

## **PROVIDENCE BAPTIST CHURCH Wedding Policy**

### **Purpose**

We believe that the marriage ceremony is to be a sacred and beautiful worship service. It is the time when a man and a woman profess a covenant agreement together before God, family and friends. The staff and church family of Providence wish to extend every possible courtesy during this special time. The following procedures have been established in order to assist you with making this day a memorable one that honors God and the institution of marriage.

This policy is to set forth guidelines regarding the use and care of facilities of Providence Baptist Church for weddings and related events. Persons eligible to use the facility include: Providence Church members, and immediate relatives or guests of Providence Church members that have completed pre-marital counseling sessions with one of our ministers.

### **Guidelines for the Performance of Wedding Ceremonies**

The ceremonies conducted in our facility are for the purpose of bringing glory to God. Every aspect of the ceremony should be considered with that purpose in mind, from ceremony content to decorations.

Couples desiring to be united in marriage at Providence must agree to that purpose and submit to the guidance and instruction of our ministers and wedding facility coordinator. They must agree to allow the pastor to have the final word regarding the content of the wedding ceremony.

### **The Role of the Pastor**

One of our pastors (or an appointed elder) will officiate or preside over all weddings.\* Their desire is to prepare you for a marriage that lasts a lifetime not just a wedding day. To that end, they require every couple to participate in pre-marital counseling. There will be required reading and 'homework' assigned. The goal of the counseling is to lay a solid biblical foundation for a lifetime of marriage.

*\* There are rare occasions where a Pastor who is not from Providence may be invited to officiate the wedding ceremony at the request of the couple and agreement with one of our ministers.*

### **Steps to schedule a Wedding at Providence Baptist:**

- 1) Read the wedding policy. The policy is posted on our website under 'Important Documents' or they can also request a copy of the policy from our church secretary.
- 2) Inform the church secretary of your request to use the facility and affirmation of the wedding policy.
- 3) You will then be contacted by one of our ministers to schedule an initial meeting.
- 4) Contact the wedding director to review the policies and complete necessary paperwork.
- 5) Complete required pre-marital counseling sessions with one of our ministers or designees.
- 6) The church secretary will be notified and the bride and groom can schedule the date; fees are due at this time.

## **Wedding Facilities Coordinator**

Our Wedding Facilities Coordinator is here to assist you in the planning process as it relates to usage of the facility. It is her responsibility to answer any questions you may have as it relates to our policy and to make sure that the requests of the policy are honored. Please keep her fully informed as your plans progress or change ( i.e. use of facilities, music arrangements, florist, etc) since she has the authority to approve such changes.

It is recommended that you have a Ceremony Director. Their role is to assist the bride in making decisions as it relates to the ceremony. If a member of your family or a friend will be serving in that capacity, our facilities coordinator is still required. It is necessary to have our coordinator present in case emergencies arise and to answer other questions related to the facility.

On your request our Wedding Facilities Coordinator can also serve as your Ceremony Director; see our fee schedule.

## **Available Facilities**

We desire to be excellent stewards of the possessions God entrusts to us. Therefore, care must be taken to assure that the church property is preserved and respected and that all activities held, glorify God. Smoking and alcoholic beverages are prohibited in all Providence facilities. The following areas of the facility are available for wedding use:

- Sanctuary- The entire Sanctuary will seat approximately 450 guests and is equipped with a sound system, piano, and organ.
- Bride's Room- The bride will have access to a bridal room and a ladies room located near the sanctuary
- Nursery- Additional child-friendly classroom space can be made available for usage if proper reservations and arrangements have been made through the Wedding Director.

It is the responsibility of the bridal party to complete all preparations, including the setup and take down of all decorations. The only exception will be the moving of the pulpit, platform chairs, and communion table. The facilities coordinator will make arrangements for these items to be moved.

## **Scheduling**

Saturday evening weddings will have a curfew of 8:00PM. This requires that all wedding events must be finished by that time so that the facility may be cleaned and prepared for the Sunday morning worship service. During the holiday season, from Thanksgiving to January 2nd, limited dates may be available due to church sponsored events and personal travel by the facility coordinator or pastor. It is recommended that you do not announce the intended date of your wedding until the pastor and facility director confirms availability.

## **Music**

A church wedding is a sacred and reverent occasion. Its music should be suitable for a church service. All music being used within the sanctuary must be God centered and approved by the facility coordinator under the supervision of the pastor. Musical suggestions should be turned in at least 30 days prior to your wedding. The services of our regular pianist and organist are available to you for a recommended fee. It is permissible for you to make outside arrangements for the pianist or additional instruments: however, we request that the PBC organist be utilized. If an outside guest musician is being used, practice times will need to be scheduled by the bride through the facility coordinator. If you are in need of vocal or additional instrumental soloist or ensembles, we will be happy to assist you in locating someone from within our church.

## **Flowers and Decorations**

All decorations should be selected to maintain the spirit of worship during the wedding service. No nails, tacks, tape, glue or other material that would cause damage, can be used to affix decorations on walls, doors, stage, woodwork, or other fixtures. Ribbons may be used to secure flowers to pews and doors. The florist must not mist flowers in the sanctuary, and is responsible for placing the flowers and other decorations on the day of the wedding. All flowers and decorations must be removed before the curfew time (see scheduling section). Flower girls may drop artificial flowers in the aisle area. Candles- Only mechanical (dripleless) candles may be used throughout the facility. The greenery on the ledges above the platform in sanctuary are not to be moved.

The bridal party will be held responsible for ANY damage to the facility or furnishings attributed to arrangements, decorations, food, etc.

## **Photography and Video Taping**

We understand that the taking of pictures and videotaping to remember this special event is important to you: however, photography and videography must not interfere with the spirit of worship during the wedding service. Photographers and Video specialists will be shown designated areas for taking pictures during the ceremony.

## **Audio Taping and Sound Technicians**

All sound reinforcement (use of microphones) and audio taping, must be done by a member of Providence's Sound Technician Team for a minimal fee. Unless your wedding is very small, we strongly suggest using microphones for sound reinforcement. Your facility coordinator will contact a sound technician for the wedding.

## **Nursery**

If you need a nursery during the rehearsal time or actual wedding service, the space can be made available to you. Acquiring people to staff the nursery will be the responsibility of the bride and groom. Those individuals who are assisting you will be responsible for returning the room to the condition in which they found it. Any items of food will need to be properly cleaned up as well as the trash being properly bagged.

## **Wedding Rehearsal**

The pastor conducting or overseeing the wedding will be in charge of the rehearsal and will be assisted by the Facility Coordinator and or Ceremonial Director. It is requested that the rehearsal begin on time. Two hours are reserved for the rehearsals in the sanctuary. The

rehearsal is an integral part of the preparation of a wedding and should proceed in a reverent manner. No person under the influence of alcohol will be permitted to participate.

### **The Wedding**

It is recommended that the wedding party arrive at the church several hours prior to the announced wedding time to allow ample time for dressing and picture taking. The bride may use the conference room and ladies room located near the sanctuary. Bridesmaids may use the same room or a nearby classroom. Due to the setup of our facilities and limited space, the bride and bridesmaids need to have hair and makeup completed prior to arriving at the church. The groom and groomsmen will be provided a space for dressing as well as waiting. It is recommended that the groom and groomsmen arrive to the church already dressed or they may change in the provided location. Please instruct the wedding party to remove all personal belongings and return the room to their original conditions after the wedding. The facility coordinator will arrange for the facility to be open and will direct the wedding party, family, florist, etc. to the appropriate areas. This time will be predetermined by the bride and facility coordinator.

Service content will be determined by the pastor and the couple.

### **Wedding Reception**

We currently do not have a formal wedding reception area.

As the bride and groom leave, guests may throw bird seed or blow bubbles outside of the facility to send the happy couple on their way. Rice is not permitted.

### **Responsibilities**

The church assumes no responsibility for clothing, jewelry, money or other items placed or left at the church at any time. Providence Baptist Church will not be held liable or responsible for any accident. The bride's family is responsible for any breakage or damages to church equipment or facilities.

It is the responsibility of the bride and groom to inform florists, caterer, photographer, videographer, family, and friends of our policy. The Wedding Facilities Coordinator will provide you with a copy of the policy to give to them if it is needed.

The reserving bridal party will be held liable for ANY damage to the facility or furnishings that occur while the wedding party or guests are on the property. Please note that the lamp posts outside are NOT commercial grade and do damage easily.

### **Providence Wedding Fee Schedule**

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#### **Standard Fees:**

Facility Usage*	\$350
Cleaning Service*	\$250
Wedding Facilities Coordinator	\$250
Pastor	\$200
Sound Technician	\$75

#### **Optional Services:**

Ceremony Director	\$100
Pianist/Organist	\$125
Piano Usage*	\$75
Nursery facility*	\$50

\* Check to be made out to the church. (Other services: checks are to be made out to the individual.)