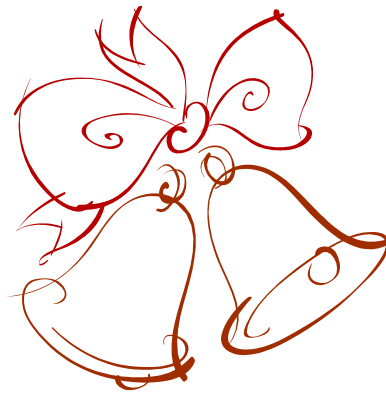


Wedding Policy, Application, and Checklists

Wrightsville Beach Baptist Church
601 Causeway Drive
Wrightsville Beach, NC 28480



Effective Date: May 2009

This Wedding policy will remain effective until re-issued by the Senior Staff and Church Council

Table of Contents

Introduction	3
Wedding Policy	3
A. Church Availability and Wedding Date Reservations	3
B. Wedding Party Responsibilities	3
C. Wrightsville Beach Baptist Church Responsibilities	4
D. Music, Musicians, and Audio-Visual System	5
E. Rehearsal	6
F. Rehearsal Dinner	6
G. Before the Ceremony	6
H. After the Ceremony	7
I. Reception	7
J. Fees	8

This package also contains the:

Wedding Application

Wedding Music List

Policy for Wedding Decorations and Flowers

Policy for Wedding-Related Catering

Policy for Wedding Photography

Policy for Wedding Videography

Wedding Checklist

Post Wedding Checklist

Introduction

A wedding is a worship service. At Wrightsville Beach Baptist Church, our goal is to help you ensure that your wedding is a sacred and personally meaningful service. We are committed to meet our responsibilities and ask that you meet your responsibilities to make your wedding a God-honoring celebration.

We have established a process and checklist to guide wedding planning and preparation that all of us will follow, review together, and sign-off at designated times.

Your signatures on the application and checklist indicate that you understand and agree to follow our process and policy.

Wedding Policy

God created and gave us marriage as a holy union in which a man and a woman are joined together and become one just as Christ is one with the Church.

A. Church Availability and Wedding Date Reservations

1. The church is available for weddings to members of the church, their children, or their grandchildren. Members can make reservations at least six weeks and no more that one year in advance of the requested wedding date.
2. Non-members can submit wedding applications. Non-members can make reservations at least six weeks and no more that six months in advance of the approved wedding date.
3. The bride and groom request rehearsal and wedding dates by returning the completed Wedding Application to the church.
4. The senior staff and church council review applications and approve requested dates based on the church calendar.
5. The church secretary notifies applicants when dates are approved.

NOTE: Wrightsville Beach Baptist Church does not schedule weddings during holiday seasons including Thanksgiving, Christmas, and Easter weekends.

B. Wedding Party Responsibilities

The general responsibilities listed below apply to the wedding parties or the individuals noted. Additional responsibilities for the bride and groom appear throughout this document.

1. The bride and groom are responsible to relay the responsibilities listed below to the wedding party and to make sure the wedding party follows them.
2. The wedding party, including bride, groom, attendants, director, and family, acknowledge that the church is the house of God and will conduct themselves in a manner befitting a place of worship at all times.
3. In conjunction with any wedding related activities held at the church (e.g., rehearsal, rehearsal dinner, ceremony, reception), the wedding party agrees to adhere to the following rules:
 - a. Keep all food and drink in the kitchen or fellowship hall
 - b. No smoking on church grounds including the parking lots
 - c. No alcoholic beverages on church grounds including the parking lots
 - d. No pets, exception would be service animals

4. Visiting Officiating Minister: If the bride and groom choose to have a minister who is not from Wrightsville Beach Baptist Church conduct the wedding, they must notify the Pastor and arrange for the minister's services.
5. If more than one visiting minister will participate in the service, lead officiating minister must contact the Pastor six weeks before the ceremony.

NOTE: The pastor may refuse to have a visiting minister conduct the ceremony based on ordaining body and/or place of current service.

6. Wedding Director: Wrightsville Beach Baptist Church encourages the bride and groom to work with a wedding director to ensure that the rehearsal and ceremony go smoothly. The wedding director must consult with the Pastor and/or the wedding coordinator six weeks before the ceremony. If the couple does not have a wedding director, the church can provide one.
7. The bride and groom agree to work with the people Wrightsville Beach Baptist Church provides to conduct and support the wedding.
8. The bride and groom agree to pay fees, listed in section J, for the facilities and services Wrightsville Beach Baptist Church provides.

C. Wrightsville Beach Baptist Church Responsibilities

The general responsibilities listed below apply to Wrightsville Beach Baptist Church or to individuals noted. Additional responsibilities appear throughout this document. Fees for services provided appear in section J.

1. The Pastor oversees every wedding service at the church whether or not he performs the ceremony.
2. Our ministers require pre-marriage counseling sessions for any marriage they perform.
3. The officiating minister oversees the rehearsal.
4. The Pastor or officiating minister can suspend or cancel a rehearsal or wedding ceremony should any member of the wedding party behave inappropriately (e.g., is intoxicated or disruptive).
5. The Minister of Music reviews all music the bride and groom are considering and guides them to make selections that are appropriate for a worship service.
6. If invited to play, the church accompanist plays for the rehearsal and ceremony.
7. The wedding coordinator opens and closes the building for wedding-related activities.
8. The audio-visual technician operates the sanctuary audio-visual system for the rehearsal and ceremony.
9. The housekeeper cleans the sanctuary before the rehearsal and after the wedding.
10. The housekeeper cleans the kitchen and fellowship hall after rehearsal dinner and wedding reception if these facilities are used.
11. The housekeeper does not clean Sunday school rooms, kitchen, or fellowship hall if the bridal party uses these rooms for dressing, waiting, or snacks.
12. The church is not responsible for any personal items, such as wedding dresses, wraps, purses, cameras, glassware, serving ware, candelabras, etc., brought to the church for use in a rehearsal, rehearsal dinner, wedding, or reception. The church is not liable for personal items damaged, lost, or stolen.

D. Music, Musicians, and Audio-Visual System

Music

1. The bride and groom must coordinate with the Minister of Music to plan music for the wedding.
2. The bride and groom set an appointment with the Minister of Music to review music selections.
3. The bride and groom can contact the minister of Music for suggestions prior to meeting.
4. The bride and groom present a list of all music (on form that appears later in this package) being considered for the wedding to the Minister of Music for counsel, recommendations and approval.

NOTES:

- a. Although popular music may have sentimental meaning for the bride and groom, it may not qualify as sacred or religious music and cannot be used for the ceremony.
 - b. You can use pre-recorded, licensed accompaniment.
5. The Minister of Music has final approval on music selections.
 6. The bride and groom cannot change selections after approval.

Musicians

7. Wrightsville Beach Baptist Church does not provide musicians for your wedding: however, the bride and groom may choose to ask the church accompanist. In addition the Minister of Music can make recommendations.
8. The bride and groom must notify the Minister of Music if a visiting accompanist will play for the wedding.
9. The visiting accompanist must contact the Minister of Music no less than four weeks before the rehearsal to discuss operation of the church keyboard.
10. If using the church accompanist, the bride and groom set an appointment with the church accompanist at least six to eight weeks before the wedding date and preferably three months in advance.
11. The bride and groom are responsible to provide sheet music for any pieces the church accompanist is asked to play and does not own one to three months in advance.

Audio-Visual System

12. The church has an audio-visual system in the sanctuary that is available for use during the ceremony. The system may be used for public address and video presentation.

NOTES:

- a. Only an authorized technician can operate the church's audio-visual system.
 - b. Wrightsville Beach Baptist Church does not provide audio-visual equipment for use in any part of the church other than the sanctuary.
13. The bride and groom note on the application which, if any, audio-visual facilities you need.

E. Rehearsal

Start Time

1. Sometimes, the rehearsal time has to be changed. The bride and groom confirm the rehearsal start time not less than two weeks before the wedding date with the church office, musicians, wedding party, and other individuals who will attend.

Rehearsal Length

2. The length of time allotted for rehearsals is one hour.
3. Because other activities may be scheduled on the same day as the rehearsal, the bride and groom are responsible to make sure the wedding party arrives on time so the rehearsal can begin and end on time.
4. The rehearsal starts at the scheduled time regardless of the time the wedding party actually begins practicing.
5. The wedding coordinator will open the church one-half hour before the scheduled start time.
6. The bride and groom are responsible for moving furniture and other items from the platform and/or vestibule. No musical instruments are to be moved without the Minister of Music's permission.
7. The wedding coordinator directs the removal of items from the platform or vestibule.
8. The bride and groom bring all electronic media (audio, cassette, CD, DVD) to be used during the ceremony to the rehearsal.
9. The AV technician attends the rehearsal to conduct video presentation checks and sound checks with the minister, vocalist(s), musician(s), playback media (licensed music on CD), and instruments.

F. Rehearsal Dinner

1. The bride and groom can reserve the church kitchen and fellowship hall for a rehearsal dinner or other celebration such as a cake cutting.
2. The rehearsal dinner host must contact the Hospitality Committee chairperson to coordinate use of the kitchen and fellowship hall.
3. Food and drink must be kept in the Fellowship hall and cannot be taken into other parts of the church.
4. The kitchen can only be used for staging of food and drinks.
5. The refrigeration and ice machine can be used.
6. The rehearsal dinner host is responsible to empty all trash cans and place trash bags in the dumpster.

G Before the Ceremony

1. The Wedding coordinator will open the church four hours before the ceremony start time for deliveries (e.g., flowers, decorations, catering), decorating, wedding party assembly, photographs, videography set up, and pre-service sound checks. All deliveries and set up must be made during this time.
2. The AV technician will conduct final video presentation checks and sound checks one hour before the ceremony.
3. Policies related to decorations and flowers, catering, photography, and videography appear later in this package. The bride and groom are responsible to read the policies, review the policies with selected providers, whether they are professionals or amateurs (e.g., family or friends), and to obtain each vendor's signature on the wedding checklist.

H. After the Ceremony

1. The wedding coordinator directs the return of items to the platform after the ceremony ends and photographs are done.
2. The bride and groom are responsible for replacing anything moved for the ceremony.
3. The bride and groom are responsible for clean-up in Sunday school rooms, kitchen, or fellowship hall if the bridal party uses these rooms for dressing, waiting, or snacks.
4. The bride and groom are responsible to clean up and remove any debris (e.g., containers, church grounds).

I. Reception

1. The bride and groom can reserve the church kitchen and fellowship hall for a post-ceremony wedding reception.
2. The reception host must contact the Hospitality Committee chairperson to coordinate use of the kitchen and fellowship hall.
3. Food and drink must be kept in the Fellowship hall and cannot be taken into other parts of the church.
4. The kitchen can only be used for staging of food and drinks.
5. The refrigeration and ice machine can be used.
6. The reception host is responsible to empty all trash cans and place trash bags in dumpster.

J. Fees

1. The bride and groom agree to pay all fees associated with the use of the church by the designated dates. The wedding will be removed from the church calendar if fees are not paid on time.

Refundable Damage Deposit

1. A refundable damage deposit of \$200.00, payable to Wrightsville Beach Baptist Church, is **due with the Wedding Application**. The deposit covers damages, lost or stolen items belonging to the church, and any additional cleaning fees (e.g., stain removal from carpet).
2. After the wedding, the Pastor determines the amount to be refunded following a facility check.

Additional Fees

1. Additional fees are due with the completed Wedding checklist six weeks before the wedding date.

Item	Fee	Payable to
Sanctuary for rehearsal and wedding*	\$300.00 non-members	WBBC
Cleaning fees for Sanctuary after Ceremony	\$100.00	Contact Church Secretary
Kitchen and fellowship hall for Rehearsal dinner or cake cutting	\$150.00 non-members	WBBC
Cleaning fees for Kitchen and fellowship Hall after rehearsal dinner	\$100.00	Contact Church Secretary
Kitchen and fellowship hall for Reception*	\$150.00 non-members	WBBC
Cleaning fees to clean kitchen and Fellowship hall after reception	\$100.00	Contact Church Secretary
AV Technician	\$200.00	Contact Church Secretary
Wedding Director (If provided by the church)	\$200.00	Contact Church Secretary
Wedding Coordinator	\$200.00	Contact Church Secretary

*No fee for church members

The church distributes the fees after the wedding.

The bride and groom should discuss honoraria for the Pastor and Minister of Music individually.

The bride and groom should discuss fees for musicians and vocalists with those individuals.

Wedding Application

Wrightsville Beach Baptist Church • 601 Causeway Drive • Wrightsville Beach, NC 28480
Phone: 910-256-3682 • Fax: 910-256-4288

This application must be completed and returned to the church office before your request can be presented to the church council for approval. Call the church office for the next church council meeting date.

Application Date: _____

Wedding Date: _____

Ceremony Time: ____:____ am pm

Rehearsal Date: _____

Rehearsal Time: ____:____ am pm

Officiating Minister: _____

Ordained by: _____

Visiting Minister's Current Place of Ministry: _____

Bride: _____ Home Phone: _____

Address: _____ Cell Phone: _____

Groom: _____ Home Phone: _____

Address: _____ Cell Phone: _____

Primary Contact: _____ Home Phone: _____

Address: _____ Cell Phone: _____

Facilities Requested

Estimated Attendance

_____ Sanctuary

Ceremony: _____

_____ Kitchen Fellowship Hall for Rehearsal Dinner

Rehearsal Dinner _____

_____ Kitchen Fellowship hall for reception

Reception: _____

Sound System requested for:

____ Minister(s) # _____ Vocalist(s) # _____

____ Video presentation before or during ceremony

____ Instruments # _____

____ Licensed pre-recorded music before or during

Ceremony

____ Instrument(s) _____

List names and phone numbers for:

Accompanist: _____

Vocalist(s): _____

Other Musician(s): _____

Wedding Application

Wedding Director _____

Wedding Planner: _____

Rehearsal Caterer _____

Reception Caterer _____

Florist _____

Decorator: _____

Photographer _____

Videographer _____

Name and address to send damage deposit refund:

Refundable Damage Deposit Received:

Date

Couple's permanent address after marriage:

Do you plan to leave wedding flowers (e.g.,
alter or vestibule arrangement) to be used
for Sunday morning worship service?

_____ Yes _____ No

Signatures

Bride

Groom

WBBC

Date

Date

Date

Wedding Music List

Wrightsville Beach Baptist Church 601 Causeway Drive Wrightsville Beach, NC 28480
Phone: 910-256-3682 Fax: 910-256-4288

Selections cannot be changed after approval. Attach an additional page if you need more room.

Prelude (approximately 30 minutes of music)

Title	Composer	Instrument or CD
-------	----------	------------------

Ceremony

Title	Composer	Instrument or CD
-------	----------	------------------

Postlude

Title	Composer	Instrument or CD
-------	----------	------------------

If church accompanist is playing, the bride or groom have scheduled a meeting with the accompanist on

_____ at ____:_____ am pm
Date

Signatures

_____	_____	_____
Bride	Groom	WBBC

_____	_____	_____
Date	Date	Date

Policy for Wedding Flowers and Decorations

Wrightsville Beach Baptist Church • 601 Causeway Drive • Wrightsville Beach, NC 28480

Phone: 910-256-3682 • Fax: 910-256-4288

1. The decorator and/or florist agree(s) to abide by this policy by signing the Wedding Checklist.
2. This policy is intended to foster a meaningful, sacred ceremony for the bride and groom and to maintain the safety of the wedding party and guests.
3. You and your employees are asked to respect the House of God and to behave in a manner befitting a house of worship.
4. The building will be open and temperature set four hours before the ceremony to allow for deliveries and set up.
5. Use florist's tape, painter's tape, pipe cleaners, or ribbon to attach decorations to church fixtures or walls. Do not use cellophane tape, duct tape, glue, brads, nails, or screws.
6. You can bring freestanding candelabras, unity candle stands, and plant stands for ceremony. The church does not provide these items.
7. You can place freestanding candelabras, unity candle stands, and plant or flower arrangement stands on the platform and in the choir loft. NOTE: The AV technician will check placement of these items to ensure they do not interfere with AV equipment.
8. Do not use chairs or hymnals to support candelabra, plants, or flower arrangements.
9. Do not place flowers, plants, candles, or other decorations on the piano or organ.
10. Use of only drip-less candles can be used.
11. Birdseed, bubbles, flower petals, or rice may be used in the parking lot only. (e.g., to bid the bride and groom good-bye).

Within two hours after the ceremony ends,

12. Remove all items brought in.
13. Remove debris from candles, plants, and flowers.

If you have any questions about this policy, please contact the church office.

The decorator and/or florist should retain a copy of this policy.

Policy for Wedding Photography

Wrightsville Beach Baptist Church • 601 Causeway Drive • Wrightsville Beach, NC 28480
Phone: 910-256-3682 • Fax: 910-256-4288

1. The photographer agrees to abide by this policy by signing the Wedding Checklist.
2. This policy is intended to foster a meaningful, sacred ceremony for the bride and groom and to maintain the safety of the wedding party and guests.
3. You and your employees are asked to respect the House of God and to behave in a manner befitting a house of worship.
4. On the rehearsal date, the building will be open one-half hour before the rehearsal to allow for set up.
5. On the wedding date, the building will be open four hours before the ceremony to allow for set up.
6. Contact the wedding coordinator when you arrive to coordinate equipment set up.
7. Please complete pre-ceremony picture-taking no less than 30 minutes prior to the ceremony start time so guests can be seated.
8. Please shoot post-ceremony photos that include the pastor early in the session.
9. Within two hours after the ceremony ends, remove all items brought in.
10. Disposable cameras cannot be distributed to the congregation for use during the ceremony. This type of “fun photography” should be done at the reception.

If you have any questions about this policy, please contact the church office.

The photographer should retain a copy of this policy.

Policy for Wedding-Related Catering

Wrightsville Beach Baptist Church • 601 Causeway Drive • Wrightsville Beach, NC 28480
Phone: 910-256-3682 • Fax: 910-256-4288

1. The caterer agrees to abide by this policy by signing the Wedding Checklist.
2. This policy is intended to foster a meaningful, sacred ceremony for the bride and groom and to maintain the safety of the wedding party and guests.
3. You and your employees are asked to respect the House of God and to behave in a manner befitting a house of worship.
4. On the rehearsal date, the building will be open one-half hour before the rehearsal to allow for set up.
5. On the wedding date, the building will be open four hours before the ceremony to allow for set up.
6. Provide you own table linens and paper or plastic goods including plates, cups, napkins, and eating utensils. The church does not provide these items.
7. You are welcome to use church-owned tables and chairs in the fellowship hall.

Within two hours after rehearsal dinner or reception ends,

8. Dispose of leftover food and drink. Do not leave leftovers in the church refrigerator or freezer. Items that are left behind will be thrown away.
9. Remove food debris from the sinks.
10. Place all other trash in trash bags; seal all trash bags and place in the dumpster.
11. Report to the wedding coordinator any church-owned items that were damaged or broken.
12. Return tables and chairs to their original locations.

If you have any questions about this policy, please contact the church office.

The caterer should retain a copy of this policy.

Policy for Wedding Videography

Wrightsville Beach Baptist Church • 601 Causeway Drive • Wrightsville Beach, NC 28480
Phone: 910-256-3682 • Fax: 910-256-4288

1. The videographer agrees to abide by this policy by signing the Wedding Checklist.
2. This policy is intended to foster a meaningful, sacred ceremony for the bride and groom and to maintain the safety of the wedding party and guests.
3. You and your employees are asked to respect the House of God and to behave in a manner befitting a house of worship.
4. On the rehearsal date, the building will be open one-half hour before the rehearsal to allow for set up.
5. On the wedding date, the building will be open four hours before the ceremony to allow for set up.
6. Contact the wedding coordinator when you arrive to coordinate equipment set up.
7. Within two hours after the ceremony ends, remove all items brought in.

If you have any questions about this policy, please contact the church office.

As a videographer, you are responsible to know and abide by all copyright laws as they apply to music.

The videographer should retain a copy of this policy.

Wedding checklist

Wrightsville Beach Baptist Church • 601 Causeway Drive • Wrightsville Beach, NC 28480
Phone: 910-256-3682 • Fax: 910-256-4288

This bride and groom must complete and return this checklist to the church office no later than **six weeks** before the wedding rehearsal.

NOTE: Failure to return the completed checklist cancels the wedding date reservations.

Action	Responsible	Date/Signature	WBBC Date/Initials
If the Pastor will not conduct the Ceremony, give the officiating Minister's name to the Pastor.	Bride/Groom	_____	
		Date/Signature	
Visiting Officiating minister Contacts Pastor.	Minister	_____	
		Date/Signature	
Review music selections with Minister of Music and get Approval	Bride/Groom	_____	
		Date/Signature	
Schedule accompanist	Bride/Groom	_____	
		Date/Signature	
Visiting accompanist contacts Minister of Music	Accompanist	_____	
		Date/Signature	
If issuing an invitation to the Church family, submit it to the Church office*	Bride/Groom	_____	
		Date/Signature	
List Florist's Name and Phone Number:	_____		

Agree to Policy for Decorations And Flowers	Florist	_____	
		Date/Signature	
List Decorator's Name and Phone Number:	_____		

Agree to Policy for Decorations And Flowers	Decorator	_____	
		Date/Signature	

List Rehearsal Dinner Caterer's Name and Phone Number: _____

Agree to Catering Policy (Rehearsal Dinner) Caterer _____
Date/Signature

List Reception Caterer's Name and Phone Number: _____

Agree to Catering Policy (Reception) Caterer _____
Date/Signature

List Photographer's Name and Phone Number: _____

Agree to Photography Policy Photographer _____
Date/Signature

List Videographer's Name and Phone Number: _____

Agree to Videographer's Policy Videographer _____
Date/Signature

Invitation published in the bulletin Church Secretary _____
Date/Signature

*The invitation will appear in the Sunday bulletin once. Text may be edited to fit available space.

Post Wedding Checklist

Wrightsville Beach Baptist Church • 601 Causeway Drive • Wrightsville Beach, NC 28480

Wedding Date: _____

Bride: _____ Groom: _____

Amount of damage deposit to be returned: \$ _____

Refund Recipient: _____ Date Sent: _____

Area	Checked by/on	Notes	Confirmed by/on	Fee
Sanctuary	_____			
Flowers and decorations Removed	_____			
Platform and floor level Furniture returned	_____			
Vestibule furniture Returned	_____			
Sunday school or Prayer rooms	_____			
Cleared of personal Items	_____			
Left in Order	_____			
Trash can emptied	_____			
Kitchen, if used	_____			
Left in order	_____			
Personal items removed	_____			
Trash removed to dumpster	_____			
Fellowship Hall, if used	_____			
Left in order	_____			
Personal items removed	_____			
Trash removed to dumpster	_____			
Church Grounds	_____			
Cleared of debris	_____			