

WESTMEADE BAPTIST CHURCH

Wedding Policies for Members

Bride's Name _____ Member of Westmeade Yes No

Day Phone: _____ Evening Phone: _____

Groom's Name: _____ Member of Westmeade Yes No

Relative of Westmeade Baptist Church Member _____
Relationship to member Mom Dad Grandmother Grandfather

Original Information Update (make changes only below dotted line)

Westmeade Wedding Committee Member assigned: _____ Phone: _____
.....

Information

Wedding Director or other Contact Person: _____

Day Phone: _____ Evening Phone: _____

Wedding Date: _____ Time: _____

Rehearsal Date: _____ Time: _____

Will rehearsal dinner be held in Westmeade's Fellowship Hall? Yes No

Will reception be held in Westmeade's Fellowship Hall? Yes No

Upper Room? Yes No

Gym? Yes No

Caterer: _____ Phone: _____

Florist: _____ Phone: _____

Sound Engineer: _____ Phone: _____

Visual Technician: _____ Phone: _____

Deposit and fees paid \$ _____ Cash Check #: _____ (minimum deposit \$200)

Date Paid ___/___/___ Balance of \$ _____ due at least one week prior to wedding.

Wedding Agreement

We, the bride, the groom and parent (if applicable) have read the Wedding Policies and agree to abide by all policies and procedures outlined therein.

Signed:

Bride Parent (If bride or groom is not a member of Westmeade)

Groom Today's Date

WESTMEADE BAPTIST CHURCH

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Bride's Name _____ Wedding Date: _____

Checklist:

- Date of wedding approved by pastor or his representative and calendared
- Deposit and fees have been reviewed with church secretary and security deposit paid to hold calendar date (recorded on page 1)
- Met with pastor of Westmeade Baptist Church
 - He will perform the ceremony
 - I have asked _____ to perform the ceremony and the pastor of Westmeade Baptist Church has given his approval.
- I have provided Westmeade Baptist Church's Minister of Music with a list of music/musicians and he has given his approval. Sound/Visual technicians for ceremony will be schedule by the Minister of Music (This should be provided at least one month prior to wedding date). See page 6.
- Wedding Information Sheet has been completed and a copy turned into the church office at least one month prior to wedding date.
- Wedding Director will lock and unlock doors as needed.

Deposits/Fees Checklist:

- Security deposit (Mandatory) \$200.00
- Preparation/cleanup of Worship Center for rehearsal and wedding (Mandatory) \$100.00
- Removal/set up of choir chairs (Mandatory if used) \$80.00 \$_____
 (Chairs may be removed and set up by the bride/family/friends for no charge. If Chairs are replaced by Wedding Committee or Cleaning Service, you will still be charged the total removal/set up fee.)
- Preparation/cleanup of Fellowship Hall for rehearsal dinner (Mandatory if used) \$80.00 \$_____
- Preparation/cleanup of Fellowship Hall for reception (Mandatory if used) \$100.00 \$_____
- Preparation/cleanup of Upper Room for reception (Mandatory if used) \$120.00 \$_____
- Preparation/cleanup of Gym for reception (Mandatory if used) \$120.00 \$_____
- Wedding Director (Mandatory) \$100.00
 (A director from outside the church may be used, but he/she must work in addition to the Westmeade wedding director).
- Sound engineer's fee (Mandatory)

	Rehearsal	\$35.00
	Wedding	\$35.00
- Visual engineer's fee (Mandatory if used)

	Rehearsal	\$35.00 \$_____
	Wedding	\$35.00 \$_____
- Cost of creating picture presentation if desired (see page 4). \$_____
- Church's Hostess directing reception (Mandatory, if reception is on Westmeade property) \$125.00
- Cost of cleaning for _____ tablecloths. (Current rate) \$_____
- Cost of cleaning candles. (Mandatory if used) \$50.00 \$_____

TOTAL DEPOSIT AND FEES TO BE PAID PRIOR TO WEDDING **\$_____**

WESTMEADE BAPTIST CHURCH

Wedding Policies for Members

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. It is the desire and pleasure of the Westmeade Baptist Church to assist couples in having a church wedding. To help insure as smooth and beautiful a wedding as possible, the following policies have been adopted:

(1) GENERAL WEDDING POLICIES:

- A. One of the following must be a member of Westmeade Baptist Church: the bride, the groom, the parents or grandparents of the bride or groom.
- B. Secure from church office and read *Wedding Policies for Westmeade Baptist Church*.
- C. The performance of the ceremony by anyone other than the Westmeade Baptist Church staff must have the approval of the pastor.
- D. Request through the church office the facilities you wish to use and the dates of use. The pastor or someone designated by him can confirm the facility's use and date, provided there is no conflict and then a member of the wedding committee will be assigned to you as your contact person. (Note financial requirements for confirmation.)
- E. Dates must also be cleared with pastor and/or any staff member that is to officiate or participate in the wedding.
- F. All custodial services must be contracted through Westmeade Baptist Church at the time of events scheduled.
- G. Sundays, holidays, week of Thanksgiving and week of Christmas weddings are prohibited without prior approval by pastor.

The bridal party will need to contact the church and set up an appointment with the pastor before any date has been set. After consultation with the pastor, bridal party will need to meet with the staff member designated by the pastor to go over each and every segment of the wedding policy, select date that will not conflict with the church, fill out information sheet and sign sheet accepting responsibilities for all policies.

The sanctuary/fellowship hall/gym/Upper Room may be used for wedding on any day not conflicting with regular or previously scheduled services, meetings or wedding. Saturday evening weddings should not be scheduled to start after 6:00 p.m. unless prior arrangements have been made with the pastor. This will allow time to ready the facilities for Sunday. The custodian will close and lock the buildings three (3) hours after the wedding begins unless previous arrangements have been made. The wedding party, guests, all rented items, etc. must be out of the building by that time.

The church office is glad to use the flowers from the wedding in the church worship services. However, the church office must be notified at least one month in advance to avoid conflicts with any other arrangements.

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, rehearsal dinner, wedding ceremony and reception. Smoking is not permitted in any of our church buildings. 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. Confetti, rice and like material may not be thrown inside the church building. Absolutely NO food or beverages of any kind is allowed inside the sanctuary.

WESTMEADE BAPTIST CHURCH

Wedding Policies for Members

(2) FINANCIAL POLICIES

A. Use of church facilities – No charge

B. Custodian's Fees

- i. Preparation/cleanup of sanctuary for rehearsal and wedding \$100.00
- ii. Preparation/cleanup of Fellowship Hall for rehearsal dinner \$80.00
- iii. Preparation/cleanup of Fellowship Hall for reception \$100.00
- iv. Preparation/cleanup of Upper Room for reception \$120.00
No stove is available.
- v. Preparation/cleanup of Gym for reception \$120.00
- vi. Security deposit is refundable if building and grounds are left in satisfactory order \$200.00
(See attached list of specific duties that these fees include)

C. Sound's Engineer's Fee (Mandatory)

- i. Rehearsal \$35.00
- ii. Wedding \$35.00

D. Visual Screen Engineer's Fees

- i. Rehearsal \$35.00
- ii. Wedding \$35.00

Any pictures to be used during the wedding must be approved by the church. They must be delivered to the church in either a JPEG (JPG) or BITMAP (BMP) format no later than one week before the wedding. We prefer that you have this done by an outside source. If we create your picture presentation we must have all pictures six weeks prior to wedding.

- Cost for 30 pictures \$100.00
- Cost of each additional picture after 30 \$1.00 each

E. Wedding Director

- i. Rehearsal \$50.00
- ii. Wedding \$50.00

You may choose your own wedding director in addition to Westmeade's Wedding Director.

F. Church's Hostess directing reception.

\$125.00

All equipment is to be checked in and out by the Hostess committee member responsible for your wedding activities for your wedding.

G. Cost of having tablecloths cleaned & pressed will be actual current cost & is to be paid 1 week prior to wedding.

H. Cost of having candles cleaned.

\$50.00

(\$50 is paid to have candles holders cleaned)

All equipment is to be checked in and out by the wedding committee member responsible for wedding activities.

(3) SECURITY DEPOSIT

Security deposit is due at the time the date is confirmed on the church calendar. The balance is due one week before the wedding date. In the event the wedding is cancelled, all monies will be refunded in full, provided the church office and the person involved are notified within one week prior to the wedding date.

WESTMEADE BAPTIST CHURCH

Wedding Policies for Members

(4) FINANCIAL ARRANGEMENTS

- A. Financial arrangements and any honoraria to others involved in the wedding are left to the bride and groom.
- B. Please make check for security deposit payable to Westmeade Baptist Church
- C. Please make check for cleaning services payable to Cleaning Services.
- D. Please make check for the sound engineer payable to _____.
- E. Please make check for the visual technician payable to _____.
- F. Please make check for the Wedding director payable to _____.
- G. Please make check for the cleaning of candles payable to Westmeade Baptist Church.
- H. Please make check for church hostess payable to _____.

(5) WEDDING MUSIC

Since a Christian wedding is a worship service, the music selected should be in keeping with a worship service. An order of worship for the wedding ceremony should be made available to Westmeade Baptist Church's Minister of Music at least one month prior to the wedding date. All music, whether instrumental, recorded, or vocal, must be appropriate for a worship service. The texts of all songs must adhere to biblical principles and be approved (see "Wedding Music Approval Sheet"). His approval is required for both music and musicians.

Original copies of music are to be used for vocalists and instrumentalists. (Due to U.S. copyright laws, photo copies made without permission of the copyright holder are illegal.)

If you have any questions concerning this policy or anything not covered in the policy, please contact the church office. Our prayer for you is for a beautiful and memorable wedding and a long and happy life together.

Wedding Music Approval Sheet

Bride: _____ Phone: _____

Groom: _____ Phone: _____

Wedding Date: _____ Time: _____

Organist: _____ Phone: _____

Pianist: _____ Phone: _____

Vocalists: _____

Instrumentalists: _____

Sound Engineer: _____ Phone: _____

Visual Technician: _____ Phone: _____

MUSICAL & VOCAL SELECTIONS

Prelude: _____

Processional: Wedding Party: _____

Bride: _____

Ceremony Music: _____

Recessional: _____

Postlude: _____

ALL VOCAL SELECTIONS MUST HAVE A WRITTEN COPY OF ALL THE WORDS AND A SOUND TRACK AVAILABLE TO THE MINISTER OF MUSIC BEFORE APPROVAL WILL BE GIVEN.

APPROVAL OF MINISTER OF MUSIC

Signature, Minister of Music

Date

WESTMEADE BAPTIST CHURCH

Wedding Policies for Members

TO THE FLORIST:

The policies which concern the work of the florist at wedding at Westmeade Baptist Church are listed below. The requirements must have your cooperation.

- 1) Absolutely no tacks, nails, tape or other materials which may permanently deface the building or furnishings will be used in decorating.
- 2) Only drip less candles may be used. A polyethylene liner must be placed under the candelabra to further protect the carpet.
- 3) SMOKING IS NOT PERMITTED in any of our church buildings.
- 4) Flowers and decorations must be removed immediately following the wedding ceremony or your property may be found outside the building. The reason being that all material has to be removed before the custodians can begin to get the building ready for the next day's use. The facilities must be left in the same order in which you found them.
- 5) The bride should instruct that florist if flowers and containers are to be left for use in a worship service at the church.
- 6) You are responsible for clean-up after decorations have been set up.
- 7) (MANDATORY) If you are not using a florist and/or caterer and doing these jobs yourself, (having a friend, etc.) the same rules apply.

Thank you for your cooperation. We hope you have a beautiful wedding.

WESTMEADE BAPTIST CHURCH

Wedding Policies for Members

TO THE CATERER:

The policies which concern the work of the caterer for weddings at Westmeade Baptist Church are listed below. These requirements must have your cooperation.

- 1) Wedding receptions may be held in the fellowship hall, gym or Upper Room. A kitchen adjoins the fellowship hall and may also be used.
- 2) All caterers using church facilities will be expected to leave the kitchen and reception area in the order in which it was found.
- 3) All supplies must be furnished by the caterer.
- 4) The caterer must clear with the church office the time when equipment and supplies are to be brought to the reception area.
- 5) SMOKING IS NOT PERMITTED in any of the church buildings.
- 6) SERVING OF ALCOHOLIC BEVERAGES IS NOT PERMITTED on the church premises at any time.

Thank you for your cooperation in abiding by our policies.

WESTMEADE BAPTIST CHURCH

Wedding Policies for Members

TO THE PHOTOGRAPHER/VIDEORAPHER:

The policies which concern the work of the photographer(s)/videorapher(s) for weddings at Westmeade Baptist Church are listed below. These requirements must have your cooperation.

- 1) It is suggested that you arrange with the bride to take as many pictures as possible before the wedding.
- 2) The wedding is a worship service. The taking of pictures, movies or videos should not distract in any way.
- 3) The photographer must inform the entire wedding party that pictures are to be made immediately following the ceremony (unless arrangements have been made to have pictures taken prior to wedding). This will assure the wedding party's immediate return to the sanctuary.
- 4) Remember that guest will be waiting for the reception. The photographer and bride should plan in advance the list of shots to be made.
- 5) The pastor will be available for pictures following the ceremony.
- 6) The photographer must bring a protective cloth if he plans to stand on the pews or other furniture to take pictures.
- 7) SMOKING IS NOT PERMITTED in any of our church buildings.

Thank you for your cooperation in abiding by our policies.

WESTMEADE BAPTIST CHURCH

Wedding Policies for Members

DUTIES OF CUSTODIAN

PREPARATION AND CLEANUP OF SANCTUARY FOR REHEARSAL AND WEDDING

- Remove before rehearsal/wedding, set back up after wedding:
 - Pulpit furniture (table and stand, etc.)
 - Flags, music stands, orchestra chairs
- Cleanup after rehearsal/wedding:
 - Clean all floors
 - Remove all trash
 - Clean restrooms

This does not include removing any decorations or storing any decorations. (This should be the responsibility of family or florist).

PREPARATION AND CLEAN UP FOR REHEARSAL DINNER IN FELLOWSHIP HALL

- Make tables and chairs available (will set up if a diagram is submitted to church prior to set-up time)
- Clean up after rehearsal dinner:
 - Clean floors
 - Clean restrooms
 - Remove trash

PREPARATION AND CLEANUP FOR RECEPTION IN FELLOWSHIP HALL

- Make tables and chairs available (will set up if a diagram is submitted to church prior to set-up time)
- Clean up after rehearsal dinner:
 - Store tables and chairs
 - Clean floors
 - Clean restrooms
 - Remove trash

PREPARATION AND CLEANUP FOR RECEPTION IN UPPER ROOM

- Make tables and chairs available (will set up if a diagram is submitted to church prior to set up time)
- Cleanup:
 - Prepare for Sunday use
 - Store tables and chairs
 - Vacuum floors
 - Spot clean and food/drink spill areas
 - Remove trash

There is no stove available at this building.

PREPARATION AND CLEANUP FOR RECEPTION IN GYM

- Make tables and chairs available (will set up if a diagram is submitted to church prior to set up time)
- Cleanup:
 - Prepare for Sunday use
 - Store tables and chairs
 - Vacuum floors
 - Spot clean and food/drink spill areas
 - Remove trash

WESTMEADE BAPTIST CHURCH

Wedding Policies for Members

RESPONSIBILITIES OF HOSTESSES

Hostesses are individuals helping give a Tea/Shower. Hostesses will coordinate Tea/Shower with the Wedding Committee Member that is responsible for wedding activities that month.

- 1) Decorations or set-up cannot begin until after the morning worship service
- 2) Foyer must be clean and in usual order in time for evening worship. Area must be cleared of any items that were brought in for teas/shower.
- 3) Any food or crumbs must be vacuumed. Any spills must be cleaned up immediately. Spot carpet cleaner and paper towels are usually kept in the room just off the foyer and should be used immediately to prevent permanent stains.
- 4) Garbage must be removed from the foyer and taken to the dumpster.
- 5) Check the bathrooms to see that nothing has been left in them.
- 6) No grape or red colored punch can be used. Grape or red punch causes permanent stains if spilled on the tablecloths or carpet.
- 7) The refrigerator in the room off the foyer must be left EMPTY and clean.
- 8) Sink must be left clean. Dishcloths must be brought by hostesses and taken home by hostesses. Do not leave in room
- 9) All silver must be cleaned and polished before returning to cabinets.
- 10) Always double check in insure that door to church is locked when the last hostess leaves the building.