



Congratulations

Congratulations on your engagement. We are glad that you are considering having your wedding ceremony at Ebenezer AME Church in Rahway.

Preparation for a Life-long Commitment

It is our desire that anyone using our facilities for a wedding know Jesus Christ as Lord and Savior, as this must be a Christian ceremony.

As a member of the connectional African Methodist Episcopal Church, Ebenezer upholds the theological conviction of our denomination, which is that marriage is a holy institute ordained by God, between one man and one woman. Therefore, the facilities and ministerial staff of Ebenezer AMEC cannot be used for or participate in civil unions or same-sex marriages.

Additionally, we require that every couple being married by a member of our staff, participate in Christian counseling in preparation for a lifetime of commitment. The counseling should be scheduled for completion four or more weeks before the ceremony.

Reservation of the Church

To reserve a wedding date, you must submit a reservation request and your deposit. This form is available online or from the church office. There are three primary contingencies that must be met before a date will be confirmed on our church calendar.

- First, the minister to officiate for the wedding must be secured.
- Second, all dates for all functions must be reviewed by the staff to insure there are no conflicts with other ministry plans.
- Third, a non-refundable deposit of \$100 must be received **before** the date is secured (No personal checks will be accepted within 14 days of the wedding service.)

Dates

There are several dates that are reserved and for which a wedding will not be confirmed.

- Weddings scheduled for Sundays must begin after 4pm and conclude by 6pm
- Weddings cannot conflict with other regularly scheduled church activities, such as Worship, Bible Study, Prayer Meeting, etc.
- Weddings will not be scheduled on major holidays including Thanksgiving, Christmas, New Year's, Memorial, Labor Day and Easter weekend.

- If a church activity is already scheduled for the same weekend as the wedding request, it will not be moved to accommodate the wedding request nor will a confirmed wedding date be moved for a church activity.

Clergy and Personnel:

MINISTERS: It is our preference that all ceremonies be officiated by members of our ministerial staff. In the event that the couple prefers a different minister, they must first consult with the Pastor of this church. The guest must be of like faith and practice. Contact information for them must be provided to the church office in order to allow the senior pastor to set up a brief interview. A date for the use of our facilities may be confirmed after the interview, with the approval of our pastor.

MUSICIANS: We are dedicated to the worship of God. A wedding ceremony is intended to be a worship service, thereby; the music chosen for use in the ceremony should reflect the sacred nature of the place and event. Music that is not sacred in nature or designed specifically for use in the church must affirm the lifelong commitment required of marriage and the spiritual nature of the ceremony. A song celebrating only the physical or romantic nature of love will likely not be appropriate. **We request that all music choices be submitted to the Pastor for approval.** Music should be submitted two weeks prior to the ceremony.

SOUND TECHNICIAN: Sound reinforcement is required when the Sanctuary is used. We will schedule our staff and equipment to be used at the wedding.

KITCHEN HOSTESS: A Kitchen Hostess is required anytime the kitchen is in use.

SEXTON: A Sexton is required anytime the Sanctuary or Lower Level is in use.

WEDDING FACILITATOR: A wedding facilitator is required any time the sanctuary is in use. The wedding facilitator is a member of our church who will oversee the wedding to ensure that the service moves smoothly and in accordance to our church policies and agreements.

The Rehearsal:

When possible, rehearsals should be scheduled as close to the actual ceremony as possible. Please remember that regular scheduled services and programs at the church will not be cancelled for your ceremony, so you should book your rehearsal as soon as possible. The Sanctuary will be available for up to 2 hours for the rehearsal. Additional time will be provided for a fee.

Wedding License

The bride or groom shall present the license before the ceremony to the presiding minister and bring a copy of the license to be turned into the church at the rehearsal. NO CEREMONY

CAN BE PERFORMED WITHOUT A COPY OF THE LICENSE having been approved by the Pastor.

Decorations

All of our worship spaces have a beauty of their own that does not require elaborate decorations. Since you have chosen to get married in a church, the main consideration is that an atmosphere of worship prevails.

1. No pins, tacks, tape or other sticky adhesives may be used to secure anything to furniture, doors or walls.
2. No fixtures or flowers are to be placed on the Chancel rail
3. ONLY DRIP-LESS CANDLES are allowed in our church, with the exception of the Unity Candle
4. Decorators should completely remove all decorating materials and clean up all decorating debris within ONE HOUR after the wedding. Any deviation of this time limit must be approved in advance.
5. Prior arrangements should be made for all deliveries, so as to ensure that the church will be open.
6. Church furniture WILL NOT be moved to accommodate the service or decorations.

Facilities

Our sanctuary seats approximately 500 people and is handicap accessible with Men's and Women's rooms on the same floor.

The fellowship hall comfortably sits about 150 people banquet style and handicap accessible with Men's and Women's rooms on the same floor.

There is a commercial kitchen available, but can only be used if you secure a Kitchen Hostess (see Fee Chart).

Logistics

We ask that the prospective bride & groom meet at least twice with a representative of the Church. The first meeting should be scheduled sometime in the first two weeks following confirmation of the wedding date. The second meeting should be scheduled no later than two weeks prior to the ceremony. This will help insure that all rooms to be used are properly set up and prepared and all needed supplies are on hand.

The building is normally opened two hours before the wedding and an hour and half after the ceremony. Earlier or later opening can be arranged for an additional fee of \$50.00 an hour. Please share this information with your florist and caterer if necessary.

Fees

Deposit is due before the reservation can be confirmed

All Facility fees, are to be paid three weeks in advance of the wedding.

All Personnel fees, are to be paid 24 hours in advance of the wedding, by certified funds

	Members	Non-Members
Deposit		
Non-Refundable Reservation/Security Deposit	\$100.00 (Will be applied towards the final payment)	\$100.00 (Will be applied towards final payment)
Facility Fees		
Sanctuary	No Fee	\$300.00
Fellowship Hall	\$50.00 per hour	\$100.00 per hour
Brides Waiting Room	No Fee	No Fee
Grooms Waiting Room	No Fee	No Fee
Late Fee Deposit (due at the reservation, but will be refunded on the day of Wedding to couples starting within 15 minutes of their scheduled time)	\$200.00	\$200.00
Clergy		
Ebenezer Staff (includes 4 premarital sessions)	No Fee, Donation Suggested*	\$200
Guest Clergy	Fee is to be negotiated directly with that cleric.	Fee is to be negotiated directly with that cleric.
Personnel		
Sexton for Sanctuary	\$100.00	\$100.00
Sexton for Fellowship Hall	\$100.00	\$100.00
Musician	To be negotiated directly with the Musician	To be negotiated directly with the Musician
Sound Technician	\$50.00	\$100.00
Facility/Wedding Director	\$50.00	\$100.00
Kitchen Hostess	\$25 per hour	\$50 per hour

**Customary Clergy Donation ranges from \$100-\$200

General Wedding Policies

The following activities are restricted or not permitted:

- Alcoholic beverages are not to be supplied or consumed anywhere on the property.
- No drugs or firearms are allowed on the premises at any time.
- Smoking is not permitted anywhere on our property.
- No pets are allowed on the premises. (Service dogs do not fall under this prohibition.)
- No food or drink is permitted in the Sanctuary, except for items needed for the observance of the Lord's Supper.

- Dance receptions are not permitted in our facility, however, the traditional first dance of the bride & groom and that of the father & bride are allowed.
- The church cannot be responsible for personal items.
- NO RICE, BIRDSEED, OR CONFETTI shall be thrown inside or outside the church building.
- Members of the wedding party should be properly attired, duly respectful of the sanctuary, and attentive to the instructions of the Wedding Director and the Pastor.

It is the responsibility of the bride & groom to insure that these expectations are communicated to those they choose to perform these functions on their behalf.

Application for Use of Wedding Facilities

Bride's Information: Name: Current Address: Phone: Email: Church Affiliation: Parents: Parent's Address: Parent's Church Affiliation:	Groom's Information: Name: Current Address: Phone: Email: Church Affiliation: Parents: Parent's Address: Parent's Church Affiliation:
Wedding Director: Name: Contact Number or email:	
Wedding Ceremony: Date: Minister: Florist: Caterer : Photographer: Videographer	Wedding Rehearsal: Date: Location:

Policy Agreement:

I have read the policies with the representative of Ebenezer relating to the use of the facilities of Ebenezer AME Church-Rahway and agree to abide by these policies and to accept all liability for any damage incurred during this use to carpet, furniture, building and/or grounds.

Applicant's Signature

Date

Ebenezer Representative

Date

Summary of Fees:

Total Due:
 Deposit Received:
 Balance Due (in certifiable form):