



Burr Ridge Community Church
Wedding Information



BURR RIDGE
Community Church

Brides Name _____

Wedding Date _____

Contact # _____

Date Deposit Received _____

HOLY MATRIMONY

Marriage itself is a legal arrangement. Christian marriage, or Holy Matrimony, on the other hand, is a covenant between a couple, God, and the Christian community that is the Church. We at BRCC believe that this is a sacred covenant, one that is not made lightly and should be supported and celebrated by the Church. To this end, we endeavor to provide couples with a ceremony that celebrates this covenant.

As a ministry to our community, BRCC welcomes those who do not belong to a congregation and those who are unable to be married in their congregations. All couples who wish to enter into the marriage covenant are welcome to be married at BRCC. We are an open and affirming congregation. The pastor of BRCC is also willing to co-officiate with another clergy.

See "Fee Schedule" on page 4 for clergy honorarium.

PREMARITAL CONFERENCES

A couple is required to meet with our BRCC pastor. Additional meetings, however, may be requested by the couple or at the pastor's discretion. **A wedding date will not be confirmed until a couple has confirmed a date with the pastor, signed the Wedding Agreement and returned the completed Wedding Reservation Form with the \$500 deposit.**

THE CEREMONY

The couple's wedding ceremony will be planned with the pastor during the premarital conferences so that it is a meaningful reflection of their lives.

THE MUSIC

Music for the ceremony will be planned by the couple with the pastor and organist. If special music, like a soloist, is required, the couple is responsible for arranging rehearsals. An organist is provided by BRCC unless other arrangements are made. *See "Fee Schedule" on page 4 for organist honorarium.*

WEDDING COORDINATOR

Our Wedding Coordinator will guide you throughout the wedding process. Their role is to assist the couple and minister with many of the details involved in the planning of such an important event. The bride and/or groom are required to meet with the Wedding Coordinator to go over details of the wedding day. *See "Fee Schedule" on page 4 for the Wedding Coordinator honorarium.*

THE REHEARSAL

One hour is scheduled for wedding rehearsals. All wedding party members must be at the rehearsal unless previous arrangements are made with the pastor. A rehearsal that runs long due to late arrivals may result in a lost deposit.



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MARRIAGE LICENSE

A marriage license must be brought to the pastor at the rehearsal. A marriage cannot be performed without a valid license. For information on marriage licenses, call the DuPage County Clerk at (630) 407-5500

FLOWERS*

Please Note: Fire code regulations forbid the use of live pine or fern on or near candles or candelabra.

NUMBER OF SEATS AND LENGTH OF CENTER AISLES

The sanctuary seats approximately 288 people (excluding the balcony) and the aisle is 42 feet.

PHOTOGRAPHY AND VIDEOTAPING*

During the service itself (between the processional and the recessional), flash photography is prohibited, and photographers are not permitted in the chancel area. One-time exposure photographs may be taken from the balcony during the service.

Videotaping is permitted with only the lighting available in the sanctuary.

The couple may make arrangements with the pastor to stage portions of the ceremony following the service for photographic or videotaping opportunities.

TRADITIONAL RICE THROWING

Throwing rice, confetti, etc. is prohibited at BRCC. Birdseed, rose petals, or bubbles, however, are allowed if done outdoors. **(Please note that the \$500 deposit will be returned only if there is no mess to be cleaned after the ceremony.)**

WEDDING DAY SCHEDULE

The bridal party is expected to be at the church **no later than forty minutes before** the service. The sanctuary will be open for seating guests no later than thirty minutes before the service begins.

*Guidelines for florists, photographers, and videographers are included and will also be reviewed with you by a Wedding Committee member. You are responsible for giving these to your florist, photographer, and videographer.



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SCHEDULE OF FEES

FIXED Fees

Sanctuary	\$ 500.00
Wedding Coordinator Fee	\$ 50.00
*Maintenance Fee (5 hours)	\$ 150.00
*Minister	\$ 300.00

OPTIONAL FEES

* Organist Fee	\$ 200.00
* Soloist	\$ 150.00
* Decorating services available upon request	Price varies
* Baker / Cake Decorator available upon request	Price varies

***Separate checks are needed for these individuals.** Your Wedding Coordinator will supply you with the names. The Sanctuary Fee is waived for BRCC Members.

A \$500 Security Deposit is due to reserve the wedding date. The deposit will be returned after the wedding as long as no damage is incurred to the church property. The deposit is retained by the church if rice or confetti is thrown following the ceremony. **Deposits are refunded, not applied to the total**

\$500 Refundable Deposit Received Date: _____

No wedding date and time will be set until you have confirmed the availability with the pastor who will perform the ceremony and the Wedding Reservation Form (completed as much as possible) and the \$500 refundable deposit have been submitted.

The total amount due must be paid no later than the time of the rehearsal. The wedding license should also be given to the pastor at the rehearsal.

Any damage to the property should be repaired or replaced by the person reserving the same to the satisfaction of the Trustees. This includes any damage done by wedding guests to the building or parking lot. The premises should be left in the same condition as they were found. The church is unable to assume responsibility neither for property brought onto the premises nor for the safety of the persons who use the church property. Be aware this is a public building. We cannot be responsible for missing personal articles. Care should be taken not to leave valuables unattended during the wedding service/reception.



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WEDDING AGREEMENT

We are pleased that you have decided to make use of our church for your wedding!

We have provided you with two copies of this Wedding Agreement. Please sign and return one copy to the church as soon as possible. **(Remember: No wedding date will be confirmed until you have confirmed a date with the pastor, signed the Wedding Agreement, and returned the completed Wedding Reservation Form with the \$500 deposit.)**

The second copy of this form should be kept with your records so that the information and requirements are readily available to you while you are planning your wedding.

Your signatures below indicate that you have read this material and agree to the terms and conditions within it and to pay the fees as outlined.

We at BRCC, in turn, will do our best to provide you with meaningful service that honors and celebrates your covenant of marriage.

BRIDE _____

DATE _____

GROOM _____

DATE _____

WEDDING DATE _____



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DATE _____

GROOM _____

DATE _____

WEDDING DATE _____



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BURR RIDGE COMMUNITY CHURCH WEDDING RESERVATION FORM

TODAY'S DATE _____

WEDDING DATE _____

Bride: _____

Please Print (Maiden name – as it is to appear on your marriage certificate)

ADDRESS _____ CITY _____ STATE _____ ZIP _____

HOME PHONE _____ CELL _____ EMAIL _____

Never Married Divorced Widowed

Affiliation: Protestant Catholic Other (specify) _____

Current Church Membership

Bride will: Retain Last Name Take Husband's Name Hyphenate Last Name

Groom: _____

Please Print (as it is to appear on your marriage certificate)

ADDRESS _____ CITY _____ STATE _____ ZIP _____

HOME PHONE _____ CELL _____ EMAIL _____

Never Married Divorced Widowed

Affiliation: Protestant Catholic Other (specify) _____

Current Church Membership

Couple's Address **After** Wedding _____

Maid/Matron of Honor _____

Best Man _____

Number of Attendants: Bride _____ Groom _____

Flower Girl/ Age _____ Ring Bearer/Age _____



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SERVICE INFORMATION

Service will be held: Sanctuary Off-Site
(will need pastor's approval)

Time of Wedding: _____

Officiant: _____

If off-site, please provide the name, address, and phone number of the facility:

Wedding Photo Session: Before Wedding After Wedding Other _____

SERVICE MUSIC

Church Organist

Special Musicians _____

Soloist _____

Instrumentalist(s) _____

Special Music Requests _____

SUPPORT INFORMATION

*Florist Phone No. _____

*Photographer Phone No. _____

*Videographer Phone No. _____

*Guidelines for florists, photographers, and videographers will be given to you by the wedding Committee representative. You are responsible for giving these to your florist, photographer, and videographer.



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BACKGROUND INFORMATION & FAMILY DETAILS

Is this the first marriage for both parties in the couple? _____

Are there children, either from this relationship or past relationships? _____

If so, please provide names and ages of children _____

Are both sets of parents living? _____

Are the couple's parents married or divorced? _____

Have any of the parents remarried? _____

Is there anything about the couple's relationship with their parents, or between the different sets of parents, that we should be sensitive to or aware of?

Name of the **mother of the bride**: _____

Name of **father of the bride**: _____

Name of **stepparents**, if any: _____

Name of the **mother of the groom**: _____

Name of **father of the groom**: _____

Name of **stepparents**, if any _____



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GUIDELINES FOR PHOTOGRAPHERS

We welcome you to Burr Ridge Community Church. A ceremony of marriage is a momentous and wonderful occasion. It is also, first and foremost, a service of worship. We have established the following guidelines to ensure that couples have recorded memories of their ceremony while maintaining the sanctity and integrity of the service of worship. These guidelines are summarized on sheets, which we ask that you give to your photographer and videographer.

Upon arriving at the church, please check in with the pastor or the Wedding Coordinator.

During the service, a one-time exposure photo is permitted from the balcony. Guests frequently bring cameras and use flash during the service. However, we seek your help as a professional, in discouraging this interruption of worship.

Flash photography is permitted in the narthex during the processional and recessional.

The couple has the service space for two hours before and following the scheduled ceremony. Photography using the worship space must fall within this time frame.

Photography before the ceremony must end thirty minutes before the scheduled time of the ceremony.

If the bride and groom wish to stage portions of the ceremony following the service for photographs, arrangements should be made in advance with the pastor.



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GUIDELINES FOR VIDEOGRAPHER

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Upon arriving at the church, please check in with the pastor or the Wedding Coordinator.

Videotaping is permitted only with the lighting available in the sanctuary.

If the bride and groom wish to stage portions of the ceremony following the service for additional videotaping, arrangements should be made in advance with the pastor.

Photography before the ceremony must end thirty minutes before the scheduled time of the ceremony.

Photography using the worship space or church property must fall within the time frames specified in the Building Use Guidelines.



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GUIDELINES FOR FLORISTS

Welcome to Burr Ridge Community Church. Please review our guidelines below.

Florists are permitted to set up arrangements in the sanctuary two hours before the scheduled time of the wedding. If needed, forty-five minutes are allotted for clean-up after the ceremony. If additional time is needed earlier in the day or the evening before, please arrange this with the pastor and/or Wedding Coordinator.

Fire code regulations forbid the use of live pine, fern, or any other flammable materials on or near the candelabra or candles.

Any flowers, bows, ivy or other material being affixed to pews or candelabra must be attached with ribbon, twine, or elastic bands. Adhesive tape, thumbtacks, and wire attachments are not permitted.

Please have all flowers marked as to who is carrying or wearing each piece.
Allow for extra straight pins.