

# Pioneer Drive Baptist Church

## Wedding Policies

A wedding is a service of Christian worship and should be planned as such. Please carefully read the policies below and keep them in mind as you plan your wedding. Our Wedding Coordinator can answer any questions you may have regarding the policies. All sanctuary weddings held at Pioneer Drive Baptist Church must work through our designated church Wedding Coordinator, as she is the official staff representative for the event.

Pioneer Drive's Wedding Coordinator is **Tammy Lunbeck** and she can be reached at 325-370-4013. Please make an appointment with her as soon as possible to help your planning go smoothly.

### **I. MAKING RESERVATIONS**

- The church facilities are reserved on a "first-come" basis. Non-church members may not reserve the church facilities sooner than 90 days before the wedding, allowing church members first choice.
- Reservations are made with the Wedding Coordinator. She will place a two-week temporary reservation on the facilities. A Wedding Reservation Information form (attached) must then be completed and returned with a \$100.00 minimum deposit within the two-week period to confirm the reservation. Complete as much of the information as you know; additions or changes can be made as needed. Once the form and deposit are received, the reservation is confirmed.
- Bride and groom are responsible for selecting and asking a minister to officiate the ceremony.
- Only one wedding with reception per day may be held on the church campus. No weddings will be held on Sunday.
- In the event the wedding is cancelled, please notify the Wedding Coordinator immediately. She will notify all church employees affected and cancel the reservation on the calendar. Any fees paid will be refunded.

### **Fees**

- **Church Members**  
There are no actual building usage fees for members. Fees charged are for Custodian, Wedding Coordinator, and Sound Operator. These three individuals work with weddings over and above their regular work hours, thus the reason for the fees.

All fees are to be given to the Wedding Coordinator and will be paid by the church to the various individuals after the wedding.

The fees can be paid all at one time, or in installments. There is a minimum deposit of \$100.00 due when you reserve the church for the wedding and the balance is to be paid no later than two weeks prior to the wedding.

An honorarium for the minister and any other musicians involved is the bride and groom's responsibility. There is no set honorarium amount for our ministers. The amount you give is strictly your choice. An appropriate time to give the minister's honorarium is when he is given the marriage license on the day of the wedding.

- **Non Members**

A building usage fee of \$300.00 is charged in addition to the fees stated below.

**Fee Structure for Weddings**

Church Parlor Only - \$250.00

Fellowship Hall Only - \$325.00

Sanctuary Only - \$425.00 (Choir chairs may be removed for an additional \$50.00)

Sanctuary and Room 150 - \$475.00

Sanctuary and Fellowship Hall - \$550.00

Conference Center & Café - \$550.00

Removal of the stage in the Conference Center is very labor intensive and is an additional \$500.00

Room 111 - \$250.00

\*If media is requested for the wedding or reception there will be an additional \$50.00 charge for a media technician. Only PDBC personnel may operate our media equipment. Video must be in DVD format and ready to play. No memory sticks, unless using a PowerPoint file.

**Rehearsal Dinner – Refer to Building use policy**

Fellowship Hall (Rooms 141-143) and Kitchen - \$350.00

Room 150 and Kitchen - \$250.00

- For Members and Non-members both, use of Fellowship Hall, Room 150 and the Parlor includes: a glass punch bowl and tray, a limited number of glass plates and cups, and some table cloths. Discuss items you will need with the Wedding Coordinator.

- Brass service is available for a small cleaning fee. Refer to the attached list for available items and fees. These fees are in addition to those listed above. Complete the form and give it, along with any fees owed, to the Wedding Coordinator.

- Rooms 150 or 143 and the kitchen are available for Rehearsal Dinner, and must be reserved in advance. Room 150 and the kitchen are not available until 3:00 p.m. due to use by our Child Development Center.

### **III. JOB FUNCTION DESCRIPTIONS**

Revised, October 2016

- Custodian: In the sanctuary, the Custodian removes and replaces platform furniture and helps with any additional setup needed. This also involves clean up after the ceremony. In the Fellowship Hall, he sets up and takes down tables and chairs. He is responsible for unlocking and locking the building as well as controlling heating and cooling during all times that any wedding activity is taking place. He will be available during the rehearsal and ceremony to assure that any facility needs can be met.
- Coordinator: The Coordinator assists in plans for the wedding ceremony as well as reception room set-up. The Coordinator will work to insure continuity and completion of detail is provided. She will be present at the rehearsal to establish the flow of the ceremony and will coordinate the flow during the ceremony. She will be available during the rehearsal and ceremony to assure that any facility needs can be met.
- Sound Operator: The Sound Operator is responsible for microphones being in working order and audio-tape playback, if being used for music. He or she will be present at both rehearsal and ceremony.
- Media Operator: Any DVD presentation for the ceremony is given to the Media Operator one week before the wedding. ONLY PDBC TRAINED TECHNICIANS are allowed to operate the computers. Video must be in DVD format and ready to play. No memory sticks unless using a PowerPoint file.

#### IV. BUILDING USAGE

- Pulpit furniture and the first row of choir chairs will be removed for sanctuary weddings. All choir chairs may be removed for an additional \$50.00, if the size of your wedding party will necessitate it. Existing pulpit plants may be used, if needed.
- Weddings in the Fellowship Hall will be set up to the specifications needed by the wedding party. The wedding and reception can be set up in the same room for small weddings.
- No chalk or other markings may be placed on the carpet. No tape is to be placed on the furniture.
- Only metal covered, dripless candles may be used. The unity candle, if used, is the only exception; and it must have a plastic drip protector underneath. The bride and groom's family will be responsible for any candle damage on the carpet. **No candles are allowed on musical instruments, I.E. organ or piano.**
- Birdseed, flower petals, balloons, bubbles, etc. are to be both distributed and thrown outside only. Silk petals may be dropped by flower girls during the ceremony. No rice is to be thrown anywhere.
- Alcoholic beverages may not be served anywhere on the premises, nor is smoking allowed in the buildings at any time.
- **Bride and groom's families are responsible for removing decorations from both the sanctuary and fellowship hall after the wedding. Please leave all rooms used in the same condition as you found them. Trash cans are available in the bride's, bridal attendants', and groomsmen's dressing areas.**
- Wash and dry any glassware and/or brassware used. Leave them where they were placed when you came to setup. If caterer is used, it is caterer's responsibility to leave the kitchen in the same condition as they found it. If the family is responsible for serving, please leave the kitchen in the same condition as you found it. Leave any church tablecloths used on the tables, custodians will remove them.

#### V. FLORISTS AND PHOTOGRAPHERS

Revised, October 2016

The bride and groom are responsible for selecting the florist and photographer. Please notify the Wedding Coordinator as soon as they are selected, if not known at the time the reservation is made. Bride/groom are also responsible for alerting florists and photographer about policies that will affect them.

- **Florist:** We want your wedding to be as beautiful as possible; therefore, fresh flowers and plants, candelabra, arches, etc. may be used in both the Sanctuary and Fellowship Hall. Please ask the florist to notify the Wedding Coordinator when he/she will be arriving to setup and/or decorate. Any damage from placement or use of floral decorations is the responsibility of the florist.
- **Photographer:** Since the ceremony is a service of Christian worship, no flash pictures are to be taken once the bride is down the aisle and the ceremony itself has begun. They may be taken prior to or following the ceremony. **The photographer should not move around following the processional, but may go into the balcony to take pictures during the ceremony. Video cameras should not be placed in a focal point nor create a distraction.**

## VI. MUSIC

- Since the ceremony is a Christian worship service, all music should lend itself to complimenting a spirit of worship and celebration. Songs to be used need to be discussed with and approved by the minister performing the ceremony. If a non-PDBC minister is performing the ceremony, PDBC's Minister of Music must approve the selections.
- The bride and groom are responsible for selecting a soloist and/or any musicians (e.g. organist-from approved list, pianist, trumpet player, violin player, etc.). Any honorariums for the soloist and additional musicians are given directly to them by the bride and groom.