



1. Steps to scheduling the Wedding

The couple planning to be married should contact the church as far in advance of the wedding as possible. The couple should also get a copy of The Harbor Church's Wedding Application from our website (www.theharborfl.org), complete it and return it to the church. *Anyone desiring to get married at The Harbor must be a church member in good standing at The Harbor.* The Church Administrator, along with the Pastor, will review the Wedding Application at their next staff meeting. You will then be contacted with the staff's decision and/or the availability of the facilities and/or pastor. Once the couple has been notified that the date and/or facility is available, a \$100.00 deposit is required in order to reserve the date and/or facility on the church calendar.

2. Contributing to Spiritual Foundations

The Harbor Church pastoral staff realizes that a public official other than a minister can legally marry a couple. If it is the couple's desire to be married by a Christian minister and/or at The Harbor Church's facilities, this intent implies they are desiring a "Christian" wedding. Though common today, cohabitation (living together, sleeping together, fornication) before a couple is married violates Biblical principles and contributes to the future of failed marriages.

Desiring to contribute to the success of a couple's future marriage, we require a couple currently cohabitating to make arrangements to live separately until they are married. The couple should submit, with their wedding worksheet, a brief timeline of these arrangements. Harbor Church's pastoral staff does not act as judges, but as ministers to help build spiritual foundations for a Christian family. Please be sure to talk to the Pastors about how you will plan and arrange your current cohabitation to honor the Lord until the day you are married. We want to help you succeed and start your marriage off honoring God in all ways possible.

3. *Wedding Coordinator*

Harbor Church does not currently have an in-house Wedding Coordinator. The couple would be required to hire their own coordinator who would then communicate with the appropriate parties at our church. Guidelines for the Wedding Coordinator can be found at the end of this brochure. We strongly do not recommend the Bride act as Wedding Coordinator, and if one cannot be afforded, that an available family member or very close friend be appointed for the position. The Coordinator's name, contact information and time available must be submitted (via email to office@theharborfl.org) and approved by The Harbor before we will set and commit to a date. The Coordinator will serve as the liaison for every aspect of the wedding having to do with the church, the pastor, the support staff, and the facilities. Should the wedding be very large (more than six attendants), a second Wedding Coordinator may be required.

4. *Facilities*

- A. The sanctuary may be used for the wedding ceremony when it is available. If previously scheduled events, including services, require the use of some facility following the wedding, the wedding must be scheduled early enough to allow for the rearrangement of rooms without any undue pressure on any individual or group. The church is not currently available for receptions.
- B. Chairs in the sanctuary may be moved and set up as preferred by couple, but they will need to get volunteers to set it up and put chairs back for the Sunday service once the ceremony is over. If a church employee is required to assist wedding party volunteers in the rearrangement of chairs in the sanctuary for Sunday services, a fee of \$150 will apply. The wedding party must supply two volunteers per every 50 chairs to be moved.
- C. Some of the musical equipment in the sanctuary cannot be moved, but arrangements can be made to creatively cover the equipment, and move other equipment, with the help of the Music Minister. If the bride and groom prefer a specific style or color of covering, they may purchase those and give them to the Music Minister for placement. This must be handled two weeks prior to the wedding.
- D. Rice or confetti is not to be thrown in or around any building at The Harbor. Birdseed and/or bubbles are permissible outside the buildings.
- E. A key will be given to a responsible party representing the bride and groom. This person will be responsible for locking up after the event and is to return the key to The Harbor Church offices. If the key is not returned, a fee of \$150 will be charged to rekey the facility.

5. *Land/Property Usages*

- A. If couple desires to use outdoor property/land for a tent or holding the ceremony outdoors, it will be the couple's responsibility to make sure The Harbor is notified one month prior to the event to

allow for site mowing or spraying for ants/bugs. Costs for this are shown below. If a couple has deliveries scheduled for the outside area, they will be solely responsible to ensure everything is set up as they want it and is in good/proper working condition.

- B. Bathrooms in one of the buildings may be left open for use as long as the wedding party's facility keyholder will lock up and ensure no vandalism or damage has occurred during the ceremony. They will also be responsible to lock up after the event. (If the wedding couple has hired a Harbor Church staff person to run lights, music or computers, this person could also be responsible for the key and locking up afterwards). Arrangements for this must be made a month or more in advance of the ceremony and communicated to The Harbor Church office.

6. Pastors

- A. It is assumed that one of the pastors of The Harbor Church will perform the ceremony.
- B. The pastors reserve the right to decide for whom they will perform a ceremony.
- C. The Wedding Coordinator will conduct the rehearsal for the pastor. The pastor will meet with the couple prior to the wedding.
- D. It is the responsibility of the wedding party to bring the marriage license to the church on the day of the ceremony and to arrange for two witnesses.

7. Premarital Classes

- A. The couple agrees to complete The Harbor Church's Premarital Class. This class is required for all weddings performed by a Harbor Church Pastor. The cost for the class is shown below. The scheduled class will be for 4 to 6 sessions. The specific times will be decided between the Pastor and the couple.
- B. Should the couple be unable to attend the scheduled class, they must make arrangements with the Pastor to complete the class on a personalized schedule.
- C. The couple is required to purchase "Before You Say I Do" by Norman Wright, and to read the first 2 chapters before the premarital counseling course can begin.

8. Music

- A. Harbor Church will work with the wedding couple to accommodate music needs, but we do not provide musicians, instruments, CD's, or tapes. Due to the sophisticated nature of our sound systems, a Harbor-trained sound and/or light technician is required for every ceremony held at The Harbor Church and there will be a fee of \$150 per technician, to be paid directly to them.

- B. The wedding couple is responsible for musical selections. All music shall be appropriate for a Christian wedding ceremony, remembering, this is a religious service. The music need not be excessively formal but should glorify God. In addition, all music used at the reception, in the church facility, should reflect the dignity of the wedding ceremony and should not be in any way considered anti-Christian or promote immorality.
- C. If the couple decides to have a soloist perform, the Wedding Coordinator/Pastor is to be informed, as far in advance as possible, of any special musical arrangement and will coordinate the soloist's needs with the sound technician(s).
- D. If a couple hires their own sound/light/music technicians, they must communicate with our Music Minister to determine which of our equipment they can use and what their own technician may need to provide.

9. *Wedding Party*

- A. We consider the wedding ceremony a religious service, and the wedding party is to act with reverence and dignity.
- B. It is expected that the wedding party attire will characterize dignity and be suitable to the occasion.

10. *Wedding Pictures*

- A. Pictures may be taken with certain limitations. Limited pictures are to be taken during the actual ceremony. Pictures may be taken of the bride as she enters the sanctuary and of the couple as they leave the sanctuary. Any number of pictures may be taken after the wedding service. If you prefer photos to be taken before the ceremony, this must be planned with the Wedding Coordinator/Pastor.
- B. Videographers and/or photographers must detail any special needs at least two weeks prior to the wedding. These needs must be arranged with the Wedding Coordinator/Ceremony Pastor.

11. *Programs*

Programs are helpful in guiding your guests through the ceremony. The publication of the wedding program is the responsibility of the wedding couple.

12. *Florist*

The florist will be responsible for floral decorating and for the removal of floral decorations. A

timeframe for setup and take-down must be pre-arranged with the Wedding Coordinator/volunteer that is responsible for use of the church keys. Knowledge of any scheduled activities needs to be communicated to the church office to avoid conflict with scheduled church activities.

The florist must agree to:

- Use no nails or tacks in any Harbor-owned furniture.
- Use only ceramic, spring-loaded, or gas-filled candles.
- Provide an aisle runner, if used.
- Leave the sanctuary and lobby uncluttered.
- Be liable for any damage done to the church property through his/her negligence.

13. Deliveries

Delivery of rental items can be accepted at The Harbor Church prior to the wedding, during normal office hours (Mon – Thu, 7-5). The wedding couple must notify the church in advance of such deliveries and provide someone to make sure items are transferred into the building safely and in working condition. Deliveries during non-office hours must be arranged with the volunteer key holder from the wedding party. It is the responsibility of the couple and wedding coordinator to accept, place and remove any deliverable items church for their wedding.

14. Damage Fee

A breakage or damage fee will be charged if damage is done to the facilities or furnishings of The Harbor Church. The fee will be the costs to repair or replace damage or broken items.

15. Fee Policy

If the request for scheduling a wedding with the Pastor is approved, a \$100.00 deposit is immediately required to hold the date and/or facility. The deposit should be made payable to The Harbor Church and the bride's name and wedding date should be referenced in the memo line of the check. The deposit will be applied to the total fees due.

If the wedding deposit is not received within three business days, the church will assume that the couple has changed their minds and are not interested in reserving the date and/or facilities, and the date will be considered available.

The Wedding Coordinator/Pastor will assist the couple with applicable fee itemization and will work with the couple to ensure all payments are made in full 30 days prior to the wedding. Should the wedding be canceled or postponed within 30 days of the ceremony, the deposit is nonrefundable.

Wedding Fees

Pastors Fee for performing ceremony <i>(This fee is for Pastor Dave-If you use a different minister you will need to ask them how much they charge)</i>	\$200.00	_____
Pastors Fee for teaching Premarital Class <i>(This fee is for Pastor Dave-If you use a different minister you will need to ask them how much they charge)</i>	\$400.00	_____
Sound/Light Technician	\$150.00	_____
Land usage	\$200.00	_____
Computer Technician	\$100.00	_____
Outdoor Land Prep <i>(includes bug spray, and mowing-cost will vary due to how much land they will want to use)</i>	\$1000.00	_____
Sanctuary Set Up	\$150.00	_____
Facility (Indoor)	\$400.00	_____
Grand Total		\$ _____