

# Tabernacle Baptist Church

## Wedding Procedures

**Effective Date: 3/14/2017 Revision Date: 6/27/2018**

*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 shall 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.*

### 1. GENERAL POLICY

- A. The wedding ceremony is under the direction of the Senior Pastor who has final authority over the worship experience.
- B. The content of the wedding service must conform to the church's beliefs as defined in the Tabernacle Church Covenant.
- C. The church is not responsible for any items left in the church.
- D. Tabernacle's Wedding Coordinator shall be used for each wedding held at the church. The Wedding Coordinator serves as a liaison between the church and the wedding party to ensure that the wedding and rehearsal are accomplished according to church covenant.
- E. All Requests to the church by the wedding party will be directed to the Wedding Coordinator.
- F. 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 Senior Pastor or Associate Pastor verifying the couple has participated in a program of premarital counseling.
- G. It is expected that members of the wedding party conduct themselves at all times in a manner befitting the atmosphere of a place of worship. Confetti, rice and birdseed shall not be thrown inside the church building. Birdseed only shall be permitted on church property, including the grounds.
- H. At the time of confirmation of a scheduled wedding date, the \$150.00 refundable deposit is due. All other fees are due no later than sixty (60) days prior to the wedding date.
- I. Flowers, candles (dripless only) and decorations to be used must be approved by the Wedding Coordinator and must be removed following the ceremony.
- J. No flash photography is permitted during the wedding service. Video taping is permitted provided no special lighting is used and the camera operator is inconspicuous.
- K. Food and drink are allowed only in the Fellowship Hall and the Parlor.
- L. Changing rooms will be provided for the wedding party (bride and her attendants, groom and his groomsmen).
- M. the church will be open up to five (5) hours prior to the wedding for set up.
- N. Platform will be cleared and piano moved to the side. Drums and percussion equipment will not be moved.

## II. SCHEDULING WEDDINGS

- A. Individuals wishing to use the church facilities for weddings must read and agree to all parts of the Wedding Policy and Procedures before the wedding will be placed on the church calendar.
- B. Weddings will not be scheduled on Sundays, holidays, or during weeks of special services.
- C. 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.
- D. Church members may schedule weddings up to one year in advance of the wedding. Non-church members may schedule weddings up to six months prior to the wedding date. No more than one wedding shall be scheduled per day.

## III. FORMS

- A. **Wedding Request Forms** - A two-part form must be completed by the wedding party and returned as stipulated below.
  - 1. Part 1: 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 1 is completed by the wedding party and returned to the church office. Once the wedding date is placed on the church calendar, an email will be sent to the Bride and Groom, the Wedding Coordinator, and the Facilities Manager advising same.
  - 2. Part 2: 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 Wedding Coordinator no later than sixty (60) days prior to the wedding. The Administrative Supervisor will use this form to determine the amount of refund from the damage deposit.
- B. **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 in the amount indicated on the form to the church's Administrative Supervisor no later than 60 days prior to the wedding. The Administrative Supervisor will use this form to determine the amount of refund from the damage deposit.

## IV. MUSIC

- A. Wedding service music.
  - 1. The wedding ceremony is a worship service. All music, whether instrumental or vocal, shall be approved by the Wedding Coordinator in consultation with Tabernacle's Senior Pastor or Associate Pastor for Music and Worship.
  - 2. The wedding party shall complete a Wedding Music Request form (found in Part 1 of the Wedding Request form) and return it to the Wedding Coordinator at least sixty (60) days prior to the wedding. This form shall include all pre, during, and post music to be played during the ceremony.

3. Tabernacle's Sound Technician will be employed if the church sound system is used.
  4. While it is not required, it is encouraged that Tabernacle's instrumentalists be employed if either the church piano or organ is to be used. If the wedding party chooses to use other instrumentalists, they must be approved by the Wedding Coordinator.
- 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. All music, whether instrumental or vocal, shall be approved by the Wedding Coordinator in consultation with Tabernacle's Senior Pastor or Associate Pastor for Music and Worship.

## Wedding Fees

This form is to be completed by the Wedding Coordinator and given to the Wedding Party. The form is to then be submitted to the Administrative Supervisor along with a check in the total amount due, no later than sixty (60) days prior to the wedding.

### Wedding Party

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

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

Mail Deposit Refund to: \_\_\_\_\_

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

\_\_\_\_\_

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

\_\_\_\_\_

### Fees

Facility/Service	Non Member	Member
<input type="checkbox"/> Damage Deposit <sup>1</sup> .....	\$150.....	\$150
<input type="checkbox"/> Worship Center.....	\$425.....	\$150
<input type="checkbox"/> Worship Center <i>Custodial</i> .....	\$125.....	\$125
<input type="checkbox"/> Removal of Chairs from Choir Loft.....	\$250.....	\$100
<input type="checkbox"/> Chapel <sup>2</sup> .....	\$150.....	\$ 50
<input type="checkbox"/> Chapel <i>Custodial</i> .....	\$ 50.....	\$ 50
<input type="checkbox"/> Full Fellowship Hall.....	\$275.....	\$125
<input type="checkbox"/> Full Fellowship Hall <i>Custodial</i> .....	\$ 50.....	\$ 50
<input type="checkbox"/> Half Fellowship Hall.....	\$175.....	\$ 75
<input type="checkbox"/> Half Fellowship Hall <i>Custodial</i> .....	\$ 75.....	\$ 75
<input type="checkbox"/> Fellowship Hall Kitchen.....	\$150.....	\$ 75
<input type="checkbox"/> Fellowship Hall Kitchen <i>Custodial</i> .....	\$ 50.....	\$ 50
<input type="checkbox"/> Minister.....	\$250.....	Honorarium
<input type="checkbox"/> Wedding Coordinator.....	\$200.....	\$200
<input type="checkbox"/> Light & Sound Technicians.....	\$100.....	\$100
<input type="checkbox"/> Kitchen Staff <sup>3</sup>		
<input type="checkbox"/> Nursery Workers <sup>3</sup>		

<sup>1</sup> The Damage Deposit is due within one week of the date on the email you receive advising your wedding date has been approved. This deposit (less child care, kitchen staff, and any damage cost will be returned to you 5-7 days after your wedding.

<sup>2</sup> No additional charge for the use of the Chapel, if used for photographs only.

<sup>3</sup> Fees for kitchen and nursery staff (two-hour minimum per person) will be deducted from your damage deposit.

Wedding Fees continued on page 2

Total Fee (less child care staff, kitchen staff and any damage costs) \$ \_\_\_\_\_

*Return this form to the church's Administrative Supervisor with a check made payable to  
Tabernacle Baptist Church no later than sixty (60) days prior to your wedding.*

\_\_\_\_\_  
Wedding Coordinator \_\_\_\_\_ Date \_\_\_\_\_  
Signature

**Deposit Return**

(to be completed by the Administrative Supervisor and mailed within 7 days of wedding)

Damage Deposit	_____
Less Damages	_____
Less Child Care Staff Cost	_____
Less Kitchen Staff Cost	_____
Less Other	_____
Total Deposit Returned	_____
Check Number	_____

**Itemized List of Damages**

\_\_\_\_\_  
Administrative Supervisor \_\_\_\_\_ Date \_\_\_\_\_  
Signature

## Wedding Request - Part 1

Adopted Date: 3/14/2017 Revision Date (s) \_\_\_\_\_

### \* Required Information

#### BRIDE'S INFORMATION

\*Name \_\_\_\_\_

\*Bride's Street Address \_\_\_\_\_

\*Bride's City, State and Zip \_\_\_\_\_

\*Cell Phone \_\_\_\_\_

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

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

\*Email \_\_\_\_\_

Is Bride a Tabernacle Member?  Yes  No

Bride's Mother's Name \_\_\_\_\_

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

Bride's Father's Name \_\_\_\_\_

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

#### GROOM'S INFORMATION

\*Name \_\_\_\_\_

\*Groom's Street Address \_\_\_\_\_

\*Bride's City, State and Zip \_\_\_\_\_

\*Cell Phone \_\_\_\_\_

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

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

\*Email \_\_\_\_\_

Is Groom a Tabernacle Member?  Yes  No

Groom's Mother's Name \_\_\_\_\_

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

Groom's Father's Name \_\_\_\_\_

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

## Wedding Request - Part 1 - Page 2

### WEDDING AND REHEARSAL INFORMATION

\*Wedding Date (month, day, and year) \_\_\_\_\_

\*Wedding Time \_\_\_\_\_

\*Rehearsal Date (month, day, and year) \_\_\_\_\_

\*Rehearsal Time \_\_\_\_\_

Officiant's Name \_\_\_\_\_

Officiant's Denomination \_\_\_\_\_

Officiant's Phone \_\_\_\_\_

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### FACILITIES REQUESTED

- \*Facilities Requested
- Worship Center
  - Chapel
  - Fellowship Hall
  - 1/2 Fellowship Hall
  - Kitchen
  - Nursery

Comments/Other Requests

  
  
  
  
  
  
  
  
  
  

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### COVENANT AGREEMENT

I have read, understand, and agree to abide by the wedding policy of Tabernacle Baptist Church.

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Signature of Bride

Signature of Groom

# Wedding Request - Part II—Page 1

## Vendors, Child Care, Kitchen, & Music

**This form must be completed and returned to the Wedding Coordinator  
at least 60 days prior to your wedding date.**

### WEDDING PARTY

Bride's Name _____	Groom's Name _____
Home Phone _____	Home Phone _____
Work Phone _____	Work Phone _____
Email Address _____	Email Address _____
Wedding Date _____	Email Address _____
Rehearsal Time _____	Rehearsal 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 during your wedding.

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

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

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



**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**

*The use of a DJ is not permitted. All music, whether instrumental or vocal, shall be approved by the Wedding Coordinator in consultation with Tabernacle’s Senior Pastor or*

*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 Wedding Coordinator Use: cc Food Services Coordinator and Facilities Manager**

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—**See fee Schedule**

Kitchen Workers will arrive at \_\_\_\_\_

- Flowers will be left for worship service

Soloist will require:  Tape/CD Accompaniment

- Instrumental Accompaniment

Sound Technician will arrive at \_\_\_\_\_