

A. WEDDING POLICY MANUAL

Information for the Bride and Groom:

We are delighted you have chosen our church sanctuary for your wedding. Marriage is a holy event, and the church will help your marriage ceremony reflect that.

Because God has ordained marriage and defined it as a covenant relationship between a man, a woman, and Himself, Burgin Baptist Church will only recognize marriages between a biological man and a biological woman. Further, the pastors/ministers and the staff of BBC shall only participate in weddings and solemnize marriages between one man and one woman. Finally, the facilities and property of the Burgin Baptist Church shall only host a wedding between one man and one woman.

SETTING THE DATE

Please contact the church office to arrange for a date. The date of the wedding and consultation with the pastor can be set at this time, as well as reserving the church facilities and filling out the appropriate forms.

WORKING WITH THE PASTOR

The pastor of BBC will officiate unless another clergyman is desired. This request must be made through the church office when setting the date. Arrange a time with the pastor for a premarital consultation at least four months prior to the wedding date.

PLANNING THE MUSIC

As soon as the wedding date is fixed, contact the Music Minister or someone approved by the Music Minister to discuss your desires. (Since a church wedding is a religious experience, only music acceptable to our church should be used.) If you desire that the organist of BBC play, you must arrange this with the person directly. The soloist also is chosen by the wedding party.

PLANNING THE RECEPTION

The fellowship hall and the kitchen must be reserved through the church office at the same time as the sanctuary is reserved. If you are using a catering service, inform them that no alcoholic beverages will be served on the church premises. The caterer is responsible for all church kitchen equipment used for the reception. (The church has punch bowls, ladles, dishes, and 50 cups which can be used.) Linens and tablecloths are not furnished.

WORKING WITH A FLORIST

The church office must be informed by the florist of his arrival before any decorations are placed. **No nails, tacks, or screws shall be put in walls, furniture or pews.** The pulpit lectern and the Lord's Supper table may be moved if necessary. The carpet and church furnishings must be [protected from candle tallow drippings, therefore, **dripleless candles**

are highly recommended. The florist, decorator, or wedding party will be responsible for cleaning candle drippings and for repairing any damages to the property. All decorations must be removed by the florist or wedding party immediately after the wedding. If the bride desires to leave flowers for Sunday worship, the church office should be notified on the attached planning sheet. A statement will be placed in the church bulletin indicating the gift of flowers.

FEEES FOR WEDDING PERSONNEL

The organist(s) and soloist(s) are paid directly per agreement by the wedding party. If a church musical instrument is to be used, the instrumentalist must be approved by the Music Minister. No fee is required for the minister, but an honorarium is customary.

General Church Regulations

- 1) No wedding or rehearsal will be conducted when any member of the wedding party is under the influence of alcoholic beverages.
- 2) No rice or confetti may be thrown in the sanctuary, vestibule, fellowship hall, or anywhere in the church building.
- 3) Rooms for the various members of the wedding party to dress will be provided, and assigned through the Facilities Use Committee.
- 4) The dress of the wedding party should be in good taste and should conform to suitable clothing for a religious ceremony. (NO EXCEPTIONS)
- 5) All members of the wedding party are to refrain from smoking inside the church building at all times.
- 6) The wedding party is responsible for cleaning all dishes which are used from the kitchen.
- 7) The nursery facility is available by arrangement and should be scheduled at the time the church is reserved by contacting the Preschool Coordinator. Our safety standards require that two nursery care providers must be present to operate the nursery. At least one of these must be a church qualified caregiver. Payment of the nursery worker(s) for nursery services, including the proper sterilization and cleaning of the nursery is the responsibility of the wedding party.
- 8) For Saturday weddings, the church building must be completely vacated by 10:00 p.m. to allow for adequate cleanup before Sunday services. No Sunday weddings will be permitted.
- 9) The church custodian may be contacted to clean up for a fee.