

WEDDING NOTEBOOK





WEDDING NOTEBOOK

Dear Bride and Groom,

We are delighted you've chosen to have your wedding ceremony at South Main Baptist Church. It is our desire to partner with you in this special service of worship.

This Wedding Notebook establishes our policies pertaining to weddings and receptions held in our church.

We believe marriage is a biblical institution established and designed by God as described in the Holy Scriptures. The institution of marriage is the uniting of one man and one woman in a faithful covenant commitment. The public declaration of these promises to live in this faithful commitment is an act of worship.

As a result of these beliefs, our ministers shall not officiate same sex unions or marriages, nor shall our property be used for such purposes.

The Church is formed to support public worship and to proclaim the Gospel of Jesus Christ through such ministries as may be determined by the Church. All of the public worship services, the ministries determined to be performed, and the use of the Church's facilities, shall conform to the doctrinal affirmations of our strongly held religious beliefs.

Dr. Ron Lyles
Pastor, South Main Baptist Church



WEDDING NOTEBOOK

Guidelines

- Your wedding is a sacred occasion. It will be more beautiful and meaningful if it is carefully planned. For this reason, the following guidelines are provided for your wedding here at South Main Baptist Church. We sincerely believe these requirements will be beneficial to all concerned; therefore, no exceptions will be made.

Wedding Date and Time

- You need to set the time for your wedding as early in advance as possible so that the use of the church space can be scheduled. Building reservations will be considered firm when:
 1. Church receives security deposit
 2. Date is cleared with the church calendar
 3. Date is cleared with the minister's schedule
- No wedding or rehearsal may be held on church holidays or in conflict with regularly scheduled services or church activities.
- No formal weddings will be scheduled on Sundays.
- It is extremely important that the **exact time** indicated for the rehearsal and wedding is observed, and care should be taken to have all members of the wedding party in their places at the time indicated or you could forfeit your deposit.*

Securing a Minister and Pre-Marital Counseling

- A qualified minister of South Main Baptist Church may be available to officiate your wedding. If you would like to use another minister, they must first be approved by the Pastor and so indicated on the Wedding Information Sheet.
- It is the policy of the church for the minister to hold a pre-marital consultation with the couple well in advance of the wedding and rehearsal (at least 6 weeks) in order that the significance of the marriage is understood.
- You will be given information for an online questionnaire. If you don't have online access, you will be provided booklets and answer sheets. Couples should answer questions separately. The cost for this will be \$35 and is to be paid directly to Prepare Enrich. Basic confidential results will be reported to the minister to assist in premarital counseling. *This should be taken care of at least 60 days prior to your wedding date.*

Wedding Reception

- Receptions are limited to cake, punch, and finger foods. If you want to serve a more extensive food line, please discuss the Kitchen Use Policy with the Executive Administrator during your meeting time. Also, please see Caterer section of this publication.

WEDDING NOTEBOOK

Guidelines, pg 2

Wedding Music

- It is most important to keep in mind that a church wedding is a worship service of the church. The music should be in keeping with the reverence that is observed upon entering the house of the Lord.
- In order to help ensure a beautiful wedding and also to maintain high musical standards, final approval of any vocalist's selections, taped music, and all instrumental music played at the ceremony must be given to the Executive Administrator for the Minister of Music's approval one month prior to the wedding date.
- When there is to be a soloist, the bride and groom are responsible for securing instrumentalists and vocalists and arranging the rehearsal time with them. The musicians listed on the Wedding Information sheet are recommended by the church. Approval must be given for any other organist to play the church's pipe organ.
- Arrangements for live music to be played at the reception, if held at the church, must also be approved by the Minister of Music.

Sound Technician

- The church will be responsible for scheduling the required Sound Technician. The Sound Tech will rehearse with the soloist or instrumentalist at the wedding rehearsal. A sound check will be made at the same time.

Media Technician

- The church will schedule a Media Technician, at an additional cost, if you would like to play a slideshow prior to the ceremony. Slideshows must be provided to the Media Tech 14 days prior to your wedding date. Media Techs do not attend rehearsal.

Wedding Director

- The church will schedule the required Wedding Director who will act as a liaison between the church and the wedding party. She will direct your rehearsal, will be present on the wedding day, and will be responsible for the progression of the reception. Your Wedding Director will contact you to schedule a time to discuss your wedding ceremony and rehearsal time.



WEDDING NOTEBOOK

Guidelines, pg 3

Dressing Areas

- Although the church is not set up for dressing areas, rooms are made available for the bride, groom, and attendants to dress in. The men will be assigned to the Choir Room. The bride and bridesmaids will use the Parlor.
- The church will not be responsible for personal items such as wedding dresses, wraps, purses, etc. It is the responsibility of the bride and groom to arrange for the care and transportation of the property of the wedding party before, during, and after the wedding. Every reasonable effort will be made to assist the wedding party in protecting such property.

Fee Schedule

- There is a Fee Schedule included in this packet.
- A building deposit of \$500 for non-members and \$100 for members is required as soon as a ceremony date is confirmed, and will be deposited immediately. The deposit will be returned the following business day provided no damage has occurred and all policies were followed.
- The remaining balance should be paid at least thirty (30) days prior to the wedding date.
- Wedding cancellations: all monies will be returned if you cancel the wedding prior to 30 days from your wedding date. If less than 30 days, you will forfeit your building deposit.

Wedding Party

- It is expected that members of the wedding party recognize the fact that the church is the house of God and will conduct themselves at all times in a manner befitting the atmosphere of the place of worship. Immediately prior to both rehearsal and wedding, it is expected that the members of the wedding party will refrain from using alcoholic beverages. Alcoholic beverages may not be brought onto or consumed on the church premises at any time, including all parking lots. Any violation of these rules will result in automatic loss of your building deposit.
- All members of the wedding party are expected to attend the rehearsal and should be at the church at least one hour prior to the wedding.
- There should be no smoking inside the church buildings. There is an outside designated smoking area on the west side of the building.
- It is the obligation of the bride and groom to make certain that these rules are made known to the members of the wedding party.

WEDDING NOTEBOOK

Guidelines, pg 4

Childcare

- Childcare for preschoolers under four years old may be arranged by request to the church's Preschool Ministries Coordinator, Erin Ripley in the church office. The request should be made at least three weeks prior to the wedding. A minimum of two workers must be used and one worker for every four children is required. The fee is \$10 for each worker for the wedding ceremony only and no longer than thirty minutes after the ceremony conclusion. The fee is payable in advance to Erin Ripley, who in turn, will pay the hired childcare workers.

Caterer

- The caterer will be allowed to work in the building during normal office hours on the day prior to your wedding date or while the custodian is on premises, but only if there is no conflict with other scheduled activities. Check with the Executive Administrator for scheduling.
- A refundable deposit of \$50 for kitchen use for a catered reception is required. If kitchen is left in order, equipment is not missing or damaged, and additional clean-up is not necessary, the deposit will be refunded the following business day. Deposit should be paid two weeks prior to wedding.
- All vendors and their employees are expected to dress appropriately and refrain from the use of irreverent language and discourteous actions. There should be no smoking or drinking alcoholic beverages inside the buildings. There is an outside designated smoking area on the west side of the building.

Flowers & Decorations

- Air conditioning or heating will be turned on at a reasonable time before the scheduled event. Florists should note this and not bring flowers too early.
- Whenever candles are used, they must be drip-less, mechanical candles. Candles may not be used in the aisles, nor next to or attached to chairs or pews.
- Under no condition shall decorations be attached to the chairs, pews, or other furniture by pinning, gluing, or nailing.
- Rose petals may NOT be dropped on the floor. Real rose petals, however, may be thrown outdoors. Absolutely no confetti, birdseed, rice, or glitter are to be thrown inside or outside.
- Arrangements must be made in advance for the prompt removal of all decorations including archways, plant columns, floral arrangements, etc. after the wedding and reception. While every reasonable effort is made to ensure their safety, the church cannot be responsible in this regard, as there is not storage space provided for such.
- All areas must be left "broom clean" after removal of flowers, candles, tables, etc.



WEDDING NOTEBOOK

Guidelines, pg 5

Photographers & Videographers

- We appreciate the importance of preserving the memory of a wedding ceremony, and are grateful for the cooperation of excellent photographers. We welcome them to our church and wish to cooperate with them in every way to make their task easier and to please the families involved in the marriage ceremony and reception. Therefore, we respectfully request the cooperation of photographers as follows:
- Photographs should be taken sparingly, remembering this is a service of worship.
- No flash pictures are to be made during the wedding ceremony, which begins when the couple arrives at the altar, and ends after the benediction.
- Time exposures (made without a flash) may be made from the rear of the Worship Center.
- A picture may be taken when the bride first starts down the aisle and when the bride and groom are in the recessional.
- If pictures of the ceremony are desired, the couple may consult with the minister in regard to posing the pictures after the ceremony.
- Ushers are to inform arriving guests that no pictures are to be taken during the ceremony.
- Videos may be made. Please consult the Wedding Coordinator for proper placement. Remember NO FLASH or ADDITIONAL LIGHTING MAY BE USED.
- Photographers are asked to NOT move furniture or use furniture as a ladder, etc.
- Consideration should be given to the comfort of the guests while pictures are being made. Some concerns are:
 1. How long will guests be expected to wait?
 2. Where will guests wait?
 3. Pictures taken in the reception area should be made as quickly as possible.
- All vendors and their employees are expected to dress appropriately and refrain from the use of irreverent language and discourteous actions. There should be no smoking or drinking alcoholic beverages inside the buildings. There is an outside designated smoking area on the west side of the building.



INFORMATION SHEET

Date of Request _____

Couple Information			
Names	Member?	Email	Phone
Bride:			
Groom:			

Calendar	
Wedding Date _____	Rehearsal Date _____
Wedding Time _____	Rehearsal Time _____

Select All that Apply:

Building Use

- Worship Center for Wedding & Rehearsal
- Parlor for Wedding
- Great Hall for Reception
- Gazebo for Wedding

Ministers

- Dr. Ron Lyles
- Tico Montoya
- Leo Mendoza
- Kevin Richard
- Other: _____
- Bobie Miller
- Bill McMillin
- Jeff Fuqua
- Brian Sadler

Special Instructions

- Open Building _____
- Decorate _____
- Special Instructions _____

Prepare/Enrich

- P/E info to couple _____
- Received survey results from P/E _____
- Premarital Counseling Date _____

Required Personnel (the church will assign)

- Wedding Director _____
- Sound Technician _____
- Custodian _____

Optional Personnel

- Vocalist, Stephanie Ham—713.870.7119
- Pianist, Elaine Walbrick—713.944.4027
- Pianist, Alison Cox—281.534.9069
- Pianist, Susan Lowe—281.648.2281
- Pianist, Kari Mitchell—281.757.0596
- Organist, Alison Cox—281.594.9069
- Organist, Susan Lowe—281.648.2281
- Music on CD—submit for approval
- Media Technician

Vendors

- Florist _____
- Caterer _____
- Photographer _____

FEE SCHEDULE

NON-MEMBERS	MEMBERS		AMOUNT
500	100	*Building Deposit, refundable	_____
650	0	Worship Center for Wedding & Rehearsal	_____
175	0	Parlor for Wedding	_____
175	0	Martin Room for Wedding	_____
200	0	Great Hall for Reception	_____
175	0	Gazebo for Wedding	_____
200	200	South Main Minister	_____
200	150	*Wedding Director	_____
175	150	*Sound Technician	_____
200	150	*Custodian (wedding only)	_____
300	250	*Custodian (wedding and reception)	_____
35	35	*Prepare/Enrich Counseling	_____
300	225	**Pianist	_____
300	225	**Organist	_____
175	150	**Media Technician	_____
100	50	**Choir chairs Moved from Choir Loft	_____
		TOTAL	_____
		PAID	_____
		AMOUNT DUE	<input type="text"/>

*Required
**Optional



TIMELINE

Wedding Date _____

TASK AND SCHEDULE	DATE TO ACCOMPLISH	CHECK OFF
Pay building deposit, schedule church, secure minister	_____	_____
Review Guidelines with Executive Administrator, asap	_____	_____
Submit Prepare / Enrich questionnaire, 90 days prior to wedding	_____	_____
Pre-marital counseling with minister, 60 days prior to wedding	_____	_____
Fill-in Information Sheet, finalize 30 prior to wedding	_____	_____
Submit music for approval, 30 days prior to wedding	_____	_____
Approval of outside organist, 30 days prior to wedding	_____	_____
Approval of live music at reception, 30 days prior to wedding	_____	_____
Payment of remaining balance, 30 days prior to wedding	_____	_____
Notification of cancellation for refund of deposit, 30 days prior	_____	_____
Request childcare, 3 weeks prior to wedding	_____	_____
Give diagram to church for reception set-up, 2 weeks prior	_____	_____
Slideshows, pictures, etc. to Media Technician, 2 weeks prior	_____	_____
Caterer deposit due, 2 weeks prior to wedding	_____	_____
Caterer make appt. for instruction w/ kitchen equip., 1 week prior	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____