



the
HARBOUR
www.harbourchurch.org

Dear (Bride & Groom's name),

We want to congratulate you on your recent engagement and look forward to your upcoming wedding! Below are a few important things for you to be aware of as you make preparations for this very important day:

1. **Please inform the Harbour Administrative team as soon as possible of your proposed wedding date** to ensure that it does not conflict with the Harbour Ministry calendar and/or the calendar of the Harbour Staff Member(s) you desire to be a part of the ceremony. Please know that the wedding is in an “un-confirmed” status until the date has been placed on the Harbour Ministry Calendar and calendar of the Harbour Staff Member(s) involved in your wedding.

2. **Once the date has been “confirmed,”** please schedule your pre-marital sessions with the Harbour Staff member who has been assigned to serve you. There will be four pre-marital sessions that will need to be covered prior to the ceremony and one session with the Harbour Staff member officiating the ceremony. This must be held at least one week before the wedding date and will cover all the details in your Wedding Survey in order to prepare for the ceremony.
 - ❖ Because weddings are outside of the scope of the weekly responsibilities for the Harbour Staff Member and keeping with a culture of honor, **we ask you to consider the following to be included in your wedding budget:**
 - ❖ \$100 honorarium for the Harbour Staff Member who did the premarital sessions.
 - ❖ \$250 honorarium for the Harbour Staff Member who performed the wedding ceremony.
 - ❖ If the wedding is being held outside of the South Florida region that all transportation, lodging and food expenses be covered for the Harbour Staff Member(s) involved in your wedding.

If there is a financial hardship to cover any of this, please let us know.

3. Just for your information, **The Harbour Campus is a possible venue for weddings.** If this is an interest, please let us know and we can discuss the details with you.
4. Also, **we do have sound equipment available for rent for offsite wedding venues.** If this is an interest, please let us know and we can discuss the details with you.
5. **Enclosed with this letter is:**
 - ❖ **Pre-Marital Questionnaire**: This *must* be filled out separately by *both* the Bride and the Groom and returned via email *prior* to the first pre-marital session to the pastoral administrator.
 - ❖ **Financial Budget**: This *must* be filled out together by the Bride and Groom and returned via e-mail prior to the first pre-marital session to the pastoral administrator.
 - ❖ **Wedding Survey**: This *must* be filled out one week prior to the final session and returned typed via email to the Harbour Staff Member who will be performing the ceremony.
 - ❖ **Suggested Reading/Study**: These books are not required, but highly suggested for your personal growth and development.
 - ❖ **Wedding Ceremony**: This is simply an example of a wedding ceremony to get you thinking about how you may want to structure your ceremony. Use this example as a tool to give some thought to how you would like your ceremony to be performed.

We look forward to serving you in the days ahead leading up to your wedding day! If you have any questions or concerns, please feel free to contact us.

For His glory,

The Harbour Church Staff