

Elizabeth Baptist Church General Wedding Guidelines and Policies For Members and Non-Members (1-1-2013)

Elizabeth Baptist Church extends its support and prayers to those who seek our assistance in establishing their homes as testimonies to the glory of God. Believing that the purpose of church-related weddings is not simply to provide a site and an officiate for marriage, but to help establish enduring Christian homes, the following policies and guidelines have been established.

1. All weddings, formal or informal, shall be planned and conducted as worship experiences, which honor Jesus Christ and exalt the sanctity of the home. The officiating minister will assist each couple in planning a wedding worship service.
2. Requests for use of facilities for weddings are given consideration for the date requested; however, church functions take priority.
3. Sunday weddings cannot be scheduled unless an exception is made by the ministerial staff.
4. Weddings cannot be planned for the month of December due to Christmas musicals and festivities, unless an exception is made by the ministerial staff.
5. The couple will discuss all aspects of the wedding service with the officiating minister, including last-minute changes that may arise.
6. It is the responsibility of Elizabeth Baptist Church ministers to decide whom they will marry when their leadership is requested. One of our ministers must officiate or assist in each wedding held unless our pastoral staff approves the requested guest minister. The Elizabeth Baptist Church minister should always be contacted before an invitation is extended to guest ministers.
7. Premarital counseling is a vital factor in the preparation of the ceremony. Therefore, the bride and groom should arrange for counseling sessions with the officiating minister several months in advance of the wedding.
8. The wedding and times will be approved by Elizabeth Baptist Church and officiating minister(s). No wedding times are permitted after 6pm, unless an exception is made by the ministerial staff.
9. No alcohol, drugs, or tobacco use will be permitted on the church premises.
10. No food or drink is permitted in the church sanctuary or on carpeted areas.
11. Other than service animals, no animals are allowed inside church facilities.
12. Rice and confetti are not to be thrown in or outside of the church building, as they can endanger the safety of those using the halls, stairs, or walkways. Natural birdseed is preferred.
13. The choice of instruments, vocalists, and music for the wedding ceremony and reception is to be approved by the Minister of Music before the music program is finalized. This will eliminate the possibility of improper language or suggestive lyrics often found in secular music.
14. Dancing is not allowed.
15. The wedding party is responsible for negotiating fees with the minister, vocalists and instrumentalists.
16. A standard fee of \$50 for the custodian's services should be paid, by the wedding party, directly to the custodian before the ceremony.
17. The rooms located in the vestibule are available for use by the bride, groom, and wedding party.
18. The church is not liable for any loss or damage of dresses/tuxedos left in the church prior to the service.
19. These guidelines may be updated as needed with the agreement of the chairman of the Properties, Reception, Decorating, and Kitchen Committees.

Decorating Guidelines

The wedding couple must coordinate with their florist and/or person providing the decorations to ensure appropriate protection of carpets, furniture, and church furnishings from damage. The choir loft and stage may be used for floral arrangements and/or candelabras. Candelabras should hold dripless candles and must have plastic or plexi-glass underneath as a safeguard against damage. Tape or adhesive materials cannot be used on pews, sanctuary furniture, walls, or windows as it can damage the finish. All decorations should be removed immediately following the post-ceremony photo, which is usually two hours following the ceremony.

Technical Guidelines

Weddings in the sanctuary will require the use of a technician for sound and lighting. Church policy mandates that only church-approved, qualified technicians may operate equipment in the technical booth. The technical fee covers a church-approved qualified technician being present at the rehearsal and wedding. This person operates the equipment and sets up microphones for the ministers, vocalists, and musicians.

Professional Video and Photographer Guidelines

An outside videographer may be used for the filming of a wedding ceremony/reception. The outside professional company will not be allowed to use sound equipment, but as a courtesy the church-approved technicians will provide sound for the videographer. The professional videographer and photographer should refrain from placing cameras or video equipment on the pews as they will cause damage to the finish.

Janitorial Guidelines

The facility use fee includes janitorial services for the rehearsal, wedding, and reception. The janitor is responsible for unlocking/locking the building, removing pulpit furniture, placement of lectern, placement of steps, cleaning and preparing the sanctuary and the dressing rooms for the rehearsal and wedding, post ceremony cleaning, and replacement of furniture.

Reception Guidelines

A Reception Committee member will have items requested available four hours prior to the event. The committee member will return when the event is over to check in the items after use. Tablecloths are to be cleaned and restocked by the committee member within the same week.

Receipt of the completed Event Application Form and the appropriate deposit are required before reservations are complete.

We, the wedding couple, have read the policies and agree to abide by all of the requirements, will ensure that our guests do the same, and will assume any financial responsibility for damages that occur.

Bride's Signature _____ Date _____

Groom's Signature _____ Date _____

<h2 style="margin: 0;">Elizabeth Baptist Church</h2> <h3 style="margin: 0;">Wedding Information/Application For Facility Use</h3>

Rehearsal: Date _____ Time _____
 Rehearsal Dinner: Date _____ Set-Up Time _____
 Wedding: Date _____ Time _____
 Reception: Date _____ Time _____

Bride:

Name	
Telephone	
Address	
Church Affiliation	
Parents	

Groom:

Name	
Telephone	
Address	
Church Affiliation	
Parents	

Officiating Minister/Church Name _____

Wedding Director/Telephone Number _____

Musicians:

Pianist	
Organist	
Vocalist	
Other	

Church Facilities Being Used:

- Sanctuary For Rehearsal and Wedding Ceremony
- Hearthside Dining Room For Rehearsal Dinner
- CLC Large Dining Room For Rehearsal Dinner
- Hearthside Dining Room For Reception
- CLC Large Dining Room For Reception
- CLC Kitchen (See the CLC Policies & Guidelines for more information.)

Completion of the Event Application for the Christian Life Center and Kitchen Is Required.