

PROVIDENCE BAPTIST CHURCH Wedding Policy

Purpose

We believe that the marriage ceremony is to be a sacred and beautiful worship service. It is the time when a man and a woman profess a covenant agreement together before God, family, and friends. The staff and church family of Providence wish to extend every possible courtesy during this special time. The following procedures have been established to assist you with making this day a memorable one that honors God and the institution of marriage.

This policy is to set forth guidelines regarding the use and care of facilities of Providence Baptist Church for weddings and related events. Our members are eligible to use the facilities, however; relatives of our members may also be allowed to use the facilities upon approval of the elders. All users must consent to this Providence Baptist Church Wedding Policy.

Guidelines for the Performance of Wedding Ceremonies

The ceremonies conducted in our facility are for the purpose of bringing glory to God. Every aspect of the ceremony should be considered with that purpose in mind, including not only the wedding ceremony content and decorations, but also the rehearsal dinner and reception, if applicable.

Couples desiring to be united in marriage at Providence Baptist Church must agree to this purpose and submit to the guidance and instruction of our elders and Wedding Facilities Coordinator. They must agree to allow the elders to have the final word regarding the content of the wedding ceremony.

Steps to schedule a Wedding at Providence Baptist:

- 1) Read the wedding policy. The policy is posted on our website under 'Important Documents' or a copy can be requested from our church secretary.
- 2) Request use of the facility by contacting the church secretary who will put the couple in contact with the Wedding Facilities Coordinator. Once the couple has been put in touch with the Wedding Facilities Coordinator, they will be the primary contact for the wedding moving forward. The couple will provide the Wedding Facilities Coordinator with affirmation that they have read and consent to the wedding policy and provide the requested wedding date. It is recommended that interested parties do not announce the intended date of the wedding until the pastor and Wedding Facilities Coordinator confirms availability. (Note: Due to yearly activities between Thanksgiving and January 1, the facilities will be unavailable for weddings during this time.)
- 3) One of our elders will contact the couple to schedule an initial meeting and review the process and schedule for premarital counseling. If there is agreement to complete the premarital counseling sessions, the elder will notify the Wedding Facilities Coordinator.

4) If approved to proceed, the Wedding Facilities Coordinator will contact the couple to review the policies and complete/sign necessary paperwork. (This should be done within two weeks after notification of approval to proceed)

5) Complete the required premarital counseling sessions with one of our elders or designees within the timeframe agreed to by the elder and the couple. The requested wedding date will be tentatively reserved pending completion of premarital counseling. If premarital counseling is not completed within the agreed to period, the requested date will be released and made available to be scheduled by others.

6) Upon completion of the premarital counseling, the Wedding Facilities Coordinator will be notified by the elders, and the date will be confirmed on the calendar. A security deposit of \$500 is due at this time and should be turned into the church office. The deposit is required for all reservations as insurance for damage to the facilities, additional cleaning that may be required, etc. because of the facility usage. The deposit will be returned if the facility is found to be in acceptable condition after the event (deposit checks will be held in the church office).

The Role of the Pastor

One of our pastors (or an appointed elder) will officiate or preside over all weddings.* Their desire is to prepare you for a marriage that lasts a lifetime not just a wedding day. To that end, they require every couple to participate in premarital counseling. There will be required reading and 'homework' assigned. The goal of the counseling is to lay a solid biblical foundation for a lifetime of marriage.

* *There are rare occasions where a Pastor who is not from Providence may be invited to officiate the wedding ceremony at the request of the couple and agreement with*

* *our elders.*

Wedding Facilities Coordinator

A Providence Baptist Church Wedding Facilities Coordinator is required and is here to assist you in the planning process, as it relates to *usage of the facility*. It is their responsibility to answer any questions you may have as it relates to our policy and to make sure that the requests of the policy are honored. Please keep them fully informed as your plans progress or change (i.e., use of facilities, music arrangements, florist, etc.)

Available Facilities

We desire to be excellent stewards of the possessions God entrusts to us. Therefore, care must be taken to assure that the church property is preserved and respected and that all activities held, glorify God. Smoking and alcoholic beverages are prohibited in all Providence facilities. The following areas of the facility are available for wedding use:

- Sanctuary- The entire Sanctuary will seat approximately 450 guests and is equipped with a sound system, piano, and organ.
- Bride's Room- The bride will have access to a bridal room and a ladies' room located nearby
- Groom's Room – The groom will have a separate area designated for getting ready with a men's room located nearby

- Nursery- Additional child-friendly classroom space can be made available. Reservations and arrangements should be made through the Wedding Facilities Coordinator. Providence Baptist Church will not provide staffing for the space. That responsibility will be left up to the Bride and Groom.
- Fellowship Hall – The fellowship hall may be used for Rehearsal Dinner and Reception. The usage will be coordinated by a separate Fellowship Facilities Coordinator. The Wedding Facilities Coordinator will provide a contact if those facilities are requested.

Additional services

Audio Taping and Sound Technicians

The use of sound reinforcement (use of microphones) and audio must be done by a member of Providence's Sound Technician Team for a minimal fee. The Wedding Facilities Coordinator will contact a sound technician for the wedding. Unless your wedding is very small, the use of microphones for sound reinforcement is strongly suggested.

Nursery

The use of a nursery may be requested through the Wedding Facilities Coordinator for the rehearsal and/or wedding service. Staffing of the nursery is the responsibility of the bride and groom. After use, it is the responsibility of the bride and groom to return the room to its original condition. If food items are used, the nursery should be properly cleaned. The trash should be properly bagged and placed in the dumpster west of the kitchen.

Security

For evening weddings, it is recommended that additional certified security be utilized. This is an additional hourly fee. For our liability purposes, we do require a decline of services signature on a separate document.

Ceremony Director

It is recommended that the wedding has a Ceremony Director. Their role is to assist the bride in making decisions as it relates to the ceremony and to help direct during the rehearsal and the wedding ceremony. Providence can arrange for a Ceremony Director (at an additional fee) to be available, or the bride and groom may choose their own. If using their own, contact information must be shared with the Wedding Facilities Coordinator to arrange an initial meeting. The Ceremony Director will report to the Wedding Facilities Director and must remain on site for the rehearsal and the wedding ceremony. If the bride and groom choose to use their own Ceremony Director, **our Wedding Facilities Coordinator is still required.**

Fellowship Facility Coordinator

If using the Fellowship facilities, a Providence Baptist Church Fellowship Facility Coordinator is required. The Wedding Facilities Coordinator will provide the contact information for the Fellowship Facility Coordinator, after which it becomes the bride and groom's responsibility to communicate needs/requests with the Fellowship Facility Coordinator. For both rehearsal

dinners and receptions, a Fellowship Facility Coordinator and a Reception/Rehearsal Director are required.

Wedding Rehearsal

The elder conducting or overseeing the wedding will oversee the rehearsal and will be assisted by the Ceremony Director. Two hours are reserved for the rehearsals in the sanctuary. The rehearsal is an integral part of the preparation of a wedding and should proceed in a reverent manner.

The Wedding

The Wedding Facilities Coordinator will arrange opening the facility (no earlier than 4 hours prior to the start of the wedding) and directing the wedding party, family, florist, etc. to the appropriate areas. This time will be predetermined by the bride and Wedding Facilities Coordinator.

The bride may use a designated conference room and ladies' room. Bridesmaids may use the same room or a nearby classroom. Due to the limited time and space, it is recommended that the bride and bridesmaids arrive with hair and/or makeup completed.

Although the groom and groomsmen will be provided a space for dressing and waiting, it is recommended that the groom and groomsmen arrive at the church dressed.

At the end of the wedding, all personal belongings should be removed from the rooms and the rooms should be returned to their original condition. All garbage should be bagged and placed in the dumpster west of the kitchen.

Saturday evening weddings will have a curfew of 8:00PM. This requires that all wedding events be finished by 8:00PM so the facility may be cleaned and prepared for the Sunday morning worship service.

Service content will be determined by the elder and the couple.

Wedding Reception

Fellowship facility usage is available for the rehearsal and/or reception and should be requested at the same time as the Sanctuary. A separate ***PBC Facility Reservation Request and Agreement*** form should be submitted to the church office.

If using these facilities, the church member must sign an ***Indemnity and Hold Harmless Agreement***, a copy of which is included as Appendix B.

Music

A church wedding is a sacred and reverent occasion. Its music should be suitable for a church service. All music being used within the sanctuary must be God centered and approved by the Wedding Facilities Coordinator under the supervision of the elders. Musical suggestions should be turned in at least 30 days prior to your wedding. The services of our regular pianist and organist are available to you for a recommended fee. It is permissible for you to make

outside arrangements for the pianist or additional instruments: however, we request that if an organ is desired, the PBC organist be utilized. If an outside guest musician is being used, practice times will need to be scheduled by the bride through the Wedding Facilities Coordinator. If you need vocal or additional instrumental soloist or ensembles, we can assist in locating someone from within our church.

Flowers and Decorations

All decorations should be selected to maintain the spirit of worship during the wedding service. No nails, tacks, tape, glue or other material that would cause damage, can be used to affix decorations on walls, doors, stage, woodwork, or other fixtures. Ribbons may be used to secure flowers to pews and doors. The florist must not mist flowers in the sanctuary. The florist is responsible for placing the flowers and other decorations on the day of the wedding. All flowers and decorations must be removed from the property before the curfew time (see scheduling section). The Providence garbage dumpster may not be used for flowers, decorations, etc. Flower girls may drop *artificial flowers* in the aisle area. *Only mechanical (dripleless) candles* may be used throughout the facility. The greenery on the ledges above the platform in sanctuary are not to be moved.

As the bride and groom leave, guests may throw bird seed or blow bubbles outside of the facility to send the happy couple on their way. Rice or sparklers are not permitted.

The bride and groom will be held responsible for ANY damage to the facility or furnishings attributed to arrangements, decorations, food, etc.

Photography and Video Taping

We understand that the taking of pictures and videotaping to remember this special event is important to you: however, photography and videography must not interfere with the spirit of worship during the wedding service. Photographers and Video specialists will be shown designated areas for taking pictures during the ceremony.

Responsibilities

The Wedding Facilities Coordinator will coordinate the move of the pulpit, platform chairs, and communion table in the sanctuary. These items should not be moved by the bride and groom or other members of the wedding party.

It is the responsibility of the bride and groom to complete their own preparations, including the setup and take down of all decorations.

The church assumes no responsibility for clothing, jewelry, money or other items placed or left at the church at any time. Providence Baptist Church will not be held liable or responsible for any accident.

It is the responsibility of the bride and groom to inform florists, caterer, photographer, videographer, family, and friends of the wedding policy. The Wedding Facilities Coordinator can provide a copy of the policy to give to them if needed.

The reserving bride and groom will be held liable for ANY damage to the facility or furnishings that occur while the wedding party or guests are on the property. Please note that the lamp posts outside are NOT commercial grade and damage easily.

No person under the influence of alcohol or illicit drugs will be permitted to participate.

Fees for Services

- A refundable deposit is required to reserve the wedding date.
- All applicable service fees are required 14 days prior to the wedding date and should be turned in to the office. The Wedding Facilities Coordinator will provide the names of the individuals who will be providing applicable services and to whom the individual checks should be made out.

Providence Wedding Fee Schedule			
Required Service Fees:		Optional Service Fees:	
*Cleaning Service (Sanctuary/Main building)	\$250	Ceremony Director	\$100
*Cleaning Service (Fellowship Hall/Education Wing)	\$250	Pianist, Organist, Violinist, etc.	\$125 each
Wedding Facilities Coordinator	\$250	Piano Usage*	\$75
**Reception Facilities Coordinator	\$250	Rehearsal Dinner Support	\$200
**Reception/Rehearsal Director	\$20/hr	Security (min 2 hr)	\$30/hr
Pastor	\$200	Nursery Usage*	\$50
Sound Technician	\$75		

* Check to be made out to the church. (Other services: checks are to be made out to the individual.)

** Required service if the fellowship facilities are used

I affirm that I have read and acknowledged the Providence Baptist Church wedding policy. By signing this document, I agree to follow the instruction and requirements laid out in this document.

<u>Signature:</u>	<u>Signature:</u>
<u>Name (Print):</u>	<u>Name (Print):</u>
<u>Title (Bride, etc.):</u>	<u>Title (Bride, etc.):</u>
<u>Date:</u>	

Acceptance or Decline of Certified Security

As a requester and user of Providence Baptist Church facilities, I am declining the usage of certified security personnel during our wedding ceremony and understand that Providence Baptist Church and its personnel are not responsible for any damage to property owned by wedding participants.

Facility User

Title (Bride, etc.)

OR

As a requester and user of Providence Baptist Church facilities, I am requesting the usage of a certified security personnel during our wedding ceremony and understand that Providence Baptist Church and its personnel are not responsible for any damage to property owned by wedding participants. I understand that there is an hourly rate of \$30 per hour for a minimum of 2 hours.

Facility User

Title (Bride, etc.)

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