

Southside Baptist Church

Wedding Policy and Procedure

Policy and Purpose:

To provide space and custodial assistance to persons wishing to marry in a sacred and dignified ceremony which is Christian in nature.

I. Policy

Marriage in the church is to be a religious ceremony and all the elements of the service should have spiritual significance.

II. Procedures

A. Planning

1. The date of the wedding must be scheduled well in advance.
2. Couples wishing to be married at Southside Baptist Church must complete and submit a reservation form.
3. Reservations for use of the facilities will be approved by a form which must be filled out and signed by the couple to be married and turned in to the church office.
4. Members of Southside Baptist Church may reserve the church a year in advance.
5. If neither of the couple who is to be married is a member of Southside Baptist Church, the wedding shall be deemed a non-member wedding.
6. Non-members of Southside Baptist Church may not reserve the church facilities more than 60 days in advance.
7. No non-member wedding may be scheduled more than 60 days in advance in order to permit church members to have preference of dates.
8. No weddings may be scheduled on Sundays, nor may rehearsals or wedding receptions be held on New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day or Christmas Day.
9. No Weddings may be scheduled for a time later than 8:00pm.
10. Wedding rehearsals will be scheduled for 6:00pm the day prior to the wedding.
11. The ceremony and all activities will be finished by 10:00pm.
12. Accompanist is responsible for contacting the Minister of Music concerning the use of church musical instruments.
13. All music for the wedding ceremony must be approved by the Minister of Music.
14. The bride will be responsible for locating and providing all sheet music for the wedding.
15. Any minister wishing to perform a wedding at Southside Baptist Church must contact Southside's pastor to make such arrangements.

B. Guidelines

1. The church custodian will be responsible for opening and closing church buildings for rehearsals and weddings. (Church keys will not be given to any member of the wedding party.)
2. The church custodian will be responsible for moving and replacing church furniture.
3. No musical instruments will be moved from the platform without prior approval from the Minister of Music.
4. Plastic sheeting will be placed under all candelabras to protect floors and carpets from wax drippings. (sheeting to be provided by the family)
5. Rice or birdseed is not to be thrown inside the building.
6. Any church-owned items or materials will be returned to the kitchen clean or in original condition.
7. All food and drinks will be confined to the fellowship hall or gym.
8. Children will be under the supervision of parents or other responsible adults at all times. Wandering into areas of the church not specific to the rehearsal, wedding, or reception will not be permitted.
9. Alcoholic beverages and illegal drugs on church property (including parking lots) and smoking are not permitted in any church building. Any person who is obviously intoxicated or has been drinking or is under the influence of an illegal drug will not be permitted to participate in a rehearsal or wedding.
10. Any damage to church property, furniture, or furnishings will be reported to the trustees of the church and repairs or replacement by the wedding party must meet the approval of the trustees.
11. No tacks, nails, screws, or any other such fasteners may be driven into the walls, floors, or furnishings. No adhesive tape of any kind shall be attached to any walls or furniture. Pins may be used in the carpet.
12. Lighting, heating and air-conditioning, sound system operation will be the responsibility of the church custodian and the church sound technician.

III. Fees

For members of Southside Baptist Church

- A. Use of the Sanctuary.....No Charge
- B. Use of the Fellowship Hall for Reception.....No Charge
- C. Custodial Help
 - 1. Use of Sanctuary only.....\$100.00
 - 2. Use of Sanctuary and Fellowship Hall/Kitchen.....\$200.00
- D. Organist fee for wedding.....Consult with Organist
- E. Pianist fee for wedding.....Consult with Pianist
- F. Minister of Music (if used).....Consult with Minister of Music

- G. Sound.....Consult with Sound Technician
- For non-members of Southside Baptist Church**
- A. Use of the sanctuary.....\$100.00
- B. Use of the Fellowship Hall/Kitchen for Reception.....\$ 75.00
- C. Custodial Help
 - 1. Use of Sanctuary only..... \$100.00
 - 2. Use of Sanctuary and Fellowship Hall/Kitchen.....\$200.00
- D. Organist fee for wedding.....Consult with Organist
- E. Pianist fee for wedding.....Consult with Pianist
- F. Minister of Music (if used).....Consult with Minister of Music
- G. Sound.....Consult with Sound Technician

- Payment to soloist shall be left to the discretion of individuals.
- All monies for Organist, Pianist, Minister of Music, Sound Tech and Custodians shall be paid directly to those persons rather than to the church.
- Payment of all fees for the use of the church facilities and service are to be paid 30 days in advance of the wedding.
- Gratuity for the Minister is left to the discretion of the bridal couple.

IV. Rehearsals

The rehearsal should begin promptly at the time scheduled. Delays in beginning consumes the time of the minister, organist, pianist, sound tech and custodians. The bride and groom should insist on members of the wedding party to be prompt for the rehearsal as well as for the wedding. The following suggestions will help guide you as you prepare for your rehearsal:

1. The minister or wedding coordinator will be in charge of the rehearsal.
2. Each rehearsal, unless otherwise agreed upon, shall begin at 6:00pm on the day before the wedding.
3. Both sets of parents should be present for the rehearsal.
4. The ushers should be present for the rehearsal.
5. Deliver the marriage license to the minister at the rehearsal.
6. Dress of persons should be becoming to Christian standards. (No shorts, halter tops, etc. will be allowed)

V. Wedding Gowns and Other Personal Valuables

The church will not be responsible for personal items such as wedding gown, wraps, purses, silver and glassware brought to the church for the use in a wedding or in the reception; not, be liable for such items if they are lost, stolen or damaged. However, the church will use every reasonable effort to assist the wedding party in protecting such properties.

VI. Receptions

The church encourages its members to use church facilities for the wedding reception and will assist you in making the necessary arrangements. The church makes the facilities available, but a caterer should provide everything necessary to complete a wedding reception and must leave the building in the condition in which it was found.

VII. Taking of Pictures

The photographer may take pictures before or after the ceremony in any part of the building. However, we ask that no pictures be taken in the Sanctuary during the ceremony except time exposures from the rear of the Sanctuary. The photographer may take pictures of the bride and her father as they enter the Sanctuary and of the Bride and Groom as they leave the Sanctuary. The wedding party may return to the church immediately following the ceremony pictures if they desire. All pictures should be taken in the Sanctuary prior to the reception. Members of the bridal party should discourage friends and relatives from taking pictures during the ceremony and ask the ushers to inform wedding guests with cameras of this request.

VIII. Instructions for the Florist

The following is a list of detailed regulations which the church feels it may suggest with the expectation of receiving full cooperation.

1. No furnishings may be moved.
2. No aisle canvas may be used.
3. No nails, tacks, staples, pins or anything what will mar the woodwork may be used.
4. All candles that are used must be the dripless type. Candles for aisle candelabra must not be longer than 5 inches. There must be sufficient visqueen or similar polyethylene material used under the candelabra to protect the carpets and furniture.
5. Only wrapped wire that will not mar the pew ends may be used to fasten bows. Do not use tape.
6. The florist should call the church office 24 hours in advance of the wedding to set a time for decorating the church. Decorations must be completed at least an hour before the ceremony.
7. The florist is expected to remove all decorations and equipment promptly following the ceremony.
8. The florist shall be held responsible for any damage done to the building or furniture and is responsible for cleaning wax from the carpet, floors or furniture that may have resulted from the wedding. The throwing of flower petals, paper, etc. by the flower girls is discouraged. The church properties must be left in the condition in which they were found.

9. The placing of flowers, ferns, candles, or anything decorative on the piano is strictly prohibited.
10. Heating or air conditioning will be turned on only as long as is necessary to heat or cool the sanctuary before the wedding ceremony. Custodians will be responsible for the heating or air conditioning control.