

Elberon Memorial Church

The Moses Taylor Memorial · 70 Park Avenue, Elberon, NJ 07740
elberon.church

Wedding Policy and Guidelines

The Elberon Memorial Church is a beautiful and historic New Jersey shore summer church which is often sought for weddings. We welcome couples, their friends, and families who wish to celebrate their weddings in the Elberon Church. Because this is a unique and historic church in an unusual setting, the church's Board of Trustees has prepared the following guidelines for people who wish to share our facility for their weddings. To all who come to us for this purpose we wish to express our hope that through this church the love and purpose of God in Jesus Christ will be shown anew.

1. The first step in arranging a wedding at Elberon Memorial Church is to register and confirm the date for your wedding on the church's wedding calendar.

a. A copy of the calendar can be found on the church's website (elberon.church). The calendar details the dates that are available for weddings. Once you have found that your wedding date is available, download and read this document to learn about how to conduct your wedding at our historic church.

b. Then download a copy of the wedding registration form. Please complete the Wedding Reservation form and send it along with a check for the building rental fee to the address provided on the form.

c. Once payment for the building rental is received, the date and time for the wedding will be confirmed/locked and the submitter notified. (A second payment to cover the cost of the Sexton and the Church Organist is due once the confirmation is made.)

Note 1: The church is available for weddings during the months of April through October. The church is closed November through March. Any wedding date requests outside the April through October window must be approved by the Board of Trustees.

Note 2: Only one wedding can be scheduled on a given date. However, it may be possible to schedule a second wedding on the same date with the Sexton's and the Board of Trustees' approval.

Note 3: The building rental fee is non-refundable.

2. The wedding party is responsible for obtaining and paying for the officiant at the wedding who will lead the ceremony and who will provide all necessary legal documentation. The officiant is responsible for conducting the wedding rehearsal prior to the actual ceremony.

Note 1: The church *may* be able to provide names of available officiants should the wedding party be unable to do so.

3. All music for the wedding is to be planned in consultation with the Director of Music, Tim Broege, and directed by him. Other organists and musicians may be invited to provide music for the wedding, but in consultation and with the approval of Mr. Broege. The organ at the Elberon Memorial Church is a unique historic instrument. Therefore, it is the decision of the Board of Trustees that only persons approved by the Director of Music will be permitted to play the organ for a wedding.

4. The physical management of the church building for all aspects of the wedding is to be under the direction of church Sexton, Linda Hoffman, who is to be present whenever the church is in use (for rehearsals, the wedding, clean-up, etc.).

Note 1: Throwing rice after the wedding as the couple exits the church is prohibited. Only confetti or bubbles are permitted. Nothing is permitted to be thrown *inside* the church.

Note 2: Rose petals may be distributed in the aisle by flowergirl(s).

Note 3: The wood surfaces of the church may not be defaced by pins, thumbtacks, masking tape, tape, paint, glue or any other permanent or semi-permanent means.

5. The church is not heated throughout the year and there are no plans to do so. Because of fire regulations, space or portable heaters may *not* be used.

6. The use of candles with an open flame is strictly prohibited due to fire regulations.

7. While the design of the wedding liturgy and service is a personally important part of the couple's own work, in consultation with the minister it is expected that weddings at Elberon will be within the broad Christian tradition and consistent with the church's Christian witness.

8. The fee schedule for weddings is provided on the registration form. Stipends for the minister, including pre-marital planning and counseling as needed and for rehearsals, are negotiated between the couple and the minister.

9. The use of the building covered by rental and Sexton's fees includes opening and closing the church for all aspects of the wedding, preparation of the church as to lighting and cleanliness, and restoration of the church after the wedding to its original condition. *Any additional preparation or cleaning (such as special floral provisions, removal of material thrown after the ceremony, or provision for refreshments after the ceremony) is the responsibility of the wedding party itself.*

The intent of these guidelines is to help the Elberon Church contribute to the clarity and smoothness of the couple's wedding planning. Any questions or difficulties should be freely discussed with the officiant/minister or the Sexton. We seek to serve couples in Christ's name in this important time and passage in their lives, and sincerely hope that the Elberon Church may be a part of their growing fulfillment and relationship.

Contacts

Director of Music / Organist – Timothy Broege · (732) 988-6188

Sexton – Linda Hoffman · (732) 804-4135

Trustee – Sharon Lees · (732) 687-8430