

## WEDDING PACKET FOR NON-MEMBERS

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## **Congratulations!**

Congratulations on your engagement and upcoming wedding! Thank you for thinking of Providence Baptist Church as part of your plans.

## **The Importance of Marriage**

The marriage ceremony is one of the most sacred and beautiful of all the services of the church. Your wedding is the Christian celebration of your love and commitment to each other and to God. By choosing to use God's Church, you are inviting God's presence in your wedding and asking for God's blessing upon the marriage.

## **Our Belief**

We believe that marriage is a union between one man and one woman, following biblical principles (Gen 2:19-24, Lev. 18:22, Matt 19:4-6, Rom. 1:18-27, Eph. 5:22-33, Heb. 13:4). We believe that God sanctions only the union in marriage of a man to a woman. Therefore, this church sanctions only a ceremony compatible with those standards.

## **Bride's Responsibility**

The Bride will act as the point of contact. It is your responsibility to review the following Wedding Guidelines and Policies. Discuss them with all members of your wedding party, as well as your vendors.

## **Scheduling Your Wedding**

1. Tentative reservations for the wedding date may be made by contacting The Church Secretary in the Church Office.
2. Your tentative application will be forwarded to the Wedding Ministry Team Leader who will contact you to answer questions, discuss facilities and fees. A meeting will be scheduled at this time.
3. The reservation will be confirmed once the application and deposit are received and you have met with the Wedding Ministry Team Leader.
  - a. The Bride or Groom or their parent(s) must be a member of Providence Baptist Church to be considered "Member."
  - b. Weddings can be scheduled up to (9) nine months in advance for members and (6) six months in advance for non-members.
  - c. Only one wedding is scheduled on a given day of the week with a maximum of two per month.
  - d. Weddings will not be scheduled on Sunday due to the busy schedule.

- e. Weddings will not be scheduled to begin later than 6:00 pm. You are expected to have all events concluded before 9:00 pm.
- f. Rare exceptions may be considered at the discretion of the Wedding Ministry Team.
- g. Weddings, rehearsals and receptions will not be scheduled on the following:
 

Memorial Day	Thanksgiving Day
Independence Day	Labor Day
New Year's Eve	New Year's Day
Christmas Eve	Christmas Day

\*If holidays are adjacent to weekends, the weekend will be avoided.

Vacation Bible School (June)	Festival of Gratitude (November)
Liberty Celebration (July)	

**Conduct**

The immediate wedding party will be responsible for the conduct of all participants and guests.

1. Alcohol, in any form, will not be permitted on the church grounds. Any guest or participant who, in the judgment of the Wedding Coordinator, appears intoxicated will be asked to leave immediately.
2. Smoking or use of tobacco products is not permitted in any church building or on church grounds.
3. Children are to be monitored by an adult at all times. Nursery or childcare facilities are not available for weddings

**Commitments and Responsibilities**

If you need to change the time of your wedding or rehearsal, please notify the Wedding Coordinator (WC) to be sure it does not conflict with another activity.

Full cooperation from the wedding party and vendors is expected in the observance of the following list of detailed regulations:

**Decorations**

1. The desired staging will be discussed with your Wedding Coordinator during your scheduled meeting. If you have changes following this meeting, the WC will need to be consulted for approval.

2. Altar furnishings and equipment will be removed under the supervision of the Wedding Coordinator. (These items are the pulpit, speakers and monitors, communion table, and stairs to replace the table space.)
3. Absolutely no nails, tacks, staples, tape, hot glue, etc. may be used on the walls, furniture or floors. Please communicate explicitly with your helpers and vendors.
4. Candles, floral arrangements, etc. may not be placed on the organ, piano or Clavinova. Hymnals and Bibles are not to be removed from pews.
5. Plants must be placed in saucers.
6. Please use encased candles or drip-less candles only. Protective floor covering should be used to protect the flooring.
7. Only artificial flower petals may be used by the flower girl.
8. The church will gladly use wedding flowers for the worship service when this is possible. Please discuss this with the Wedding Coordinator, as well as your Florist, if this is something you are interested in doing.
9. Bird seed, flower petals, bubbles or sparklers may be used outside only, and well away from the porches, steps and ramps.
10. After the church facilities have been decorated for the Christmas Season or other holidays, wedding decorations must include those decorations. Year round décor will not be removed without permission from the Flower Committee Chairperson. This will be done through your Wedding Coordinator.

### **Housekeeping Responsibilities**

1. The church's facilities are ready for Sunday services so please confine activities to the specific areas designated by the Wedding Coordinator.
2. Please confine food to the fellowship hall, exception of light snacks where the wedding party is dressing is fine. You are responsible for clean up.

3. Parking lot, dressing areas, bathrooms, porches and steps should be checked and returned to the condition in which they were found. Please clear away litter from parking lot including bird seed, flower petals, sparklers, etc.
4. All decorations shall be removed immediately following the wedding and photographs. Please let the Wedding Coordinator know who you have designated for this.

**Custodial Guidelines**

1. Before all activities begin, the WC will set the cooling/heating temperatures for your event. Please do not make adjustments.
2. If chair removal from the West Campus is a required part of your event plan that will be set prior to your event.
3. A designated team will come in to reset the alter furniture and any chairs that are removed for the event.

\*Providence Baptist Church will not be responsible for lost, damaged or stolen articles or equipment. Every reasonable effort will be made to assist the wedding party in protecting personal, rental, or borrowed property.

**Fees For Non Members**

Deposits and payments are to be made through the Wedding Coordinator. One half of the amount due must be paid as a deposit before the wedding date will be confirmed. The balance is due two weeks before the wedding date.

**Ceremony**

East Campus Sanctuary	\$425.00
West Campus Sanctuary	\$450.00

**Reception**

Fellowship Hall	\$150.00
West Campus	\$400.00

**Rehearsal Dinner**

Fellowship Hall Rental	\$50.00
West Campus Rental	\$150.00

~Setup and cleanup for the rehearsal dinner is the responsibility of the wedding party.

**Wedding Coordinator Fee**

Due to the nature of the event and the required coordination of all vendors and parties involved, church members with access to the church (keys) are asked to adhere to the following time frames as well. The times below should include set up and clean up.

Rehearsal: One Hour	Rehearsal Dinner: Three Hours
Ceremony: Four Hours	Reception: Four Hours

Each hour after the above allotted times will result in additional fee of \$25.00 per hour.

**Audio/Visual Technician Fee**

A member of the A/V Staff must operate the church's sound system. The Wedding Coordinator is responsible for notifying the A/V Tech. The fee allows for (3) three hours. Each additional hour will be an additional \$25.00 per hour charge. The A/V Tech will attend the wedding rehearsal and will be available one (1) hour prior to the wedding for a sound check. Videotaping is permissible with your own equipment and personnel

**Setup/Reset Fee**

Due to the set up requirements for church services, this includes taking down tables and chairs, sweeping and mopping, trash removal, bathroom clean up, and setting up for Sunday morning.

## **Fees For Members- Continued**

### **Linen Rental Fees**

Rectangle Tablecloths \$8.00 each

Round Tablecloths \$8.00 each

Lace Overlays \$8.00 each

Chair Back Covers \$.50 each

These items will be provided by your Wedding Coordinator and should be returned to her at the end of the event.

### **Contingency Location Fee**

If you plan on having an outdoor ceremony, but wish to reserve the church's facilities for a backup plan, a deposit of half the cost will be required to allow for that date to be held on the church's calendar. You will be assigned a Church Wedding Coordinator and the process will remain the same until a decision is made that you determine that you will continue with your plan to have your ceremony elsewhere. The deposit is refundable and will be returned to you within two weeks of your wedding.

## Wedding Coordinator

After your initial meeting with the Wedding Ministry Team Leader, a Wedding Coordinator will be appointed. She will serve as church contact for the bride.

The services of the Wedding Coordinator are a part of every wedding at Providence. She will provide answers to questions concerning facilities, procedures, fees, rehearsal, decorations and reception, as well as, coordinating with the appropriate church staff. She will also assist the Pastor in directing your rehearsal and wedding. The Wedding Coordinator will also accept fee payments and take them directly to the Church Financial Secretary. She will also ensure that any participants (AV Tech and Reset Crew) are paid for their services.

A Wedding Planner of the bride's choosing may also be used, however, a Providence Wedding Coordinator is required to be on site for decorating, rehearsal & the ceremony. She has a responsibility to follow the church's guidelines and will act as a representative of the church in the most professional manner.

### Quick Reference Check List

The Wedding Coordinator will:

- \_\_\_\_\_ Meet with the bridal couple two times. (The first meeting will be within two weeks of confirming the date and the second no later than two weeks prior to the wedding date.)
- \_\_\_\_\_ Approve the wedding schedule
- \_\_\_\_\_ Approve the set design and decoration requests for all wedding events
- \_\_\_\_\_ Schedule A/V Tech
- \_\_\_\_\_ Provide information for musicians
- \_\_\_\_\_ Provide general security of the building
- \_\_\_\_\_ Provide designated dressing rooms for the wedding party
- \_\_\_\_\_ Coordinate removing and replacing the sanctuary furniture with the Reset Crew; likewise with the Fellowship Hall and the West Campus Facilities
- \_\_\_\_\_ Perform checks of all areas before leaving the buildings
- \_\_\_\_\_ Regulate all heating and cooling for buildings in use

It is not the responsibility of the Wedding Coordinator or the Wedding Committee to provide the reception food, decorate for the wedding and reception, and/or to serve at the reception. The Bride and Groom and/or the Wedding Party are responsible for those things.



## **Vendor Information**

The following information is provided to help you as you prepare for the different aspects of your wedding. In addition, please discuss and provide a copy of these guidelines to your vendors so they are aware of the church's regulations. On the day of the event, vendors should locate the Wedding Coordinator upon arrival.

## **Musicians**

Your church wedding should be a worship service in every sense therefore music which is worshipful and of a celebrative nature is encouraged. For the reception, appropriate background music is fine, however, DJ's and dance are not allowed.

The bride and groom are responsible for contacting musicians. However, names of musicians and soloist may be obtained from the Wedding Coordinator. Practice times for musicians and soloists should be made in advance. Please do not change the settings on the organ or clavanova.

No dance or interpretative movement is allowed in respect of and reverence to the sacredness of the ceremony. For receptions, background music may be played. DJ's are not permitted.

## **Sound System**

Providence A/V Technicians are the only people approved to operate the church's sound system. The Fee Schedule contains the information on the cost of this service.

**Musical Vocalists:** Vocalist using a CD will need to have track(s) to the Wedding Coordinator one week prior to the wedding.

**Projection Requirements:** Video display is available only at the West Campus using PBC equipment and staff. If you have a video, the prepared content must be supplied to the Wedding Coordinator two weeks prior to the wedding to insure compatibility with our equipment. This will also allow you time to find a solution if the product is not compatible. PBC does not make video recordings.

## **Photographers**

1. Photographs may be made prior to the wedding and after the ceremony as well.
2. No flash photography may be made during the actual ceremony. Non-flash pictures may be made quietly from the back of the sanctuary during the ceremony. A flash picture may be made of the bride as she first enters the lobby, and flash pictures are permissible as the bride and groom leave the church.
3. Please do not stand on the pews or any other furniture to take pictures.

### Caterers

1. The Fellowship Hall kitchen is used Monday-Friday by the Daycare, it is not available for use until after 2:00 p.m.
2. The name of your caterer should be submitted to the Wedding Coordinator for approval. The caterer should find the Wedding Coordinator upon arrival.
3. The kitchen(s) should not be used for preparing and cooking, please limit use to heating and cooling.
4. Due to the nature of the kitchen equipment at the West Campus, it is necessary for the Church Hostess (or representative) to be present and supervise its use.
5. Decorations and decorative equipment must be furnished by the wedding party.
6. Paper products and food items (including coffee) should be provided by the wedding party.
7. The refrigerator in the Fellowship Hall Kitchen has two sides, food should be labeled with the Bride's name and placed on the church's side.
8. Neither the fellowship hall nor the West campus shall be used for wedding receptions when the wedding is held at a place other than PBC.
9. Caterers will be expected to leave the kitchen and reception area in a presentable condition, and see that the equipment is used properly. If any damage occurs, it is to be paid for by the caterer.
10. Please be sure that the church's china, silver, and/or kitchen equipment is accounted for and placed in the area where it was found.
11. During the reception, the Wedding Coordinator's duties involve working with a member of the bridal party to be sure that everything is running smoothly. She is not to be expected assist the caterer nor is she expected to help serve.
12. Receptions (including clean up) should be completed by 9:00 pm.
13. Please do not allow children inside any kitchen.

## Florists

1. The desired staging should be discussed with the Bride and the Wedding Coordinator.
2. Altar furnishings and equipment will be removed under the supervision of the Wedding Coordinator
3. Absolutely no nails, tacks, staples, tape, hot glue, etc. may be used on the walls, furniture or floors.
4. Candles, floral arrangements, etc. may not be placed on the organ, piano or Clavinova. Hymnals and Bibles are not to be removed from pews.
5. Plants must be placed in saucers.
6. The use of encased candles or drip-less candles is encouraged. Protective floor covering should be used to protect the flooring.
7. Flowers, ferns, etc. should be removed from the building immediately following the wedding. A total cleanup of everything you bring into the building is your responsibility.
8. Only artificial flower petals may be used by the flower girl.
9. Bird seed, flower petals, bubbles or sparklers may be used outside only, and well away from the porches, steps and ramps.
10. After the church facilities have been decorated for the Christmas Season or other holidays, wedding decorations must include those decorations. Year round décor will not be removed without permission from the Flower Committee Chairperson. This will be done through your Wedding Coordinator.

## Wedding Application

Wedding Date \_\_\_\_\_ Time \_\_\_\_\_  
Rehearsal Date \_\_\_\_\_ Time \_\_\_\_\_

Bride's Name \_\_\_\_\_ Groom's Name \_\_\_\_\_  
Address \_\_\_\_\_ Address \_\_\_\_\_

Daytime Number \_\_\_\_\_ Daytime Number \_\_\_\_\_  
Night Number \_\_\_\_\_ Night Number \_\_\_\_\_  
Email \_\_\_\_\_ Email \_\_\_\_\_  
Church Membership \_\_\_\_\_ Church Membership \_\_\_\_\_

\*A wedding is classified a member wedding if the bride, groom, or his/her parents are a member of Providence Baptist Church at the time of the wedding.

If parent is member, please list their names:

\_\_\_\_\_

Officiating Minister \_\_\_\_\_

Church Wedding Coordinator \_\_\_\_\_

Pianist \_\_\_\_\_ Organist \_\_\_\_\_

Florist \_\_\_\_\_ Caterer \_\_\_\_\_

Photographer \_\_\_\_\_ Other \_\_\_\_\_

AV Tech \_\_\_\_\_ Other \_\_\_\_\_

Number of Attendants \_\_\_\_\_ Number of Attendants \_\_\_\_\_

In which building will the Ceremony be held? Sanctuary \_\_\_\_\_ WC \_\_\_\_\_

In which building will the Reception be held? Fellowship Hall \_\_\_\_\_ WC \_\_\_\_\_

In which building will the Rehearsal Dinner be held? Fellowship Hall \_\_\_\_\_ WC \_\_\_\_\_

Will flowers be left for Sunday Services? 8:00 Service \_\_\_\_\_ 10:30 Service \_\_\_\_\_

Will church linens be reserved? Yes \_\_\_\_\_ No \_\_\_\_\_

I have read the Wedding Policies of Providence Baptist Church and agree to abide by these policies.

\_\_\_\_\_  
Signature of Bride or Groom

\_\_\_\_\_  
Date