

# **Oakmont Baptist Church**

## **Greenville, North Carolina**

# *Policies for Church Wedding Ceremonies*

### **INTRODUCTION**

The Pastor and the entire Oakmont church family are pleased to provide the facilities of our sanctuary for your wedding ceremony. As you make your plans, please consider carefully the following suggestions and policies.

1. A person must be a member of Oakmont Baptist Church for at least six months before a wedding can be scheduled.
2. The wedding date for non-members shall not be confirmed prior to 60 days of the proposed wedding date.
3. The church has authorized the Pastor to insure that these policies are followed without exception as stated herein.

## **I. OAKMONT STAFF**

### **A. MINISTERS**

1. In general, the Pastor or another Minister of Oakmont Baptist Church will officiate at all weddings.
2. When a couple plans to be married at Oakmont, the bride and groom should contact the Pastor as far in advance of the wedding as possible. The Pastor and the secretarial staff will help them schedule a time and date for the wedding based on the availability of the church and Pastor's or other Ministers' calendar.
3. Ministers require a minimum of three month's notice prior to the date of the ceremony to complete the premarital counseling and plan the wedding ceremony with the couple.
4. Generally, Oakmont Ministers are not available to perform out of town weddings away on Saturday from the Oakmont campus in order to be ready for Sunday responsibilities. If a Minister's schedule does allow an out-of-town wedding, the bride and groom will be responsible for the Minister's lodging, if applicable, and any mileage reimbursements based on the current federal rate, in addition to the honorarium stated in these policies.
5. Couples will be expected to enter into a covenant with the officiating Minister and the church, and sign the document "Pastoral Expectations for Weddings." This document will guide the marriage preparation process between the Minister and couple. A copy of this document is included in these wedding policies.
6. The Pastor, after dialogue and counseling of couples living together and engaged in a sexual relationship prior to marriage, will offer the couple two options in order to perform the wedding ceremony: deciding not live with each other and remain sexually pure until the wedding, or encouraging the couple to make their relationship one that reflects Christian ideals and commitments by performing the marriage ceremony without delay.
7. Ministers require six to eight hours of premarital counseling and/or participation in the annual Premarital Seminar with both the prospective bride and groom prior to the ceremony.
8. Ministers reserve the right to decide for whom they shall perform a wedding ceremony when services are requested. The question of remarrying divorced persons is left to the discretion of the Minister. Divorced persons desiring to be married are asked to present their certificates of divorcement to the Minister at the time the request for marriage is made. Before the Minister would consider the remarriage of divorced persons, additional conferences would be necessary.
9. When the prospective bride and groom wish to invite other clergy persons to assist in the ceremony, they should make it known to the officiating Minister prior to extending the invitation to the guest ministers. If a guest Minister is requested, he or she must be approved by the Pastor of Oakmont Baptist Church, who will then issue an official invitation.

10. The Minister of Administration and officiating Minister will coordinate the use of the building with the Sexton and Wedding Director.
11. The Minister of Music should be consulted with for the musical needs of the ceremony (Additional details are found in Section II, B).
12. The Minister of Media, Arts, and Children should be consulted with for the technical needs of the ceremony (Additional details are found in Section II, C).

## **B. SEXTON**

1. A Sexton will be assigned once a wedding is schedule.
2. The prospective bride and groom should discuss initial plans with the Sexton within two weeks after the initial conference with the officiating Minister. This conversation should include discussion of the use of the building (including areas to be used, cleaned, heated or air-conditioned, and other custodial services that will be needed).
3. Reasonable arrangements should be made with the Sexton for unlocking the building for the florist, musician rehearsals, wedding rehearsal, and the ceremony. The Sexton will be responsible for locking the church after each use and insuring that everything is left intact.
4. Keys and security codes will not be provided to members of the wedding party.
5. Since the church does not pay the Sexton for added services required for weddings, fees are outlined elsewhere in the document. These fees should be made payable to the Sexton and left with the officiating Minister one week before the wedding.

## **C. WEDDING DIRECTOR**

1. It is expected that all weddings held at Oakmont will have a Wedding Director. The officiating Minister does not assume that responsibility except in preparing those persons to be married for the actual ceremony.
2. A Wedding Director must be a trained member of Oakmont Baptist Church.
3. The Wedding Director must be approved by the officiating Minister.
4. The prospective bride and groom should discuss initial plans with the Wedding Director within two weeks after the initial conference with the officiating Minister.
5. The prospective bride and groom should finalize the wedding plans with the Wedding Director one month prior to the ceremony.

6. All decorating plans for the sanctuary should be discussed with the Wedding Director in advance, and those plans must be approved by the Wedding Director and officiating Minister.
7. The Wedding Director will work with the officiating Minister in coordinating the rehearsal and the actual wedding.
8. Since the church does not pay the Wedding Director for services required for weddings, fees are outlined elsewhere in the document. These fees should be made payable to the Wedding Director and left with the officiating Minister one week before the wedding.

## **II. CEREMONY**

### **A. GENERAL INFORMATION**

1. The wedding ceremony, which is a service of worship led by the officiating Minister, will be the one customarily used by that Minister. In all cases, the deciding factor in the use of any ceremony should be based upon its reflecting a proper and thorough Biblical and theological understanding of marriage and worship, and must be approved by the officiating Minister.
2. Customarily the wedding party stands on the floor level of the sanctuary. The officiating Minister, along with the Bride, Groom, Maid/Matron of Honor, and Best Man may stand on the steps or the platform area.
3. The Celebration of the Lord's Supper (Communion) will not be included as a part of the wedding ceremony for the couple. The theology of the Lord's Supper includes making the Lord's Table available to all professing believers in Christ whenever the church gathers for worship, including a wedding service of worship, and not just the couple who are being married.
4. Wedding Party
  - a. Since the wedding ceremony is a Christian worship service, every member is expected to act with reverence and dignity.
  - b. It is expected that gowns worn by the bridal party will be characterized by dignity suitable to the occasion.
  - c. It is recommended that children under the age of five not be invited to participate in the wedding service.
  - d. The use of alcoholic beverages or drugs by any member of the wedding party will not be tolerated for any events connected with the rehearsal, the wedding, the reception, the cake cutting, or any other events associated with the wedding when held in the church.

## **B. MUSIC**

1. The Minister of Music should be consulted for all musical aspects of the ceremony.
2. The music used must be that which would be appropriate for a Christian worship service.
3. The organ and/or piano may be used in wedding ceremonies under the direction of the Minister of Music.
4. The prospective bride and groom should coordinate with the Minister of Music to make arrangements for the organist and/or pianist and soloists based on their availability and fee structure stated elsewhere in this document. These fees should be made payable to the individual musicians and left with the officiating Minister one week before the wedding.
5. If additional instruments are desired, the prospective bride and groom will also need to make these arrangements and coordinate them with the Minister of Music (including necessary fees).
6. Although it is strongly recommended that Oakmont musicians be used for weddings because of experience and familiarity with our instruments, guest musicians may be used with the approval of the officiating Minister and Minister of Music.

## **C. VIDEO AND PHOTOGRAPHY**

1. Video
  - a. The church's audio and video equipment is available for weddings under the direction of the Minister of Media, Arts, and Children.
  - b. Though every effort will be made to assure a quality recording, Oakmont and its technicians cannot be held responsible for mechanical or operator error.
  - c. If the prospective bride and groom desire to have their wedding service recorded with the audio and video equipment present in the sanctuary, they should indicate that request to the officiating Minister during the initial conference, who will communicate this request to the Minister of Media, Arts, and Children.
  - d. The prospective bride and groom should discuss initial plans with the Minister of Media, Arts, and Children within two weeks after the initial conference with the officiating Minister.
  - e. The prospective bride and groom should finalize the wedding plans and technical needs with the Minister of Media, Arts, and Children one month prior to the ceremony. This information will include: a complete ceremony outline, all music

and musicians, all ministers, readers, and other speakers, and any additional participants in the ceremony.

- f. The Minister of Media, Arts, and Children will coordinate the technical needs for each ceremony.
  - g. Based on the needs of the service, the Minister of Media, Arts, and Children will determine the number of technicians needed for the ceremony.
  - h. Technicians will be paid individually based on the fee structure stated elsewhere in this document. These fees should be made payable to the individual technicians and left with the officiating Minister one week before the wedding.
  - i. There are fees associated with the use of the equipment available and stated elsewhere in this document. These fees should be made payable to Oakmont Baptist Church and left with the officiating Minister one week before the ceremony.
  - j. One audio CD and one DVD will be provided to the bride and groom within one week of the ceremony. Limited additional copies may be provided for a fee. These additional copies will take additional time to produce.
  - k. Although it is strongly recommended that Oakmont equipment and technicians be used for weddings, outside video photographers who provide their own equipment may be employed by the bride and groom for recording a ceremony with the approval of the officiating Minister and Minister of Media, Arts, and Children.
  - l. Recordings of the wedding, other than those provided by Oakmont, are permitted if taken by video photographers from the rear of the sanctuary or balcony, and do not interfere with the work of the professional photographer and the Oakmont technical staff. Cameras will be allowed in the Chancel area if they are unmanned and discreetly placed behind the floral arrangements. Lights for video recordings are not permitted during the ceremony. These recordings will not have access to "patch in" to Oakmont's audio or video recording equipment.
2. Photography
- a. Photos may be made with certain limitations.
  - b. Group and individual photos of the wedding party may be taken in the sanctuary, prayer garden, and other locations around the sanctuary before and after the ceremony.
  - c. No photos may be made during the actual ceremony except for the situations as noted below in #d.

- d. If desired, photos may be made of the bride as she first enters the sanctuary and as she approaches the chancel area. Photos also are permissible as the bride is presented, during the Unity Candle ceremony, after the closing benediction as the bride and groom kiss, and as they are presented to the congregation and leave the chancel area and the sanctuary. The photographer is expected to take these pictures from the rear of the sanctuary, or the rear section of the balcony.
- e. No photos may be made during the actual ceremony from the choir loft or chancel area, or the side balcony areas.
- f. Recordings of the wedding, other than those provided by Oakmont, are permitted if taken by video photographers from the rear of the sanctuary or balcony, and do not interfere with the work of the professional photographer and the Oakmont technical staff. Lights for video recordings are not permitted during the ceremony.
- g. Any additions or changes to the above policy concerning pictures or video recordings must be approved by the officiating Minister, in coordination with the Wedding Director and the Minister of Media, Arts, and Children.

### **III. FACILITIES**

#### **A. GENERAL INFORMATION**

1. The sanctuary or other facilities in the church may be used for wedding ceremonies when available. If previously scheduled events require the use of the same facilities following the wedding, the wedding should be scheduled early enough to allow for arrangement of the rooms without undue pressure on any individual or group. The use of all spaces must be coordinated through the Church Office, and approved by the officiating Minister and Wedding Director.
2. The wedding party and families of the bride and groom will not have access to the church facilities no sooner than four hours prior to the beginning of the ceremony.
3. The pulpit furniture, the pulpit insert, the Lord's Supper table, and other pulpit chairs will be removed by the Sexton. No other furniture, such as the choir chairs or orchestra instruments, will be allowed to be moved.
4. Food during wedding receptions should be confined only to the Fellowship Hall or Multi-Purpose Room.
5. Oakmont is a smoke-free facility, and no member of the wedding party may smoke inside our facilities. If smoking becomes necessary, it is requested this activity be done outside our buildings. An ash receptacle is provided near the entrance to the Fellowship Hall.

6. For the safety of our members and guests, rice or birdseed should not be thrown inside or outside the building.
7. The prospective bride and groom may purchase votive candles and candle holders for use in the sanctuary for designated areas under the direction and supervision of the Wedding Director and officiating Minister. These candle holders and candles may only be placed on the chancel railings and window sills.
8. No baby-sitting or childcare will be allowed during rehearsals, receptions, weddings, or other related activities due to our Child Protection Policies related to our Preschool area. Families should encourage wedding attendees to make other arrangements for the care of their children.
9. All candles provided by the florist, church, or the bride and groom will be lighted and extinguished under the direction of the Wedding Director.
10. All Sunday weddings must be scheduled around existing Oakmont activities and program.

#### **B. FELLOWSHIP HALL, KITCHEN AND MULTI-PURPOSE ROOM**

1. The Fellowship Hall, Kitchen, and Multi-Purpose Room may be used for rehearsal dinners, cake cuttings, and receptions. Use of these areas must be coordinated by the Minister of Administration in consultation with the Sexton. The church does not provide table clothes, plates, cups, or other equipment for the wedding reception.
2. The Sexton is not paid by the church for the extra time that is necessary to get these facilities ready. Therefore, the section above should be consulted for these requirements.
3. Our Fellowship Hall and Multi-Purpose Room are not conducive for large group dancing, bands, D.J.'s, and other musical entertainment. Prospective brides and grooms are encouraged to consider other venues if they wish to incorporate these options into their wedding reception.
4. Piano and/or small string ensembles are permitted at wedding receptions under the supervision and direction of the Minister of Music.
5. A brief dance between the bride and groom, as well as the groom and his mother, and the bride and her father, will be allowed.
6. If the prospective bride and groom wish to be introduced and/or to utilize pre-recorded music for their wedding reception, they should make those arrangements with the Minister of Media, Arts, and Children based on the stated fees included in that section of this policy.



### **C. PRAYER GARDEN**

1. The Prayer Garden is available for small weddings not to exceed a capacity of 50 people.
2. Weddings using ushers and bridesmaids held in the Prayer Garden will be required to use a Wedding Director.

### **D. FLORIST/RENTAL SERVICES**

1. All sanctuary decorations planned for the wedding should be discussed with and approved by the Wedding Director and officiating Minister.
2. The Florist and/or rental service selected will be responsible for decorating and removing decorations without interfering with other scheduled activities. The Florist and/or rental service will be expected to remove all equipment and arrangements promptly and to leave the sanctuary uncluttered.
3. The Florist and/or rental service will not put tacks or nails in the building or any of the furnishings. Easy release masking tape will usually fill any need of this nature.
4. To protect surfaces from candle drippings, the Florist and/or rental service will carefully cover carpet or flooring under burning candles (or make other adequate arrangements).
5. The Florist and/or rental service shall be liable for any damage done to the church properties through negligence.
6. The Florist and/or rental service will supply other needed equipment such as the kneeling bench, unity candle, other candles, and candle lighters.

### **E. DRESSING AREAS**

1. A Bride's Room is provided for use by the bride.
2. Additional areas along the 300 and 600 Wings may be made available for the attendants, groom, ushers, and others directly involved with the wedding itself.
3. Only light snacks will be permitted for the wedding party and will be assigned to a designated room near the dressing areas by the Minister of Administration and Wedding Director. No tables will be allowed to be set up in the hallways.
4. The Minister of Administration will coordinate the use of these spaces in consultation with the Sexton and Wedding Director.

5. Due to limited space that is available, hair and cosmetic preparation should be completed as much as possible before arriving at the church.

#### **IV. OAKMONT MEMBER FEES**

1. The following fees are payable directly to the church or individuals below. They cover the necessary expenses involved for use of the sanctuary and/or other church facilities.
2. These fees include one rehearsal and the ceremony.

##### **A. FACILITIES**

No charge for use of Sanctuary, Fellowship Hall, Multi-Purpose Room, Kitchen, and/or Rawl Parlor

No additional fee for use of Candle Sconces on columns

\$10 charge for votive candles for Candle Screens

Fees should be made payable to the church and left with the officiating Minister one week prior to the ceremony.

##### **B. MINISTERS, MUSICIANS, AND STAFF**

1. Officiating Minister(s)  
\$150 - \$200 honorarium suggested for each minister, according to the wishes of the groom.

Honorarium should be payable to the officiating Minister(s) directly.

2. Minister of Music  
\$50.00 for services rendered in directing and organizing wedding music if the Minister of Music is not participating in the wedding service.

Fee should be made payable to the Minister of Music and at left with the officiating Minister one week prior to the ceremony.

3. Organist and Pianist  
\$100.00 each for the ceremony if there is no rehearsal;  
\$125.00 each for the ceremony and rehearsal  
(without soloists and/or additional instrumentalist);  
\$150.00 each for the ceremony and rehearsal  
(with soloists and/or additional instrumentalists);  
\$200.00 each for the ceremony, rehearsal, and reception.

Fee should be made payable to the Organist/Pianist and left with the officiating Minister one week prior to the ceremony.

4. Other Soloists and Instrumentalists

Oakmont Soloists and Instrumentalists: \$100.00 each

Non-Oakmont Soloists and Instrumentalists: to be arranged based on the individual's fees.

Fee for Oakmont Soloists and Instrumentalists should be made payable to the individuals and left with the officiating Minister one week prior to the ceremony.

Fee for non-Oakmont Soloists and Instruments should be made directly to the individuals.

5. Sexton

Weekday or Saturday Wedding:

\$125.00 for the use of the Sanctuary only;

\$250.00 for the use of the Sanctuary, Fellowship Hall, and Kitchen;

\$250.00 for the use of the Sanctuary, Multi-Purpose Room, and Kitchen;

\$300.00 for the use of the Sanctuary, Fellowship Hall, Multi-Purpose Room, and Kitchen;

\$75.00 for the use of the Rawl Parlor

\$70.00 for use of the Prayer Garden

Sunday wedding:

\$200.00 for the use of the Sanctuary;

\$350.00 for the use of the Sanctuary, Fellowship Hall, and Kitchen;

\$350.00 for the use of the Sanctuary, Multi-Purpose Room, and Kitchen;

\$400.00 for the use of the Sanctuary, Fellowship Hall, Multi-Purpose Room, and Kitchen;

\$75.00 for the use of the Rawl Parlor

\$75.00 for the use of the Prayer Garden

\$10.00 per screen set-up fee for use of Portable Candle Screens

Fee should be made payable to the Sexton and left with the officiating Minister one week prior to the ceremony.

6. Wedding Director

\$150.00 for services rendered in directing and organizing the wedding.

Fee should be made payable to the Wedding Director and left with the officiating Minister one week prior to the ceremony.

7. Technicians  
\$25.00 equipment fee for non-recorded ceremonies for use of sanctuary sound equipment.  
\$75.00 equipment fee for recorded ceremonies.

\$125.00 for each technician (1-3 technicians needed for each ceremony.)  
A ceremony that is not recorded usually only needs one technician.  
A ceremony that is recorded usually requires three technicians.

Equipment fees should be made payable to Oakmont Baptist Church and left with the officiating Minister one week prior to the ceremony

Fees for technicians should be made payable to the individuals and left with the Officiating Minister one week prior to the ceremony.

## **V. NON-OAKMONT MEMBER FEES**

1. The following fees are payable directly to the church or individuals below. They cover the necessary utility and equipment expenses involved for use of the sanctuary and/or other church facilities.
2. These fees include one rehearsal and the ceremony.

### **A. FACILITIES**

\$350.00 for use of Sanctuary only  
\$600.00 for use of Sanctuary, Fellowship Hall, and Kitchen  
\$600.00 for use of Sanctuary, Multi-Purpose Room, and Kitchen  
\$750.00 for use of Sanctuary, Fellowship Hall, Multi-Purpose Room, and Kitchen  
\$150.00 for use of Rawl Parlor  
\$150.00 for use of the Prayer Garden

\$75.00 additional fee for use of Candle Sconces on columns  
\$20.00 additional fee for use of each Portable Candle Screen

Fees should be made payable to the church and left with the officiating Minister one week prior to the ceremony.

### **B. MINISTERS, MUSICIANS, AND STAFF**

1. Officiating Minister(s)  
\$500.00 Honorarium each

Honorarium should be payable to the officiating Minister(s) directly.

2. Minister of Music

\$100.00 for services rendered in directing and organizing wedding music if the Minister of Music is not participating in the wedding service.

Fee should be made payable to the Minister of Music and left with the Officiating Minister one week prior to the ceremony.

3. Organist and Pianist

\$175.00 each for the ceremony if there is no rehearsal;  
\$200.00 each for the ceremony and rehearsal  
(without soloists and/or additional instrumentalist);  
\$250.00 each for the ceremony and rehearsal  
(with soloists and/or additional instrumentalists);  
\$300.00 each for the ceremony, rehearsal, and reception.

Fee should be made payable to the Organist/Pianist and left with the officiating Minister one week prior to the ceremony.

4. Other Soloists and Instrumentalists

Oakmont Soloists and Instrumentalists: \$150.00 each

Non-Oakmont Soloists and Instrumentalists to be arranged based on the individual's fees

Fee for Oakmont Soloists and Instrumentalists should be made payable to the individuals and left with the officiating Minister one week prior to the ceremony.

Fee for non-Oakmont Soloists and Instruments should be made directly to the individuals.

5. Sexton

Weekday or Saturday Wedding:

\$200.00 for the use of the Sanctuary only;

\$400.00 for the use of the Sanctuary, Fellowship Hall, and Kitchen;

\$400.00 for the use of the Sanctuary, Multi-Purpose Room, and Kitchen;

\$500.00 for the use of the Sanctuary, Fellowship Hall, Multi-Purpose Room,  
and Kitchen;

\$150.00 for the use of the Rawl Parlor and Prayer Garden

Sunday wedding:

\$300.00 for the use of the Sanctuary;

\$450.00 for the use of the Sanctuary, Fellowship Hall, and Kitchen;

\$450.00 for the use of the Sanctuary, Multi-Purpose Room, and Kitchen;

\$600.00 for the use of the Sanctuary, Fellowship Hall, Multi-Purpose Room,  
and Kitchen;

\$150.00 for the use of the Rawl Parlor and Prayer Garden

Fee should be made payable to the Sexton and left with the officiating Minister one week prior to the ceremony.

6. Wedding Director

\$300.00 fee for services rendered in directing and organizing the wedding.

Fee should be made payable to the Wedding Director and left with the officiating Minister one week prior to the ceremony.

7. Technicians

\$50.00 equipment fee for non-recorded ceremonies.

\$150.00 equipment fee for recorded ceremonies.

\$250.00 for each technician

A ceremony that is not recorded usually requires one technician.

A ceremony that is recorded usually requires three technicians.

Equipment fees should be made payable to Oakmont Baptist Church and left with the officiating Minister one week prior to the ceremony.

Fees for technicians should be made payable to the individuals and left with the officiating Minister one week prior to the ceremony.