

WEDDING POLICIES

Walnut Street Baptist Church 1143 S. Third Street Louisville, Kentucky 40203
(502) 589-5290 Office Hours: 8:30-5:00 M-TH

1. Wedding Forms and Fees

- Wedding Application Form accompanied by non-refundable deposit assures date to be placed on church calendar.
- Fees for member weddings are \$650 for either the sanctuary or chapel. Non-member fees are \$1500 for the sanctuary and \$1200 for the chapel.
- The deposit will be subtracted from total bill for Wedding Fees.
- All remaining fees are due two weeks prior to Wedding Date.
- Fees for services of soloists, musicians, photographers, florists or other persons contracted by the wedding party are the responsibility of the wedding party and should be paid directly to such persons. The church will not be liable for any such claims that may arise from such contracts.
- Honorarium should be paid directly to officiating minister.

2. Wedding and Rehearsal Times

- Plan early so use of church space can be arranged without conflict.
- Weddings with or without Church Receptions are available.
- Church wedding coordinator determines the time frame that facilities are available for
- Wedding with or without a Church Reception.
- Decorating of the church can be done the wedding day between 8:30 and up to 1 hour before the wedding. The church is also available for decorating 2 hours before the rehearsal. The church is not available for decorating following evening rehearsals.
- Weekday times are available on a limited basis.
- Rehearsals are generally scheduled the day before the Wedding Date.
- Rehearsals usually last no longer than 1 hour.

3. Wedding Consultant

- Assists Bride with details of the Wedding Ceremony and Rehearsal to assure that church property is used properly and respectfully and the wedding and rehearsal proceeds in a timely manner.
- The Church Wedding consultant is not responsible for securing musicians, photographers, florists, videographers, ministers or off-site receptions but is available for guidance with selection of professional services when requested by bride.
- Church Staff Wedding Consultant must be present at consultation and wedding party uses anytime the church facility even if an outside wedding planner is employed.
- To be present and of assistance during all wedding receptions scheduled at Walnut Street.
- Oversees use of church facilities and assures that Wedding Policies and timing requirements are adhered to by wedding party and contracted service providers.

4. Minister Performing Ceremony

- Must be a Minister of Walnut Street Baptist Church or a Minister of a Cooperating Protestant Church (a church in agreement with our interpretation of biblical guidelines for marriage).
- Pastor must be scheduled prior to securing the wedding date on the church calendar to assure availability.
- Weddings will be conducted in accordance with biblical guidelines and the state law.

5. Counseling Classes

- All persons getting married at Walnut Street Baptist Church are encouraged to participate in pre-wedding counseling prior to the wedding.
- The officiating minister usually conducts the counseling.
- Please contact Susan Barnett, Wedding Coordinator at (502) 641-2535 or susanfoxbarnett@att.net when the counseling is completed or if there are any questions. Concerning counseling.

6. Wedding Music

- Keep in mind that a church wedding is a worship service.
- Music should be in accordance with the reverence that is observed upon entering the house of the Lord.
- Church musicians are available to be hired and should be contacted as soon as the wedding is scheduled.
- The Walnut Street Baptist Church Minister of Music or Church Wedding Coordinator must approve all music and musicians used in Wedding Service.
- Recorded music and video presentations must be approved by the church media minister no later than 2 weeks prior to the wedding.
- It is suggested that silk flowers be used for soloists because of sensitivity to pollen that many soloists experience.
- Arrangements of live music to be played at the reception (if held at Walnut Street) must also be approved by the Walnut Street Baptist Church Minister of Music or Church Wedding Coordinator.

7. Dressing Rooms

- Facilities are provided so that the Bride and her party may dress at the church.
- A like courtesy will be extended to the Groom and his attendants upon request.
- Dressing Rooms are provided or upon request of the bride.
- It is the responsibility of the Bride and Groom to arrange for the care and transportation of personal items belonging to the wedding party before, during and after the wedding.
- Walnut Street Baptist Church is not responsible for lost or stolen items before, during and after the rehearsal and/or wedding.
- Personal items need to be removed from dressing room areas as soon as possible following the wedding.

8. Photographers and Videographers

- It is the responsibility of the bride to instruct the photographer and family that no flash pictures are permissible in the Sanctuary or Chapel once the ceremony begins.
- Pictures of Bride and bridal party entering and leaving the sanctuary accepted if the photographer is no further than 5 pews from the rear of the church.
- Photography should be done as discreetly as possible.
- A time exposure and/or videotaping of the ceremony may be taken from the balcony only.
- Balcony locations for photography and videotaping are the front areas on piano and organ sides.
- Photographs may be taken of Bridal Party in the Sanctuary or Chapel no more than two hours prior to the start of the service and no later than thirty minutes prior to the service.
- Following the wedding service the wedding party may return for pictures and flash equipment may be used at that time and also during the reception.
- Out of consideration for the guests, the wedding party, the church custodian and other scheduled events, it is suggested that the taking of pictures following the ceremony be concluded within 30 minutes.
- Church lights are preset for the beauty of the wedding service at the bride's request and are not dictated by the needs of the photographer.

9. Sound System

- Church Audio Technician will arrive approximately one hour before the ceremony is to begin.
- Musicians are permitted to have a short rehearsal after the Audio Technician arrives.
- Audio Technician will equip the minister and soloists with microphones.
- Following the rehearsal, the Wedding Consultant will provide Audio Technician with the number of stands and microphones and their placement needed for the ceremony.
- Musicians who need to use church sound system are required to contact the Minister for Media or church audio technician no later than 2 weeks prior to the service for assistance. (502) 589-5290.
- Recorded music and video presentations must be approved by the church media minister no later than 2 weeks prior to the wedding.

10. Decorations

- Walnut Street's Sanctuary and Chapel provide a setting for a dignified and beautiful service and require minimal but carefully planned decorations.
- Decorations can be done the day of the wedding after 8:30 a.m. up to 1 hour before the service. Decorations may also be done 2 hours before the rehearsal time. No decorating can be done after the rehearsal. The church is closed immediately following the rehearsal.
- All decorations and floral arrangements must be removed from the church facilities immediately following the wedding ceremony and/or reception.
- The florist will provide floor coverings for all candelabras that are used during the services and must use driplless candles.
- An aisle runner must be used whenever flower petals are used.
- In order to preserve the beauty of our church facilities, decorations may not be attached to the pews, furniture, or walls by pinning, gluing, taping or nailing.

11. Borrowed or Rental Articles

- Arrangements must be made for the return of borrowed or rental articles immediately after the wedding and reception.
- Storage space is not available for rented or personal items.
- While every reasonable effort is made to ensure their safety, the church cannot be responsible in this regard.

12. Wedding Receptions

- Church Receptions may be held in the Dining Room.
- Arrangements for receptions are to be made with the Church Wedding Consultant, who must be present at all church wedding receptions.
- Food Service Hostess must be present at all times when and if the church kitchen is opened.
- Outside caterers will be expected to provide all supplies.
- Church Food Service Hostess will provide instructions to caterer regarding the clean up after the reception is over.
- The kitchen should be left in the same condition as it was found.
- Friends of the bride's family may decorate Dining Room 2 hours before the rehearsal time and after the hour of 8:30 am the day of the reception. The Reception area may be available for decorating the day before the reception pending the dictates of the church calendar.
- Decorating of the dining room may not be done after the rehearsal is completed. The church property is closed and secured immediately after the rehearsal. Decorations must be removed immediately after the reception.
- Use of alcoholic beverages or drugs, dancing and smoking are not permitted on church property.
- Reception plans will be discussed and cleared with the Church Wedding Consultant and the Church Food Service Hostess.

13. The Wedding Party

- Members of the Wedding Party will recognize that the church is the House of God and will conduct themselves at all times in a manner befitting the atmosphere of a place of worship.
- Any member of the wedding party who is under the influence of alcohol or drugs will not be permitted to participate in the wedding.
- Use of alcoholic beverages or drugs, smoking and dancing are not permitted on church property.
- Appropriate and modest dress is requested for all Wedding Participants.
- Flower petals, bubbles, and birdseed may be thrown only outside church buildings. Confetti and rice are not permitted on church property.

14. Damages

- Any damages on the premises before, during or after the Rehearsal, Wedding or Reception will become the responsibility of the Wedding party.