



CHURCH BEYOND THE WALLS

New Bethel A.M.E. Church

GOD IS BELOVED. BIBLE IS BELIEVED. YOU BELONG.

Wedding Information Packet

8350 Rockbridge Road
Lithonia, Georgia 30058
Phone: 770-484-3350
www.newbethelame.org

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Who is the New Bethel A.M.E. Church Wedding Guild?

The Wedding Guild is an auxiliary of New Bethel AME Church. The Guild is comprised of members of New Bethel who are committed to volunteerism in the area of Holy Matrimony, a most honorable estate instituted by God.

The Wedding Guild's functions are to:

1. Review all wedding applications; initiate and maintain contact with the bride; and offer counsel and advice regarding church policy, procedures and resources as it relates to the Wedding Rehearsal and Service.
2. Provide representatives to oversee the wedding rehearsal, greet the wedding party, ensure compliance with church regulations, and to ensure proper use of church property.
3. Provide representation to oversee and assist the wedding party during the ceremony.
4. Contact the director, florist, photographer, video and organist/musician are aware of the policy.

Responsibilities

It is the responsibility of the New Bethel Wedding Guild to ensure that all procedures for the rehearsal and the wedding are carried out in accordance with the rules as stated in this manual. It is not the role of the Wedding Guild to direct your wedding.

Rehearsal

1. A member of the Wedding Guild will attend the rehearsal. IT IS IMPERATIVE THAT THE WEDDING PARTY PROMPTLY ARRIVE FOR THE REHEARSAL TO BEGIN ON TIME. Guild members will arrive at the church 15 minutes prior to the rehearsal scheduled start time and remain until the rehearsal is completed. If your party does not arrive on time, your rehearsal will be shortened accordingly.
2. Before your wedding rehearsal begins, a member of the Guild will require 10 minutes of your time for special instructions and opening prayer. This time will

not be deducted from your allotted rehearsal time. You will present your Marriage License at this time.

Wedding

On the day of the wedding, members of the Wedding Guild will arrive two (2) hours before the wedding to assist with the following:

1. All last minute details to include:
 - Ensuring proper church lighting in the church.
 - Double checking altar flowers and flowers for decorations used in the church.
 - Making sure dressing room doors are unlocked and locked as required.
 - Making sure candles are in place and lit at the proper time; and any other details about which the bride is concerned.
 - Directing the wedding party to the appropriate dressing room(s) upon their arrival at the church.
 - Directing the wedding party to the Sanctuary.
 - Ensuring that the Wedding starts on time.
 - Directing guests that arrived late to the wait area until the appropriate time to enter the sanctuary.
 - Submitting the marriage license to the Officiating Minister the day of the wedding for signatures. The signatures will be done ten (10) minutes before the wedding.

***REMEMBER . . . ALL WEDDING GUILD MEMBERS ARE
AVAILABLE TO ANSWER QUESTIONS ABOUT THE CHURCH.***

The Wedding Policy

It shall be the policy of The New Bethel A.M.E. Church to grant requests for weddings to those persons who are active members of the church for 6 months. Exceptions will be granted on a case per case basis by the Senior Pastor. New Bethel AME Church does not perform weddings for non-members of the church, with out special approval and different fees than members.

Couples will strictly adhere to this NBC Wedding Manual and its contents and terms as outlined by the Steward Board, Pastor, Music Director and Church Administrator. Brides and grooms are required to:

1. Schedule pre-wedding conference with the Senior Pastor.
2. Provide a copy of the wedding program to the Senior Pastor **no later than two weeks prior to the service.**
3. Provide the marriage license to a member of the NBC Wedding Guild the day of your rehearsal.
4. Indicate either on the application if the service is a "Renewal of Vows or a "Wedding Ceremony "(in such case, a copy of your marriage license is to be submitted to the Pastor).
5. Submit payments of all fees 30 days before the wedding. Payment should be made to the Church Administrator, written out to New Bethel A.M.E. Church.
6. Be aware that
 - a. Consumption of alcoholic beverages on the property or in any building of NBC is prohibited. Violators will be asked to leave the premises.
 - b. There is to be **NO FOOD** in the Sanctuary.
 - c. Throwing rice, birdseed, confetti, etc., is strictly PROHIBITED both in and outside the building.
 - d. Smoking is not permitted on the church premises.
 - e. Decorations in the Sanctuary or the Fellowship Area may not be removed or altered unless approved by the Senior Pastor.

Scheduling Your Wedding Date

The wedding date must be scheduled as soon as possible to ensure the day you desire is available. There are certain rules about both date and time that require strict adherence:

1. Weddings will not be scheduled later than 6:00 p.m. on a Saturday, and 2 hours is allotted for the wedding and clean-up.
2. Two weddings cannot be scheduled on the same day unless approved by Senior Pastor.
3. Weddings will not be scheduled the Saturday before the first Sunday unless approved by the Senior Pastor.
4. Weddings will not be scheduled on Sunday.

Conference with Senior Pastor and Officiating Minister

- I. It is necessary for the bride and groom to meet with the Senior Pastor before they are married. This is a prerequisite to the approval of all marriage services held at New Bethel. Therefore, it is required that the bride and groom schedule a meeting with the Senior Pastor when the wedding is scheduled.
- II. If the Senior Pastor is not the officiating minister, it is also necessary to schedule a meeting with the Officiating Minister for your wedding service.

The Marriage License

The marriage license must be in the hands of the minister by the Wedding Guild before the wedding can be performed.

REMEMBER TO BRING IT WITH YOU ON YOUR Rehearsal DAY.

The Rehearsal

We feel the rehearsal is an important part of your wedding. In fairness to those helping you, the rehearsal must proceed on time. If your rehearsal does not start on-time, you will be charged \$25 for every 15 minutes you are late.

1. Ask your wedding party to ARRIVE ON TIME and be prepared to cooperate in a quiet and orderly manner.
THE PREMISES WILL BE LOCKED SHORTLY THEREAFTER!
2. The date and hour for the rehearsal must be scheduled when the wedding date and time are scheduled. Again, there are certain rules about both dates and times with which you must comply:
 - a. Rehearsals are to be scheduled between the hours of 6:30 p.m. and end by 8:30 p.m. All participants are to be present.
 - b. Due to other scheduled activities Monday through Thursday, rehearsals will only be held on the Friday before the wedding.
 - c. If the Fellowship Area or Senior Center is to be used for rehearsal dinner, it will be open and available for food set-up and decorating one hour prior to the dinner. The dinner should be over by 8:45 p.m. and everyone out of the building by 9:15 p.m.
 - d. Please straighten up after you have finished and allow enough time to do the following:
 - i. Wipe off tables and chairs; clean up the kitchen
 - ii. Take all of YOUR items with you
 - iii. Clean up excessive spills from the floor
 - iv. Remove any decorations that you may have set up
 - v. Take out all garbage to dumpster.
 - vi. Reminder, you are only reserving the space. Any items in the kitchen (pots, silverware, etc.) are not available for use.

The Wedding

The church will be open and available to the wedding party TWO HOURS prior to the scheduled time of your wedding and TWO HOURS after the wedding for cleanup. Please inform everyone of the importance of being punctual.

I. Music

- a. For weddings at New Bethel A.M.E. Church, we require that the music be fitting to the occasion. The music of the service should always maintain the integrity of the service.
- b. The Music Director, Senior Pastor and Wedding Guild must approve all music for the wedding.
- c. Secular songs will not be allowed for the wedding service.
- d. Guest musicians must have prior approval for use of the organ. Guest musician(s) must be approved by the Church Music Director and requested at the time of submitting application.

II. Flowers, Candelabras, Unity Candle, Holy Communion

- a. NOTHING may be placed on the Altar, pulpit or chancel rail.
- b. Flowers and candelabras may be placed at each end of the podium.
- c. If a Unity Candle is desired, make sure to use dripless candles. The officiating minister must be informed if this is to be a part of the service.
- d. The church does not furnish Candelighters. They must be rented through your Florist or rental Company. Please remember to bring matches for the candle lighters.
- e. Plastic must be placed under candelabras. Candelabras are available through your florist. The florist should furnish Patrician, dripless candles for regular candelabras.
- f. NO nails, tacks, tapes, or other means shall be used to secure flowers, palms, or other decorations to the church (i.e., furniture, walls, or fixtures).
- g. All decorations MUST be removed following the wedding.
- h. If Holy Communion is desired, the officiating minister must be informed.

III. Wedding Programs

It is the responsibility of the bride and groom to: prepare the wedding program. Prior to printing this program, a copy (including wedding songs) must be submitted to the Wedding guild for review no later than 2 weeks prior to the service. (See sample outline of wedding program on pages 15-16).

IV. Visiting Ministers

If a visiting Minister is officiating or assisting with wedding service, it should be indicated on application.

The Reception

The reception may be held in the Fellowship Hall area (Seating capacity 200 people). If the reception is to be held here, arrangements must be made when the wedding date is set. The church has full control of what is done here. The reception must be in accordance with church policy.

I. Kitchen

- a. A limited kitchen is available. The oven may be used for heating only, cooking is not allowed. Food should already be prepared & ready to serve.
- b. The refrigerator may be used for cooling only.
- c. Do not use any food items already there.
- d. The bride and groom are responsible for securing a caterer. Your caterer must contact the Wedding Guild for proper arrangements. Please adhere to the clean-up rules under "The Rehearsal" section.

II. Decorating

- a. The Fellowship area will be open and available for decorating and food set-up two hours prior to the wedding service.
- b. NO nails, tacks, or adhesive tape may be used to secure flowers, palms, or other decorations to the walls or furniture or fixtures.
- c. Time Limit - The Fellowship area can accommodate your reception for 2 to 3 hours. Premises must be vacated by 8:00 p.m.

Photography and Videotaping Guidelines

- I. Unless previously cleared by the officiating minister, photographers are not allowed to use flash during the service nor enter the pulpit area, as this is a Holy occasion and photographing can be disruptive to the service.
- II. Videotaping is allowed but limited to the choir stand and other pre-approved designated areas.
- III. A copy of these rules must be forwarded to your photographer and videographer.

Dressing Rooms

- I. Rooms will be available to accommodate your wedding party. The Wedding Guild members will direct you and your party to the reserved rooms.
- II. All personal belongings must be removed from the buildings before the wedding begins.
- III. Beverages, foods and smoking are not permitted in these rooms.
- IV. Please make sure that all electrical objects are unplugged immediately after use. Please adhere to this policy.
- V. New Bethel AME will not be held responsible for belongings left at the church.

Church Fees

It is required that all fees be paid 30 days prior to the date of the wedding.

PLEASE CONTACT THE WEDDING GUILD FOR THE CURRENT WEDDING FEE SCHEDULE.

Note:

A fee of \$100.00 is required separate from the standard church fees as a retainer relating to the start time of your wedding rehearsal and/or service. A \$25 fee is assessed for every 15 minutes you are late starting your wedding rehearsal and/or service. The fee will be deducted from your retainer. This fee is refunded to you if your rehearsal and service start and end on time, all items removed from the church after activities and no damages to church.

PLEASE ASK YOUR WEDDING PARTY TO FULLY COOPERATE WITH NEW BETHEL AME CHURCH, THE MINISTERIAL STAFF, ADMINISTRATIVE STAFF, AND WEDDING GUILD MEMBERS.
THANK YOU!

Sample Order of Wedding Service (for A.M.E. Churches)

If you are not familiar with A.M. E. services, below is a recommended wedding outline to follow when preparing your program. The officiating minister for your wedding will be available to review this suggested program out line with you.

PRELUDE

LIGHTING OF CANDLES

SEATING OF PARENTS

SOLO (Optional)

PROCESSIONAL

ENTRANCE OF BRIDE

INVOCATION CALL TO WORSHIP (Prayer & Scripture Reading)

CALL TO WORSHIP

EXCHANGE OF VOWS & RINGS

PRAYER

SOLO (Optional)

UNITY CANDLE CEREMONY (Optional)

SOLO (Option)

THE LORD'S PRAYER

HOLY COMMUNION (Optional)

PRONOUNCEMENT OF CHRISTIAN MARRIAGE

Wedding Notification Form

(This form needs to be complete and submitted to Church Administrator and distributed to all Ministries involved.)

Wedding Guild Contact Person: **New Bethel AME Office Staff**

Phone Number: 770-484-3350

Please submit a copy to the following ministries/persons:

Name of the Bride:	
Phone Number(s)	
Name of Groom:	
Phone Number(s)	
Date of Wedding Rehearsal: _____	
Time of Wedding Rehearsal: (from beginning to end)	
Rooms needed for Rehearsal	
Will there be a rehearsal dinner at the church? (If so, how many people will be attending the rehearsal dinner?)	
Will the tables need to be set-up for the rehearsal dinner? If so, how many tables will need to be set-up?	
Date of Wedding	
Time needed for Wedding Activities (This is the time from entering and exiting the church.)	
Rooms needed for Wedding (Please specify the rooms needed.)	
Will you take Holy Communion during your Wedding Service? (If yes, the President of the Stewardess' will need to be informed.)	
Will there be a reception at the church?	
How many people will be attending the Wedding reception?	
Will tables and chairs need to be set up for the Wedding reception? (If yes, please inform the Trustees Pro-Tem.)	

New Bethel A.M.E. Church
8350 Rockbridge Road Lithonia, Georgia 30058
(Office) 770.484.3350; (Fax) 770.484.4646
Wedding Application

**A deposit of \$100.00 is due upon submitting this application. **

GENERAL INFORMATION			
Bride's Name:		Groom's Name:	
Address:		Address:	
Home Phone:	Work Phone:	Home Phone:	Work Phone:
Church Membership:	City:	Church Membership:	City:
Rehearsal Date:		Rehearsal Time:	Number of Persons:
Wedding Date:		Wedding Time:	
FACILITIES REQUESTED FOR REHEARSAL			
<input type="checkbox"/> Sanctuary		<input type="checkbox"/> Fellowship Hall	
FACILITIES REQUESTED FOR WEDDING			
<input type="checkbox"/> Sanctuary		<input type="checkbox"/> Fellowship Hall	
WEDDING SERVICES REQUESTED			
<input type="checkbox"/> Marriage Ceremony		<input type="checkbox"/> Affirmation of Marriage Vow	
		<input type="checkbox"/> Renewal of Marriage Vows	
<input type="checkbox"/> Rehearsal Dinner (Check only if requesting church facilities)			
Name of Caterer:		Caterer's Phone Number:	
<input type="checkbox"/> Reception (Check only if requesting church facilities)			
Name of Caterer:		Caterer's Phone Number:	
WEDDING ARRANGEMENTS CHECKLIST			
Number of Bridesmaids:		Number of Groomsmen:	
		Number of Ushers/Hostesses:	
Number of Flower Girls/Junior Bride:		Number of Ring Bearers/Junior Groom:	
Unity Candle: (circle yes or no)		Holy Communion (circle yes or no)	
Yes No		Yes No	
<input type="checkbox"/> Double Ring Service		<input type="checkbox"/> Single Ring Service	
Wedding Director:		Phone Number:	
Florist:		Phone Number:	
Photographer:		Phone Number:	
Videographer:		Phone Number:	

Organist/Musician:		Phone Number:		
I have read the New Bethel A.M.E. Church Wedding manual and agree to comply with all of the guidelines contained therein. I am aware of the \$100.00 deposit is due upon submitting this application.				
Bride's Signature:		Date:		
Groom's Signature:		Date:		
Wedding Guild Member's Signature:		Date:		
OFFICE USE ONLY				
<input type="checkbox"/> Application Received by:			Date:	
<input type="checkbox"/> Confirmation Letter Sent:			Date:	
<input type="checkbox"/> Conference with the Pasto			Date:	
<input type="checkbox"/> Conference with Officiating Minister:			Date:	
<input type="checkbox"/> Music Approved:			Date:	
<input type="checkbox"/> Wedding Program Submitted:			Date:	
<input type="checkbox"/> Marriage License Submitted:			Date:	
Officiating Minister:				
Date/Time Requested		<input type="checkbox"/> Date Available		<input type="checkbox"/> Date Not Available
Alternate Dates/Times:				
Class Leader/Number:				
Fees Due:				
<u>Wedding #1</u> \$300.00 Member \$500.00 NM	<u>Wedding #2</u> Rehearsal Dinner \$500.00 Member \$700.00 NM	<u>Wedding #3</u> Rehearsal Dinner Reception \$700.00 Member \$1000.00 NM	<u>Deposit</u> \$100.00	<u>Total Due:</u>
Fees Paid:		Wedding Guild Member Assigned:		Phone Number:
Set up or Special Arrangements requested:				

AGREEMENT

We, _____ (Bride) _____ and
_____ (Groom), agree with and will abide by all regulations
in the NBC Wedding Packet and New Bethel A.M.E. Church. We are responsible for the
physical body of the church during our festivities and are responsible for actions of our
guests. We will respect the Pastor, Wedding Guild Officers, and Members of New Bethel
A.M.E. Church. If there are any damages, the wedding rehearsal and/or wedding does not
start or end on time, where understand and fully agree that our deposit (\$100.00) will not be
refunded. All aspects of the wedding rehearsal, rehearsal dinner, wedding and reception
will be approved by the Wedding Guild. Therefore, we understand that it is important to
fully disclose all information concerning wedding activities at New Bethel A.M.E. Church
to the Wedding Guild for approval. If there are any changes in activities of any kind, the
Wedding Guild must be contacted for approval.

Bride's Signature

Date

Groom's Signature

Date

Wedding Guild Member's Signature

Date

Wedding Guild Chairperson or Co-Chair Signature

Date

PASTOR'S POLICY FOR PERFORMING WEDDING SERVICES

1. *Purpose:*

To provide guidance to individuals requesting a wedding service.

2. *Wedding Service:*

A couple may enter into a wonderful relationship of marriage in two ways:

- i. through a religious service
- ii. through a ceremony.
 - a. A civil ceremony is conducted by a person allowed by the state of Georgia to perform weddings as a part of their privilege of public office. A judge and justice of the peace are just two examples.
 - b. A wedding service on the other hand, is conducted as part of the religious program of a church/chapel. The service is performed by an ordained minister.

3. *General Statement:*

- a. Marriage is a special relationship thought up by God and intended as a source of tremendous joy and fulfillment in the lives of both husband and wife. From the beginning God intended marriage to be a relationship between one man and one woman, characterized by a commitment and faithfulness, for the lifetime of the couple.
- b. Though marriage has the potential for bringing immeasurable joy into the lives of two people in love, it also holds the potential for untold misery. What a couple experiences in their relationship between these two extremes will depend upon their willingness to be challenged and grow as a couple. To assist you in this process I will guide you in focusing on your relationship with God and each other, communication and conflict resolution skills, personal and couple goals, and the importance of commitment in the marriage.
- c. I, therefore hold the honor of uniting the two of you in marriage as a wonderful privilege and solemn responsibility to both you and God, whom I serve.

4. *Conditions:*

This policy outlines the conditions necessary for me to perform your wedding.

This is by no means exhaustive and is not intended as a contract for service.

Before entering into an agreement to perform a wedding, the following conditions must be met:

- a. The couple must agree to no less than six hours of premarital education which qualifies them for a \$35.00 deduction from their licensing fee.
- b. The date of the wedding must be at least ninety (90) days from the scheduling of the wedding.
- c. The rehearsal will take place no more than one week prior to the wedding date. The rehearsal and wedding will start on time. All participants will be present, to include the musician.
- d. The marriage license must be verified by me the day of the rehearsal.
- e. The couple must be Christians. They must have a relationship with God and be willing to enter into a loving relationship with each other.
- f. The couple is to secure a wedding director, who will discuss the order of service with me before it's printed.
- g. All weddings performed in the church will be in accordance with the church's policy for weddings. It is the wedding party's responsibility to confirm the availability of the church with the wedding guild.

By signing this document you are verifying that you have read and agreed with the terms above.

Groom: _____ Date _____

Bride: _____ Date _____

Rev. Richard Allen Washington, Sr.
Pastor, Church Beyond the Walls| New Bethel AME Church