

Wedding Policies and Guidelines

Version 1.1

05/05/2013



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Your Wedding

At

South Point Baptist Church

Congratulations.

We are excited that you have come to this point in your lives to enter into the covenant of marriage. Marriage is a relationship between a man and a woman created by God for the mutual happiness of His people and for the glory of His name. South Point Baptist Church celebrates with you and is eager to assist you in making your wedding a wonderful and memorable worship experience.

These guidelines have been prepared to assist you as you plan and prepare for your wedding at South Point Baptist Church.

1) Scheduling Your Wedding

- A) Careful planning is essential for the success of your wedding. You should begin planning your wedding as early as possible. A part of those preparations includes reserving the Church facilities and making arrangements with those whose services you will need.
- B) Church facilities are available to Church members who have been members for a minimum of six months. In other words, scheduling for your wedding may be initiated once you have been a member for a minimum of six months. The facilities are also available to a member's immediate family, including parents, siblings, and children, provided a Church member is responsible for reserving the facilities and ensuring proper use and cleanup. Church facilities are not available to non-Church members.
- C) Contact the Pastor or the Pastor's Administrative Assistant as early as possible to schedule a meeting with the Pastor to discuss your desire to hold your wedding at South Point Baptist Church. The Pastor reserves the right to determine whether the wedding will be conducted at South Point Baptist Church.
- D) Weddings will be scheduled around existing Church calendar events and regularly scheduled services.
- E) The date for your wedding will be added to the Church calendar. The Pastor and his Administrative Assistant will work with you to schedule a meeting with a Church Wedding Coordinator to assist you in planning.

2) Officiating Minister

- A) All weddings at South Point Baptist Church will involve the participation of the Pastor. The Pastor will be the officiating minister, unless special permission is granted to allow another minister to officiate at the wedding.
- B) Your first meeting with the Pastor is very important. The Pastor should be called at least two to three months prior to your wedding to arrange for your initial conference with him. During your first meeting with the Pastor, you will spend time getting acquainted with each other, discussing plans for your wedding and reviewing options which will require your choice or selection. At this first meeting, you will be given some forms to complete and return to the Pastor prior to your pre-marital counseling sessions. These forms should be returned to the Church office at least one day prior to your second session with the Pastor.
- C) Premarital counseling with the Pastor is required for all weddings.
- D) The Pastor is available to assist you and will work with you and a Church Wedding Coordinator to ensure the beauty and success of your wedding.

3) The Church Wedding Coordinator

- A) Once the dates of your wedding, rehearsal and reception are scheduled, the Church will assign and schedule a meeting with a Church Wedding Coordinator, who will assist you in the planning and scheduling your wedding in accordance with these Wedding Guidelines.
- B) The Church Wedding Coordinator will be available throughout the planning process to answer questions and coordinate activities associated with your rehearsal, rehearsal dinner, wedding and reception.
- C) The Church Wedding Coordinator will work with you, the Pastor and the Church staff that will be providing services for your wedding, including accompanists, audio/visual technicians, custodial staff and others.
- D) The Wedding Coordinator will provide access to Church facilities, arrange for heating and air conditioning, schedule practice time for accompanists, coordinate set-up and break-down of furnishings in the Sanctuary and Family Ministry Center, schedule custodial staff and serve in an oversight role to assure Wedding Guidelines are followed.

4) Decorations

- A) In the event that your wedding is scheduled during special, traditional or seasonal events which are observed by our Church, (e.g. Christmas, Easter, Advent,), and decorations have been placed in the Sanctuary and Family Ministry Center in conjunction with these special occasions, Church decorations are to remain in place and cannot be removed or altered to accommodate wedding decorations.
- B) Floral decorations may be used in the Sanctuary and Family Ministry Center.
- C) Only silk flower petals are to be used by the Flower Girl. Real flowers may be used if an aisle runner is used.
- D) Only dripless candles may be used and adequate protection for the flooring in the Church facilities should be provided.
- E) Decorations may not be fastened to any Church furnishings or buildings with the use of tacks, nails, glue or other mechanism that could leave a permanent mark.
- F) Church furnishing or equipment should not be removed from the Sanctuary and Family Ministry Center.

5) The Caterer

- A) The caterer is required to pay a \$250 refundable deposit for the use of the Family Ministry Center for the rehearsal dinner and/or the reception. The deposit will be returned to the caterer if the Family Ministry Center is satisfactorily cleaned after use.
 - B) All catering supplies are to be furnished by the caterer, including punch bowls, cups, plates, silver, dishes, towels, garbage bags, paper products, foil and plastic wrap, etc. The Church does not provide equipment or supplies for the rehearsal, wedding or reception.
 - C) Use of the kitchen is restricted to food storage, warming of food and washing of catering supplies by the caterer. At no time is alcohol allowed on Church premises.
 - D) The caterer is responsible for cleaning all kitchen equipment, sweeping and mopping the kitchen floor and taking the trash to the dumpster.
- 6) Accompanists
- A) Outside accompanists should be scheduled and paid directly by the wedding party. Our Church Wedding Coordinator will assist you in arranging for the accompanists to practice prior to the wedding ceremony.
- 7) Audio/Visual
- A) A member of our Audio/Visual team will operate all Church equipment.
 - B) Amplification for the Pastor, accompanists, soloists, vocal groups, keyboards and musical instruments will be provided by the Church.
 - C) A video may be shown in the Sanctuary or Family Ministry Center by the Audio/Visual Team.
- 8) Dressing Rooms
- A) Dressing rooms are available for use by the wedding party. The dressing rooms should be cleared of personal property as soon as possible after the wedding party photos are completed.
 - B) Money, credit cards, jewelry, coats and other valuables should not be left unattended at any time in any part of the Church buildings during the rehearsal, wedding or reception. It is the responsibility of the bride and groom, or those whom they may designate, to arrange for the care of personal property of the wedding party before, during and after the wedding ceremony. The Church is not responsible for personal items lost or taken during the use of Church facilities.
- 9) The Wedding Party

- A) It is expected that the members of the wedding party will recognize the fact that the Church is a place of sacred significance and that they will conduct themselves in a manner which is befitting the nature and purpose of this place of worship.
 - B) No alcoholic beverages may be served or consumed in or on Church property at any time. Smoking is not permitted anywhere inside the Church facilities at any time.
 - C) The throwing of birdseed, confetti or rice is not permitted inside Church facilities. The throwing of birdseed outside the Church buildings is permitted as the bride and groom leave the Church
 - D) Rehearsals should begin at the time scheduled. It is the responsibility of the bride and groom to encourage the punctuality of the wedding party, family and musicians who participate in the wedding rehearsal.
 - E) It is the responsibility of the bride and her family to make sure that the guidelines printed in this booklet are explained to and observed by all who participate in the wedding and related activities.
- 10) Photography/Videographer
- A) Photographs and videotaping of the wedding party may be taken before, during and after the wedding ceremony.
 - B) Flash pictures are not permitted during the wedding ceremony nor should the photographer/videographer use additional lighting or distract the wedding participants or their guests.
 - C) Time exposures and videotaping of the ceremony may be taken from the back of the Sanctuary, balcony or choir loft.
- 11) Music
- A) Music is an important component of the wedding ceremony and reception. A Church wedding is a sacred celebration and an occasion in which a couple enter into a spiritual covenant with each other. The selection of music should be compatible with and appropriate to the sanctity of the occasion and that reverence should characterize all aspects of the wedding. Music for the wedding ceremony and reception should be submitted and approved by the ministerial staff at least two weeks prior to the wedding.



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- B) Formal and respectful music and dancing is permitted in Family Ministry Center during the reception.

12) Fees

A) Caterer

Refundable Deposit \$250

B) Wedding Coordinator

Consultations and coordination of rehearsal, wedding and reception \$100

C) Organist/Pianist (if applicable)

Consultations & playing for rehearsal and wedding \$75

D) Custodian

Wedding setup & cleanup (Sanctuary) \$75

Rehearsal dinner setup & cleanup (Family Ministry Center) \$75

Reception setup & cleanup (Family Ministry Center) \$75

E) Media (Audio/Video) Technician

Wedding media services \$100

Reception media services \$100

- F) Checks should be made payable to South Point Baptist Church at least one month prior to the wedding. The Church Administrative Assistant will disburse payments to Church staff and return the caterer's deposit within one week after the wedding. Additional fees may apply if the Church facilities are not cleaned as directed. Questions about fees should be addressed to the Church Wedding Coordinator.



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I agree to enter into and to fulfill this covenant of responsibility with South Point Baptist Church as it relates to the use of Church facilities, furnishings, equipment and services in connection with my wedding.

I agree to:

- 1) Read and comply with all the Wedding Guidelines.
- 2) Work closely and cooperatively with the Church Wedding Coordinator in all aspects of my wedding plans and preparations, which involve the use of Church facilities and the services of Church employees.
- 3) Provide timely and full payment of all financial obligations for services of Church employees and for the use of Church facilities.
- 4) Assume liability in repairing, replacing and cleaning all Church property (facilities, furnishings, equipment) which may be damaged, dirtied, destroyed or lost in connection with my wedding.
- 5) Inform all family and members of the wedding party and those (other than Church employees) whose professional services and products are used in your wedding of all guidelines and regulations, which may relate to them and accept responsibility for their conduct and compliance with Church guidelines.
- 6) A waiver of liability so as not to hold South Point Baptist Church or any of its employees or members responsible for any loss or damage to personal property or injury to persons, which may occur on/within Church premises or facilities in conjunction with any activities or events, related to my wedding.

Name: _____	Home Phone: _____
Address: _____	Work Phone: _____

Signature _____	Date: _____
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Signature _____	Date: _____
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Revision Notes

Approved	By	Version	Comments
05/05/2013	Church Conference	1.1	Modified format only
05/05/2013	Approval By Church	1.0	Creation of policy