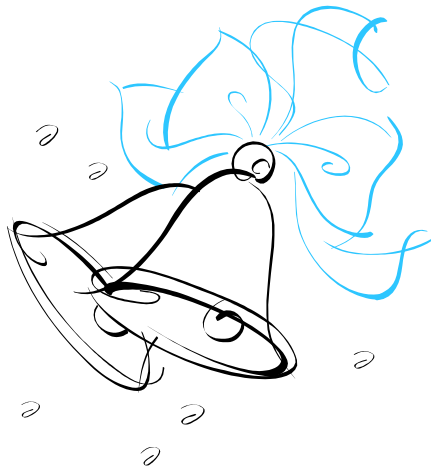


# *Ashland Baptist Church*

## *Wedding Policy & Application (Non-Church Member)*





## **Wedding Policy**

Our statement of faith, the Baptist Faith and Message 2000, expresses our fundamental biblical conviction that Christian marriage is, by definition, the spiritual and physical uniting of one man and one woman in an exclusive covenant commitment for their joint lifetime. Christian marriage is God's unique gift to reveal the union between Christ and His Church. As such, Ashland Baptist Church believes that wedding ceremonies on church property are spiritual observances of worship to God who created this divine institution. Our belief of biblical marriage is included within ABC's Constitution under article V "*Statement of Family and Marriage*".

All weddings on church property shall be officiated by one or more ordained ministers of the gospel, of like faith to ABC. The church may decline to make its facilities available for any wedding if it determines the officiant is not in theological agreement with the beliefs of Ashland Baptist Church, or if one or both of the parties are not biblically and/or legally qualified to marry. Such determinations may be made by the Senior Pastor with consultation with the Deacon body if necessary, subject to the direction of the church.

## **Scheduling the Wedding**

The wedding and rehearsal dates and times are tentatively scheduled through the church office. All areas of the church to be utilized for the wedding should be reserved at the time the wedding is scheduled.

1. The rehearsal, wedding and reception should be scheduled with the liaison as far in advance as possible prior to the selected wedding date.
2. Previously scheduled church events on the church calendar have priority.
3. No wedding may start later than 7:00 PM. All wedding activities should be completed and the wedding party and guests should depart the church no later than 10:00 PM.

## **Application Process**

1. A wedding application should be completed and submitted to the church office. This application is required for all weddings.
2. The Senior Pastor and/or Chairman of the Deacons will review the application for approval.
3. Upon approval, the date for the wedding will be reserved on the church calendar.
4. The church secretary will notify the couple regarding the approval of the application.
5. You will have 7 days, from the time of notification of approval, to submit all fees to the church office.

## **Ashland Baptist Church Wedding Guidelines**

### **Rehearsal**

1. Plans for decorating and usage of fellowship hall and sanctuary for rehearsal will be discussed with the liaison.
2. Decorations will be removed and fellowship hall returned to condition it was prior to rehearsal.
3. Church building to be vacated no later than time agreed upon with liaison.

### **Wedding**

Ashland Baptist Church sanctuary seats 400+ people. We offer the use of our sanctuary to church members and to the community. We ask that you keep in mind that the church building is a place of worship and should be treated with respect at all times.

1. We ask that the church building is left in the same condition as it was found upon arrival.
2. Applicants will forfeit their refundable deposit for any damage to church property.
3. No use of alcoholic beverages, drugs or fireworks, are permitted anywhere within the church or parking areas.
4. No smoking within the church or 30 feet from any church entrance.
5. Appropriate apparel will be worn in our sanctuary.
6. No food or drink is allowed in the sanctuary.
7. Children need to be encouraged to behave appropriately. Children should be accompanied by an adult in all areas of the church building at all times.
8. All musical instruments must be used by a trained musician. No one is allowed in the sound booth. All sound, video and lighting system controls in the sound booth must be operated by an ABC trained member.
9. No unauthorized adjustment of thermostats.
10. No unauthorized movement of choir chairs and risers or musical instruments. Applicants will discuss plans for use of stage with wedding liaison prior to rehearsal. ABC Worship Team members will be responsible for set up.
11. Discuss with liaison what areas of church may be needed for wedding party. Areas not to be used will be secured, including Kids Rock Room and Youth Group Room.
12. No dancing during reception
13. Outdoor property will be left clean and free of trash.
14. ABC musical instruments to be used only with approval of liaison.

The ABC Wedding Liaison will work with you throughout the process of your wedding. The Wedding Liaison is not responsible for planning or conducting the wedding, but will guide in the use of the building and assist in the enlistment of church personnel needed for the wedding. If you have any unanswered questions regarding our facilities, the planning process or personnel, please contact the church liaison at 573-635-0582.

## **Music**

All instrumental and vocal selections need to be appropriate for an occasion of worship. The officiating minister will make final approval of the wedding music.

## **Decoration of Sanctuary**

1. Plans for decorating the sanctuary will be discussed with liaison.
2. All flowers/decorations are not to be attached in any manner that causes damages to the furnishings of the church. (There are pew hooks available for attaching bows, etc)
3. All candles in sanctuary must be drip-less candles.
4. No burning candles in the church windows
5. All wedding decorations must be removed from all church areas by someone in the wedding party by no later than 10:00 PM the day of the wedding.

## **Reception & Use of Fellowship Hall**

The use of the Fellowship Hall for a reception is an additional fee. The church liaison will be required to supervise the use of the facility and the equipment. The wedding couple is responsible to provide their own consumables, such as paper products and food and beverages.

Will rehearsal and/or reception be at Ashland Baptist Church? Yes No  
If yes, complete this form.

Groom and Bride's names \_\_\_\_\_

Rehearsal dinner: (circle one) Yes No Date \_\_\_\_\_ Time \_\_\_\_\_

Reception (circle one) Yes No Date \_\_\_\_\_ Time \_\_\_\_\_

I agree to follow the guidelines and regulations that have been set forth by Ashland Baptist Church. The church reserves the right to cancel this agreement in the event of the violation of any of these guidelines.

Brides Signature \_\_\_\_\_ Date \_\_\_\_\_

Grooms Signature \_\_\_\_\_ Date \_\_\_\_\_

Approval Signature \_\_\_\_\_ Date \_\_\_\_\_

## Wedding Application Form

Date of Application \_\_\_\_\_  
Date of wedding \_\_\_\_\_ Time \_\_\_\_\_ Arrival Time \_\_\_\_\_  
Anticipated number of wedding guests \_\_\_\_\_

Rehearsal date \_\_\_\_\_ Time \_\_\_\_\_ to \_\_\_\_\_

Will the rehearsal dinner be at the church?      Yes    No

Anticipated number of guests for rehearsal dinner \_\_\_\_\_

Caterer name and phone \_\_\_\_\_

Will the reception be at the church?      Yes    No

If so, time of reception \_\_\_\_\_

Anticipated number of guests \_\_\_\_\_

Caterer name and phone \_\_\_\_\_

**Bride's name** \_\_\_\_\_

Address \_\_\_\_\_

Phone # \_\_\_\_\_ day \_\_\_\_\_ evening

Cell # \_\_\_\_\_

**Groom's name** \_\_\_\_\_

Address \_\_\_\_\_

Phone# \_\_\_\_\_ day \_\_\_\_\_ evening

Cell# \_\_\_\_\_

### **Officiating Minister**

Name \_\_\_\_\_

Phone # \_\_\_\_\_ Church \_\_\_\_\_

Denomination \_\_\_\_\_

### **Church & Personnel Fees for Non-Member Wedding**

Due within 7 days of approval of application

Deposit (Refundable) (Damage in excess of \$500 will be the responsibility of the applicants)	\$ 500	_____
Sanctuary	\$ 250	_____
Minister (ABC Pastor)	\$ 200	_____
ABC Wedding Liaison	\$ 200	_____
Custodial Fees for sanctuary	\$ 50	_____
Sound and Lighting	\$ 50	_____
Video/Computer	\$ 50	_____
Stage Set up/ Worship Department	\$ 50	_____
Fellowship Hall – Rehearsal Dinner	\$100	_____
Fellowship Hall – Wedding Reception	\$100	_____
Custodial Fees for Rehearsal Dinner	\$ 50	_____
Custodial Fees for Reception	\$ 50	_____
Total	\$ 1,650	_____

I agree to follow the guidelines and regulations that have been set forth by Ashland Baptist Church. The church reserves the right to cancel this agreement in the event of the violation of any of these guidelines.

Bride's Signature \_\_\_\_\_ Date \_\_\_\_\_

Groom's Signature \_\_\_\_\_ Date \_\_\_\_\_

Approval Signature \_\_\_\_\_ Date \_\_\_\_\_

*Check for all fees should be made payable to **Ashland Baptist Church**.*

Damage deposit refund to be issued to applicant within 14 days.