



WEDDING POLICY

December 19, 2005

A wedding ceremony is one of the most special moments in the life of any Christian. In such a ceremony, two people make promises to God about how they will live their lives together.

Wellborn Baptist Church really wants to be of ministry to our members during such an important time. In order to be of the greatest assistance possible, the following procedures have been instituted.

Eligibility

The Bride or Groom must be an active member of Wellborn Baptist Church or the child of an active member* in order to use church facilities. Any other applicant(s) shall be specifically approved by the church council and, if approved, pay the applicable non-member fees (see fee schedule).

Pastoral Counseling

- A. The bride and groom must complete the premarital counseling course offered by the pastor of the church at least two weeks prior to the date set for the wedding.
- B. The pastor of the church will personally officiate or approve selection of another minister to officiate the ceremony.

The Wedding Date

- A. The date shall be cleared with the church staff (herein after referred to as "church staff") prior to any newspaper, or other announcement. It is very important that arrangements be made for rehearsals and for the ceremony so that neither shall conflict with other scheduled activities of the church.
- B. The date and time of day of the wedding and related activities must be placed on the church calendar through the church council as soon as possible. No date should be announced until the wedding party has received written confirmation that the date and time of the wedding has been approved.
- C. The date must be determined and reserved on the church calendar at least one month prior to the wedding. Arrangements must also be

* grandchildren who have been involved in the life of Wellborn Baptist Church may also be approved, upon request.

made at this time if the Fellowship Hall is to be used for the reception or if the church sound system will be used.

- D. The church shall be notified of and approve any changes of plan.
- E. Weddings will not be scheduled on a holiday, Sunday or Wednesday unless specifically approved by the church staff. Saturday weddings shall not be scheduled later than 3:00 p.m. unless special plans are made for cleanup of the facility.

The Music

- A. A wedding is to be worshipful as well as celebrative. Songs and music should be in keeping with the sacredness and dignity of the wedding service. All music selections must be listed and turned in to the Minister of Music at least two weeks before the wedding for review as to appropriateness.
- B. Church accompanists may be available. Arrangements may be made with the accompanist or coordinated through the Minister of Music. A fee for each accompanist is required, payable through the church office, at least one week prior to the event (see fee schedule).
- C. When the wedding party desires to use accompanists other than those of Wellborn Baptist Church, approval of the Minister of Music is required.
- D. Fees for accompanists who are not members of WBC will be the responsibility of the applicants.

Sound System & Special Lighting

- A. The Minister of Music is responsible for monitoring and approving the use of the sound equipment and special lighting.
- B. Arrangements for sound system requirements and special lighting shall be made at least two weeks prior to the event.
- C. Operation or relocation of any equipment is prohibited without approval of the Minister of Music. Only trained sound technicians from the church may operate systems. Compensation for the sound/lighting technician is required (see fee schedule).

Receptions

- A. The Fellowship Hall, including the use of the kitchen, is available for receptions following the wedding ceremony.
Please note the following requirements:
 - 1. All event activities must be terminated and the church premises vacated by 6:00 p.m. on Saturday evenings and a reasonable hour on other dates. (If cleanup measures have been insured, this time limit may be negotiated with the church office.)
 - 2. No reservations will be accepted for a time when the facility is needed for another scheduled church activity.

3. The kitchen facilities must be left clean. If dishes and/or tablecloths that belong to the church are used, it is the responsibility of the applicant to wash, dry and reshelv those items.

Floral Decorations

- A. The florist will be selected by the wedding party and must decorate at times suitable to the schedule of the church.
- B. The wedding applicants shall be responsible for the repair of any damage to the facilities caused by floral company employees or equipment.
- C. Only driplless candles may be used and must be placed in candelabras to prevent dripping on the carpet and floor. When candelabras are used over carpeted areas, a paper or plastic covering must be placed on the floor under the candelabra.
- D. The wedding applicants shall be responsible for the cleaning of wax from the floor, furniture and carpets.
- E. Under no condition will decorations be attached to any part of the building, pews or other furnishings with nails, tape, staples, screws, thumbtacks, glue, etc. No furniture shall be moved or rearranged without specific permission from full time ministerial staff. The wedding applicants will be liable for damages due to neglect of these regulations.
- F. All floral decorations shall be removed immediately following the ceremony unless previous arrangements have been made with church staff.
- G. Only silk flower petals are to be used by the flower girl or any others (real petals will stain the carpet).
- H. It is the responsibility of the wedding coordinator to ensure the florist is aware of and complies with these regulations.

Building Regulations

A Wedding coordinator from Wellborn Baptist Church will work with the applicants to ensure that the wedding activities in accordance with this policy, including the following:

- A. No alcoholic beverages in any form may be served on the church premises.
- B. No person under the influence of alcohol or drugs may participate in the wedding ceremony or be authorized on church property.
- C. Smoking or use of tobacco products of any kind is not permitted in any part of the church building or on the grounds.
- D. Rice and/or seed shall not be thrown inside the facility or on the church grounds.
- E. Dancing of any kind is not permitted.

Fee Schedule

Full payment of fees must be received in the church office at least one week prior to the wedding. Fees are payable to Wellborn Baptist Church and will be dispersed, as applicable for the following:

<u>Use Options</u>	<u>Member</u>	<u>Non-member</u>
Sanctuary	no charge	\$400
Sound/ Light Technician	\$60	\$60
Instrumentalist	\$60	\$60
Vocal Soloist	\$50	\$50
WBC Building Monitor	\$60	\$100
Kitchen	no charge	\$100
Fellowship Hall	no charge	\$150
Custodial Fee:		
Sanctuary Only	\$200	\$200
Sanctuary, Changing Rooms, and Fellowship Hall	\$300	\$300

Honorarium

The honorarium for the minister is the responsibility of the groom. Consideration should be given for the size of the wedding and the time expended.

Deposits

Non-members are required to submit a 25% deposit for the facilities they would like to use with the application. If the church is not able to place the wedding on the calendar, the deposit would be returned.

A \$300 security deposit will also be required from both members and non-members at least one week prior to the wedding. If there is no damage to the facilities, the security deposit will be returned promptly.

Wedding Reservation/ Lease Agreement Form

The bride and groom are required to sign the form below agreeing that they will comply with the wedding policy. Reservations will be considered firm when this form has been returned, with the applicable deposit/ fee (at least 25% of the total fee amount), and approved by the pastor.

Wedding Reservation/ Lease Agreement Form
Date and Time Reserved:

Rehearsal: _____

Wedding: _____

Reception: _____

Bride's Signature: _____
(Applicant)

Groom's Signature: _____
(Applicant)

Approved By: _____
(Pastor, WBC) (Date)