

## **WEDDING POLICIES**

One of the most sacred and beautiful ceremonies of the church is the marriage service. It is ALWAYS A SERVICE OF WORSHIP in which two persons, in the company of their loved ones and friends, publicly covenant with each other under the blessing of God. A Christian wedding is much more than a social event. Two persons are united by God in holy marriage.

It is the desire of the pastor(s) and staff of Trinity Baptist Church to make every wedding a special, sacred and memorable event. To this end the following policies and procedures have been established. We want to extend to each wedding party every possible consideration, courtesy and benefit.

In order to establish a uniform and regular practice with regard to weddings at Trinity Baptist Church, and make available to all interested parties, the accepted wedding procedures, we have prepared this material for your information.

### **PREPARE/PRE-MARITAL COUNSELING**

Trinity Baptist Church does require pre-marital counseling. We have contract counselors available for this counseling. Sessions cost: \$350.00 (5-1 hr sessions) 738-7780. Counselors are available after hours and week-ends. They will work with couple's schedules to make sure counseling sessions have been completed prior to wedding ceremony. Exceptions must be approved by Senior Pastor.

## **SCHEDULING THE WEDDING**

It is important that all arrangements (including date, exact hours, etc.) for wedding services, rehearsals, and receptions be scheduled as far in advance as possible. Church members have priority in scheduling dates should there be a conflict. Once a date is set on the church calendar, whether it be a member or non-member, that date and time is secure.

**All scheduling arrangements must be made only with the Pastor's Administrative Assistant.**

### **NO WEDDINGS MAY BE SCHEDULED ON:**

- SUNDAY
- HOLY WEEK
- EASTER DAY AND EASTER WEEKEND
- MEMORIAL DAY WEEKEND
- JULY 4<sup>TH</sup>
- LABOR DAY WEEKEND
- THANKSGIVING DAY AND WEEKEND
- CHRISTMAS WEEK, EVE, OR DAY
- NEW YEAR'S EVE OR DAY
- Anytime, day or evening that would conflict with church events already scheduled in Thrift Chapel or in the Sanctuary Building or in other church facilities.

A reservation is confirmed when

- The time for the wedding has been scheduled
- And the appropriate fees have been paid at the Pastor's Administrative Assistant's office
- Wedding Contract & Facilities agreement have been signed

**DEPOSIT OF ½ TOTAL FEE IS REQUIRED AT THE TIME WEDDING IS BOOKED. BALANCE IS DUE 30 DAYS PRIOR TO WEDDING CEREMONY.**

See **REFUND** about cancellations and return of fees.

## **AVAILABLE WEDDING FACILITIES**

THRIFT CHAPEL          seating capacity 125

SANCTUARY             seating capacity 1100 (FLOOR AREA)

CREATIVE CENTER GRAND ROOM   seating capacity 80

For a wedding in Thrift Chapel the bride's room is in the Chapel Annex (east end). For wedding in Sanctuary the bride's room is located above the Sanctuary.

For a wedding in Thrift Chapel the groom and his attendants will be in West end of the Chapel Annex. For wedding in Sanctuary the groom and his attendants will be in the Deacons' room located south side of the Sanctuary.

For a wedding in CLC Grand Room the bride's room will be CLC 110/115. Groom and his attendant's will be in CLC 200/202.

Fees are listed on Wedding contract.

## **MUSIC**

TBC music minister will be contacted with regard to church musician available for wedding.

Fee includes one rehearsal w/soloist. Church musician does not attend rehearsal.

## REHEARSALS

The purpose of the wedding rehearsal is to familiarize the wedding party with the wedding procedure, so that everyone will be as comfortable as possible and know what their responsibilities are. **TBC wedding advisor (church liaison) is in charge of the rehearsal and wedding ceremony.** All rehearsals must begin promptly at the scheduled time and are limited to one hour. It is the bride and groom's responsibility to have people present on time at their rehearsal. Another rehearsal may be scheduled to follow an hour later. **Starting a rehearsal late will mean that your rehearsal may not be finished.**

All members of your wedding party should attend your rehearsal. This includes mothers and fathers, too.

Wedding rehearsals are scheduled at set times. They are:

- 6:00 PM
- 7:00 PM

Most rehearsals take place on the day before the wedding. Should conflicts arise, other times during the week of the wedding may be arranged by visiting with the Pastor's Administrative Office.

No one perceived to be under the influence of alcohol will be permitted to participate in the rehearsal or the wedding. Alcoholic beverages are not permitted on the premises. Smoking is strictly prohibited in all buildings. It is the responsibility of the bride and groom to inform all members of the wedding party of these alcohol and smoking policies.

The wedding license must be given to the Wedding advisor at the rehearsal. The license cannot be older than 30 days prior to the wedding, or younger than 72 hours before the wedding ceremony.

## DECORATIONS

Weddings are special! Be assured, however, that it is not necessary to spend a fortune in order to have a beautiful wedding. Neither flowers nor decorations are essential to the beauty of your wedding or the success of your marriage. Remember that in both the Sanctuary and Chapel “less may be more”.

The Chancel furnishings in the Sanctuary and Chapel are not moved. Participants are to remember that the Sanctuary and Chapel are houses of worship.

See attached florist instruction sheet.

The bride and groom will give to their florist a copy of the instruction sheet. The florist is responsible for abiding by the policies spelled out on that sheet. Any florist disregarding the policies will not be recommended to future wedding parties and they may be forbidden from working in Trinity Baptist Church again.

Should your wedding take place during the seasons of Advent or Christmas (Thanksgiving Sunday to the Sunday after the 1<sup>st</sup> Sunday in January), the seasonal decorations in Chapel and Sanctuary must remain as they are. If you choose, you may add decorations, but those already in place must not be removed or altered in any way.

## REFUNDS

If for any reason your wedding is canceled or postponed, please notify the Pastor’s Administrative Assistant promptly. Total fees are returned to you , **if notification occurs 60 DAYS PRIOR** to your wedding date, and one half of your fees are returned to you, **if notification occurs 30 DAYS PRIOR** to your wedding date.

## RECEPTIONS

TBC Dining Room is available for receptions. This facility is not automatically available due to the church's program calendar, but if you desire to have your reception on the premises, you will need to schedule it at the time you schedule your wedding.

If your reception is to be held at TBC, the bride and groom are responsible for informing the caterer of the policies for its use. **There is a scheduled access and vacating time for TBC Dining room and adhering to that time is very important.** A total of six hours (six at most) is adequate to cover setting up, holding the reception, and vacating the space. Receptions cannot be set up until the day of the wedding.

TBC Dining room can accommodate comfortably 200 people for sit down dinner. A separate fee is required. Fee will include set up of tables & chairs, serving tables, custodial fee. Caterers are to bring their own dishes, cups, tableware and cloths, etc. Caterer must be on approved Trinity list and must present a certificate of insurance prior to event date.

Alcoholic beverages are not permitted on the church premises. This includes the grounds. Smoking is strictly prohibited in all buildings. It is the responsibility of the bride and groom to inform all members of the wedding party of these policies.

## PHOTOGRAPHY AND VIDEO TAPING

All photography and video-taping must be done in such a way as to not distract from the spirit of worship. No flash photos or additional video lights may be used during the wedding **after the mother of the bride**

**has been seated.** During the wedding, video tape equipment is confined to the rear of Chapel or balcony of Sanctuary.

**Photographers may NOT** take flash pictures in the processional aisle after the mother of the bride is seated. **Flash pictures however MAY** be taken during the recessional. Flash pictures **may be taken** in the entrance Foyer prior to the service in Chapel or Sanctuary. Pictures without flash **may be taken** during the ceremony from the rear of Chapel and from balcony of Sanctuary.

Photographs of any kind may be taken at the reception.

The bride and groom are responsible for getting the Photographer notified of these policies.

## **RESPONSIBILITY FOR SAFEKEEPING**

Trinity Baptist Church cannot accept delivery of dresses for the bride or any other members of the wedding party. Nor can the delivery of equipment, food, or flowers be accepted ahead of the scheduled access time. We cannot be responsible for valuables and personal effects which are brought to the church and left unattended. Please see Facilities agreement. We will not be liable for any wedding items if lost, stolen or damaged.

## **MISCELLANEOUS**

**NO RICE OR CONFETTI** is to be thrown on church property.

**BIRD SEED OR BUBBLES,** if used only outside, is acceptable.

**SMOKING IS PROHIBITED** within all church buildings.

**NO ALCOHOLIC BEVERAGES** may be consumed anywhere on church property.

**ANY PERSON PERCEIVED TO BE UNDER THE INFLUENCE OF ALCOHOL** will not participate in the wedding.

## **INSTRUCTION SHEET FOR PHOTOGRAPHER/VIDEO**

The wedding pictures are an important part of this occasion, and this church and its staff wish to cooperate with you in every way. We trust you will follow our policies regarding wedding photography so that the ceremony will not be interrupted or the people distracted.

- No flash photo or video lights may be used during the wedding **after the mother of the bride has been seated.**
- During the wedding, video tape equipment is confined to the rear of Chapel or balcony of Sanctuary. Video equipment must have its own power source.
- Pictures may not be taken in the processional **aisle after the mother of the bride has been seated.**
- Pictures, flash or otherwise, **may be taken** in the recessional aisle.
- Pictures without **flash may be taken** during the ceremony from the rear of Chapel and from balcony of Sanctuary.
- Under no conditions will photographs from the floor of the Sanctuary or front of Chapel be made **while the ceremony is in progress.**
- The wedding party may return to the Chancel area after the ceremony for any pictures desired.
- The photographer and video operator will have to work together for common areas of operation.

**THE BRIDE AND GROOM ARE RESPONSIBLE FOR GETTING THIS INSTRUCTION SHEET TO THE PHOTOGRAPHER/VIDEO OPERATORS.**

**TRINITY BAPTIST CHURCH – WEDDING CONTRACT**

**Bride's Name:** \_\_\_\_\_ Address \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Office Phone: \_\_\_\_\_ Church Membership: \_\_\_\_\_  
Bride's Parents: \_\_\_\_\_

**Groom's Name:** \_\_\_\_\_ Address: \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Office Phone: \_\_\_\_\_ Church Membership: \_\_\_\_\_  
Groom's Parents: \_\_\_\_\_

**Facilities Needed: \_\_ \_Sanctuary \$1600.00**

(Charges include 1 hr rehearsal, Custodial Fee, Church Musician, Wedding Advisor and Sound/Light Techs)

**\_\_\_ Chapel \$1,000.00**

(Charges include 1 hr rehearsal, Custodial Fee, Church Musician and Wedding Advisor)

**\_\_\_ CLC/Grand Room \$800.00**

(Charges include 1 hr wedding rehearsal, Custodial Fee, Church Musician and Wedding Advisor)

**Reception?** If yes, the Wedding Advisor will give information with regard to caterer needs, etc. (Full service caterer will be needed/TBC reserves the right to reject any caterer.)

**Reception areas:** **Dining Room** full room 900.00 ½ room 600.00  
**Fanning Foyer** 550.00 **CLC/Grand Room** 600.00

**The Following Persons Are Scheduled For Your Wedding and Should be Contacted By The Bride:** (Note the Church Organist and Pastor do not attend rehearsals.)

**Church Musician:** Martin Cherry 738-7727 (Fee includes one rehearsal with soloist.)

**Wedding Advisor:** Nancy Lodes 530-4179(Contact before contracting with any florist.)

**THE MINISTERS REQUIRE FIVE COUNSELING SESSIONS PRIOR TO THE WEDDING FOR A TOTAL CHARGE OF \$350.00. PLEASE CALL THE COUNSELING OFFICE AS SOON AS POSSIBLE AT 738-7780 FOR YOUR APPOINTMENTS. ANY CHANGE REQUESTED IN THIS POLICY BECAUSE OF**

**EXTENUATING CIRCUMSTANCES REQUIRE THE APPROVAL OF THE MINISTER PERFORMING THE CEREMONY.**

**REHEARSAL DATE:**

**Hour:**

**(NOTE: Rehearsal hour subject to change because of other weddings or activities.)**

**WEDDING DATE:**

**Hour:**

**PASTOR:**

**YOUR DATE AND RESERVATION OF THE FACILITY WILL BE CONFIRMED WHEN YOU HAVE RETURNED A COPY OF THE FACILITIES AGREEMENT SIGNED BY THE PERSON RESPONSIBLE FOR PAYMENT, THIS FORM SIGNED BY THE PERSON RESPONSIBLE FOR PAYMENT, ALONG WITH YOUR DEPOSIT OF ½ of TOTAL COST PAYABLE TO TRINITY BAPTIST CHURCH c/o THE PASTOR'S OFFICE, ATTN: KATHY SMITH (738-7715 or [ksmith@trinitybaptist.org](mailto:ksmith@trinitybaptist.org)).**

**BECAUSE OF THE COMPLEX SCHEDULE OF ALL CHURCH ACTIVITIES, ANY CHANGE MUST BE CLEARED WITH THE PASTOR'S OFFICE/KATHY SMITH. SHOULD YOUR PLANS CHANGE, ANY REFUND WILL BE BASED ON HOW PROMPTLY YOU NOTIFY KATHY SMITH (738-7715 or [ksmith@trinitybaptist.org](mailto:ksmith@trinitybaptist.org)).**

\_\_\_\_\_ **Date** \_\_\_\_\_

Date of Request

cc: Wedding Party, Church Musician, Wedding Advisor, Facilities, Officiating Pastor

**1/09**

# WEDDING INSTRUCTIONS TO THE FLORIST

## INTRODUCTION

Trinity Baptist Church Sanctuary is a beautiful setting for worship and a most fitting setting for a wedding. You are invited by the bridal family to participate in the preparations for the wedding. You, as florist, are welcome and permitted here as a guest. Our long time policy on this is restated and affirmed as follows:

This is a guide and instructions for use by the family and the florist planning decorations for the wedding ceremony to be conducted in the Sanctuary, Chapel or CLC/Grand Room of Trinity Baptist Church. Occasionally, proper care has not been given to our property, mainly the carpeting and pews. This has required that we outline clear rules and guidelines for what can and cannot be done in the facilities. These rules and guidelines will take priority over anything that has been used in decorations on any occasion in the past.

First, you as a florist are requested early in the planning of the decorations for a given wedding to call the Pastor's Administrative Assistant. Our records must show the name of your firm and your telephone number.

**NOTE: A deposit of \$150.00 made payable to Trinity Baptist Church must be in the Pastor's Administrative Assistant's office three (3) days before the florist can begin decorations. This will be refunded promptly upon proper clean-up and inspection to determine that no permanent damage has happened to church property, i.e., carpet, pews, etc. This deposit is required from the florist, not the bride's family.**

It is our considered opinion and requirement that vastly extensive decorations not be planned. Please note that there is no Communion

Table in the chancel area. The Communion Table **may not** be moved to this area.

Decorations of arch, greenery, and candles are not permitted immediately in front of the choir chairs. Objects **may not** be placed on the pulpit furniture or chairs. All pulpit furniture and choir area furniture is to remain in its normal place in the chancel area, including any other items placed in this area by the church.

Greenery may be used toward the rear of the choir area. However, candles may not be used in this area unless the area, including chairs, is covered with protective plastic.

## **CANDLES**

It is understood that candles play a significant part in the decorations for a wedding. When candles are planned and used, the florist will be held responsible for any damage done by candle drippings. All candles used must be of the drip-less variety, slow burning, and must be placed in a candelabrum. Candles will be used only in the chancel area.

Candles will not be used in the aisles. (NOTE: Even though the drip-less variety candles are required, the florist is responsible for protecting the carpet under the candelabra with clear plastic.)

The florist is specifically requested to instruct his workers to snuff out the candles and permit at least **ten minutes cooling time** for the setting of the melted candles before they are tilted for removal. The workers can void all the careful preparation for protecting carpeting and furnishings by tilting the candles while they are still hot.

Decorations cannot be planned for the balcony rail, in front of the stained glass windows, or on the edge of the baptistery. Small floor decorations may be placed on the rail area beside the organ or on the floor areas each side of the steps going up to the chancel area and in the north lobby of the Sanctuary. The use of the following items is strictly forbidden:

**Nails, thumbtacks, staples, scotch tape or other tape, screws into any part of the building, furniture, or fixtures. No carpentry work can be permitted within the building and temporary construction may not be brought in for use. No decorations can be placed on top of the piano or organ. There can be no attachments to the pews or covering for the windows.**

Removal of all decorations must begin immediately after the wedding ceremony.

All used candles are to be removed from the building. This is a fire protection requirement. A crew sufficient to adequately remove decorations must be provided by florist. Both the Sanctuary and Chapel must be left "broom clean". The custodian on duty is not expected to do this type of clean-up for the florist. He is there instead for the purpose of vacuuming the floor after the florist crew has left it "broom clean" and for lock-up.

During the summer season the buildings are pre-cooled depending on the hour of the wedding ceremony. Any decorations which are planned that would be damaged by heat should be delivered to the church after this time. The florist shall begin work **no earlier than two hours** before the wedding. This is absolutely necessary and no exceptions shall be made.

The florist and his employees are prohibited from the use of obscene language, discourteous actions, or from smoking in any of the church buildings. Violations of this requirement will bring immediate eviction of the offender and removal of the florist from the approved list. Food or beverages are not allowed inside the buildings.

Any questions for clarification should be addressed to the Pastor's Administrative Assistant well in advance of the wedding date. Any change or departure from these guidelines **cannot** be approved. We want to assist you in any way possible to make this wedding occasion

beautiful and complete. Your cooperation with these rules and guidelines will enable us to do this.