morning star
baptist church

Wedding Guidelines and Application

"So then, they are no longer two but one flesh. Therefore what God has joined together, let not man separate." *Matthew 19:6*

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Dear Prospective Bride and Groom:

Thank you for choosing Morning Star Baptist Church (MSBC) in your wedding plans. Enclosed are the Wedding Guidelines and an application for the use of MSBC for your ceremony. Please fill out the forms and return to us at your earliest convenience.

Please be aware that your wedding date will not be confirmed until we have received these forms, a $350 retainer and confirmed that a minister is available to perform your wedding ceremony as well as be involved in your pre-marital counseling session(s).

If there are any questions please contact the Church Office at (617) 298-0278.

Again, thank you for choosing Morning Star for your special day!

God Bless You.

WEDDING GUIDELINES and AGREEMENT

A wedding is one of the happiest and holiest moments in life. A man and woman join their lives together to establish a family, Morning Star Baptist Church rejoices with them and is eager to help make their wedding a blessed event.

The wedding ceremony is a worship experience. A Christian believer is one who has accepted Jesus Christ as their personal savior has been baptized in water and is an active supporting member of a Christian church. The scripture admonishes "Don't be unequally yoked." (**II Corinthians 6:14**). The Lord will bless your vows to one another and help to make your wedding day an important step in the building up of your marriage.

Morning Star Baptist Church and its staff want to do everything possible to help make your wedding a wonderful experience. The Wedding Guidelines apply to full formal weddings, renewal of vows, office weddings and off-site weddings. This packet contains information on our guidelines and policies, scheduling procedures, special instructions, costs and commonly asked questions, for instance:

The Ceremony

The ceremony used is the choice of the Senior Pastor. The vows and wording may not be changed. This does not negate suggestions on the part of the persons who are exchanging vows as long as those vows are done in connection with the scriptures.

All music selections must be approved by the Senior Pastor. If you desire to hire a private musician to perform the arrangement must be coordinated in advance with Morning Star's Wedding Consultant. The music must be in character and appropriate.

Both bride and groom must sign the "Wedding Agreement" prior to the wedding date being confirmed on the Church's calendar.

The wedding program must be completed and returned to the Morning Star Baptist Church Wedding Consultant three weeks before the wedding date.

Decorations – Please ask the Wedding Consultant if you have any questions about what can and cannot be used. Please note that balloons **are not** allowed in the sanctuary. All decorations need to be removed the day of the wedding. The church shall not be responsible for loss or damage of any wedding decorations.

Why Pre-Marital Counseling?

The bride and groom must receive Premarital Counseling before the Senior Pastor or an Associate Minister marries them. All couples marrying at Morning Star Baptist Church will be expected to engage in a minimum of three, 90-minute premarital counseling sessions. You will be notified when these sessions are scheduled.

When is the earliest we can schedule our wedding?

The wedding date and time must be confirmed on the MSBC Wedding Consultant's Calendar at least three months (90 days) before the wedding.

What Does the Wedding Consultant Do?

You must provide your own Wedding "Coordinator". Your coordinator must meet with our Wedding Consultant, and the two will work collectively to facilitate a memorable and successful event. Our goal is to always provide excellent customer service for

special events although we cannot be responsible for the critical details of weddings (such as flowers, runners, etc.). If you do not have a coordinator, one of the MSBC Wedding Consultants may be hired as your Coordinator. For more information on this matter, please consult our administrative office.

When Do We Rehearse?

Rehearsal(s) are normally held on the Thursday or Friday evening preceding the wedding. All participants (only) must attend the rehearsal. Only 90 minutes will be allowed for rehearsals.

> Only children participating in the ceremony (flower girl, ring bearer) should attend the rehearsal(s). Unattended children will not be permitted to run and play during rehearsal(s).

The rehearsal is for the entrance, placements and exit. Special music and vocal rehearsal should be arranged in advance of the wedding rehearsal. **You must instruct your wedding party to be on time for the rehearsal and the ceremony.**

The Wedding Consultant of Morning Star Baptist Church is the designated person to be in charge of the rehearsal. The bride is to convey her thoughts and desires to the directing person prior to the rehearsal.

What Happens on the Wedding Day?

On the wedding day all participants must arrive one (1) hour before the ceremony is to begin. The Wedding Consultant will direct the bride and her party to the Chapel, and the groom and his party to a reserved room. For office ceremonies, all participants must arrive 30 minutes prior to the ceremony.

SPECIAL NOTES:

- Appropriate attire must be worn in the Sanctuary.
- There will be no smoking or consumption of alcoholic beverages on the property of Morning Star Baptist Church.
- The Fire Marshall forbids the use of open flames. Therefore, see Wedding Consultant about the use of candles.
- No rice or birdseed shall be thrown in the building or on the church grounds.
- The flower girl shall not throw petals on the floor unless there is a runner.
- The runner in the sanctuary should fit the aisle which is 80 ft from the rear to the first step of the altar.
- No balloons are allowed in the sanctuary.

Marriage License – **Your marriage license must be given to the Wedding Consultant at least 1 week before the cereomny.** The Wedding Consultant will give it to the officiating minister who will sign on the day of your ceremony and mail it to the issuing city, town, etc. If you would like a copy of your wedding license sent to you by the issuing city/town, you must provide the church with a money order in the amount noted on your wedding application made payable to the town/city in which you received your license. You must also include a self addressed stamp envelope.

Photographs/Videotapes

Videotape recorders may be used to record the service if the following guidelines are observed.

Videographers/Photographers are not allowed in the pulpit area.

The equipment shall not obstruct the view of the congregation.

No lights shall be used.

Flash bulbs and altar photographs are not permitted during the ceremony. The Wedding Consultant will identify the areas in the Sanctuary in which photos can be taken during the ceremony.

What is the $350 Wedding Retainer fee?

The $350 wedding retainer fee serves two purposes; it secures the wedding date you have chosen (if available), and its used to pay the Morning Star Baptist Church staff in the event that your wedding is delayed more than 30 minutes from the scheduled time

What are the fees for using the facility?

There is no rental fee for members of Morning Star Baptist Church. Otherwise, the attached Fee Schedule applies. In addition, there are honorariums for the officiating minister, audio/visual staff, sexton and wedding consultant, as well as fees for specialty items as listed in your Wedding Packet.

Additional costs will be incurred if the wedding date falls on a Sunday. Checks are made payable to Morning Star Baptist Church at the signing of the Contract. **(See Wedding Fee Structure)**

Cancellation & Refunds

In the event of a cancellation, fees will be refunded under the following conditions:

- Full refund of deposit if written request is received within 21 days of signing the agreement and initial retainer.
- 50% refund of retainer plus any additional payment if written request is received more than 60 days prior to the wedding.
- Half of total payment if request is received less than 30 days prior to the date of the wedding.

The Wedding Consultant or Designee will answer any questions or receive any comments you may have about this section.

Optional Fees and Services

- MSBC Musician - $150
- MSBC Soloist - $50
- MSBC Minister of Music - $200 (to sing and play $250)

We have reviewed the above information and by signing below agree to the terms of these Wedding Guidelines:

Bride: _____ Date: _____

Groom: _____ Date: _____

Witness: _____ Date: _____

Wedding Consultant or Designee

morning star baptist church

WEDDING APPLICATION

Preferred Wedding Date: _____ Time: _____

Wedding Location *(if not at MSBC)*: _____

Bride: _____ Date of Birth: _____ U.S. Citizen?_____

Address: _____

Home Telephone_____ Work_____ Cellular _____

Previously Married?_____ Divorced ____ Widowed ____ Do you have Children? _____

Name(s): _____ Age _____

_____ _____

Are you affiliated with a church? ____ Name _____ Pastor _____

Groom: _____ Date of Birth: _____ U.S. Citizen?_____

Address: _____

Home Telephone_____ Work _____ Cellular _____

Previously Married?_____ Divorced ____ Widowed ____ Do you have Children? _____

Name(s): _____ Age: _____

_____ _____

Are you affiliated with a church?____ Name_____ Pastor _____

WEDDING DETAILS

Number in wedding party? _____ Number of invited guests _____

Maid of Honor _____ Best Man _____

Who will give the bride away?_____

Will you need a musician? _____ Organist _____ Pianist _____

****Reminder: You are responsible for contacting the church to either schedule or confirm consultation and rehearsal dates no later than five (5) weeks prior to your wedding date**

WEDDING FEE AGREEMENT

A Retainer of $350.00 *(in the form of cash or money order)* and completed application is required to reserve your date. In the event you are more than 30 minutes late for your ceremony the retainer is forfeited; otherwise the retainer will be returned to you 30 days after your wedding.

The Wedding Fee Structure reflects the rental fee for the usage of the facility and honorariums for the Officiating Minister, Audio Technician, Sexton and Wedding Consultant that must be paid according to the Wedding Agreement. All checks or money orders should be made payable to Morning Star Baptist Church. Please note that members do not have to pay a fee for the usage of the facility but must cover the expenses of the honorariums.

****THE FOLLOWING FEES MUST BE PAID IN FULL 30 DAYS BEFORE YOUR WEDDING DATE NO EXCEPTIONS:**

Location	Member	Non Member
Sanctuary	$500	$750
Pastor's Office (no more than 5 people)	$300	$375
Chapel (no more than 12 people)	$300	$375
Outside of Morning Star Baptist Church	$450	$550
Outside of Massachusetts	$500 *(plus travel expenses)*	$600 *(plus travel expenses)*

Please note that the fee for offsite weddings may vary based on the location of the ceremony. Also, any wedding scheduled on a Sunday are subject to additional cost.

Signatures:

_____

Bride Date

_____

Groom Date

FOR OFFICE USE ONLY

Total Cost of service(s) being provided $_____

Amount received $_____

Balance Due $_____

Received RETAINER OF $350.00 _____
(Date)