Wedding Policies
Letter from our Pastors

Introduction

Your Wedding Reservations

Premarital Counseling

Wedding Ceremony Policies

Facilities

Wedding Rehearsal

Music

Photographers

Florists and Decorators

Wedding Reception/Food Preparation

Wedding Coordinator

Maintenance Personnel

Director of Media

Walk-In Wedding Policies & Fees

Detailed List of Fees

Forms
Dear Couple,

The second most important decision a person faces is finding God's will in regard to a mate for life. We rejoice with you that you feel you have determined God's will, and we want to do all that is possible to ensure that your wedding ceremony is a worshipful, meaningful experience.

These policies have been put together to assist you not only in planning for the ceremony but also in preparing for marriage as well. We are not here as ministers just to perform services, but to help build strong, happy marriages and families. Therefore, we ask you to read each page carefully, fill out the necessary forms, and give extra attention to the policies as outlined.

It is our conviction that both the bride and groom should be committed to basic principles of a Christian wedding service. The policies outlined on the following pages are based on Biblical principles that we feel are consistent with that conviction.

Preparation for marriage is essential for a good beginning; therefore, in order to be married here at Judson Baptist Church, we request that both bride and groom complete the assignments as explained in this material. These are designed to help prepare you for a lasting marriage relationship that will honor the Lord Jesus.

Thank you for giving us the opportunity to minister to you in this very exciting time in your life.

In Christ,

Dr. Gene Mims
Co-Pastor

Dr. Jeff Mims
Co-Pastor
INTRODUCTION

The marriage ceremony in Judson Baptist Church is a ministry of our church. It is a Christian worship service performed by our Pastors and staff under the authority of our church. We consider weddings at Judson sacred, important, and biblical. We will do all we can under these guidelines to make your ceremony a wonderful and memorable experience. **Weddings performed at Judson Baptist are for members of our congregation only.** Non-member weddings will not be accepted. The only exception will be if the bride or groom’s parents are members.

Your Wedding Reservations

Members wishing to schedule a wedding at Judson Baptist Church must adhere to the following:

- The initial contact will be the Executive Assistant. She will check on the availability of the facilities and the minister, and schedule an initial conference with the minister who will be performing your ceremony.

- Our wedding coordinator will be assigned to help you with any further questions and to assist throughout the planning and day of your wedding. She will collect all monies and be the liaison between you and the church.

- A refundable deposit of $300 is required with your application. If your plans change, it will be reimbursed up to 60 days before the wedding date. Your deposit will be refunded to you within 4 weeks after your wedding, minus any deductions you may have incurred. The wedding and rehearsal date will be tentatively scheduled on the master church calendar when the deposit is received.

As a couple seeking to be married at Judson Baptist Church, you will be expected to attend worship services together regularly before the wedding.
**Premarital Counseling**

The couple must have at least one meeting with the officiating minister in person or by phone. The couple must complete all of the counseling assignments as given by the officiating minister. This may include: reading assignments, counseling times, video/audio tapes, marital seminars and more. These are designed to equip the couple for a strong and healthy marriage.

**Wedding Ceremony Policies**

1. If a couple desiring to be married at Judson Baptist Church or by one of our ministers is already living together, the couple must agree to immediately separate themselves from each other and live in separate homes until after the wedding.

2. Only ministers on staff at Judson Baptist Church may conduct weddings unless special arrangements are approved by one of the co-pastors. A guest minister may be used with permission of the co-pastor’s office, but he must be a Christian and a licensed or an ordained minister. If an outside minister is used, it is his responsibility to counsel the bride and groom. It will also be his responsibility to confirm with the co-pastor’s office that premarital counseling has taken place. Please indicate the guest minister’s name, place of service, and email address on your wedding application.

3. Both the bride and groom are to be committed to the principles of a Christian marriage. If the bride or groom is not a Christian, a presentation of the Gospel during the initial conference can be expected. Any minister of this church will not marry a Christian to an unbeliever. “Do not be bound together with unbelievers; for what partnership has righteousness and lawlessness, or what fellowship has light with darkness?” (II Corinthians 6:14)

4. In the event the bride is pregnant, a private ceremony with the immediate family members will be arranged.

5. The church requires parental approval if either bride or groom is under the age of eighteen (18).

6. Wedding requests are generally not approved for anyone who has been divorced less than one (1) year from the legal date of the divorce. If either the bride or groom is divorced, this must be made known to the officiating minister at the time the wedding is scheduled.
Facilities

Judson Baptist Church makes the Worship Center available for the ceremony without charge as our gift to our members.

Saturday weddings should begin no later than 6:00 P.M. to ensure that all parties have left the buildings by 9:00 P.M. and enable the Maintenance staff to handle clean-up and set-up for Sunday activities.

There is a Bride’s Room available for the bride and her attendants. The men may use the choir room and baptistery area. Your wedding coordinator will familiarize you with the rooms available for your wedding.

On the day of the wedding, the building(s) will be available to you for a total of **six hours** to accommodate the wedding party, the florist, caterer and photographer. Consult with your wedding coordinator if more time is needed. A deduction of $50 per ½ hour will be deducted from your deposit for every ½ hour the wedding party is still in the building after the 6 hours.

NOTE: No weddings will take place the week prior to or the weekend after VBS, which usually takes place the first full week of June. Judson Baptist Church does not encourage weddings on holiday weekends or Sundays.

The minister may cancel the wedding ceremony if the bride, groom or anyone in the wedding party is under the influence of alcohol or drugs. Neither are allowed in our facilities.

The use of rice and/or confetti is prohibited on Judson Baptist Church’s property. Birdseed or bubbles may only be used outside.

Judson Baptist Church is a NO SMOKING facility.

Decorations, hanging microphones, and choir chairs may not be removed or rearranged for weddings.

No wedding equipment may be stored for future removal. All items must be removed after the conclusion of the wedding ceremony.

No rooms may be used for child care during the rehearsal or wedding ceremony. It is the responsibility of the parties involved to handle these matters outside of the church.
Wedding Rehearsal

Wedding Rehearsals are usually essential but may be unnecessary if the wedding is small or private. The officiating minister must determine whether a rehearsal is needed. Reverence should prevail at the rehearsal and the ceremony.

A Judson Baptist Church minister may or may not be at the rehearsal. Your wedding coordinator is responsible for directing the rehearsal. She will be present at the wedding to assist you and the wedding party to assure that things flow according to plan.
All members of the wedding party, including ushers and parents of the bride and groom, are requested to attend the rehearsal.

The rehearsal should conclude within 1 to 1 ½ hours of the starting time. Failure to do so will result in a deduction of $50 per ½ hour from your deposit.

No food or drink is allowed in the Worship Center during rehearsal.

Music

Music in the ceremony should be in keeping with the dignity and sacredness of a worship service. All music must be approved by the minister of music and submitted to your wedding coordinator for approval at least two weeks prior to the wedding. Sacred, contemporary Christian and classical instrumental music are acceptable.

The selection of the musicians and soloists are the responsibility of the bride and groom. Fees should be paid to the parties involved.

Photographers

Photography during the wedding ceremony should not distract from a worshipful atmosphere. Please ask the photographer/videographer to refrain from walking across the stage or across the front of the church during the ceremony. We strongly encourage taking a majority of photographs prior to the wedding.

Judson Baptist Church is not responsible for equipment and supplies belonging to photographers or videographers.
**Florists and Decorators**

No decorations of any kind are to be applied to walls or ceilings. Nails, staples or adhesives of any kind are not permitted.

Candles must be a dripless brand. Votives may be used in votive cups. Candles may not be surrounded by any flammable materials. Plastic materials must be placed under all floral arrangements and candelabras.

The Worship Center will be clean and ready for the wedding ceremony when the florist arrives. The florist/decorator is responsible for cleanup after decorating. Cleaning equipment is not provided by the church.

The florist must begin take-down immediately after the wedding. If you plan to save any decorations, it is your responsibility to make arrangements for these decorations.

Judson Baptist Church is not responsible for equipment and supplies belonging to florists and decorators.

Choir chairs may NOT be removed. The drum set and plastic encasement may not be moved from the Worship Center platform. The stage furniture and percussion instruments may be removed by our maintenance staff only.

**Wedding Reception/Food Preparation**

Receptions may be held in the Gathering Room. The day before the wedding, the building will be open from 9 am – 2 pm for decorating.

The main kitchen is NOT available for any food preparation. The Gathering Room kitchen is only a catering kitchen.

Everyone must provide their own necessary equipment and supplies. Judson Baptist Church does not provide storage before or after the reception and is not responsible for equipment or supplies belonging to caterers.

The caterer will need to completely clean-up and remove all of equipment within one (1) hour after the conclusion of the reception, or an additional charge of $50 per ½ hour will be deducted from the deposit.

A bridal couple planning a reception without the services of a caterer should allocate people to mix and serve punch, cut and serve cake and oversee supplies (dishes, utensils, etc.). Someone should be allocated to remove all decorations and wedding party property after the reception. Judson Baptist Church Maintenance staff are responsible for taking down and removing Judson Baptist Church property including tables, chairs, etc.
**Wedding Coordinator**

The Wedding Coordinator is the liaison between the church and your wedding. She is here to provide guidance and assistance during your wedding planning. Your Wedding Coordinator will be present to assist you during the rehearsal, and wedding ceremony and/or reception.

Responsibilities of the Wedding Coordinator are:

- To assist you in understanding all policies, procedures and fees associated with facilities and personnel.

- To assure that pre-marital counseling policies have been followed.

- To collect all necessary fees as outlined in the policies.

- To meet with you concerning set-up of stage and selection and reservation of available equipment. It is the bride’s responsibility to schedule this appointment.

- To secure the Director of Media.

- To return your security/damage deposit *if the wedding policies are kept.*

- If you are using Judson Baptist Church facilities for your reception, your Wedding Coordinator will oversee the reception and use of the Gathering Room kitchen (see Facilities and Food Preparation policies). At least a week before the wedding, she will need a floor plan for the arrangement of tables and chairs. She will assist you with this if necessary.

**Maintenance Personnel**

A Maintenance Person will be on-site during the rehearsal and the wedding. He will work with the wedding coordinator concerning set-up arrangements for the wedding and/or reception, maintain temperature controls, and see that buildings are locked and unlocked at the requested times.

Maintenance Personnel DO NOT remove, handle, or store decorations from florists or family members.

He will be available to help the sound engineer reset the stage area after the wedding and perform other duties as requested by the wedding coordinator including set-up all music stands, set keyboards, move drums, and monitors.
**Director of Media**

The Wedding Coordinator will secure our Director of Media to be available during your rehearsal and wedding. He will be the only person authorized to play CD’s and/or DVD’s on equipment at JBC. He will handle the lighting and any necessary microphones during the ceremony. He will also be available to practice with soloists before or after the wedding rehearsal.

At the conclusion of the wedding, he and the Maintenance Person will reset the stage area and make necessary sound adjustments for the next event.

**Walk-In Wedding Policies**

Any party wishing to be married in Judson Baptist Church without a Wedding Coordinator is considered a walk-in wedding.

A walk-in wedding will not have a reception or decorations. The ceremony should last no longer than thirty (30) minutes.

No reservations are required for this type of wedding, only the availability of a Judson Baptist Church minister and availability of facility required.

**Walk-In Wedding Fees**

No sound/light technician, music personnel or instrumentalist will be involved in a walk-in wedding. Should one of these personnel be requested, regular fees will be required as stated in policy.

No security deposit required.

Worship center fee of $100.00 is required.

Use of office or Bride’s Room no fee required.
Detailed List of Fees:

**Wedding Coordinator:**

- Wedding & Rehearsal (includes 2 meetings with bride) $600
- Wedding, Rehearsal & Reception $750
- Wedding, Rehearsal, Rehearsal Dinner and Reception $950
- Reception Only $250
- Coordinated Reception (includes 2 meetings with bride) $450

**Custodians:** (includes all set-ups and tear down of tables, chairs, platform furniture, etc.)

- Worship Center Wedding only $150
- Wedding & Reception, Gathering Room $300
- Rehearsal Dinner Gathering Room $300

**Director of Media:**

- Wedding & Rehearsal $250
- Reception $150
  (Video/Music/Microphone provided for Rehearsal Dinner or Reception)

(If additional hours are required, these will be charged at $35/hour per the discretion of the Director of Media)
BRIDE

The following is to be completed by the BRIDE ONLY. All information will be kept in the strictest confidence.

Bride:_________________________________________________________________________

Address:________________________________________________________________________

Phone: (Home) ___________________________ (Cell)_________________________

Email address: ________________________________________________________________

Are you presently a member of Judson Baptist Church?

☐ Yes Date Joined _______________________

☐ No Church Affiliation ___________________________

☐ Not applicable

Have you ever been divorced?

☐ Yes Legal date of divorce: ___________________________

Length of marriage: ___ Yrs. ______ Mo.

Please give a brief explanation for divorce. Please include: 1) the legal grounds on which divorce was granted; 2) whether spouse has remarried; and, 3) whether reconciliation has been attempted.

______________________________________________________________________________

☐ No

Have you been divorced more than once? How many times? __________

☐ Yes ☐ No

Legal date of divorce: ________ Length of marriage ____Yrs.____Mo.

Please give a brief, detailed explanation as above. ____________________________________
GROOM

The following information is to be completed by the GROOM ONLY. All information will be kept in the strictest of confidence.

Groom: ________________________________________________________________

Address: ______________________________________________________________

Phone: (Home_________________________ (Cell) _____________________________

Email address: __________________________________________________________

Are you presently a member of Judson Baptist Church?
☐ Yes Date Joined ________________

☐ No Church Affiliation ____________________________

☐ Not applicable

Have you ever been divorced?

☐ Yes Legal date of divorce: ____________________________
   Length of marriage: ___ Yrs. _____ Mo.

Please give a brief explanation for divorce. Please include: 1) the legal grounds on which divorce was granted; 2) whether spouse has remarried; and, 3) whether reconciliation has been attempted.

____________________________________________________________________________

☐ No

Have you been divorced more than once? How many times? ________

☐ Yes ☐ No

Legal date of divorce: _________ Length of marriage ___Yrs. ___Mo.

Please give a brief, detailed explanation as above. ________________________________________
COVENANT MARRIAGE RESERVATION REQUEST

This form must be completed and deposit paid in order for your wedding to be scheduled on the church calendar.

Name of Bride ____________________________ Home Phone __________________
Present Address __________________________ Daytime Phone __________________
__________________________ email __________________________
Name of Groom ____________________________ Home Phone __________________
Present Address __________________________ Daytime Phone __________________
__________________________ email __________________________
New Address ______________________________ New Phone __________________
__________________________ email __________________________

PLEASE RESERVE THE FOLLOWING:

Rehearsal:
Day/Date ____________________________
Building Opening Time: ____________________________
Time of Rehearsal: ____________________________

Check one that applies:
_____ Worship Center
_____ Other

Rehearsal Dinner: (If applicable)
_____ Gathering Room and Gathering Room Kitchen

Wedding:
Day/Date ____________________________
Building Opening Time: ____________________________
Time of Wedding: ____________________________

Check one that applies:
_____ Worship Center
_____ Other

Reception: (If applicable)
_____ Gathering Room and Gathering Room Kitchen

We understand that this reservation cannot be confirmed until this form has been approved by the Church Wedding Coordinator and has been received in the Church Office. We have read the Wedding Policies of Judson Baptist Church, and we agree to comply with these policies. We understand that 1/2 of payment of all fees is due with the completed request. The remaining fees will be paid in full 30 days prior to the wedding date.

Bride’s Signature ____________________________ Date ____________________________

Groom’s Signature ____________________________ Date ____________________________

For Office Use Only:
Approved by Officiating Pastor ____________________________ Date Placed on Calendar ____________________________
by (Name) ____________________________ Amount Received ____________________________
For Office Use Only:

Minister assigned: ____________________________________________________________

Wedding approved: □ Yes □ No Date Confirmed: ________________________________

Wedding Coordinator assigned: ________________________________________________

Minister’s initials: _________________

We have read and understand all the policies and fees as outlined in these procedures.

___________________________________  _______________________________________
Bride                                                           Groom

_____________________________________________________________________________
Designated Representative

Date __________________________

Date of deposit: _____________  Cash ______________  Check # ________________

Date Deposit returned _____________

**OR** reason the deposit was not returned: ______________________________________

_____________________________________________________________________________

Signature of Designated Representative: ________________________________________