

# Piney Grove Baptist Church Wedding Policy

(Non-Members)

The following guidelines are to aid those planning to use the facilities of this church for a wedding. Enclosed you will find the following:

1. The Wedding Rehearsal & Ceremony
2. Church Facilities & Set-up
3. Wedding Costs
4. Making Wedding Arrangements
5. Wedding Checklist

# The Wedding Rehearsal & Ceremony

## **Marriage and Its Foundation**

Christian marriage is a divine institution that has been established by God. It is a covenant between a man and a woman who are in covenant with God. The church, as God's representative is a place where a man and a woman are united in marriage, seeking God's blessings as they begin a new life together. Marriage is a service of divine worship.

A marriage service conducted in the Piney Grove Baptist Church must be in accord with the Christian concept and purpose of marriage. We will appreciate each couple honoring the Christian concept of marriage. The pastoral staff requires that all couples getting married have a personal relationship with Jesus Christ, and pre-marital counseling sessions are required with our minister for any marriage the minister performs in the church.

## **Music**

Worthy and appropriate music should be chosen. Care should be taken that the piano and organ are used only by those who are familiar with their use. Guest organists should consult with the church organist. All musicians will be secured by the bridal couple with the approval of the Minister of Music in consultation with the Pastor.

All music in the wedding must be approved by the Minister of Music in consultation with the Pastor. The bride must complete the Music Selection Form to detail the type of music to be played or sung and submit it to the Minister of Music at least 4 weeks prior to the wedding. Note that the Minister of Music has the right to ask you to remove a selection from your list. This could affect the printing of your wedding program. It is recommended that you have your Music Selection Form turned in before your bulletins are printed.

## **Receptions**

Any use of the Fellowship Hall and Kitchen facilities and contents therein must be coordinated with the wedding director representative. No Reception shall last more than three (3) hours or past 10:00 p.m.

## **Photography/Audio Visual**

It is the responsibility of the bride to communicate this policy to the photographer she employs. Photographs may not be taken during the ceremony itself, but adequate time will be provided for pictures before or after the ceremony. Video recordings may be made from a stationary camera. Placement of all cameras must have the approval of the wedding director representative.

### **PHOTOGRAPHY/AUDIO-VISUAL WEDDING GUIDELINES**

While we support the bride's desire to record her wedding in pictures, we must remember that the wedding service is a sacred occasion of worship before God. The making of pictures, therefore must not distract from the worship experience. For this reason, photographers are asked to adhere to the following standards:

1. No photographs will be permitted in the sanctuary once the processional has begun and until the recessional has concluded.
2. Pictures may be taken prior to the ceremony; however, the wedding party usually returns to the sanctuary for pictures immediately following the ceremony. Wedding photographers are encouraged to complete pictures in the sanctuary within twenty minutes to avoid delaying the reception.
3. Under certain circumstances, photographs without flash may be permitted, but only when the minister has given specific approval to the bride/groom and photographer, and has advised the wedding director of the same.
4. If the minister consents, video taping may be permitted, as long as it is done discretely and without extra lighting.

## POLICY FOR PHOTOGRAPHY SERVICES

1. Please contact the wedding director upon arriving for the wedding ceremony. You will want to consult with them pertaining to photos taken during the service.
2. Please be quiet as possible as you work.
3. Please be as quick as possible in taking your photos in order to not keep the guest waiting as the reception. Plan ahead!
4. Please clean up any flash bulbs, film wrappers, etc., left by you or your staff.
5. Please do not stand in pews with shoes on.
6. Please do not move about taking photos during the ceremony.
7. You may take a flash photo as the Bride starts down the aisle with her father and as the bride and bridegroom leave. Please take these shots from the rear of the Church.
8. After the ceremony, the wedding party may return to re-enact parts of the ceremony for the photographer.
9. Photos at the reception are at your discretion.
10. No video lights are to be used during the ceremony. Only available light video recording is allowed during the ceremony.
11. We are happy to have you at our Church and wish to work with you in any way possible.
12. Baptistery may not be used for photography purposes.

## **Floral Arrangements**

Piney Grove Baptist Church has been constructed and designed to be as inherently attractive as possible. It is for this reason that decorations for weddings be kept as simple as possible. Decorations in the sanctuary must comply with the following.

### **POLICY FOR FLORIST SERVICES**

1. The use of decorations and details of items to be used must be discussed with the Wedding Director Representative, prior to the wedding rehearsal.
2. Decorations are to be brought to the Church and removed from the Church on a schedule that does not interfere with other Church activities. Arrangements should be made with the Wedding Director Representative.
3. The Bride will inform the Florist if candelabra, Unity Candle or aisle cloth is needed. Whenever candles are used, they must be of the drip-less variety; however, we still recommend that plastic be placed under the candelabrum to catch any wax that may happen to drip while burning or when extinguished.
4. Do not use tacks, scotch tape, nails, wire, glue or staples on any of the Church furniture. Ribbons may be secured to the ends of the pews with rubber bands or strings.
5. It is expected that the Church facilities be left as they were prior to the ceremony.
6. The flowers for the wedding party should be left on the table in the foyer. All boutonnieres, corsages and bouquets should be labeled according the Bride's instructions.
7. These same policies prevail for decorations for a rehearsal social and/or the wedding reception, when held at the Church.
8. It is the responsibility of the Bride to communicate this policy to the Florist she employs.
9. Flower girls may not use real petals to drop in aisle, may use silk, etc.

# Church Facilities & Set-up

## **Dressing Rooms**

Dressing rooms, if desired, are provided in the church for the bride and her attendants and the groom and his attendants. Dressing rooms must be left in a neat condition. The Nursery may not be used as a dressing room. The wedding director representative will advise you on the available rooms.

## **Custodial Services/Care of Facilities**

1. **Custodian Services** - The Custodian is always required to be involved to some extent with the wedding. Most likely he will be at the open and close of it, to be sure there is proper heat and air conditioning, and to straighten up after the services. Because rehearsals and weddings are most often scheduled after normal working hours, the couple would make responsible expectations of the Custodian.
2. **Care of the Facilities** - The Sanctuary and Fellowship Hall are already places of beauty and dignity. However, the couple may choose to add other items; i.e., flowers, ferns, candles, etc. The following considerations should be observed:
  - A. The use of nails, screws, wires, tacks, scotch tape, etc. are forbidden.
  - B. Protective material to cover the carpet must be placed under candelabra, palm tubs, and other receptacles.
  - C. All decorations that are not a part of church property must be removed immediately after the service.
  - D. Drip-less or gas candles should be used and should not be lighted more than 15 minutes before the ceremony begins. Wax candles may be used for Unity candles only, but floor protection must be used.
  - E. The furniture is to be moved only under the supervision of the wedding director representative.
  - F. Arrangements of the wedding and the responsibility for the building and equipment shall be upon the wedding couple
  - G. Any considerations such as heat, air conditioning, lights, and equipment must be made in advance with the Custodian.
  - H. Use of the Fellowship Hall and Kitchen must comply with the rules posted on the wall in the Fellowship Hall.
  - I. Sound system is to be used only under the supervision of the Sound Technician.

3. **General Considerations** - The wedding party and those assisting the wedding should be informed of these considerations at the wedding rehearsal. It is the responsibility of the couple to notify the entire wedding party of these considerations.
- A. Rice, confetti, or similar material *is not* to be thrown inside or outside of the church building. Bird seed is allowed outside.
  - B. There will be no smoking by anyone inside any part of the church building, including restrooms.
  - C. No alcoholic beverages are allowed on the church premises.
  - D. Dancing shall not be a part of the wedding/reception activities.
  - E. The facilities are to be maintained in a clean and orderly manner. All trash which may be accumulated is to be placed in the appropriate containers. All items brought in for the use of the wedding (flower stands, for example) are to be removed immediately after use.
  - F. All food and drinks must be kept in the kitchen and Fellowship Hall (or outside). Food and drinks are not permitted in the Sanctuary, classrooms, hall, etc.

## Wedding Costs

Special expenses are incurred when rehearsals and weddings are held in the church as they usually occur when the church is not normally open. Heating, air conditioning, lights, water, and church staff are such expenses. With these expenses in mind, please abide by the following:

Deposit: \$300 due two weeks after the approval date (see checklist for more details). This money will be returned within four weeks after the wedding date if wedding policy is followed and the building is left as it was found. If additional custodial work is required (moving furniture, extra cleaning, etc...) payment for this work shall be deducted from the refund. The wedding director representative and the church staff will make the final decision on refunding monies.

Sanctuary Use: \$250

Fellowship Hall for Reception: \$250

*The fellowship hall is not available for your rehearsal dinner.*

A/V Technician for Rehearsal & Wedding: \$100

A/V Technician for Reception: \$30

Musician Fees: (Music Minister will determine fee based on needs)

Piney Grove Baptist Church Pastor's Honorarium: \$125

Wedding Director Representative: \$150



# Making Wedding Arrangements

## **Scheduling**

Once you have received the wedding policy information, please follow the wedding checklist to ensure your event is scheduled correctly on our church calendar. Contact can be made in person or by phone to the church office during office hours (Monday-Friday 8am-4pm). It is recommended that members try to schedule the wedding date at least 6 months in advance but no more than 12 months in advance.

Weddings are not allowed in the month of December as the church requires the facility for many special events. An exception may be considered by the Senior Pastor for extreme situations but must work around all special church events/activities.

Usually, the Pastor of the church officiates at the wedding. If the couple prefers to invite other clergy to officiate the ceremony, have your clergy contact our minister to coordinate the ceremony. You will not receive approval to place your wedding date *tentatively* on our calendar until this has been fulfilled.

Weddings can not be placed on the church calendar until 6 months before your event. An exception may be considered by the Senior Pastor for extreme situations but priority will be given to church events/activities.

A wedding director representative will be assigned to your wedding; in order to use Piney Grove's facilities, one of our directors is required. If the wedding party has someone else they wish to use as a director, they are welcome to do so, but with the understanding that this person will work jointly with our director. The PGBC wedding director will be responsible for working with the couple in arranging wedding details such as the processional, placement of attendants and the recessional. Both the rehearsal and wedding will be the responsibility of the minister.

It is imperative that the rehearsal begin as scheduled. A maximum of one hour is allowed for the rehearsal. It will be the responsibility of the wedding couple to notify all wedding participants of the importance of being at the rehearsal on time.

# Wedding Checklist

- 1) Contact the church office (919-552-3522) as soon as your wedding date has been determined. In this first contact, you need to speak with the following:
- a. Secretary to check availability of church
  - b. Minister to check availability to administer the wedding or to receive approval to have another minister outside the church staff lead the wedding.
  - c. If approved, your wedding date will be placed on the calendar *tentatively*. Deposits are required to permanently reserve the church.

Date of Approval: \_\_\_\_\_

- 2) Fill out Wedding Event Registration Form and turn in along with deposit no later than 2 weeks after the date of approval from step 1. Your wedding will be removed from the calendar if form and deposit are not received on time.

Due Date of Deposit & Form: \_\_\_\_\_

- 3) A wedding director who coordinates with the church will contact you after your deposit & forms are turned in to help you through the rest of the process.

- 4) The following forms are to be turned in to the church office no later than 4 weeks prior to your wedding date:

- a. Date Requested & Key Contact Information
- b. Wedding Event Information Form
- c. Music Selection Form
- d. Ceremony Preferences

Due Date of Forms: \_\_\_\_\_

- 5) All applicable fees are due no later than 4 weeks prior to your wedding date. This includes fees for all personnel assisting you in your wedding event at Piney Grove.

Due Date of Final Payments: \_\_\_\_\_