

Wedding Policies Booklet



*Mount Zion Baptist Church
228 Mount Zion Road
Huntsville, Alabama 35806*

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INTRODUCTION

Welcome to Mount Zion Baptist Church! We are honored that you have shown interest in allowing us to be a part of one of the most important days of your life. It is our goal to be able to assist you in any way possible so that your wedding experience will be a fond memory for the rest of your life. The purpose of the enclosed information is to answer many of your questions and to give you direction in the use of the facilities at Mount Zion Baptist Church. While we would love to share our facilities freely, we must pay those who clean and support their use. You will find attached a list of fees associated with the use of our facilities and for the support you will need for your wedding.

You have made a great decision to have your wedding in the church. It was God who originated the wedding with the lives of Adam and Eve. Since that time, it has always been befitting for us to have our weddings in God's House. When Jesus began His public ministry, He performed His first miracle at a wedding. Weddings have always been a special place for God's presence.

Since you have chosen to have a wedding at Mount Zion Baptist Church, we ask that everything be pleasing to Him. Every area of the facility is here for His glory and to be used to honor God and His teachings. It is our prayer that the following information and those that you work with will help you to have a great experience.

Please note the importance of reading each page of our wedding policy. As you read through the policy you will notice at the bottom of each page a place provided for your initials. Initialing each page lets us know you have read and understand our policy and procedures.

MOUNT ZION BAPTIST CHURCH
228 Mount Zion Road
Huntsville, Alabama 35806
256.837.2665

Wedding Policies/Guidelines for Use of Mount Zion Baptist Church

It is a pleasure for Mount Zion Baptist Church to help couples have a beautiful wedding. The wedding ceremony is a sacred occasion of worship and in order to ensure a successful service and provide for the expression of the Christian meaning of marriage, the Church has adopted the following guidelines.

General Information

Mount Zion understands that marriage is a sacred covenant between a man and a woman. In light of this, the use of the church's facilities for any activity connected to a wedding will reflect this understanding. In every case, the church reserves the sole right to determine who is approved to use its facilities and for what purpose.

Scheduling – Weddings **will not** be held on Sundays, holidays, nor the week prior to Easter. Requesting the use of the sanctuary for a December wedding is discouraged due to the many potential conflicts with musical productions and other special services. Any weddings scheduled for December **MUST** use the seasonal decorations already in place and have prior approval from staff to use the Sanctuary. If the Sanctuary is unavailable, the use of the Chapel may be requested.

Use of the facilities must be cleared by the office and scheduled on the church calendar by filling out a MEP (Ministry Event Planner - Ref. pg. 17). The wedding party and guests must be ready to leave the facilities by 9:00 p.m. Clean up crew designated by the Bride must be given enough time to complete cleanup before 9:00 p.m. The completed application for use of Mount Zion Baptist Church Facilities form must be submitted in order to secure the date of the wedding. (Ref. Pages 12-14)

Security – No keys will be given to any member of the wedding party. It is the responsibility of the Wedding Coordinator/Director to open and close the building. The prospective bride must arrange a meeting with the Wedding Coordinator/Director to discuss:

1. Time of decorating, rehearsal and wedding
2. Areas of the facility to be used
3. Florist and caterer arrangements
4. Sound/Lighting/Media engineer
5. Music needs
6. Day of event timeline

Damages – The party responsible for reserving the MZBC facility agrees to reimburse the church for any damages to the church property resulting from actions of any member of the wedding party, guests, or others associated with the wedding. Mount Zion Baptist Church will not be responsible for any personal

items brought to the church for use in the wedding, nor shall the church be liable for such items if lost, stolen, or damaged. The bride is asked to designate a team of volunteers to stay behind to clear, clean and remove all items from Mount Zion Baptist Church property. The Wedding Coordinator will be provided a list of names and numbers of this voluntary team.

Pastor of Mount Zion Baptist Church – If the Pastor is to be involved in the wedding, scheduling should be cleared with him before plans are set. Our Pastor requires, as a general rule, ten (10) weeks' notice - plus at least four sessions of pre-marital counseling with any couple wishing to have him perform the ceremony. **No wedding will be conducted** in our facilities without the couple first completing premarital counseling. If such counseling is not provided by a member of our pastoral staff the one conducting such counseling will submit in writing the fact that such has been done and the number of sessions. This information must be received **no later** than two weeks prior to the event. This documentation can be mailed to: Mount Zion Baptist Church, 228 Mount Zion Rd., Huntsville, AL 35806 – ATTENTION: Wedding Coordinator.

The Pastor has no set fee for his services relating to the performance of the wedding. Good etiquette is to “tip” the officiant.

The bride's wedding planner must be given a copy of this policy and shall confer with the Wedding Coordinator/Director regarding them.

Sound/Lighting Engineer – Arrangements for use of the sound and lighting equipment must be made in advance through the church office. All sound and video equipment must be operated by approved members of the music/media ministry. CDs are also available upon advanced request.

Any additional questions may be answered by contacting the church office at 256.837.2665. Any exceptions to this wedding policy must be reviewed and approved by the Pastor.

MUSIC

Musical Instruments and Musicians

1. Instruments – The church organs are beautiful and delicate instruments and must be treated accordingly. Permission to use either organ must be secured from the Minister of Music via the Wedding Coordinator. Arrangements for the organ key and practice times shall be made with the Minister of Music. The grand piano in the sanctuary and other church pianos are available for your use. Use of instruments other than the organs or pianos must have advance approval of the Minister of Music. If using an organist from another church, this person must schedule an appointment with the Mount Zion Baptist Church organist (through the Wedding Coordinator) prior to rehearsal so that proper instructions may be given for use of the organ. **UNDER NO CONDITIONS** shall flowers, candles or any other decorations be placed on the organs or pianos in any part of the church.
2. Participation in weddings is not a part of the normal work duties of the MZBC music staff. They are, however, honored to help with your wedding when schedules allow. Feel free to contact them individually about involvement in your wedding. Soloist fees vary and should be agreed upon mutually. Organist and Pianist fees are stated on page 12 of this book. A list of names and numbers can be provided for pianists/organists and soloists through the Wedding Coordinator.
3. Weddings at MZBC are considered worship services, therefore music should be chosen accordingly. The dignity of the wedding ceremony itself should be a guideline for planning wedding music. **All music must be approved by the Minister of Music at least 30 days prior to your wedding.**

Music must be reviewed by the Wedding Coordinator/Director.

SELECTIONS FOR WEDDING MUSIC

Wedding music selections must be approved by the Minister of Music at least 30 days prior to the wedding date. Failure to have wedding music approved by the Minister of Music at least 30 days prior to the wedding date may result in the forfeiture of the wedding date.

WEDDING DATE: _____ TIME OF WEDDING: _____

LOCATION: CHAPEL _____ SANCTUARY _____

BRIDE'S NAME: _____

CURRENT ADDRESS: _____

PHONE: _____

GROOM'S NAME: _____

CURRENT ADDRESS: _____

PHONE: _____

~~~~~

I. PROCESSIONAL (as the mothers and grandparents enter the sanctuary/chapel)

Title: \_\_\_\_\_

Composer: \_\_\_\_\_

II. PROCESSIONAL (as the bridesmaids enter the sanctuary/chapel)

Title: \_\_\_\_\_

Composer: \_\_\_\_\_

III. PROCESSIONAL (as the bride enters the sanctuary/chapel)

Title: \_\_\_\_\_

Composer: \_\_\_\_\_

IV. RECESSIONAL: WEDDING PARTY (at the conclusion of the wedding service)

Title: \_\_\_\_\_

Composer: \_\_\_\_\_

V. RECESSIONAL: CONGREGATION (after the wedding party)

Title: \_\_\_\_\_

Composer: \_\_\_\_\_

VI. SOLOIST: Yes \_\_\_\_\_ No \_\_\_\_\_

Title: \_\_\_\_\_

Composer: \_\_\_\_\_

VII. SPECIAL REQUESTS:

(1) Favorite Hymns:

\_\_\_\_\_  
\_\_\_\_\_

(2) Other:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

VIII. PRE-SERVICE MUSIC:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## WEDDING COORDINATOR/DIRECTOR

The Wedding Coordinator/Director shall be the contact person for all weddings scheduled for Mount Zion Baptist Church and will serve as the Wedding Director at the rehearsal, during the ceremony and the reception if held at Mount Zion Baptist Church. The Wedding Coordinator/Director will be here after known as the Wedding Coordinator. If you have your own coordinator for the rehearsal, wedding or reception please understand that our coordinator will be happy to assist with these events. Please be aware that our Wedding Coordinator is required to be present for each event and a fee will be required (Ref: pg. 12)

The Wedding Coordinator serves as a liaison between the bride and the church. She works closely with the ministers and the organist, and is available to answer any questions that you may have concerning your wedding. She will acquaint you with all facilities and articles available, as well as policies and guidelines for Mount Zion Baptist Church, so that the wedding party becomes responsible for any violations.

Wedding dates shall be placed on the church calendar only after the wedding party has consulted the Wedding Coordinator and the Wedding Coordinator has then cleared the date with the church office and the minister who is to officiate.

The Wedding Coordinator is not responsible for securing caterers, florists, photographers, musicians, etc., but will be helpful in making suggestions. It is the responsibility of the wedding party to share the policies and guidelines with the florists, photographers, caterers, etc. Our Wedding Coordinator will serve as a liaison between your vendors and Mount Zion Baptist Church.

## PHOTOGRAPHY, VIDEO, RECORDING, AND SOUND

Because the wedding ceremony itself is a time of worship, the following guidelines apply to the photographer:

- A. AT NO TIME may the photographer interfere with the wedding ceremony.
- B. Flash photography is NOT ALLOWED AFTER THE PROCESSIONAL. Only time exposures or video are permitted during the ceremony and only from the stadium seating. Please make sure the shutter sound is turned off on the camera to insure there is no disruption to the service.

It is suggested that some of the photographs be taken earlier, before the ceremony, of family members and attendants. This leaves only photographs of the bridal couple to be taken after the ceremony; it is permissible by today's customs for these photographs to be taken prior to the ceremony if preferred.

Videotaping of the service is permitted from the stadium seating. This camera should be in place at least one hour before the wedding ceremony begins. Video cameras must be placed in areas that will not be seen during the wedding photos and must not be in the way of the minister or wedding party.

The church building will be available to you up to 4 hours before the wedding. The photographer may begin taking pictures at that time. All photography equipment not allowed by the limits above must be removed from the sanctuary at least one hour before the wedding is to begin.

If microphones are to be used, arrangements must be made with the sound technician, through the Wedding Coordinator, when the church reservations are made. Arrangements may be made to have the service recorded through the church's sound system.

\*\*It is recommended that a meeting be set for the bride, photographer, videographer and Wedding Coordinator to go over the information above. The bride is required to give a copy of this page to the photographer and videographer.

## FLORAL ARRANGMENTS, CANDLES, AND DECORATING

Florists are required to clean up after decorating the church as no custodians are available prior to the service. Therefore, drop cloths must be used to collect debris as the church is being decorated.

Florists are responsible for placing a plastic protective covering over the furniture, carpet or altar rail if there are candles placed nearby. A protective covering shall also be used to protect while decorating. Standards on the pews must have a felt or protective material between the metal and wood of the pews.

All decorations, such as flowers, candle trees, palms, or other greenery, must be removed from the church on the same day as the wedding so that the church can be made ready for regularly scheduled services. If the flowers are to be left, the Wedding Coordinator should be notified when the wedding is planned.

All pots must have protective covering under them.

Floral arrangements or greenery may not block entrances to the Sanctuary.

NO FLOWERS are to be kept in the church refrigerators.

Only encased drip-less candles may be used in the Sanctuary and Chapel.

If an aisle cloth is used, it must not be attached to the carpet with pins, you may use carpet tape

All seasonal adornments present in the sanctuary are not to be disturbed or moved.

Tape may not be used on any floors except for carpeted areas.

All decorations shall FAVOR rather than DETRACT from the altar.

No food or drink in the Sanctuary or Chapel at any time.

## **FACILITIES AND FEES**

Church facilities may be used with the understanding that the applicant accepts full responsibility for any damage.

### **THE SANCTUARY**

The main sanctuary seats approximately 1000 people, including stadium seating. No food, drinks or smoking are allowed in the sanctuary. This applies to those decorating and participating in the rehearsal, as well as those attending the wedding. Choir chairs are not to be removed for any wedding. Orchestra chairs and stands, as well as the Lord's Supper table, will be moved by the custodial staff.

### **THE FELLOWSHIP HALL**

The use of the Fellowship Hall for wedding receptions and rehearsal dinners is welcomed. If the use of the kitchen is needed, please clear this with the Wedding Coordinator. It is the responsibility of the caterer to clear the Fellowship Hall and kitchen areas of all reception materials and to clean the kitchen immediately following the reception. Consultation with Wedding Coordinator should be made if tables, chairs, etc. will be needed in this area. It is the caterer's responsibility to furnish all other items for the reception. The Fellowship Hall will accommodate approximately 50 guests. Smoking is not allowed in the kitchen or the Fellowship Hall.

### **THE COMMONS**

No food or drink is allowed in the Commons area. This area is reserved for fellowship and greeting. It is not designed for serving of refreshments.

### **THE CHAPEL**

The Chapel seat approximately 240 people including balcony seating. The drum set and drum cage cannot be removed from the stage. Decorations, such as lattice work may be used to conceal it from view. No food, drinks or smoking are allowed in the Chapel. This applies to those decorating and participating in the rehearsal, as well as those attending the wedding.

## WEDDING FEES

Forms, deposit, rental and custodial fees will be collected by the church office. A deposit of \$100.00 (Members) and \$500.00 (Non Members) must be paid upon completion of the application. All other checks will be made out for services rendered to each individual 30 days prior to the Wedding Day (Ref: pg. 18). Fees for the Wedding Coordinator must be calculated and paid directly to her no later than 15 days prior to the Wedding. Any payment not received by the deadline will result in the loss of facility use.

Members of Mount Zion Baptist Church will not incur any costs for the use of the facilities. They will, however, be responsible for all costs (Ref: pg. 18).

**Note: All events that require the use of sound equipment also require an MZBC approved sound technician to ensure that all equipment is properly set up and taken down.**

## FOOD SERVICE POLICIES AND PROCEDURES

Mount Zion Baptist Church

Everyone who uses the MZBC Kitchen Facilities shall fill out a Facilities Request form (Ref: pg. 15). This includes staff ministries areas, weddings and other receptions. **No exceptions!**

A copy of the Facilities Request form shall be given to the Director of Food Services. A copy of this form will also be given to the maintenance staff. Maintenance staff will not open the kitchen for anyone who has not filled out the proper paper work.

Anyone using the Kitchen Facilities (i.e. caterers, staff) must set up a meeting with the Food Service Director or a member of the Food Service team. At this meeting the person requesting use of the kitchen will receive a brief but thorough “training” of all the details and specifics in using the Kitchen Facilities. This person will be listed on the Kitchen Facilities request form and after receiving the proper training, shall be accountable for seeing that the Kitchen Facilities are clean and left in the condition that they were found. Our Wedding Coordinator will provide you with the name and number of the Food Service Director

All caterers must provide MZBC with a certificate of insurance before they can be approved to use the Kitchen. This is to protect the church from any possible liability from accidents during use. Certificate of Insurance can be faxed to the Wedding Coordinator at 256.830.4214.

Caterers should have all food prepared in advance of events. If not, they must fill out a Kitchen Equipment Request Form. This form will be approved by the Food Services Director (Ref: pg. 16).

Any equipment used in cooking must be washed and everything put back where it came from (including all cooking pans and anything used in preparation).

All forms pertaining to the Kitchen Facilities must be filled out and turned in to the Wedding Coordinator at least 30 days prior to your wedding.

## **GENERAL POLICIES**

Smoking is not allowed within the building under any circumstances – THIS IS A SMOKE FREE CAMPUS.

NO ALCOHOLIC BEVERAGES ALLOWED on the church premises (building or grounds).

Rice, streamers or other substances shall not be thrown inside the church building. Birdseed and bubbles are recommended and can be distributed to the guests outside the building as the bridal party leaves.

- No flash photography allowed in the Sanctuary after the processional.
- No dancing allowed.
- No bands allowed.

## **SUGGESTED SCHEDULE**

**AS SOON AS POSSIBLE:** Request dates and facility location by completing a wedding application form and returning it to the church receptionist.

**THREE MONTHS BEFORE THE WEDDING:** The completed application and deposit are to be delivered to the church office. An appointment with the officiating minister for pre-marital guidance/counseling should be made. Also an appointment must be made with the church accompanist (if used), Minister of Music, and Food Services Director (if used).

**KITCHEN FACILITIES REQUEST FORM**

Name \_\_\_\_\_ Date \_\_\_\_\_

Event \_\_\_\_\_

Date of Event \_\_\_\_\_

Time of Event \_\_\_\_\_

Set up time for Event \_\_\_\_\_

Area of Ministry/Event \_\_\_\_\_

Contact Person \_\_\_\_\_

Phone \_\_\_\_\_ Cell \_\_\_\_\_

Email \_\_\_\_\_

**Return this form to the Church Office. Please call the Food Services Director to schedule a meeting with her.**

## KITCHEN EQUIPMENT REQUEST FORM

Name \_\_\_\_\_ Date \_\_\_\_\_

Event \_\_\_\_\_

Date of Event \_\_\_\_\_

Time of Event \_\_\_\_\_

Set up time for Event \_\_\_\_\_

Area of Ministry/Event \_\_\_\_\_

Contact Person \_\_\_\_\_

Phone \_\_\_\_\_ Cell \_\_\_\_\_

Email \_\_\_\_\_

### Areas Needed:

Stoves \_\_\_\_\_

Freezer \_\_\_\_\_

Refrigerator \_\_\_\_\_

Ovens \_\_\_\_\_

Automatic Dishwasher \_\_\_\_\_

## MINISTRY EVENT PLANNER

Time in      Time Out

Rehearsal/Decorating Date: \_\_\_\_\_

Anticipated Times: \_\_\_\_\_

Wedding Date: \_\_\_\_\_

Anticipated Times: \_\_\_\_\_

BRIDE \_\_\_\_\_

GROOM \_\_\_\_\_

ADDRESS

ADDRESS

CITY                  STATE                  ZIP CODE

CITY                  STATE                  ZIP CODE

HOME PHONE                  CELL PHONE

HOME PHONE                  CELL PHONE

Are you a Christian? Yes \_\_\_ No \_\_\_  
Mt. Zion Church Member? Yes \_\_\_ No \_\_\_  
If No, where? \_\_\_\_\_

Are you a Christian? Yes \_\_\_ No \_\_\_  
Mt. Zion Church Member? Yes \_\_\_ No \_\_\_  
If No, where? \_\_\_\_\_

Your address after marriage:

\_\_\_\_\_

Phone number after marriage:

\_\_\_\_\_

BRIDE'S PARENTS

GROOM'S PARENTS

ADDRESS

ADDRESS

CITY                  STATE                  ZIP CODE

CITY                  STATE                  ZIP CODE

HOME PHONE                  WORK PHONE

HOME PHONE                  WORK PHONE

Officiating Minister: \_\_\_\_\_ Phone: \_\_\_\_\_

Minister's Church Affiliation (If different than Mount Zion): \_\_\_\_\_

Planner: \_\_\_\_\_

Name Number

Photographer: \_\_\_\_\_

Name Number

Organist: \_\_\_\_\_

Name Number

Vocalist: \_\_\_\_\_

Name Number

Florist: \_\_\_\_\_

Name Number

Caterer: \_\_\_\_\_

Name Number

Fee Schedule: (Please indicate the facilities/service you plan to use)

**Member Fees**

- |                                                                |                                                |
|----------------------------------------------------------------|------------------------------------------------|
| <input type="checkbox"/> Deposit (applied to balance)          | \$100.00                                       |
| <input type="checkbox"/> Wedding Coordinator/Director          | \$300.00/12 Hrs. - \$25.00 each additional hr. |
| <input type="checkbox"/> Organist/Pianist                      | \$200.00 per musician                          |
| <input type="checkbox"/> Sanctuary Sound/Lighting/Media        | \$150.00 per person                            |
| <input type="checkbox"/> Sanctuary Clean-up                    | \$100.00                                       |
| <input type="checkbox"/> Fellowship Hall Clean-up              | \$50.00                                        |
| <input type="checkbox"/> Kitchen Clean-up                      | \$75.00                                        |
| <input type="checkbox"/> The CMC (125 minimum people) Clean-up | \$100.00                                       |
| <input type="checkbox"/> Dressing Room (Bride's Room) Clean-up | \$25.00 per room                               |
| <input type="checkbox"/> Table Cloth Rental                    | \$2.00 each                                    |
| TOTAL WEDDING COST:                                            | \$ _____                                       |

**Non-member Fees**

- |                                                           |                   |
|-----------------------------------------------------------|-------------------|
| <input type="checkbox"/> Sanctuary Fee                    | \$500.00          |
| <input type="checkbox"/> Chapel                           | \$500.00          |
| <input type="checkbox"/> Fellowship Hall Fee              | \$150.00          |
| <input type="checkbox"/> Kitchen Fee                      | \$200.00          |
| <input type="checkbox"/> The CMC (125 minimum people) Fee | \$300.00          |
| <input type="checkbox"/> Dressing Room (Bride's Room) Fee | \$100.00 per room |
| TOTAL WEDDING COST:                                       | \$ _____          |

**\*Any other area you may wish to use will be charged at the same rate as the Dressing Rooms.**

**I have read the conditions** provided with this application and agree to abide by these if I am permitted to use the church facilities. I will make every effort to ensure that my guests will do likewise. I also understand that the building will only be available for decorating, etc... the day of the wedding.

---

Bride's Signature

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Date

