



TRIAD BAPTIST CHURCH

Wedding Reservation Packet

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A CHRIST-CENTERED WEDDING

A wedding at Triad Baptist Church is more than a ceremony—it is an act of worship and a public covenant before God, family, and friends. Our desire is to help couples begin their marriage with a strong spiritual foundation through biblical counseling, intentional preparation, and a Christ-honoring ceremony.

For this reason, all weddings conducted through Triad Baptist Church are expected to reflect Christian values, biblical principles, and conduct that honors the Lord.

Marriage is a sacred covenant established by God and is one of life's most meaningful commitments. We are honored that you are considering Triad Baptist Church for your wedding ceremony.

WEDDING RESERVATION PROCESS

- Step 1** Submit the Wedding Request Form. (SEPARATE FORM)
- Step 2** Meet with a TBC pastor for an initial consultation.
- Step 3** Receive approval for the requested wedding date and facility availability.
- Step 4** Complete all required premarital counseling.
- Step 5** Submit the required deposit and signed Wedding Policy Acknowledgment.
- Step 6** Meet with the TBC Wedding Coordinator to finalize ceremony and facility details.

Please Note: *Wedding dates are not considered confirmed until all required approvals, paperwork, and deposits have been received.*

WEDDING POLICY

Eligibility

Weddings conducted by Triad Baptist Church are a ministry of the church and are intended primarily for members and their immediate families.

At least one member of the couple must be an active member of Triad Baptist Church.

All wedding requests are subject to pastoral approval, facility availability, and compliance with the doctrinal beliefs and policies of Triad Baptist Church.

The officiating pastor reserves the right to approve or decline any wedding request based on biblical, pastoral, and doctrinal considerations.

Because marriage is a sacred covenant established by God, all weddings conducted at Triad Baptist Church must align with the church's biblical convictions regarding marriage and family.

Premarital Counseling

Premarital counseling is required for all couples married by a TBC pastor.

The counseling schedule will be determined by the officiating pastor.

Wedding dates are not considered finalized until the pastor has approved the couple to proceed.

Officiating Pastor

A TBC pastor must officiate or oversee all weddings conducted on church property.

Additional ministers may participate upon approval of the officiating pastor.

The marriage license must be provided to the officiating pastor prior to the wedding ceremony.

Wedding Coordinator

All weddings held at Triad Baptist Church require coordination through the designated TBC Wedding Coordinator.

The coordinator assists with:

- Facility scheduling
- Wedding rehearsal
- Ceremony logistics
- Staff communication
- Facility preparation

The TBC Wedding Coordinator serves as the church's representative during wedding activities. Decisions regarding facility usage, rehearsal logistics, room access, and policy interpretation made by the Wedding Coordinator are to be followed by all wedding participants and vendors.

Couples may use an outside wedding director; however, a meeting with the TBC Wedding Coordinator is still required.

Music

Because a wedding is a worship service, all music selections must be consistent with Christian values and appropriate for a church setting.

Final approval of ceremony music rests with church leadership.

Any musicians, vocalists, soundtracks, or special music must be approved in advance.

Dancing is not permitted on church property.

Photography & Videography

Photography and videography are permitted.

Photographers and videographers should conduct themselves respectfully and avoid disrupting the ceremony.

Decorations

Decorations are permitted provided they do not damage church property.

The following are prohibited:

- Nails
- Screws
- Staples
- Tacks
- Command Strips
- Permanent adhesives

Painter's tape is the only adhesive permitted on walls, doors, furniture, windows, or church property.

The following are also prohibited inside:

- Rice
- Birdseed
- Confetti
- Glitter
- Real flower petals
- Bubbles
- Silly string
- Fireworks
- Sparklers
- Fog machines
- Smoke effects

Any damage resulting from decorations may result in forfeiture of the security deposit and additional repair costs.

Facility Care

All facilities must be left in the same condition in which they were found.

Church furniture and decorative items located in hallways, lobbies, entrance areas, and common spaces—including bistro tables, stools, end tables, framed artwork, décor items, and similar furnishings—may not be moved, relocated, or removed without prior approval from church staff.

All decorations, flowers, gifts, personal belongings, and vendor equipment must be removed immediately following the ceremony or reception unless prior arrangements have been approved.

Damage to church property, walls, furniture, flooring, fixtures, or equipment may result in forfeiture of the security deposit and additional repair costs.

Conduct Expectations

The following are prohibited on church property:

- Alcohol
- Tobacco products
- Vaping products
- Illegal drugs
- Gambling
- Dancing
- Activities inconsistent with the mission and values of Triad Baptist Church

Additional Expectations:

- Modest and appropriate attire is expected for all wedding participants.
- Children participating in the wedding should remain under the supervision of a parent or designated adult.
- Vendors, photographers, caterers, musicians, and decorators must comply with all church policies.
- Only approved areas of the church campus may be used during wedding activities.

The officiating pastor reserves the right to postpone or cancel a wedding if church policies are violated.

FEES AND DEPOSITS

Refundable Security Deposit, \$200.00

Refunded following the wedding, less any damages or cleanup costs.

Facility Fees

Triad Baptist Church is pleased to make its facilities available for weddings involving members of our church family, subject to availability and approval. As a ministry to our members, there is no facility rental fee for an approved wedding ceremony, reception, or rehearsal dinner for a member in good standing.

However, because weddings require additional staffing and support, the following services require separate fees:

- Wedding Coordinator/Director
- Custodial Setup and Cleanup Services
- Sound, Lighting, and Audio/Visual Technicians
- Additional staffing or special event requests

These services help ensure that facilities are properly prepared, maintained, and supported throughout the wedding weekend.

• **Wedding Coordinator** *(required)*

TBC Wedding Coordinator – \$100.00

Includes:

- Pre-wedding planning meeting
- Rehearsal attendance
- Ceremony coordination
- Staff scheduling assistance

• **TBC Wedding Director** *(optional)*

\$200.00

Includes:

- Pre-wedding meeting
- Facility access coordination
- Directing the wedding ceremony at rehearsal and wedding day

- **Custodial Services** *(optional; you may choose to set up and clean up)*

Wedding Ceremony Setup/Cleanup – \$75.00

Reception Setup/Cleanup – \$75.00

Rehearsal Dinner Setup/Cleanup – \$75.00

- **Sound Technician** *(required)*

Wedding Ceremony – \$100.00

Reception – \$75.00

Rehearsal Dinner – \$75.00

PAYMENT POLICY

Building fees and deposits should be paid to Triad Baptist Church.

Coordinator, custodial, technical, pastoral, and musician honorariums are paid directly to those individuals.

All fees are due no later than thirty (30) days prior to the wedding date. Deposits are typically refunded within two weeks following the wedding.

Liability

The bride and groom assume responsibility for their guests, vendors, and wedding participants.

Triad Baptist Church is not responsible for lost, stolen, or damaged personal property. Any damage to church property beyond the amount of the security deposit remains the responsibility of the wedding party.

Administrative Rights

Triad Baptist Church reserves the right to modify facility assignments, staffing arrangements, and scheduling needs as necessary to support church ministries, worship services, academy activities, unforeseen facility requirements, or other ministry priorities.

WEDDING POLICY ACKNOWLEDGMENT

We acknowledge that we have received, read, and understand the Triad Baptist Church Wedding Policy.

We agree to comply with all policies, procedures, fees, and facility expectations outlined in this packet.

We understand that approval of our wedding is contingent upon compliance with these requirements.

Event Information

Wedding Date: _____

Bride

Name (Printed): _____

Signature: _____

Date: _____

Groom

Name (Printed): _____

Signature: _____

Date: _____

Office Use Only

Wedding Approved: ☐ Yes ☐ No

Deposit Received: _____

Coordinator Assigned: _____

Pastor Assigned: _____

Staff Initials: _____