

<b>Section 6</b>  <b>Policy and</b> <b>Procedures Manual</b>	<b>Wedding Policy</b>	
	<b>Adoption Date:</b> October 24, 2004	<b>Revision Date(s):</b> April 26, 2009

We are pleased that you are considering Tabernacle Baptist Church for your Christian marriage ceremony. Marriage is a covenant through which a man and a woman become one before God. The wedding ceremony is a sacred service that should be designed to worship and glorify God. Because we take seriously our commitment to worship God, this policy has been designed to help you plan a wedding ceremony that will be pleasing to God.

**I. GENERAL POLICY**

- A. The wedding ceremony is under the direction of the pastor who has final authority over the worship experience.
- B. The content of the wedding service must conform to the church's beliefs. Wedding ceremonies that are conducted as a social event or in the same manner as a civil ceremony will not be allowed.
- C. Wedding rehearsals and weddings will start at the scheduled time. It is the responsibility of the wedding party to ensure that all participants are on time.
- D. Observance of the Lord's Supper is not permitted during wedding ceremonies unless a minister from Tabernacle Baptist Church is the officiant and open communion is practiced.
- E. The church is not responsible for any items left in the church.
- F. It is the responsibility of the wedding party to make sure that all outside groups (florist, caterer, photographer, etc.) are aware of the church's policies governing weddings.
- G. All requests to the church by the wedding party will be directed to the Wedding Coordinator.
- H. Marriage is a lifetime commitment. To help the bride and groom with life adjustments that come with marriage, they must go through a program of premarital counseling with a certified marriage counselor, the officiating minister, or some other certified Christian counseling professional. If the officiating minister is not a member of the Pastoral Team of Tabernacle Baptist Church, the minister and/or counselor must submit a letter to the Pastor or Associate Pastor verifying the couple has participated in a program of premarital counseling.

## II. SCHEDULING WEDDINGS

- A. Individuals wishing to use the church facilities for weddings must read and agree to all parts of this policy before a wedding will be placed on the church calendar.
- B. The scheduling of weddings is dependent on the availability of the facility and the church calendar.
- C. Weddings will not be scheduled on Sundays, holidays, or during weeks of special services.
- D. All weddings will be scheduled at times that do not conflict with regular church services or activities. This will include time for decorating and clean-up. Regularly scheduled church functions will take precedence over weddings.
- E. Church members may schedule weddings up to one year in advance of the wedding. Non-church members may schedule weddings up to three months prior to the wedding date.
- F. Not more than one wedding will be scheduled per day.

## III. FORMS

- A. The Wedding Coordinator will assist the wedding party in completing all appropriate forms.
- B. Wedding Request Form - A two-part form to be completed by the wedding party.
  - 1. Part I: Application and Agreement - This form serves as a covenant agreement with the wedding party. A wedding will not be placed on the church calendar until Part I is completed by the wedding party and returned to the church office.
  - 2. Part II: Vendors, Child Care, Kitchen, & Music Requests - This form lists the wedding vendors/staff as well as music, child care, and kitchen requests. It must be completed and returned to the church office no later than 30 days prior to the scheduled wedding.
- C. Wedding Fees form - A Wedding Fees form will be completed by the Wedding Coordinator and given to the wedding party indicating all fees involved in the wedding. The wedding party must return this form and a check payable to Tabernacle Baptist Church for the indicated amount to the church's Financial Secretary no later than 30 days prior to the wedding. The Financial Secretary will use this form to determine the amount of refund from the damage deposit.

## IV. WEDDING STAFF

- A. Tabernacle's Wedding Coordinator will be used for each wedding held at the church and will (at a minimum):

1. Serve as a liaison between the church and the wedding party to ensure that the wedding and rehearsal are accomplished according to church policy.
  2. Meet with the wedding party to discuss the church's policies (prior to placing the wedding on the church calendar).
  3. Walk through the church facilities with the wedding party and discuss the location and layout of available space in the church.
  4. Direct the custodial staff in setting up church facilities for weddings and wedding receptions.
  5. Assist the wedding party in completing all required forms and distribute the forms to the appropriate staff persons.
  6. Complete the deposit return portion of the Wedding Fees form no later than 7 days following the wedding and distribute the form to the appropriate staff persons
  7. Ensure that all fees and forms are completed 30 days prior to the wedding.
  8. Arrange for nursery, food service, custodial, and technical personnel as needed.
  9. Assist the wedding party in selecting authorized instrumentalists.
  10. Serve as Wedding Director (unless the wedding party selects another individual to serve in this capacity). The Wedding Coordinator will have authority over a third party Wedding Director.
- B. The Wedding Director is responsible for assisting the wedding party in planning and executing the wedding and wedding rehearsal. The Wedding Director must abide by all appropriate church policies.
- C. The wedding party is responsible for securing an authorized minister to perform the wedding ceremony. He/she must abide by all applicable policies of the church.
- D. Only Tabernacle's approved musicians/instrumentalists will be authorized to use the church's musical instruments. The Wedding Coordinator will assist the wedding party in securing an approved musician/instrumentalist.
- E. Only qualified technicians from Tabernacle Baptist Church will be allowed to operate sound, light, camera, etc. equipment. The Wedding Coordinator will be responsible for scheduling technicians.
- F. It is the responsibility of the wedding party to secure accompanists and vocalists and to pay any associated fees. Rehearsal for accompanists and vocalists must be during normal church office hours (8:30 a.m.-5:00 p.m., Monday-Friday).

- G. The Wedding Coordinator and authorized custodial personnel must be present anytime the church is open for the weddings or wedding rehearsals. Kitchen Staff must be present any time the kitchen is used.

## V. MUSIC

- A. Wedding service music.
  - 1. Since the wedding ceremony is a worship service, all music, whether instrumental or vocal, live or on CD, tape, etc., must be sacred or classical.
  - 2. The wedding party must complete a Wedding Music Request form indicating their selection of wedding music. The Wedding Coordinator will forward this form to the Associate Pastor for Music and Worship for approval.
  - 3. All wedding music must be approved at least thirty days prior to the wedding date.
  - 4. Under no circumstances will *Ave Maria* be used.
- B. Music at wedding receptions held in the church's Fellowship Hall.
  - 1. The use of a DJ is not permitted at receptions held in the Fellowship Hall.
  - 2. All music must be appropriate for a church setting. The Wedding Coordinator shall have final authority over music at the reception.

## VI. FACILITIES AND EQUIPMENT

- A. The church will make available the worship center, chapel, fellowship hall, kitchen, parlor, bride's room, ministers' room, conference room, and restrooms for weddings.
- B. The wedding party is responsible to ensure that caterers provide a least one week's advance notice concerning the desired room arrangement for receptions and/or rehearsal dinners held in the church's fellowship hall. Caterers must provide all items necessary except tables and chairs. The church does not provide punch bowls, coffee service, tablecloths, dishes, punch cups, trays, ice chests, or silverware. The caterer, under the supervision of the Wedding Coordinator and kitchen staff, is responsible for cleaning and caring for the kitchen facilities.
  - 1. The kitchen may only be used for serving and cleaning up following receptions and/or rehearsal dinners. Cooking is not permitted.
- C. No alcoholic beverages of any kind may be served or consumed on church property. Smoking is not permitted on church property.
- D. Food and drinks may be consumed only in designated areas. No food or drinks may be consumed in the Worship Center or Chapel.

- E. Only the choir chairs, furniture and equipment on the platform, and the Lord's Supper table may be moved in the Worship Center. Only the chairs and podium may be moved in the Chapel. Furniture in the church's hallways may not be moved.
- F. Church decorations that are in place for seasonal celebrations (e.g. Easter, Christmas, etc.) will remain in place and will not be moved. The wedding party must accept the church as decorated.
- G. The bride and her attendants may use the bride's room for dressing. The groom may use the ministers' room and the groomsmen may use either the conference room or the restrooms on the east hallway for dressing..
- H. The church will provide a bride's table and chair for signing the bridal book.
- I. No nails, tacks, staples, pins, screws, or tape may be used to attach decorations or equipment to the walls, woodwork, furniture, or floors in the worship center, chapel, fellowship hall, or hallways.
- J. The florist must provide their own labor for setting up and arranging decorations.
- K. It is recommended that all candles used in the Worship Center or Chapel be **dripless** or mechanicals candles. Pillar candles greater than 3 inches in diameter may be used provided the floor and furnishings are protected against wax spills. Only hurricane candles may be used in the windows of the Chapel. The wedding party will be responsible for all damage to church facilities caused by candles.
- L. All decorations must be removed from the church following the ceremony. If the wedding party wishes to leave the flowers for Sunday worship services, the Wedding Coordinator will check to see if that particular date is available.
- M. The church will be open during normal office hours on Friday (8:30 a.m.-5:00 p.m.) and up to five hours prior to the wedding for setup.
- N. Birdseed may be thrown outside the building. Throwing of rice or confetti is not permitted.
- O. The wedding party is responsible for any breakage or damage to church facilities and equipment. A damage deposit will be required prior to the wedding. This deposit will be reimbursed five to seven days after the wedding, provided there has been no damage to the facility, all fees have been paid, and the kitchen has been properly cleaned. Childcare and kitchen staff costs will also be deducted from the damage deposit.

## VII. TECHNICAL SUPPORT

- A. All technical support personnel (e.g. photographers, videographers, light and sound operators, etc.) are under the authority of the Wedding Coordinator.

- B. No flash pictures will be permitted during the ceremony.
- C. Only church-approved light and sound technicians can operate the church's sound, light, and camera equipment.
- D. Video taping of the ceremony is permitted if no special lighting is used and the camera operator is inconspicuous.
- E. PowerPoint or similar audio/video presentations are not permitted during wedding ceremonies.

VIII. FEES

- A. The Wedding Coordinator is responsible to ensure that all wedding fees are delivered to the church office at least thirty days prior to the wedding (see Wedding Fees form).
- B. The following schedule of fees will be charged to wedding parties wishing to use the church facilities and to employ the services of church employees. The pastor and the chairperson of the deacons may waive fees for church members in unusual circumstances.

1. Use of Facilities Fees	<u>Non-church Member</u>	<u>Church Member</u>
a. Damage Deposit (see paragraph VII. C.)	\$150	\$150
b. Worship Center (seats 1,000)	\$275	No charge
c. Full Fellowship Hall (Occupancy 350)	\$150	No charge
d. Half Fellowship Hall (Occupancy 150)	\$100	No charge
e. Chapel (Seats 200)	\$100	No charge
f. Kitchen	\$ 25	No charge
g. Nursery	\$ 25	No charge
2. Custodial Fees		
a. Worship Center	\$150	\$150
b. Chapel	\$ 50	\$ 50
c. Full Fellowship Hall	\$125	\$125
d. Half Fellowship Hall	\$ 75	\$ 75
3. Light & Sound Technician	\$ 75	\$ 75

4.	Wedding Coordinator/Director	\$150	\$150
5.	Minister	\$200	Honorarium/Gift
6.	Kitchen Staff (Current hourly wage.)	2 hr. min.	2 hr. min.
7.	Nursery Staff (Current hourly wage.)	2 hr. min.	2 hr. min.

- C. Five to seven days after the wedding, the Wedding Coordinator shall complete and submit a Deposit Return form to the Financial Secretary for the reimbursement of the wedding party's damage deposit provided there has been no damage incurred to the facility, all fees have been paid, and the kitchen has been properly cleaned. All damage fees, childcare and kitchen staff fees, and any other outstanding fees will be deducted from the damage deposit.

# Wedding Request – Part I

## Application and Agreement

*This form must be completed in its entirety before your wedding will be placed on the church calendar.*

### Part I

### Application and Agreement

#### REQUESTED DATES AND TIMES

Wedding Date Requested \_\_\_\_\_ Time \_\_\_\_\_

Rehearsal Date Requested \_\_\_\_\_ Time \_\_\_\_\_

#### GENERAL INFORMATION

##### Bride

Name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Home Phone \_\_\_\_\_

Work Phone \_\_\_\_\_

Email Address \_\_\_\_\_

Church Membership \_\_\_\_\_

Mother \_\_\_\_\_

Mother's Phone \_\_\_\_\_

Father \_\_\_\_\_

Father's Phone \_\_\_\_\_

##### Groom

Name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Home Phone \_\_\_\_\_

Work Phone \_\_\_\_\_

Email Address \_\_\_\_\_

Church Membership \_\_\_\_\_

Mother \_\_\_\_\_

Mother's Phone \_\_\_\_\_

Father \_\_\_\_\_

Father's Phone \_\_\_\_\_

#### Facilities Requested

- |                                               |                                  |
|-----------------------------------------------|----------------------------------|
| <input type="checkbox"/> Worship Center       | <input type="checkbox"/> Chapel  |
| <input type="checkbox"/> Full Fellowship Hall | <input type="checkbox"/> Kitchen |
| <input type="checkbox"/> ½ Fellowship Hall    | <input type="checkbox"/> Nursery |

#### Officiant

Minister \_\_\_\_\_

Denomination \_\_\_\_\_

Phone \_\_\_\_\_

#### COVENANT AGREEMENT

I have read, understand, and agree to abide by all guidelines in Tabernacle's Wedding Policy.

Bride's Signature \_\_\_\_\_ Date \_\_\_\_\_

Groom's Signature \_\_\_\_\_ Date \_\_\_\_\_

CC: Wedding Coordinator, Associate Executive Pastor, and Facilities Manager

# Wedding Request – Part II

## Vendors, Child Care, Kitchen, & Music

*This form must be completed at least 30 days prior to your wedding date.*

<b>Part II</b>	<b>Vendors, Child Care, Kitchen, &amp; Music</b>
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### WEDDING PARTY

Bride's Name _____	Groom's Name _____
Home Phone _____	Home Phone _____
Work Phone _____	Work Phone _____
Email Address _____	Email Address _____
Wedding Date _____	Time _____
Rehearsal Date _____	Time _____

### VENDORS/STAFF

Coordinator _____	Phone _____	Arrival Time _____
Director _____	Phone _____	Arrival Time _____
Minister _____	Phone _____	Arrival Time _____
Organist _____	Phone _____	Arrival Time _____
Pianist _____	Phone _____	Arrival Time _____
Soloist _____	Phone _____	Arrival Time _____
Photographer _____	Phone _____	Arrival Time _____
Videographer _____	Phone _____	Arrival Time _____
Florist _____	Phone _____	Arrival Time _____
Caterer _____	Phone _____	Arrival Time _____

### CHILD CARE REQUEST

Indicate the number of children you anticipate will need child care at your wedding.

Children	# Anticipated	Children	# Anticipated
Bed Babies	_____	4-5 Years	_____
Toddlers-3 Years	_____	Older Children	_____

Hours Requested: From \_\_\_\_\_ to \_\_\_\_\_

(Note: All Child care fees will be deducted from your damage deposit.)

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**KITCHEN REQUEST**

*Caterers must provide all items necessary for receptions except tables and chairs. Tabernacle's kitchen personnel must be present. Fees will be deducted from the damage deposit.*  
**List any special kitchen needs in the space below.**

**MUSIC REQUEST**

*All music, whether instrumental or vocal, live or on CD, tape, etc., must be sacred or classical music. All music must be approved by the Associate Pastor for Music and Worship*  
**List all music you wish to be played at your wedding in the space below.**

**OTHER REQUEST**

**List any special need you may have in the space below.**

**SIGNATURE**

Bride or Groom \_\_\_\_\_ Date \_\_\_\_\_

**For Official Use Only**

The Wedding Party will arrive at \_\_\_\_\_  Fern Stand  Organ Key  Clothing Rack  
The Florist will arrive at \_\_\_\_\_  Chapel for photographs  
Nursery workers will arrive at \_\_\_\_\_  Remove chairs from choir loft  
Kitchen workers will arrive at \_\_\_\_\_  Flowers will be left for worship service.  
Soloist will require:  Tape/CD Accompaniment  Instrumental Accompaniment.

**CC: Wedding Coordinator, Associate Executive Pastor, Associate Pastor for Music and Worship,  
Associate Pastor for Children, Food Services Coordinator, and Facilities Manager**

# Wedding Fees

## WEDDING PARTY

(\*Please indicate address and phone number of couple following wedding)

Couple's Name \_\_\_\_\_

Mail Deposit Refund To: \_\_\_\_\_

\* Home Phone \_\_\_\_\_

\_\_\_\_\_

\* Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### FEES

<u>Facility/Service</u>	<u>Non-Member</u>	<u>Member</u>
<input type="checkbox"/> Damage Deposit <sup>1</sup> .....	\$150 .....	\$150
<input type="checkbox"/> Worship Center .....	\$275 .....	\$ 0
<input type="checkbox"/> Chapel .....	\$100 .....	\$ 0
<input type="checkbox"/> Fellowship Hall .....	\$150 .....	\$ 0
<input type="checkbox"/> ½ Fellowship Hall .....	\$100 .....	\$ 0
<input type="checkbox"/> Custodian (Worship Center) .....	\$150 .....	\$150
<input type="checkbox"/> Custodian (Chapel) .....	\$ 50 .....	\$ 50
<input type="checkbox"/> Custodian (Fellowship Hall) .....	\$125 .....	\$125
<input type="checkbox"/> Custodian (½ Fellowship Hall) .....	\$ 75 .....	\$ 75
<input type="checkbox"/> Light and Sound Technician .....	\$ 75 .....	\$ 75
<input type="checkbox"/> Wedding Coordinator/Director .....	\$150 .....	\$150
<input type="checkbox"/> Minister .....	\$200 .....	\$ 0
<input type="checkbox"/> Kitchen Facility .....	\$ 25 .....	\$ 25
<input type="checkbox"/> Nursery Facility .....	\$ 25 .....	\$ 25
<input type="checkbox"/> Kitchen Staff <sup>2</sup> .....	\$ _____ .....	\$ _____
<input type="checkbox"/> Nursery Staff <sup>2</sup> .....	\$ _____ .....	\$ _____
<input type="checkbox"/> Other _____ .....	\$ _____ .....	\$ _____

**TOTAL FEE (less child care staff, kitchen, staff, and damage costs) \_\_\_\_\_**

***Return this form to the church's Financial Administrative Assistant with a check made payable to Tabernacle Baptist Church no later than 30 days prior to your wedding.***

<sup>1</sup> The damage deposit (less child care, kitchen, and damage costs) will be returned 5-7 days after your wedding. In the space provided above, indicate the payee and where you would like the deposit mailed following your wedding.

<sup>2</sup> Fees for kitchen and nursery staff (two-hour minimum per person) will be deducted from your damage deposit.

### SIGNATURE

Wedding Coordinator \_\_\_\_\_

Date \_\_\_\_\_

Continued on Back

**Wedding Fees (Continued)**

**DEPOSIT RETURN**

*(To be completed by the Financial Admin. Assistant and mailed within 7 days of wedding.)*

Damage Deposit	\$ 150
Less Damages (see below)	\$ _____
Less Child Care Staff Costs	\$ _____
Less Kitchen Staff Costs	\$ _____
Less Other	\$ _____
<b>TOTAL DEPOSIT RETURN</b>	<b>\$ _____</b>

Check Number \_\_\_\_\_

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**ITEMIZED LIST OF DAMAGES**

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**SIGNATURE**

Financial Administrative Assistant \_\_\_\_\_ Date \_\_\_\_\_

**CC: Wedding Coordinator, Associate Executive Pastor,  
Financial Administrative Assistant, Pastor's Administrative Assistant, and Wedding Party**