love Offering); Coordinator (\$50); Sexton (\$125); Sound Technician (\$125); Minimum of One (1) Counseling Session; and One (1) Rehearsal (**No cost**) Dir. Of Music (\$100)

⑨ **Non-members: \$1250.00**

Includes the following: Sanctuary (\$500); Coordinator (\$150); Sexton (\$150); Sound Technician (\$150); and One (1) Rehearsal (\$150) and Dir. Of Music (\$150) **PLEASE NOTE: An additional \$250.00 fee is incurred by non-members if the Pastor of Bethel Church officiates the marriage ceremony. This fee is not included in the general wedding fee.**

Deposit: A non-fundable \$250.00 deposit is required to reserve all wedding dates. The balance is due no later than seven (7) business days before the scheduled event. Acceptable methods of payment for the final balance are: cash, money order, or cashier's check.

Late Fees:

Wedding: If the wedding is delayed **for any reason**, a \$50.00 fee is incurred for the first 15 minutes and \$25.00 for each subsequent 30 minute interval. This is done to insist on punctual schedules and to compensate clergy whose time is valuable. Any and all late fees must be paid to the Pastor's designee, in cash, before the start of the wedding.

Rehearsal: Rehearsals are scheduled for one hour. If the rehearsal is delayed **for any reason**, a \$50.00 fee is incurred for the Musician for the first 30 minutes and \$25.00 for each subsequent 15 minute interval. The church also incurs \$25.00 per 30 minute interval over and above the scheduled hour of rehearsal. Any and all late fees must be paid to the Pastor's designee, in cash, before the start of the rehearsal.

Payment Schedule:

Wedding Fee:	\$ _____			
Use of Facility Fee:	\$ _____	(Fellowship Hall) Total		
Due:	\$ _____			
Less Deposit:	\$ _____	Date Paid:	_____	Initials: _____
Balance Due:	\$ _____	Date Due:	_____	
		Date Paid:	_____	Initials: _____
Late Fee (Wedding)	\$ _____	Date Paid:	_____	Initials: _____
Late Fee (Rehearsal)	\$ _____	Date Paid:	_____	Initials: _____

PLEASE NOTE THE FOLLOWING:

Clergy: Clergy outside of Bethel are invited to participate and are subject to the following conditions:

- Pastor Williams serves and the host Pastor and leads the direction of the ceremony;
- Pastor Williams reserves the right to honor or reject special requests in keeping with the policies of the church;
- Holy Communion is only offered to members of the body of Christ, usually the bride and groom;
- Bethel does not provide stands for floral arrangements, tables, risers, etc. If needed, a kneeling bench is available.
- All elements of the ceremony should be done to the glory and honor of God.

Wedding Coordinator: The Wedding Coordinator (the "Coordinator") acts as the liaison between bride/grown and Pastor. All wedding parties must work with the Coordinator during the planning process and on the wedding day. The Coordinator's familiarity with the Bethel facilities and experience in the wedding process will greatly assist you. Please plan to meet with the Coordinator at least 6-8 weeks before the scheduled ceremony. There should be a final meeting with the Coordinator at least one week before the ceremony to confirm approval of all the wedding ceremony details.

Rehearsals: Rehearsals should take place on the Thursday or Friday before the ceremony. **One (1) hour is allotted for all rehearsals.** Additional time must be scheduled with the Coordinator. Delays are subject to the fee schedule detailed above.

Ceremony: It is important to keep in mind that a church wedding is a worship experience and the order or service, music and conduct of the wedding party should reflect reverence that is observed upon entering the house of the Lord. The church will be available for a total of **three (3) hours** for your ceremony/celebration. This includes the arrival of the wedding party, ceremony, and after service activities, i.e., receiving line and photography.

- Ceremonial Music:** Music must be of Christian content and coordinated and approved through the Director of Music (the "Minister") and the Coordinator. Soloists and all other contracted musicians must meet with the Director at least three (3) weeks prior to the ceremony and must be present during rehearsals.
- Church Decorations:** Decorations should be kept to a minimum. The decorating process will be carefully planned with the Coordinator for there exists in the sanctuary a setting for a sacred service, which is dignified and beautiful. Florists will have access and be able to decorate the sanctuary two (2) hours prior to the ceremony. **Nails, tacks, clamps, pins, or anything that would mar the pews are strictly prohibited.** Tape that does not damage the pews in any way may be used. The bride/groom should make arrangements to have someone available to receive all decorations, including flowers. All decorations, without exception, must be removed at the end of the ceremony. The Pastor must approve all items brought into the sanctuary.
- Use of Candles:** Only dripless candles displayed on a proper receptacle may be used. If needed, altar candelabras are available for use. Unity candles are the responsibility of the bride/groom. All candles must be extinguished at the close of the ceremony and all stands and other equipment must be removed from the church premises.
- Photography/Videography:** The pulpit and chancel area are off limits with respect to photography/videography equipment. No flash pictures are permitted in the sanctuary once the ceremony begins. Only official wedding photographers/videographers will be allowed to take pictures during the service. Photographers and videographers should be made aware of time guidelines and should adhere to same. Technicians will have access to the facilities two (2) hours prior to and one (1) hour after the ceremony.
- Waiver:** The applicant and the individual executing this application hereby waive any and all claims, demands, and causes of action, which they may have against **Bethel AME Church** as a result of the use of the church facilities pursuant to this application. The applicant and the individuals executing application shall indemnify and hold harmless Bethel AME and its officers, agents, and employees from and against any and all claims, demands, causes of action, and all other loss and expense, including reasonable cost of litigation arising out of or associated with the use of church property by the applicant group and its members, guests, employees and agents pursuant to this application.

NOTE: If your plans change, please notify the church office immediately at 973.267.1239. Bethel is not obligated to honor dates that have been changed. Assigning a new date will depend on availability of space. This request is not valid until confirmed by the church. Any damage is the responsibility of the person reserving Bethel's facilities. This person is also responsible for removing all personal items. All items left in the facility will be discarded. Bethel is not responsible for any valuables that are lost or stolen. Please contact the church office to schedule an appointment for pre-marital counseling.

I/We have read and understand all of the information in this agreement and consent to the same.

I/We have been made aware of the scheduled fees.

I/We understand that the church is the house of the Lord and musical selections will be chosen with respect to God and His church.

Bride's Signature: _____ **Date:** _____

Groom's Signature: _____ **Date:** _____

OFFICE USE ONLY	
Approved ☺	Declined ☹
Date:	Initials:

Order of Worship

Officiant	Minister's name
Prelude.....	Music
Processional of family.....	Names optional
Processional of Wedding Party.....	Names optional
Processional of Bride.....	Traditional or Contemporary
Welcome.....	Officiant
Prayer	
Old Testament Reading	
Solo.....	
New Testament Reading.....	
Gospel Reading (optional)	

The Rite of Marriage

The Solemn Charge.....	
Declaration of Intent	
Exchange of Vows	
Blessing and Exchange of Rings.....	
Lighting of the Unity Candle (optional)	
Sacrament of Holy Communion (optional)	
Solo.....	
Pronouncement.....	
Presentation of the Couple.....	
Benediction	
Recessional	