

WEDDING PLANNING PACKET

Sample Wedding Policy



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This document is provided as a guide for church wedding planning and does not guarantee in any way the success of any wedding nor any type of special event in the church. Before using, please consult your church’s attorney to ensure that this document meets your church’s needs.

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BAPTIST CHURCH WEDDING POLICY



Pre-Marital Counseling: All couples desiring to hold wedding ceremonies in _____ Baptist Church must have three (3) Pre-Marital Counseling sessions which are held and provided by Pastor _____. The sessions are included in the honorarium for the Officiating Minister. Premarital Counseling is also available for couples who are using ministers outside of _____ Baptist Church to officiate their ceremony (\$50/session with a required minimum of three sessions).

Wedding Ceremony Details: The Order of Worship and all other wedding ceremony details must be approved by Pastor _____ before being sent to final draft and printing.

Photographs: The taking of pictures is permitted by guests before and after the wedding ceremony only. The taking of pictures during the wedding ceremony is only permitted by one professional photographers hired by the wedding party. The use of flash photography, iPhones, iPads, or any other like or similar devices to take pictures of or record the ceremony is strictly prohibited.

The Marriage License: The marriage license must be secured from a Clerk of the Courts. Both the Bride and the Groom must be present to secure the license. You must deliver the license to the officiating minister no later than the night of your wedding rehearsal, so that it may be completed. The ceremony cannot begin without a valid marriage license.

Your Wedding Rehearsal: Your wedding rehearsal is extremely important. You should allow approximately one (1) hour for the rehearsal. The ____BC Wedding Director will be present for the wedding rehearsal in the place of the Pastor who will be present for the wedding ceremony itself. If the Pastor is needed for the rehearsal, Pastor _____ will arrive 45 minutes after the rehearsal begins and be present for 15 minutes to answer any questions from the wedding couple/party. Because _____ Baptist Church staff will be attending your and participating in your rehearsal, all members of the wedding party should be present, and it is essential that the rehearsal begin on time.

The ____BC Wedding Director: A Wedding Director from _____ Baptist Church is required for all church weddings to include those where the wedding couple has contracted their own Wedding Coordinator. The ____BC Wedding Director is very familiar with the ____BC membership, facilities, and procedures and will play a vital role in ensuring that your wedding day and activities are well coordinated and facilitated. In many instances, the ____BC Wedding Director works hand-in-hand with your Wedding Coordinator.



About Your Wedding Dates and Times: Wedding Rehearsal Times: Wedding rehearsals for Saturday weddings are end not later than 7:30pm on Fridays and cannot exceed a two (2) hour period of time. Rehearsal dinners must conclude not later than 9:00pm.

Saturday Wedding Activities are allotted a four (4) hour period of time to include pre-wedding activities (i.e. decorating, picture taking, etc.). All wedding activities to include the reception must conclude not later than 6:00pm. Exceptions are made for evening weddings which must be pre-approved by ____BC.

Facility Access: The Point-of-Contact listed on the Wedding Application and set-up persons will have entry to the church facilities not more than 30 minutes prior to the starting time for your wedding rehearsal and not more than 60 minutes prior to the date and time approved for the wedding ceremony on the Wedding Application. The sanctuary and wedding related rooms will open for wedding guests at the wedding time approved on the Wedding Application, but will remain closed prior to the same. Wedding rehearsals for Saturday weddings are to end not later than 7:30pm on Fridays and cannot exceed a two (2) hour period of time. Rehearsal dinners must conclude not later than 9:00pm. The wedding party will be charged an Excess Time Fee of \$75/hour for any portion of an hour that exceeds the stated time limits. Excess Time Fees will be deducted from the wedding party's Security Deposit.

Saturday wedding services cannot exceed a four (4) hour period of time to include pre-wedding activities (i.e. decorating, picture taking, clean-up, etc.). All wedding activities to include the reception must conclude not later than 6:00pm. The wedding party will be charged an Excess Time Fee of \$75/hour for any portion of an hour that exceeds the stated time limits. Excess Time Fees will be deducted from the wedding party's Security Deposit.

The wedding party and all wedding guests and items must depart/be removed from the wedding ceremony area not later than two (2) hours after the wedding time approved on the Wedding Application.

Excess Time Charges: An Excess Time Charge of \$75/hour will be charged to the wedding party for any portion of an hour that exceeds the above stated time limits. (See *Security Deposit* in this policy for details.) It is the responsibility of the Point-of-Contact to ensure that wedding activities remain as the Bride and Groom have stated in their wedding application to avoid fees deducted from the Security Deposit.



Security Deposit: A \$300 Security Deposit is required for all persons holding weddings in ___BC facilities. The Security Deposit must be submitted not later than 30 days prior to your wedding date. See the Security Deposit section of the list of Wedding Honorariums and Fees for amounts. Security Deposits will be returned in full within 14 days of your wedding date if all wedding policies are followed during the course of your wedding, no damage is done to the church facilities/property by your wedding party, and there are no excess fees associated with your wedding date. Costs for damages, charges, and fees associated with your wedding activities that are expensed to ___BC will be deducted from your Security Deposit and the balance will then be returned within the stated 14 days after your wedding date. Wedding parties with fees and charges that exceed the amount of their Security Deposit will be invoiced and billed with the invoiced amount due to ___BC within 30 days of the invoice date. A late payment fee will be charged for each day any remaining balance(s) associated with this event remains unpaid.

Wedding Fees & Payments: All payments associated with your wedding are due in full not later than 30 days prior to your approved wedding date on your Wedding Application. No personal checks will be accepted within 30 days prior to your approved wedding date on your Wedding Application. ___BC reserves the right to cancel your wedding with 100% losses charged to the Point-of-Contact shown below if the balance payment is not paid in full before 30 days prior to this event. Additional expenses or damages incurred by ___BC on behalf of the Point-of-Contact and user group will be charged to the user group event and will be due payable in full in the form of cash or cashier's check to ___BC within 10 business days of the date shown above as "Event Date". A 5% late payment fee will be charged for each day any remaining balance(s) associated with this event remains unpaid. The Responsible Party agrees to pay all reasonable collection, attorney's and court fees and their expenses involved in the collection of the charges or enforcement of ___BC's rights under this agreement.

Wedding Related Vendors and Rentals: ___BC is not responsible for the contracting of wedding related vendors (i.e. caterers, dj's, etc.) nor the ordering of wedding related items (i.e. candelabras, kneeling benches, etc.).

Wedding Particulars & Details: All wedding ceremony, wedding rehearsal, and wedding reception details must be confirmed with ___BC not later than 30 days prior to the wedding's scheduled date to include the room set-up diagram, building usage form, and Wedding Detail Questionnaire. The room set-up for your wedding will be according to the written room diagram and final count provided. If no final count is given, your original attendance number provided will serve as the final count. If no room diagram is provided, a room diagram will be created and arranged by the ___BC staff to accommodate the final guest count. A \$100 Room Re-set Fee (See Security Deposit) will be charged to re-set the ___BC facilities in the event that room set-up changes are requested.



Facility Inspection/Walkthrough: The Point-of-Contact for the wedding party is responsible for arranging a pre-event walkthrough prior to your wedding date to verify that the facility has been set/arranged according to your floor plan and room diagram.

Foodservice Policy: Due to licensing requirements and quality control issues, all food and beverages to be served in the _____ Baptist Church must be supplied and prepared by ____BC. With exception to take home plates for the bride and groom (guest speaker), unconsumed food may not be removed from ____BC. The bride/groom (guest speaker) assumes full responsibility for the take home plates they have received. ____BC is not permitted to provide Carry-Out bags or containers for food that is not consumed during the course of your event. All food served in ____BC must be consumed in ____BC banquet hall during the course of the contracted serving time. Food prepared by _____ Baptist Church must be served by ____BC wait/serving staff and cannot be served by guests.

Building Monitors & Parking Lot Supervisors: ____BC provides members of its staff and/or its congregation to give access to scheduled/reserved rooms. However, it is the responsibility of the wedding party to provide monitoring and/or supervision for all wedding related cars in the ____BC parking lot. Should additional security services be desired, the wedding party is invited and encouraged to schedule security at their own expense with either the local Police Department or an independent Security Guard agency.

Music Selection: DJ's and bands are permitted in ____BC as long as the music is respectable and in no way derogatory.

Pick-ups, Deliveries, and Removals: The Point-of-Contact in your Wedding Application and/or his/her designee must be present at ____BC to receive and confirm all deliveries and pick-ups associated with your event. No deliveries will be permitted without your Point-of-Contact and/or his/her designee being present to receive your wedding related deliveries. This includes but is not limited to delivery of party rentals, wedding cakes, sound equipment, food, etc. All equipment and items associated with your event must be removed within 1 hour of your event's conclusion. Additional storage hours are available to the User Group for an additional \$175 per hour which will be billed for any portion of an additional hour and must be paid in cash before the departure of the group's contact person. Items left in ____BC for longer than 24 hours may be removed and/or discarded by ____BC staff.

Missing/Damaged Articles: _____ Baptist Church is not responsible for materials, items, or supplies of any kind left before, during, or after an event has taken place in ____BC facilities. See the ____BC Hold Harmless Agreement for details. The Point-of-Contact is responsible for ensuring that the necessary arrangements have been made to have all materials secured while in/on ____BC premises and promptly removed after your wedding activities have concluded.



Decorations: Scotch tape and the blue, painters tape are permitted for the hanging of decorations in ___BC facilities. No other types of tape, glue, nails, pins, or tacks of any kind may be affixed to any ___BC door or wall. No glitter, rice, birdseed, or confetti is permitted in ___BC facilities. All decorations provided by the wedding party or guests of the wedding party must be removed within 1 hour of the conclusion of your wedding party. ___BC reserves the right to remove any/all decorations that do not meet the decoration requirements. A \$275 clean-up fee will be charged for the removal of any unauthorized decorations or items placed or left behind by the Point-of-Contact and/or wedding party.

Candles: No open flames (candles) may be used in the Fellowship Hall for the reception other than tea cup candles located in an open faced bowl filled with water. No open flames may be used in the Sanctuary other than dripless candles used in the candelabras.

Building Restoration Fee: The Point-of-Contact will be responsible for any and all wedding activity related damages done to premises and facilities ___BC by members and guests of your wedding party. This includes, but is not limited to damaged paint removed by wall and table decorations. _____ Baptist Church will have repairs done by a contractor/vendor of ___BC's choosing at the expense of the Point-of-Contact and/or the wedding party listed in the Wedding Application (see Security Deposit for details).

Alcoholic Beverages: No alcohol will be allowed in or on ___BC facilities and premises except for champaign for toasting purposes only.

Alternate Alcoholic Beverages Statement: No alcohol of any type is permitted in or on ___BC facilities and premises.

Cancellation Agreement: This agreement is validated through the mutual consent of both the Point-of-Contact for this event and _____ Baptist Church and both the Point-of-Contact and ___BC reserve the right to cancel this event and contract for any reason.

If cancellation is made by the Point-of-Contact in this agreement, it must be done so in writing under the following terms:

- The written cancellation must be signed by the Bride, the Groom, and the Point-of-Contact listed in the wedding application.
- Events canceled within 90 days of the event's date will be charged 5% of the event's total balance and the Contact Person/Wedding Party will be responsible for paying any expenses or damages incurred by ___BC on behalf of the postponed/rescheduled event.



Cancellation Agreement (cont'd.):

- Events canceled within 60 days of the event's date will be charged 7% of the event's total balance and the Contact Person/Wedding Party will be responsible for paying any expenses or damages incurred by ____BC on behalf of the postponed/rescheduled event.
- Events canceled within 30 days of the event's date will be charged 10% of the event's total balance and the Contact Person/Wedding Party will be responsible for paying any expenses or damages incurred by ____BC on behalf of the postponed/rescheduled event.

If cancellation is made by _____ Baptist Church, it must be done so in writing under the following terms:

- The written cancellation must be signed by the Pastor.
- If ____BC terminates this event more than 30 days prior to your event date, all deposits and prepayments will be returned in full within 15 business days.
- If ____BC terminates this event within 30 days prior to your event date, all deposits will be returned in full within 15 business days in addition to a \$500 adjustment fee.

Liability: The Point-of-Contact, Bride, and Groom are required to sign the ____BC Hold Harmless Agreement to validate confirm their wedding activities with _____ Baptist Church.