

Guidelines for Weddings

Temple Baptist Church (updated Nov 2011)

General guidelines

A church wedding is a special act of worship in which God joins together a man and a woman through the bonds of faithful love and life-long commitment. Since the marriage ceremony is a religious ceremony, the following guidelines have been established to ensure that God is honored through the marriage ceremony.

Approval and Calendaring of Weddings

Church weddings may generally be conducted for church members and their parents, grandparents, children and grandchildren, and for persons who regularly attend worship and/or are members of the Sunday School. Any wedding conducted at Temple Baptist Church must have the consent of the Pastor. Weddings for persons other than the ones noted above are held at the discretion of the Pastor. Couples are required to complete two two-hour premarital counseling sessions, or the equivalent thereof, with the **pastor** before marrying. Persons using a minister from outside the church to conduct the wedding must have the minister contact the Pastor before approval can be given. The Pastor has the discretion to deny the use of the church facilities for any wedding where permitting such would raise a moral issue or conflict inconsistent with the teachings of the Bible.

Reservations for the church facilities (sanctuary, social hall, preschool, etc.) are made by contacting the church secretary pending final approval by the Pastor. Reservations for special equipment (candelabra, kneeling bench, trinity candelabra, punch bowls, cups, etc.) shall be made by contacting the church wedding consultant. These must be reserved as soon as possible to ensure the availability of these items. Reservations are made on a first-come, first-served basis. Scheduling of more than one wedding or event in the sanctuary on the same date must first be approved by the church wedding consultant. The first wedding party to reserve a date shall have priority over secondary parties requesting the same date. Secondary parties are responsible to pay all fees applicable to their own event.

The Church Wedding Consultant

Soon after the wedding is approved by the Pastor and scheduled with the church secretary, the bride and her wedding coordinator shall meet with the church wedding consultant. The consultant shall inform the bride of the guidelines of the church and any equipment or resources available to the wedding party.

The church wedding consultant shall be present at the rehearsal, the wedding, and any rehearsal dinner or reception held on church property. The consultant will serve to answer any questions the bride may have and to keep the bride informed of the location of equipment and the guidelines of the church. The consultant will also be available to the bride to assist in coordinating the various aspects of the wedding.

Music

The music selected for the wedding must be appropriate for the Christian act of marriage and worship. The Pastor and Music Minister reserve the right to review selections of music. The Minister of Music or the church organist is available for help in the selection of music.

The church wedding consultant shall provide the wedding party with contact information for the church organist. The wedding party is responsible for contacting the church organist regarding availability, musical selections, times and dates. An outside organist, if used, must be familiar with the instrument or instructed by the church organist in use of the instrument. The music minister shall work to determine if this instruction is needed.

Photography

Flash photography is not allowed during the wedding ceremony. The photographer enlisted by the bride may use flash photography while the wedding party processes down the aisle, but only non-flash photography is allowed during the ceremony itself. Pictures of the ceremony may be staged afterwards.

Reception

No alcoholic beverages may be served at the reception. Smoking is not allowed in any of the church buildings. Dancing is not allowed on the church grounds. Decorations and music for the reception should be appropriate for a Christian wedding.

Following the Wedding

All flowers, food, supplies, decorations, etc., should be removed shortly after the wedding and/or reception, unless other arrangements are made with the consultant.

Child Care

If the wedding party chooses to provide child care, a minimum of two approved paid preschool workers must be secured through the wedding consultant and the preschool building must be reserved through the church secretary. If approved workers cannot be secured, preschool care will not be provided. Preschool care is only provided for children up to five years of age, and preschool policies must be followed.

Fees*

Fees must be given on or before the day of the rehearsal. The minister's fee shall be paid by check directly to the Officiating Minister. The sum total of all other applicable fees shall be submitted to the church wedding consultant in the form of one check made payable to Temple Baptist Church. Under the advisement of the church wedding consultant, the church office will distribute payment to the remaining appropriate parties.

Officiating Minister- \$200 for rehearsal, wedding, and counseling sessions

Organist- \$100.00 for rehearsal and wedding. Additional rehearsals charged accordingly.

Custodian- \$75.00 for wedding, \$50 per reception or rehearsal dinner held on premises

Music and Sound- \$75.00 to set up equipment and run sound and attend rehearsal.

(For weddings using only the minister's wireless microphone [no CD music, solos, etc.], the cost will be reduced to \$30.00)

Audio Tape of Ceremony- \$5.00

Candles- \$0.50 per candle (The church's dripless candles must be used except for center unity candle which the bride and groom must supply.)

Consultation with Church Wedding Consultant-

\$125.00 for the Wedding and Rehearsal

\$50 per reception or rehearsal dinner held on premises

Employment of Paid Preschool workers- \$20 per worker (additional fee charged for rehearsals)

*In the case of simple, small ceremonies (no wedding party, music, etc.), the pastor may waive the use of the wedding consultant and/or reduce some of the above fees.

Responsibilities of the Wedding Party

1. Seek consent from pastor to have wedding on church grounds.
2. Reserve facilities through the church secretary.
3. Make appointments with the pastor for premarital counseling sessions.
4. Meet with the church wedding consultant to reserve equipment and go over guidelines.
5. Hire organist, musicians, soloists, etc. and inform them of times and dates.
6. Offer payment to necessary parties for their services on or before the day of rehearsal.
7. Do not use any tape product to affix flowers to the pews.
8. Remove all flowers and decorations from the sanctuary and social hall after wedding.
9. Wash and put away any dishes used.
10. Replace any broken, damaged or missing items.
11. Leave the kitchen clean after use. It is not necessary to scrub the kitchen floor.
12. If rehearsal/wedding is catered, the caterer must mark his/her own pans, dishes, etc.
13. Consumption of alcoholic beverages is not permitted on church grounds or in any building.
14. Decorations, paper products etc... are the responsibility of the wedding party (Not church provided)