

Wedding Policy

Last Updated Wednesday, 26 November 2014

Southside Baptist Church

709 9th Street, SE

Decatur, AL 35601

(256) 353-8814

WEDDING INFORMATION SHEET FOR MEMBERS, THEIR CHILDREN & GRANDCHILDREN

Revised 10/20/14 – Approved by Church 11/12/14

Bride’s Name _____ Wedding Date _____ Time _____
 Groom’s Name _____ Rehearsal Date _____ Time _____ Location
 of Rehearsal Dinner _____

Location of Reception _____

Minister performing ceremony _____

Date of conference with minister _____ Time _____

Have wedding and rehearsal dates been confirmed with minister? Yes _____ No _____

Wedding Director _____

Caterer _____ Florist _____

Instrumentalists _____ Soloist _____

Do you plan to use the sound system? Yes ____ No ____ If so, you must schedule with one of our sound engineers to run the system. The church office will give you the names and numbers of the engineers.

A \$500.00 deposit must be paid to secure the date after you have scheduled a meeting with the church hostess or a member of the wedding committee to go over the church policies.

Date the deposit was paid _____ Balance due on _____

ALL FEES MUST BE PAID AT LEAST TWOWEEKS PRIOR TO THE WEDDING

Do you wish to provide sanctuary flowers for the Sunday following your wedding? Yes ____ No ____ If so, you must inform the church office to avoid conflicts with any other arrangements.

Couple to reside at _____ Phone _____

I have read the policies and met with the church hostess or a member of the wedding committee and discussed the wedding policies at Southside and agree to abide by them.

Person(s) responsible for payment of fees (Signature) _____ Phone _____

Bride’s Signature _____ Phone _____

This completed form must be returned to the church as soon as possible after you have met with the church hostess or a member of the wedding committee.

It is the desire and pleasure of Southside to assist couples in having a church wedding. Since you have expressed a desire to be married in the church, we assume that you will use good taste, reverence, and we ask that you prayerfully consider our rules to help insure as smooth and beautiful a wedding as possible. The following policies have been adopted.

FINANCIAL POLICY Deposit A \$500.00 deposit must be paid to the church office when confirmation of the facilities is made. This will be applied to the fees below.

Fees

A. Rehearsal and Wedding (Sanctuary)	\$100.00
B. Rehearsal Dinner (Fellowship Hall)	\$100.00
C. Reception (Fellowship Hall)	\$100.00
D. Sound Engineer	\$100.00
E. Clean Up	\$100.00
F. Security	\$100.00
G. Church Hostess	\$200.00

If the fellowship hall is used for the rehearsal dinner and/or the reception, the wedding party is responsible for providing kitchen help as well as any tablecloths, dishes, silver, serving pieces, or anything else needed.

THE CHURCH CUSTODIAN MUST BE USED TO OPEN, CLOSE, AND CLEAN THE CHURCH.

Other Suggested Fees (not included in the deposit or in any of the above fees)

- A. The pastor has no set fee. (This should be decided on between the pastor and bridal party.)
- B. Pianist/organist (Suggested minimum fee - \$100). This fee should be agreed upon by the wedding party and the instrumentalist.
- C. Any additional fees paid to musicians should be discussed between the wedding party and the musicians.

GENERAL WEDDING POLICY

Before final plans and announcements are made regarding your church wedding, the following should be done.

1. Secure from the church office and read the "Wedding Policy";
2. You must meet with the Church Hostess before a date can be secured.
3. The pastor or church staff shall at all times have the final say as to any controversial matter in the wedding program. This applies to vows to be taken, the form of the ceremony, etc. If a wedding is to be performed by someone other than the church pastor, the pastor or Southside staff should first give approval. The couple to be married shall arrange for counseling with the pastor or provide a letter of commendation from a home church pastor. The pastor does not perform weddings without counseling.
4. Request through the church office the facilities you wish to use and the dates of use. The sanctuary and fellowship hall may be used for weddings on any date other than Sundays and not in conflict with previously scheduled events.
5. Due to special decorations used in special worship services, such as Easter, Christmas, Thanksgiving, and Independence Day, and during Vacation Bible School, no weddings will be permitted on those weekends. Weddings will also not be permitted when the custodian is on vacation.
6. Confirm date and time with any staff member that is to officiate or participate in the wedding.
7. No keys will be given to any member of the wedding party. You must arrange for the doors to be open with the church

hostess, a member of the wedding committee or the custodian for the wedding rehearsal and wedding.

8. Arrangements for the services of any staff member (custodian, musicians, sound engineer, etc.) must be made at least 15 days prior to any rehearsals or wedding.

9. The church may be open up to four hours before the wedding time and two hours after the wedding and reception. Additional time may be negotiated at \$25.00 per hour.

BEHAVIOR It is the responsibility of the bride and groom to familiarize the members of the wedding party with the policies pertinent to their conduct during the rehearsal, wedding ceremony and reception. A church wedding

is a **WORSHIP** service, and all members of the wedding party should conduct themselves at all times in a manner befitting the worship.

A. Behavior at the rehearsal, wedding, and reception shall be in accord with true Christian decorum.

B. Smoking is not permitted in any of the church buildings.

C. Dancing is not permitted at the rehearsal or wedding reception.

D. Serving of alcoholic beverages is not permitted on the church premises at any time. Members of the wedding party must refrain from using alcoholic beverages prior to and during any activity held at the church.

E. Confetti, rice and like materials may not be thrown inside the church building. Only biodegradable material will be allowed to be thrown outside the church. Only silk petals may be dropped in aisles of the church.

F. No tacks or nails shall be driven into any woodwork or walls, nor shall scotch tape be applied to these decorations either in the auditorium or fellowship hall. There shall be nothing attached directly to the floor or pews that would damage or soil the carpet, scratch or mar the pews in any way.

G. Only dripless candles shall be used, and care should be taken to avoid wax on rugs, furniture, and woodwork. It is the wedding couple's responsibility to so inform the florist of restrictions in items (F) and (G).

H. The bride and bridesmaid will dress in rooms designated by the church hostess.

Food or drinks will be allowed only in the Fellowship Hall.

It is your responsibility to clean up all the clothes and clutter from each room.

I. Use of sound equipment. This equipment is to be operated only by sound engineers provided by the church. Any removal of microphones or sound equipment is to be done by the engineers ONLY.

J. No furniture in the vestibule may be moved.

K. The choir rails may not be moved unless permission is granted by the Minister of Music.

MUSIC

A church wedding is a Christian worship service and should have appropriate music. The Minister of Music is available by appointment to counsel with the bride and groom regarding your wedding music. Rules for any music are the same for members and non-members. Only sacred or classical music will be allowed. Any music must be reviewed with the Minister of Music, the church organist, or the wedding committee.

A. Instrumentalists: the church organ and pianos are beautiful and delicate instruments and must be treated accordingly. These are available for your use; however, the use of instruments other than the organ and pianos must have the approval of the Pastor or Minister of Music.

B. Musicians: Singing or playing for weddings is not part of the duties of the music staff. Care should be taken in securing accomplished musicians so as to have smoother and more beautiful music.

C. Robes: Robes for the musicians may be used if permission is obtained from the Minister of Music. The bridal party is responsible for cleaning and repairs if robes are soiled or damaged in any way.

DAMAGES

The party responsible for securing the Southside Baptist Church facility agrees to reimburse the church for any damages to the church property resulting from actions of any member of the wedding party, guests, or others associated with the wedding. Southside Baptist Church will not be responsible for any personal items brought to the church for use in the wedding, nor shall the church be liable for such items if lost, stolen, or damaged.

NURSERY

If pre-school childcare is needed during the wedding, a minimum of two (2) Southside Baptist Church approved nursery workers must be used. Worker fees are \$10.00 per hour for each worker. This money must be paid in cash the day of the wedding.

CUSTODIAL DUTIES

- A. Remove all extra chairs and tables not needed in the fellowship hall in connection with the rehearsal dinner or wedding reception.

- B. Remove all other items not to be used in connection with the use of the fellowship hall.

- C. Dust mop over the tile floor area in the fellowship hall.

- D. Set up tables, if needed, with chairs for rehearsal dinner or reception.

- E. Clean (vacuum and dust mop the fellowship hall) after the reception and wedding; and set up chairs, tables, etc. needed for next use.

- F. Check hymnal racks and under pew cushions and remove all trash and other extra or already used items.

- G. Dust mop over all non-carpet areas and sweep.

- H. Dust all woodwork ledges and other trim and tables.

- I. Vacuum all carpet areas.

- J. Remove items from the sanctuary including the four pulpit chairs, the offering table, the flags, and other necessary items. (Pulpit stand, railings, and choir chairs should not be removed without special permission).

- K. Dust tables and other foyer furniture, but do not remove. Also vacuum, dust mop, and sweep the foyer.

- L. Vacuum, dust mop, or sweep rooms to be used for dressing by wedding party both before and after the wedding.

- M. Arrange and clean any rooms that have been used in any way in conjunction with the wedding activities.

- N. The baptistery dressing rooms may be used. If so, they will need to be swept and cleaned.

- O. Move all furnishings back to the fellowship hall, sanctuary, and any classrooms that have been removed prior to the wedding.

- P. Dust mop and sweep hallways, stairways, and entrances that have been used. Wet mop spots as needed.

Q. Check, clean, and supply all restrooms prior to and following the services with special emphasis upon those in the foyer area and those near the fellowship hall.

R. Close and lock all outside entrances.

If you have any questions regarding this policy or anything not covered, or you request any exceptions be granted, please contact the Church Hostess, Sandra Clemons, at 256-350-3414. We pray that your wedding will be beautiful and memorable, and that your life together will be long and happy from this day forward.

To the Florist (please give a copy to your florist)

BEHAVIOR

It is the responsibility of the bride and groom to familiarize the members of the wedding party with policies pertinent to their conduct during the rehearsal, wedding ceremony and reception. A church wedding is a WORSHIP service and all members of the wedding party should conduct themselves at all times in a manner befitting the place of worship.

A. Behavior at rehearsals, weddings and receptions shall be in accord with true Christian decorum.

B. Smoking is not permitted in any of the church buildings.

C. Serving of alcoholic beverages is not permitted on the church premises at any time. Members of the wedding party must refrain from using alcoholic beverages prior to and during any activity held at the church.

D. Confetti, rice, and like materials may not be thrown inside the church building. Only bio-degradable material will be allowed to be thrown outside of the church. Only silk petals may be dropped in the aisles of the church. Food or drinks will be allowed only in designated areas. All food and drinks must remain in those areas.

E. No tacks or nails shall be driven into any woodwork or walls, nor shall scotch tape be applied to these in decorating either the doors, auditorium, or fellowship hall. There shall be nothing attached directly to the floor or pews that would damage or soil the carpet, or scratch or mar the pews in any way.

F. Only dripless candles shall be used and care should be taken to avoid candles on rugs, furniture, and woodwork. It is the responsibility of the wedding couple to so inform the florist of the restrictions in the above items.

G. It is not the responsibility of the custodial staff to clean up after the florist on the day of the wedding. Arrangements should be made ahead of time for cleanup and disposal of florist materials both prior to and following the wedding.

To the Photographer(Please give a copy to your photographer)

BEHAVIOR

It is the responsibility of the bride and groom to familiarize the members of the wedding party with policies pertinent to their conduct during the rehearsal, wedding ceremony and reception. A church wedding is a WORSHIP service and all members of the wedding party should conduct themselves at all times in a manner befitting the place of worship. The following requirements must have the cooperation of the photographer.

- A. It is suggested that you arrange with the bride to take as many pictures as possible prior to the hour of the wedding.
- B. The wedding is a worship service. The taking of pictures, movies, or videos should not distract from this in any way.
- C. The photographer must inform the wedding party that pictures are to be made immediately following the ceremony. This will assure the wedding party's immediate return to the auditorium.
- D. Remember that guests will be waiting for the reception. The photographer and bride should plan, prior to the wedding, the list of shots to be made in advance.
- E. The pastor will be available for pictures following the ceremony.
- F. Smoking and drinking alcoholic beverages are not permitted in any of our buildings.

To the Caterer(Please give a copy to your caterer)

BEHAVIOR

It is the responsibility of the bride and groom to familiarize the members of the wedding party with policies pertinent to their conduct during the rehearsal, wedding ceremony and reception. A church wedding is a WORSHIP service and all members of the wedding party should conduct themselves at all times in a manner befitting the place of worship.

- A. Behavior at rehearsals, weddings, and receptions shall be in accord with true Christian decorum.
- B. Smoking is not permitted in any of the church buildings.
- C. If the fellowship hall is used for the rehearsal dinner or reception, the food should be brought in already prepared. Limited use of the kitchen is permitted for such things as reheating food, baking bread, and making tea and coffee.
- D. Serving of alcoholic beverages is not permitted on the church premises at any time. Members of the wedding party must refrain from using alcoholic beverages prior to and during any activity held at the church.

E. Confetti, rice, and like materials may not be thrown inside the church building. Only bio-degradable material will be allowed to be thrown outside of the church. Only silk petals may be dropped in the aisles of the church. Food or drinks will be allowed only in designated areas. All food and drinks must remain in those areas.

F. No tacks or nails shall be driven into any woodwork or walls, nor shall scotch tape be applied to these in decorating either the doors, auditorium, or fellowship hall.

G. Only dripless candles shall be used and care should be taken to avoid candles on rugs, furniture, and woodwork. It is the responsibility of the wedding couple to so inform the caterer of the restrictions in the above items.

H. It is the responsibility of the caterer to leave the kitchen clean.