



Wedding Guidelines

Reserving Church Facilities

Please call the church office to schedule the building. At that time, the date of your wedding will be tentatively placed on the church calendar, subject to the approval of the administrator. Your Building Use Form and deposit of \$100 must be received before the date can officially be placed on the calendar.

□ **Please Note: Weddings held on Saturdays must be completed and the building vacated by 5:00 p.m. This is necessary in order to have sufficient time to prepare the facilities for Sunday services.**

Marriage Ceremony

If you desire a specific pastor to perform your ceremony, please make this request at your initial meeting with the Wedding Coordinator. We will try to honor your request if at all possible. The pastor that is performing the service will need to meet with you at least one time prior to the wedding to plan your actual ceremony.

The couple must agree to the pastor having final word regarding content of the wedding ceremony, including music. You need to call the office (610-369-1960) to schedule that meeting.

The pastor will arrive 30 minutes prior to the wedding rehearsal and ceremony. Rehearsal time should be kept to a minimum. The Wedding Coordinator will arrive at least 30 minutes prior to the rehearsal and one hour prior to the wedding ceremony.

Options for ceremony:

Holy Communion – COUPLE provides grape juice and bread

Unity Candle – COUPLE provides candle set

Wedding Bulletins:

It is your responsibility to design/type your wedding bulletin.

Musicians:

It is your responsibility to arrange for musicians. If help is needed, the wedding coordinator can give you several names of musicians for you to contact.

Marriage License

The marriage license must be presented to the Wedding Coordinator at the wedding rehearsal. Please note: a wedding cannot be performed without the wedding license.

Opening, Cleaning & Closing of Building

Every effort will be made to arrange for the bride and her decorator(s) to begin decorating for the wedding and reception by 10:00 a.m. on the day of the rehearsal. Upon arrival at the church, please check in at the church office.

If you need to be in the building after office hours on weekdays or any time on Saturday, the bride or groom must contact the church coordinator to make sure the building will be open. It will also be necessary to let the wedding coordinator know what time you wish to have the main doors unlocked for the arrival of guests on the day of the wedding.

It is the wedding party's responsibility to meet the caterer, photographer, etc., at the church and admit them into the building. (Other arrangements can be made. See: Wedding Coordinator)

On the day of the wedding, snacks and drinks from home may be brought for the wedding party and left in the church kitchen. It is permissible to take some finger food snacks and drinks to the Ladies Lounge and the groomsmen's room. **(Please have a member of the wedding party assigned to check the dressing rooms to be sure no food or drink are left in those areas.)**

The closing of the facility is the responsibility of the Custodian of Morning Star Fellowship.

Ladies Lounge & Groom's Dressing Room

The Ladies Lounge can be used as a dressing room for the bride and her bridesmaids. This room is located off of the main foyer, adjacent to the ladies restroom.

The Groom's dressing room is located in Room 108. Irons may not be placed on the carpet or furniture --hot or cold.

Please Note: The bride and groom must have someone designated to make sure all personal items of the wedding party are collected after the wedding, and to clean up any trash such as empty clothes hangers, paper or leftover snacks.

Decorations, Set-up and Clean-up

We have a supply of vases, candle holders, votive cups, greenery, etc., available for use for your wedding. If you desire to use these supplies, there is a non-refundable \$100 fee. The closet where the decorations are located is in the back of the auditorium and can only be accessed with a special key. You will be required to take out and put back everything that you use in the same condition it was found. There is a check list in the closet to complete if you desire to use this church property. There will be an additional charge for broken or destroyed items. Please also note the following procedures:

- Flowers – Be sure to arrange for delivery of flowers at a time when the church is open (Call 610-369-1960).
- Air conditioning will not be run overnight for flowers or decorations unless you pay a fee of \$20 per hour to cover the cost of air conditioning.
- Absolutely NO instruments, furniture, or sound equipment are to be moved on/from the platform without prior approval from the Wedding Coordinator. To provide adequate space on the platform, the worship pastor and sound technician will move certain sound equipment as well as other platform accessories. The wedding coordinator will be glad to review this with you prior to your wedding date.
- No tacks, nails or thumbtacks may be put into the walls, stage, woodwork, furniture or other fixtures in any area of the church.
- When using the black candelabras, the inserts designed for them must be utilized along with DRIPLESS candles.
- Furniture and accessories in the foyer cannot be moved without prior permission from the wedding coordinator.
- Following the wedding all items used from Morning Star Fellowship must be placed on the white table behind the stage.
- The bride and groom must make arrangement for any equipment rented from outside vendors, to be delivered, and returned after the wedding and reception. No equipment or decorations can remain in the building over the weekend, unless prior approval is obtained from the Wedding Coordinator.
- If you desire to use Morning Star Fellowship's white tablecloths for the reception, it will/may be necessary to iron them before use. All ironing must be done on an ironing board. Spray starch will make ironing of tablecloths easier. It is the wedding party's responsibility to have tablecloths cleaned and returned to the office no later than Thursday following the wedding. *There will be a charge (replacement value) for any damaged or missing items.*
- Morning Star Fellowship custodians will be in charge of preparing the building for church services following the wedding. However, any tables and chairs that have been used need to be put away prior to vacating the building.
- Bubbles or birdseed are to be used instead of rice. Bubbles are preferable from a cleanup standpoint. Please do not use inside the church building. Morning Star Fellowship custodians will take care of the cleanup.

Audio / Visual Services

Photographer

Morning Star Fellowship does not photograph weddings. It is the responsibility of the bride and groom to make arrangements with a professional photographer. Shots of processional and recessional with flash are fine. Please ask the pastor officiating the ceremony what other filming is permitted during the ceremony.

Video

Morning Star Fellowship does not provide videotaping of wedding ceremonies. If you desire to obtain this service from another source, please consult with the wedding coordinator as to placement of the cameras prior to the ceremony.

Sound Technician

Morning Star Fellowship's sound technician must be used during the wedding ceremony. His/her services will be secured through the church. He/she will be happy to make an audio recording of your wedding ceremony upon request.

PLEASE NOTE: The sound technician is only available during the WEDDING CEREMONY. If you are using the building for your reception, you must hire the services of a DJ who brings their OWN equipment. Morning Star Fellowship's sound equipment MAY NOT be used without our sound technician.

Reception

The auditorium and BackLot Bistro are available for receptions for a fee.

- Dancing is permitted with the approval of the pastor..
- In preparation for the reception, tables and chairs will be made available. It is the responsibility of the wedding party to arrange them and put them away following the wedding.
- Juice with red dye is not to be used in the auditorium.
- Church supplies are not to be used.
- No **alcohol or tobacco** products are permitted in the church building

Catering

Morning Star Fellowship does not do catering. Securing a caterer is the responsibility of the bride and groom. Your caterer must agree to follow Morning Star Fellowship's kitchen guidelines. The caterer is expected to dispose of any left over food, wash dishes and remove decorations. It is the caterer's responsibility to remove the food and equipment from the reception area. Morning Star Fellowship's custodian will vacuum and prepare the reception area for church activities.

Fees and Honorariums

Item	Cost	Total
Auditorium (rehearsal & wedding) ONLY	\$100	
Auditorium if used for the Reception (<i>Limit to 350 persons</i>) (Set up & removal of tables is the responsibility of those using the facility.) <i>PLEASE NOTE:</i> If reception is held on a Saturday, the building must be vacated by 5 p.m. This means tables, etc. must be taken down and put away.	\$125	
Kitchen (food preparation usage)	\$50	
Fellowship Room (if used for rehearsal dinner)	\$50	
Fellowship Room (if used for reception) *Limit to 100 guests	\$75	
Fellowship Room (if used for wedding and reception)	\$120	
Sound Technician *must use (available for wedding ceremony ONLY)	\$100	\$100
Decorations *see List of decorations available	\$100	
Musician (if needed)	\$50	
Honorarium for Minister	\$100	
Misc. Expenses (i.e. air conditioning overnight for flowers @\$20 per hour)		
TOTAL COST:		\$







The following are the reimbursement expenses for your wedding and for use of church decorations:

Checks are to made payable to Morning Star Fellowship.


Your Wedding Building Use form and deposit of \$100 must be received before the date can officially be placed on the calendar. A **Wedding Building Use Form** is enclosed in this packet.

EQUIPMENT AVAILABLE FOR RENTAL FROM MORNING STAR FELLOWSHIP

If you chose to pay the \$100 fee for decorations, our Wedding Coordinator will permit you to use the following items listed below. She will arrange for a time to meet with you and review what you need and make certain that all items are returned in good condition.

EQUIPMENT AVAILABLE FOR RENTAL FROM MORNING STAR FELLOWSHIP			
Item	# Available	# Needed	Replacement Fee
7 ½ Crystal Hurricane Candle Holder 	28		\$10 each
Large Hurricane Vase 	24		\$10 each
Three piece Candle Set Holder 	2		\$10 each
Small glass tea light or votive holder (cut glass design) 	288		\$1 each
Small glass tea light or votive holder 	142		\$1 each
4 inch glass tapered candle holder 	110		\$1 each

<p>Pointed Star candle holder</p> 	3		\$1 each
<p>Beaded Candlesticks</p> 	2		\$1 each
<p>Rounded Star candle holder</p> 	11		\$1 each
<p>4 ¾ glass ivy bowl</p> 	100		\$1 each
<p>18 inch circle mirror</p> 	43		\$10 each
<p>8 inch antique silver/off white pedestal</p> 	30		\$10 each
<p>Small boxes to make platform for centerpieces</p> 	48		\$.50 each
<p>Silver table number holder</p> 	36		\$1 each

<p>Clear Candle Holder</p> 	24		\$1 each
<p>Black Metal Candle Holders (Holds 7 candles each) * must use drip less candles</p> 	2		\$10 each
<p>Accent Lights</p> 	4		\$10 each
Items Not Pictured			
Metal inserts for Candles	14		\$5 each
8 1/2 ft. Pillars (including lighting)	4		\$25 each
White Pillars 2 ft	4		\$25 each
White Pillars 3 ft.	4		\$25 each
White Pillars 4 ft.	2		\$25 each
White Pillars 5 ft.	2		\$25 each
White Tulle	Various		
Greenery pieces	Various		
Silk Plants	Various		
Silk Trees	Various		
Silk Flowers	Various		
Please list any other items you are using that are not listed above:			
Other:			
Other:			
Other:			

A COMPLETED copy of this form must be returned to the church office 2 weeks prior to your wedding date.
Wedding Checklist for Bride and Groom
(Information for Church Office)

Husband to be:

Name _____ Age _____ Phone # _____

Address _____

Have you been married before? Yes or No

Are you a supportive member of MSF? Yes or No

Wife to be:

Name _____ Age _____ Phone # _____

Address _____

Have you been married before? Yes or No

Are you a supportive member of MSF? Yes or No

Wedding Date _____ **Wedding Time** _____

Double Ring Ceremony	Yes or No	Candle Lighting Ceremony	Yes or No
Holy Communion	Yes or No	Wedding at Morning Star	Yes or No
Reception at Morning Star	Yes or No		

Rehearsal Date _____ Rehearsal Time _____

Rehearsal Dinner Time _____ Location _____

Key Times:

Time church needs to be open for Decorating: _____

Time church needs to be open for Rehearsal: _____

Time church needs to be open for Wedding: _____

(An additional copy of this form is included in this packet and needs to be completed and turned into the church office for use by the pastor performing the ceremony.)

Information for Diane Kulp (Wedding Coordinator)

Wedding Party:

Please fill out as much as possible before initial meeting with Wedding Coordinator.

Maid or Matron of Honor _____

Bridesmaids _____

Best Man _____

Groomsmen _____

Jr. Bridesmaid(s) _____

Flower Girl(s) _____

Jr. Groomsman (men) _____

Ring Bearers _____

Minister(s) _____

Vocalist(s) _____

Miscellaneous:

Caterer _____

Decorator(s) _____

Photographer _____

Video Operator _____

Guest Book Attendant _____

Reception Servers _____

Person in charge of rental items after ceremony / reception _____

Wedding Color Scheme _____

Guest List _____

Invitations Order _____ Invitations Mailed _____

Rings _____ Brides' Book _____

Gifts for attendants _____

Florist _____

Bridal Bouquet _____ Boutonnieres _____

Flowers for Mothers _____ Other Flowers _____

Wedding Dress _____ Going Away Dress _____

Bridesmaids' Dresses _____ Flower Girl's Dress _____

Tuxedos _____

Meetings:

Preliminary Meeting _____ Marriage Preparation _____
Minister _____ Musician _____
Musical Selection _____
Wedding Coordinator _____ Decorator _____
Caterer _____
Hors d'oeuvre's _____ Main Meal _____
Baker _____ Brides Cake _____
Grooms Cake _____

Decorating:

Day _____ Time _____

Rehearsal:

Church Open at _____ Arrival Time _____
Person to Open _____ Honorariums _____
License _____ Ribbon Bouquets _____

Wedding Day:

Church open at _____ Person Responsible to Open _____
Florist Arrives _____ Caterer Arrives _____
Baker Arrives _____ Wedding Coordinator Arrives _____
Photographer Arrives _____ Sound Technician Arrives _____
Pastor Arrives _____
Pictures before &/or after the Ceremony _____
Wedding Party dressed and ready for Pictures _____
Snack for Wedding Party _____

For The Wedding Ceremony:

Processional _____

Recessional _____

Music Approved _____

Audio Tape of Service _____

Ceremony / Vows _____

Communion _____

Kneeling Bench _____

Candle Lighters _____

Candelabra _____

Pew Bows _____

Aisle Runner _____

Programs _____

Receiving Line _____

Gift Table _____