



Liberty Christian Fellowship

Loving God and loving people in a hurting world

Wedding Information

Whom we serve

LIBERTY MEMBERS & COMMITTED REGULAR ATTENDERS

Weddings for members and committed regular attenders of Liberty Church will be arranged in consultation with the Wedding Director based on availability of the Officiating Pastor and the church building.

LOCAL COMMUNITY MEMBERS

Liberty is not available for weddings of those who are not members or committed regular attenders of the church.

Wedding Policies

As stated in the Bible and in accordance with Liberty Christian Fellowship' beliefs, weddings take place between one man, born a man, and one woman, born a woman. For more information, please see the Liberty Christian Fellowship bylaws. To be married at Liberty either the bride or groom must be active members of Liberty. Liberty cannot host weddings on the following weekends: Easter, Thanksgiving, Christmas, and New Year's Day. Liberty reserves the right to block out other dates as necessary when church events are added to the calendar.

Facility & Fees

- **Sanctuary (seats up to 500) - \$500**
 - The fee for the Sanctuary includes the room, a church wedding director (the liaison between bride/groom and church), a set up crew (to set up chairs and/or tables, etc), an audio technician for rehearsal and ceremony, pre-programmed lighting and clean up crew.
 - Upon approval of reservation, Sanctuary space is available from noon the day prior until conclusion of ceremony. All decorations will be taken down by cleaning crew 1 hour after conclusion of ceremony. Saturday weddings must be finished no later than 5pm.
 - Special Graphics Option - \$50
You will need to include this option if you want to use our large projection screens for still photos, slideshows or any other graphic.
- **Fellowship Hall/Kitchen: - \$500 (includes seating for up to 160)**
 - Upon approval of reservation, space is available from noon the day prior until the conclusion of event. Saturday weddings must be finished no later than 7pm.

- o The Fellowship Hall Fee includes, a church wedding director (liaison between bride and church), a set up/clean up crew (chairs and/or tables, trash, etc),
- o Choose from the following:
 - 7 – 60’ round tables that seat 6-8pp (linens not included)
 - 14 – 96” banquet tables that seat 8pp (linens not included)
 - 12 – 42” cocktail tables for standing of 4pp (linens not included)
- o Includes use of Kitchen:
 - 2 stoves/ovens
 - Dishwasher
 - 2 refrigerators
 - Ice machine (serves 30pp)
 - Deep freezer
 - Microwave
 - Platters, pots, pans, serving utensils available for use
- **Additional Rooms - \$50 per room**
 - o Bridal Party Room 20’x16’
 - o Private seating room 10’x10’
- **Camp Emmanuel (not available June - August) \$1500**
 - o The fee for Camp Emmanuel includes access to the Ampitheatre grounds (built in seating for 150), Pavilion area (picnic tables to seat 60-70pp) and bathhouses day prior and day of. The use of the cottage and two cabins are available for the day of the Bridal Party. No overnight occupancy is permitted. Tables and chairs are not provided.
 - o Everything must be removed from Camp Emmanuel by 11pm day of. Rentals such as tents, tables and chairs must be picked up by noon the following day.

Wedding Fees

All wedding fees are due 2 weeks prior to your wedding date.

Pastor Performing Ceremony

The church wedding coordinator will confirm the requested Pastor’s availability for the Rehearsal and Ceremony. Only Liberty Christian Fellowship Pastors or Elders are permitted to officiate the ceremony. Please note that an honorarium for the pastor performing your ceremony is customary and is not included in the fees you pay the church. Please be sure to give your pastor an appropriate honorarium for his or her services.

Please provide your marriage license to the Pastor at the rehearsal.

Music

A copy of all music to be used before, during and after your wedding ceremony must be submitted to your coordinator for approval at least 3 weeks prior to your wedding date. Liberty does not provide musicians. If you would like to use musicians and instrumentalists from the Liberty Worship team, please let the wedding coordinator know at least 12 weeks in advance, an honorarium will be requested for their time & talent. If you are bringing in musicians/instrumentalists and they need to use our sound system, let the church wedding director know at least 4 weeks in advance.

Pre-Marriage Class

At Liberty, we take the marriage covenant very seriously. At least two pre-marital classes are required for all couples who want to be married at Liberty. The church wedding director will schedule these classes with you and the officiating Pastor.

**Weddings are approved based on the availability of church space,
the Church Wedding director and the Officiating Pastor.**

The Church Wedding Director is the liaison between the church and the bride and groom. The Church Wedding Director does not work with the florist, caterer, DJ, etc.

We encourage all Brides and Grooms to hire a professional Wedding Coordinator to guide you through the months leading up to your event and to the communication hub between you, family, wedding party and vendors.



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Wedding Function Form

244 Williams Dr., Kill Devil Hills, NC 27948

252.441.6592/michelle@libertyobx.com

Wedding Date: _____

Ceremony Time: _____ **Reception Time:** _____

Rehearsal Date/Time: _____

Brides Name/#: _____

Grooms Name/#: _____

Officiating Pastor: _____

Function Coordinator: _____

Space(s) Requested (time):

Please initial, acknowledging the following:

- _____ Linens, decorations, paper products and utensils are not provided
- _____ Services such as photography/videography, MC/DJ, florist, catering/food is not provided
- _____ Dripless or battery-operated candles only. Sparklers and bubbles are allowed outdoors only. Rice, glitter and confetti are not permitted
- _____ Tobacco and Alcohol are strictly prohibited
- _____ Equipment may not be touched or moved from the stage in the Sanctuary
- _____ Pets are not permitted
- _____ Nails, screws, push pins, metal hooks or damaging adhesive is prohibited
- _____ It is my responsibility to leave the rooms used the way I found them
- _____ I understand that nothing can be stored or left at Liberty or Camp Emmanuel beforehand or after the event.
- _____ Prior approval is required for all outside equipment needed for ground set up at Camp Emmanuel such as; tents, caterers, tables, chairs and guest parking.