

# Wedding Policies of Calvary Baptist Church

The wedding ceremony is one of the most sacred moments in the life of any person. It is a religious ceremony in which a man and woman invoke the blessings of God upon their marriage.

It is the desire of Calvary Baptist Church to make these services beautiful, worshipful events and to extend to each wedding party every possible courtesy. In accepting the use of the facilities of the church, the rules regarding their use are also accepted. Caterers, florists and decorators should be furnished a copy of these policies.

## Application and Fees

An application must be filled out and signed by both the bride and groom. The information will be presented to the ministerial staff at their regular weekly staff meeting. Upon staff approval and receipt of the security deposit, the wedding date will be confirmed.

All wedding fees must be paid in full one month prior to the wedding date. The fees are refundable if the date has to be canceled and the office is notified a week or more in advance.

Up to eight (8) hours are allowed for the set-up, rehearsal, wedding, reception and clean-up. The building will be available for the florist and the wedding party three (3) hours before the stated time of the wedding. Five (5) hours are allowed for the wedding, reception and the clean-up. Two (2) hours are provided for the rehearsal. Additional time will be charged at \$75 per hour.

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## *Fees*

Sanctuary	\$500
Fellowship Hall / Welcome Center	\$200 (if used)
Security Deposit	\$200
Platform Preparation	\$150
Wedding Janitorial Fees	\$75
Reception Janitorial Fees	\$75
Sound Technician	\$150
(Wedding only)	
Minister Fees & Premarital Sessions	
to be agreed upon by minister & couple	

- additional hours at \$75 each
- musician fees – determined by the musician and paid directly prior to the wedding
- additional gratuities are paid directly to the individuals

### Ministers

You are invited to request the services of any of the licensed or ordained ministers of our staff to perform the marriage ceremony. If a Calvary minister is officiating, pre-marital conferences with the minister will be arranged through the church office or directly with the minister. These sessions should be scheduled at least three to four months before the wedding date. Additional fees may be added for materials.

In the event that one of our ministers is not available or for special reasons another minister is to officiate, that minister and the participants are asked to consult with the church pastor for advice and counsel and be governed thereby.

### Music

Music for the ceremony should be in keeping with the sacredness of the service. Popular or secular music is more appropriate in the reception. Our Minister of Music is available for counsel and to make suggestions for musical selections.

The church pianist and organist are usually available for weddings. The Minister of Music must approve any other musician(s) who wish to use the organ. Audio equipment is available. No person other than a trained sound technician will be allowed to work the sound equipment.

### Wedding Dates and Times

It is important that the times for rehearsals and the ceremony be cleared through the church office well in advance to avoid conflicts with other scheduled activities and services. A date may be put on the calendar tentatively to reserve the facilities for one week while the application is being completed. After that time, the date will be considered available. If a date must be changed, the church office must be notified immediately, and we will try to accommodate you. However, please know that the church calendar is planned far in advance, and we cannot guarantee that our facilities will be available.

No weddings and/or rehearsals will be scheduled on any Wednesday or Sunday, New Year's Eve, New Year's Day, Easter, Memorial Day, Independence Day, Thanksgiving Day, and the month of December.

### Wedding Coordinators

Since a great deal of time, planning and expense is involved in any wedding, we strongly recommend that all brides use a professional wedding coordinator. These counselors eliminate a great deal of stress and frustration for all the participants involved in the wedding. This also allows the bride and groom to concentrate on other important matters.

### Receptions

Both the Fellowship Hall and the Welcome Center may be used for receptions. Our church office can tell you what serving dishes are available if you do not have a caterer. Anything you use in the kitchen must be put back exactly as you found it. The reception fee does not cover personnel to clean up dishes and kitchen after the reception. Custodial duties will cover room set-up before the reception and vacuuming after the reception.

### Photographs

NO flash pictures are to be taken during the actual wedding ceremony. This distraction would not be in keeping with the religious worship service. Pictures may be made before and after the ceremony or during the reception. The wedding party may return to the sanctuary to pose for wedding pictures after the ceremony if desired. Stationary video cameras may be used at the discretion of the minister.

### Flowers and Decorations

Florists are required to check with the church office prior to decorating for the ceremony and reception. Decorations may be done only during office hours or three (3) hours prior to the wedding; otherwise the cost for extra custodial help will be charged to the bride. Regular hours for the office are Monday through Friday from 8:30 to 5:00 pm.

The church will be made available for the bride three (3) hours prior to the time of the wedding. Since the sanctuary will not be air conditioned (except as necessary for proper temperature) prior to the wedding, it is recommended that decorations and fresh flowers be placed when the church is open to the bridal party on the wedding day. No flowers may be placed on the organ or piano or on anything where water may cause damage. All decorations and flowers must be taken down and removed *immediately* following the wedding.

Only dripless candles will be allowed, and provisions must be made to protect the carpet and the floor. The decorators will be responsible for removing wax from carpet, floor and furniture.

Nothing damaging to the buildings or furnishings is permitted. No tacks, tape, glue, etc. may be used in placing decorations. No decorations are to be placed on walls or woodwork.

Some furnishings may be moved or rearranged only by the janitor. If furnishings need to be removed or arranged differently, a work order request must be filled out two weeks prior to the rehearsal date.

### Other Policies

- ‡ The bride and groom are responsible for instructing all members of the wedding party. *Alcoholic beverages are not permitted on the premises. Smoking is not permitted in the buildings – including the restrooms – at any time. Birdseed may be thrown outside the building. Rice and confetti are not allowed inside or outside the building.*
- ‡ Priority shall be given to church members in reserving the church facilities for weddings.
- ‡ The church is not responsible for delays caused by equipment failures or loss of personal items of the bridal party or guests.
- ‡ *Failure to abide by any of these rules and regulations will result in the loss of your deposit. You could be assessed with additional fees if any damage exceeds the amount of your security deposit or if you use more than your allotted time for the wedding, rehearsal or reception.*

We have read and completely understand and agree  
to the aforementioned instructions and policies

Bride \_\_\_\_\_ Date \_\_\_\_\_

Groom \_\_\_\_\_ Date \_\_\_\_\_

Please sign and return with your application and deposit to the address below.

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Calvary Baptist Church  
P. O. Box 3313  
Waco, TX 76707-3313

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Fax: 753-1971  
E-mail: ebc@ebewaco.com