

Dorrisville Baptist Church
Wedding Policy
March 2005

Please Note: The following policy was adopted by the Dorrisville Baptist Church on March 16, 2005 in regular business session and became effective at that time.

INTRODUCTION

The Dorrisville Baptist Church believes in and supports the sanctity of Biblical marriage--that is, marriage between one man and one woman. For those who are members, it is a privilege for the church family to host this most joyous of occasions. For couples who desire a Christian wedding but are not members of our church, to show our support for Biblical marriage, we make our facilities available on a case-by-case basis. For members and non-members alike this policy is written to guide you in planning your wedding.

Whether your wedding is a large, formal affair, or a small family style wedding, we are glad you are considering a church wedding. While some see a Christian wedding as a social event, we believe that it is first and foremost an act of worship. To ensure the sanctity of the ceremonies held at our church, this policy is written and must be strictly followed.

SCHEDULING

Church programs come first in scheduling. No church program will be deferred, cancelled, or rescheduled to accommodate a wedding. Weddings cannot be scheduled on Sundays or Wednesdays. Members of the church have preference over non-members if a conflict in scheduling occurs.

Any weddings scheduled on Saturday will conclude by 5:00 pm. Any wedding scheduled through the week will conclude by 9:30 pm. These times include the wedding, reception, photography and all other activities. These restrictions are necessary because of the amount of time and effort necessary to clean and prepare the facilities for our worship and Christian education activities.

To schedule and confirm a date for a wedding at Dorrisville Baptist Church, you must first sign the attached acknowledgement page indicating that you have read, understand, and will comply with this policy. Also, members are requested to place a \$50.00 refundable damage deposit. Non-members are requested to place a \$50.00 refundable damage deposit and a down payment of \$75.00 to be applied towards the building use fees. Specifics on these fees are discussed later in the policy.

It is in your best interest that this be done as soon as possible. Your wedding date is not confirmed on the church calendar until this is completed. The form can be returned to the church office during normal business hours, Monday through Friday, 8:00 am to 5:00 pm.

FEES FOR WEDDINGS OF CHURCH MEMBERS:

The church building may be used by members of the church for weddings and the reception. This means that the bride or groom, or one of their parents is a resident (living within the local area) member of the church. For these individuals there are no fees for use of the buildings or custodial services.

Honorariums: Because of its complexity, only an authorized DBC person is permitted to operate the sound system. An authorized operator is available upon request with an honorarium of no less than \$25.00. Honorariums for the minister performing the ceremony, Associate Pastor of Music and Worship (if used) and musicians are not paid by the church. These should be discussed with these individuals before the wedding.

The church will compensate the custodian. He will receive \$100.00 for the sanctuary and \$100.00 for the fellowship/reception hall. If the rehearsal dinner is served in the fellowship hall, the custodian will be compensated by the church in the amount of \$35.00.

FEES FOR WEDDINGS OF NON-CHURCH MEMBERS:

For the date of your wedding to be confirmed on the church calendar, in addition to the \$50.00 refundable deposit you must make a down payment of \$75.00 (a total of \$125.00) toward the below listed fees.

Building Use Fee

Sanctuary (Rehearsal and Ceremony)	\$100
Fellowship Hall (Reception)	\$100
Fellowship Hall (Rehearsal Dinner)	\$25

For non-members, the wedding party is responsible for compensating the custodian. He will receive \$100.00 for the auditorium and \$100.00 for the fellowship/reception hall, if used. If the rehearsal dinner is served in the fellowship hall, the custodian will be compensated in the amount of \$35.00. These fees will be paid directly to the church office.

Please Note: **All fees (building use and custodial cleaning fees minus the \$75.00 down payment) are due two weeks before the ceremony.** These fees are for the purpose of covering our costs. It is not the intent of the Dorrisville Baptist Church to profit from the use of its facilities.

Honorariums: Because of its complexity, only an authorized DBC person is permitted to operate the sound system. An authorized operator is available upon request with an honorarium of no less than \$25.00. Honorariums for the pastor, minister of music and musicians are not paid by the church. These should be discussed with these individuals before the wedding.

POLICY SPECIFICS FOR MEMBERS AND NON-MEMBERS

The church has adopted the following policy governing the use of church facilities for weddings.

1. It is the policy of the church that only ministerial staff members or members of the church who are ordained ministers may perform ceremonies conducted at our church. On rare occasions exceptions to this policy may be made at the

discretion of the Senior Pastor or by approval of the church. It is the responsibility of the parties to be married to contact the pastoral staff to determine if they are available on the desired date.

2. The Dorrisville pastoral staff requires that pre-marital counseling be provided to the couple before a ceremony can be performed. It is the responsibility of the parties being married to schedule the counseling sessions well before the date of the ceremony. Again, it is in the best interest of the couple to do this as soon as possible.

3. If the Associate Pastor of Music and Worship is to participate in the wedding services, arrangements must be made in advance to check for conflicts involving his calendar and the desired dates. To ensure the music selected is appropriate for a church setting, either the Senior Pastor or the Associate Pastor of Music and Worship must approve musical selections to be used in the ceremony.

4. There is no smoking permitted inside the buildings of Dorrisville Baptist Church.

5. Absolutely no alcoholic beverages are allowed on church premises.

6. Food and drink are to be confined to the kitchen and fellowship area/dining room only. No food is allowed in the sanctuary, halls, classrooms, or foyers.

7. When candles are used, suitable material (such as plastic sheeting) must be used to protect the carpeting and the church furniture from candle wax. If candelabras are used, protective material must be placed on the floor beneath the candelabra. There will be no exceptions to this rule. In spite of information to the contrary, even "drip-less candles" melt and run down the candelabras to the floor. No candles or flowers shall be placed on either the organ or the piano. No flammable materials (ribbon, etc.) are to be placed on the candles.

8. The use of posters, banners, or unsightly objects will not be used in the sanctuary. Further, no drawings, paintings, crepe paper or printing will be placed on the walls.

9. Any supplies (such as paper napkins, cups, plates, table covers, etc.) must be furnished by the wedding party. The kitchen and its appliances may only be used if the rehearsal dinner or reception is held here.

10. The Lord's Supper (Communion) will not be served for either the wedding party or their guests.

11. The wedding couple should inform all wedding party members and guests that the church building is a house of worship. The wedding couple is responsible for any and all damages during the course of the preparation and the conducting of the rehearsal, wedding and reception.

12. The wedding couple will inform their florist of any restrictions of this policy that might pertain to decorating for the ceremony. Further, please request that your photographer check with the minister conducting the ceremony concerning photography during the actual service.

13. Please refrain from throwing rice. An acceptable substitute, such as bubbles, may be used on the outside of the building as the couple exits.

14. Please note the following: (1) The custodian must unlock and lock the building for the rehearsal and wedding. (2) He must turn on all air conditioners, lights, etc. (3) He alone is responsible for cleaning and setting the area back up for church use in the classrooms, fellowship hall, and sanctuary.

15. When decorating items (such as flower arrangements, greenery, candelabras, etc) which are property of Dorrisville Baptist Church are used, the wedding party needs to contact our chairperson in charge of decorating to arrange for their use. The church office can supply their name and phone number.

WEDDING COORDINATOR

As a service to those having weddings at our church, the office maintains a list of our members who are willing to serve as a coordinator for your ceremony. If this is something you desire, the office can provide you with their name and phone number. A modest honorarium is suggested.

Wedding Policy Acknowledgement

This is to certify that we have read, understand, and will comply with the provisions of the Dorrisville Baptist Church wedding policy.

_____ For Non-Members: We understand the balance of building use fees is due no later than two weeks prior to the ceremony.

Bride

Groom

Date/Telephone Number

Date/Telephone Number

CHURCH ACKNOWLEDGEMENT FOR MEMBERS

Dorrisville Baptist Church acknowledges receipt of the refundable \$50.00 damage deposit and has confirmed this date on the church calendar.

Secretary

Date

CHURCH ACKNOWLEDGEMENT FOR NON-MEMBERS

Dorrisville Baptist Church acknowledges receipt of the refundable \$50.00 damage deposit and the initial payment of \$75.00 toward the building use fees and has confirmed this date on the church calendar.

Secretary

Date

Wedding Information

Bride's Name: _____ **Phone:** _____

Groom's Name: _____ **Phone:** _____

Address (City, State, Zip Code) _____

Date & Time of Rehearsal _____

Date & Time of Wedding _____

Date & Time of Reception _____

Organist _____

Pianist _____

Soloist _____

Sound System Operator _____

Songs (must be in the order you want them to be sung)

1. _____
2. _____
3. _____
4. _____

(Please give the names of the people in your wedding.)

Maid or Matron of Honor _____

Best Man _____

(Please list the following in order of their entrance.)

Bridesmaid

Groomsmen

1. _____

1. _____

2. _____

2. _____

3. _____

3. _____

4. _____

4. _____

5. _____

5. _____

6. _____

6. _____

Flower Girl _____

Ring Bearer _____

Ushers

1. _____

2. _____

3. _____

4. _____

Parents

Bride's _____

Groom's _____

Grandparents

Bride's _____

Groom's _____

Minister of Ceremony _____ Phone _____

Name of Florist _____ Phone _____

Name of Caterer _____ Phone _____

Please check the appropriate answer to each question.

Will you use a Unity candle? () Yes () No

Will you use Candelabras? () Yes () No

Please list or describe anything else that might need to be known prior to your wedding regarding your ceremony.

