

Tabernacle Baptist Church

Wedding Procedures

Effective Date: 3/14/2017 Revision Date: 6/27/2018

We are pleased that you are considering Tabernacle Baptist Church for your Christian marriage ceremony. Marriage is a covenant through which a man and a woman become one before God. The wedding ceremony is a sacred service that shall be designed to worship and glorify God. Because we take seriously our commitment to worship God, this policy has been designed to help you plan a wedding ceremony that will be pleasing to God.

1. GENERAL POLICY

- A. The wedding ceremony is under the direction of the Senior Pastor who has final authority over the worship experience.
- B. The content of the wedding service must conform to the church's beliefs as defined in the Tabernacle Church Covenant.
- C. The church is not responsible for any items left in the church.
- D. Tabernacle's Wedding Coordinator shall be used for each wedding held at the church. The Wedding Coordinator serves as a liaison between the church and the wedding party to ensure that the wedding and rehearsal are accomplished according to church covenant.
- E. All Requests to the church by the wedding party will be directed to the Wedding Coordinator.
- F. Marriage is a lifetime commitment. To help the bride and groom with life adjustments that come with marriage, they must go through a program of premarital counseling with a certified marriage counselor, the officiating minister, or some other certified Christian counseling professional. If the officiating minister is not a member of the Pastoral Team of Tabernacle Baptist Church, the minister and/or counselor must submit a letter to the Senior Pastor or Associate Pastor verifying the couple has participated in a program of premarital counseling.
- G. It is expected that members of the wedding party conduct themselves at all times in a manner befitting the atmosphere of a place of worship. Confetti, rice and birdseed shall not be thrown inside the church building. Birdseed only shall be permitted on church property, including the grounds.
- H. At the time of confirmation of a scheduled wedding date, the refundable deposit is due. All other fees are due no later than sixty (60) days prior to the wedding date.
- I. Flowers, candles (dripless only) and decorations to be used must be approved by the Wedding Coordinator and must be removed following the ceremony.
- J. No flash photography is permitted during the wedding service. Video taping is permitted provided no special lighting is used and the camera operator is inconspicuous.
- K. Food and drink are allowed only in the Fellowship Hall and the Parlor.
- L. Changing rooms will be provided for the wedding party (bride and her attendants, groom and his groomsmen).
- M. the church will be open up to five (5) hours prior to the wedding for set up.
- N. Platform will be cleared and piano moved to the side. Drums and percussion equipment will not be moved.

3. Tabernacle's Sound Technician will be employed if the church sound system is used.
 4. While it is not required, it is encouraged that Tabernacle's instrumentalists be employed if either the church piano or organ is to be used. If the wedding party chooses to use other instrumentalists, they must be approved by the Wedding Coordinator.
- B. Music at Wedding Receptions held in the church's Fellowship Hall.
1. The use of a DJ is not permitted at receptions held in the Fellowship Hall.
 2. All music must be appropriate for a church setting. All music, whether instrumental or vocal, shall be approved by the Wedding Coordinator in consultation with Tabernacle's Senior Pastor or Associate Pastor for Music and Worship.

II. SCHEDULING WEDDINGS

- A. Individuals wishing to use the church facilities for weddings must read and agree to all parts of the Wedding Policy and Procedures before the wedding will be placed on the church calendar.
- B. Weddings will not be scheduled on Sundays, holidays, or during weeks of special services. Additionally, no weddings will be scheduled in the Worship Center during the month of December; however, weddings will be permitted in the Chapel during December. All Christmas décor must stay in place and not be removed.
- C. All weddings will be scheduled at times that do not conflict with regular church services or activities. This will include time for decorating and clean-up. Regularly scheduled church functions will take precedence over weddings.
- D. Church members may schedule weddings up to one year in advance of the wedding. Non-church members may schedule weddings up to six months prior to the wedding date. No more than one wedding shall be scheduled per day.

III. FORMS

- A. **Wedding Request Forms** - A two-part form must be completed by the wedding party and returned as stipulated below.
 - 1. Part 1: Application and Agreement - This form serves as a covenant agreement with the wedding party. A wedding will not be placed on the church calendar until Part 1 is completed by the wedding party and returned to the church office. Once the wedding date is placed on the church calendar, an email will be sent to the Bride and Groom, the Wedding Coordinator, and the Facilities Manager advising same.
 - 2. Part 2: Vendors, Caterers, Music Requests - This form lists the wedding vendors/staff as well as music, caterers, and other requests. It must be completed and returned to the Wedding Coordinator no later than sixty (60) days prior to the wedding. The Office Manager will use this form to determine the amount of refund from the damage deposit.
- B. **Wedding Fees Form** - A Wedding Fees form will be completed by the Wedding Coordinator and given to the wedding party indicating all fees involved in the wedding. The wedding party must return this form and a check payable to Tabernacle Baptist Church in the amount indicated on the form to the church's Office Manager no later than 60 days prior to the wedding. The Office Manager will use this form to determine the amount of refund from the damage deposit.

IV. MUSIC

- A. Wedding service music.
 - 1. The wedding ceremony is a worship service. All music, whether instrumental or vocal, shall be approved by the Wedding Coordinator in consultation with Tabernacle's Senior Pastor or Associate Pastor for Music and Worship.
 - 2. The wedding party shall complete a Wedding Music Request form (found in Part 1 of the Wedding Request form) and return it to the Wedding Coordinator at least sixty (60) days prior to the wedding. This form shall include all pre, during, and post music to be played during the ceremony.

Wedding Fees

This form is to be completed by the Wedding Coordinator and given to the Wedding Party. The form is to then be submitted to the Office Manager along with a check in the total amount due, no later than sixty (60) days prior to the wedding.

Wedding Party

(*Please indicate address and phone number of couple following wedding)

Couple's Name _____

Mail Deposit Refund to:

*Home Phone _____

*Address _____

Fees

Facility/Service	Non Member	Member
<input type="checkbox"/> Damage Deposit ¹	\$500.....	\$150
<input type="checkbox"/> Worship Center.....	\$600.....	\$300
<input type="checkbox"/> Chapel ²	\$250.....	\$100
<input type="checkbox"/> Fellowship Hall.....	\$500.....	\$250
<input type="checkbox"/> Minister.....	\$350.....	Honorarium
<input type="checkbox"/> Wedding Coordinator (Worship Center Service).....	\$300.....	\$250
<input type="checkbox"/> Wedding Coordinator (Chapel Service).....	\$250.....	\$225
<input type="checkbox"/> Light & Sound Technician (1).....	\$150.....	\$150
<input type="checkbox"/> Pianist (2).....	\$150.....	\$150
<input type="checkbox"/> Organist (2).....	\$200.....	\$200

(1) Light & Sound Technician is provided by the church.

(2) The church can provide musicians, but the church must approve any outside musicians.

¹ The Damage Deposit is due within one week of the date on the email you receive advising your wedding date has been approved. This deposit (less any damage cost will be returned to you 5-7 days after your wedding.

² No additional charge for the use of the Chapel, if used for photographs only.

Total Fee (less child care staff, kitchen staff and any damage costs) \$ _____

*Return this form to the church's Administrative Supervisor with a check made payable to
Tabernacle Baptist Church no later than sixty (60) days prior to your wedding.*

Wedding Coordinator _____ Date _____
Signature

Deposit Return

(to be completed by the Administrative Supervisor and mailed within 7 days of wedding)

Damage Deposit	_____
Less Damages	_____
Less Child Care Staff Cost	_____
Less Kitchen Staff Cost	_____
Less Other	_____
Total Deposit Returned	_____
Check Number	_____

Itemized List of Damages

Administrative Supervisor _____ Date _____
Signature

CC: Wedding Coordinator, Administrative Supervisor

Wedding Request - Part 1

Adopted Date: 3/14/2017

Revision Date (s) _____

* Required Information

BRIDE'S INFORMATION

*Name _____

*Bride's Street Address _____

*Bride's City, State and Zip _____

*Cell Phone _____

Work Phone _____

Home Phone _____

*Email _____

Is Bride a Tabernacle Member? Yes No

Bride's Mother's Name _____

Bride's Mother's Phone _____

Bride's Father's Name _____

Bride's Father's Phone _____

GROOM'S INFORMATION

*Name _____

*Groom's Street Address _____

*Bride's City, State and Zip _____

*Cell Phone _____

Work Phone _____

Home Phone _____

*Email _____

Is Groom a Tabernacle Member? Yes No

Groom's Mother's Name _____

Groom's Mother's Phone _____

Groom's Father's Name _____

Groom's Father's Phone _____

Wedding Request - Part 1 - Page 2

WEDDING AND REHEARSAL INFORMATION

*Wedding Date (month, day, and year) _____

*Wedding Time _____

*Rehearsal Date (month, day, and year) _____

*Rehearsal Time _____

Officiant's Name _____

Officiant's Denomination _____

Officiant's Phone _____

FACILITIES REQUESTED

*Facilities Requested Worship Center

Chapel

Fellowship Hall

Comments/Other Requests

COVENANT AGREEMENT

I have read, understand, and agree to abide by the wedding policy of Tabernacle Baptist Church.

Signature of Bride

Signature of Groom

Wedding Request - Part II—Page 1

Vendors & Music

**This form must be completed and returned to the Wedding Coordinator
at least 60 days prior to your wedding date.**

WEDDING PARTY

Bride's Name _____ Groom's Name _____
Home Phone _____ Home Phone _____
Work Phone _____ Work Phone _____
Email Address _____ Email Address _____
Wedding Date _____ Email Address _____
Rehearsal Time _____ Rehearsal Time _____

VENDORS/STAFF

Coordinator _____ Phone _____ Arrival Time _____
Director _____ Phone _____ Arrival Time _____
Minister _____ Phone _____ Arrival Time _____
Organist _____ Phone _____ Arrival Time _____
Pianist _____ Phone _____ Arrival Time _____
Soloist _____ Phone _____ Arrival Time _____
Photographer _____ Phone _____ Arrival Time _____
Videographer _____ Phone _____ Arrival Time _____
Florist _____ Phone _____ Arrival Time _____
Caterer _____ Phone _____ Arrival Time _____

KITCHEN REQUEST

Caterers must provide all items necessary for receptions except tables and chairs.

Tabernacle's kitchen personnel must be present. Fees will be deducted from the damage deposit.

List any special kitchen needs in the space below.

MUSIC REQUEST

The use of a DJ is not permitted. All music, whether instrumental or vocal, shall be approved by the Wedding Coordinator in consultation with Tabernacle's Senior Pastor or Associate Pastor for Music and Worship.

List all music you wish to be played at your wedding in the space below.

OTHER REQUEST

List any special need you may have in the space below.

SIGNATURE

Bride or Groom _____ Date _____

For Wedding Coordinator Use: cc Facilities Manager

The Wedding Party will arrive at _____

Fern Stand Organ Key Clothing Rack

The Florist will arrive at _____

Chapel for photographs

Caterer will arrive at _____

Remove chairs from choir loft—**See fee Schedule**

Flowers will be left for worship service

Soloist will require: Tape/CD Accompaniment

Instrumental Accompaniment

Sound Technician will arrive at _____