

WEDDING POLICY

for non-church members



To the Bride,

Our desire is for you to have a joyous and God-honoring wedding. Please print these forms/policies, look them over and call the church's wedding director, Carolyn Seal at 256.355.5374 to set up an appointment for her to go over the forms and policies with you. After meeting with her please bring the first page, along with your deposit, to be filled out in the church office. The staff will approve your date at their next staff meeting (Tuesdays) as long as there are not conflicts with church activities.

Again, our prayer is that your wedding will be a gloriously happy occasion!

Blessings,

Westmeade Staff

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BRIDE'S NAME _____

PHONE _____ EMAIL _____

GROOM'S NAME _____

WESTMEADE WEDDING TEAM MEMBER ASSIGNED _____

(for office use original information update (make changes only below dashed line))

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WEDDING INFORMATION

WEDDING DIRECTOR OR OTHER CONTACT PERSON _____

PHONE _____ EMAIL _____

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

WILL RECEPTION BE HELD IN WESTMEADE'S UPPER ROOM? YES NO

CATERER _____ PHONE _____

FLORIST _____ PHONE _____

SOUND ENGINEER _____ PHONE _____

VISUAL TECHNICIAN _____ PHONE _____

DEPOSIT AND FEES PAID \$ _____ CASH CHECK # _____ MINIMUM DEPOSIT \$500

DATE PAID _____ BALANCE OF \$ _____ DUE AT LEAST ONE WEEK PRIOR TO WEDDING.

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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

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BRIDE'S NAME _____ WEDDING DATE _____

WEDDING CHECKLIST

- Date of wedding approved by pastor or his representative and calendared
- Deposit and fees have been reviewed and security deposit paid to hold calendar date
- Met with pastor of Westmeade
 - He will perform the ceremony
 - I have asked _____ to perform the ceremony, and the pastor of Westmeade has given his approval.
- I have provided Westmeade's Minister of Music with a list of music/musicians, and he has given his approval. Sound/visual technicians for ceremony will be scheduled by the Minister of Music. (This should be provided at least one month prior to wedding date). See last page of policy.
- 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

<input type="checkbox"/> Security Deposit (Mandatory)		\$500.00
<input type="checkbox"/> Preparation/Clean Up of Worship Center for Rehearsal and Wedding (Mandatory)		\$100.00
<input type="checkbox"/> Removal/Set Up of Choir Chairs	\$160.00	\$_____
<input type="checkbox"/> Preparation/Clean Up of Fellowship Hall for Rehearsal Dinner	\$80.00	\$_____
<input type="checkbox"/> Preparation/Clean Up of Fellowship Hall for Reception	\$100.00	\$_____
<input type="checkbox"/> Preparation/Clean Up of Upper Room for Reception	\$120.00	\$_____
<input type="checkbox"/> Westmeade Wedding Director (Mandatory)		\$250.00
<small>(A director from outside the church may be used, but he/she must work in addition to the Westmeade Wedding Director)</small>		
<input type="checkbox"/> Sound Engineer (Mandatory)		\$200.00
<input type="checkbox"/> Visual Engineer (Wedding and Rehearsal, Mandatory if used)	\$140.00	\$_____
<input type="checkbox"/> Church Hostess Directing Reception (Mandatory if reception is on Westmeade property)	\$250.00	\$_____
<input type="checkbox"/> Cost of Cleaning #_____ Tablecloths (current rate)		\$_____
<input type="checkbox"/> Cost of Using Church Wedding Equipment and Candle Cleaning (Mandatory if used)	\$150.00	\$_____
<input type="checkbox"/> Cost of Using Church Hostess Equipment (Mandatory if used)	\$150.00	\$_____

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

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A Church wedding is a worship service centered around the public commitment of a man and a woman in holy matrimony. 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 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. Read Westmeade Baptist Church Wedding Policies for Non-Members and complete all forms
- B. The performance of the ceremony by anyone other than the Westmeade staff must have the approval of the pastor
- C. Request through the church office the facilities you wish to use and the dates of use. The staff will approve the facility's use and date, taking into consideration events already scheduled or that may be scheduled. Sundays, holidays, the week of Thanksgiving and Christmas may not be approved.
- D. A member of the wedding committee will be assigned to you as your contact person. (Note: there are 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 at the time of events.
- G. Smoking is NOT permitted on church property.
- H. Alcoholic beverages are NOT permitted on church property.

Saturday evening weddings should not be scheduled to start after 6:00pm 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 at 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. This must be provided to the church office a week in advance if special notation is wanted in the Sunday bulletin.

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 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. Food or beverages are not allowed inside the sanctuary.

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2) FINANCIAL POLICIES:

A. Use of church facilities	\$300.00
B. Custodian's fees	
• Preparation/Clean Up of Worship Center for Rehearsal and Wedding	\$100.00
• Preparation/Clean Up of Fellowship Hall for Rehearsal Dinner	\$80.00
• Preparation/Clean Up of Fellowship Hall for Reception	\$100.00
• Preparation/Clean Up of Upper Room for Reception (no stove available)	\$120.00
• Security deposit is refundable if building and grounds are left in satisfactory order (see attached list of specific duties that these fees include)	\$300.00
C. Sound Engineer's fees (Rehearsal and Wedding, Mandatory)	\$200.00
D. Visual Screen Engineer's fees (Mandatory if used)	\$140.00
Any pictures to be used during the wedding must be approved by the church. They must be emailed to the church (office@westmeadebaptist.org) NO LATER than one week before the wedding.	
E. Wedding Director (Rehearsal and Wedding, Mandatory)	\$250.00
You may choose your own wedding director in addition to Westmeade's Wedding Director	
F. Church Hostess Directing Reception	\$250.00
All equipment is to be checked in and out by the Wedding/Hostess Team member responsible for your wedding activities.	
G. Tablecloths	\$_____
Cost of having tablecloths cleaned and pressed will be current cost and is to be paid 1 week prior to wedding.	
H. Church Wedding Equipment/Candles Cleaned	\$150.00
\$50 is paid to clean candle holders	
I. Church Hostess Equipment	\$150.00

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 canceled, 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.

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4) FINANCIAL RESPONSIBILITIES:

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

5) SECURITY DEPOSIT:

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 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 the 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 Wedding Team Member assigned to you. Our prayer for you is for a beautiful and memorable wedding and a long and happy marriage together.

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WEDDING MUSIC APPROVAL SHEET

Wedding Date _____ Time _____

Bride _____ Phone _____

Groom _____ Phone _____

Organist _____ Phone _____

Pianist _____ Phone _____

Vocalist(s) _____

Instrumentalists(s) _____

Sound Engineer _____ Phone _____

Visual Technician _____ Phone _____

MUSICAL AND 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

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TO THE FLORIST

The policies which concern the work of the florist at a Westmeade Baptist Church wedding are listed below.

We appreciate your cooperation.

- 1) NO tacks, nails, tape or other materials which may permanently deface the building 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 on church property
- 4) ALCOHOLIC BEVERAGES ARE NOT PERMITTED on church property
- 5) 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 ready the building for the next day's use. The facilities must be left in the same order in which you found them.
- 6) The bride should instruct florist if flowers and containers are to be left for use in a worship service at the church.
- 7) You are responsible for clean up after decorations have been set up.
- 8) If you are not using a florist and/or caterer and doing these jobs yourself (i.e. a friend or family member), the same rules apply.

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TO THE CATERER

The policies which concern the work of the caterer at a Westmeade Baptist Church wedding are listed below. We appreciate your cooperation.

- 1) Wedding receptions may be held in the Fellowship Hall, Upper Room or Refuge. 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) No grape or red colored punch can be used. Grape or red punch causes permanent stains if spilled on the tablecloths or carpet.
- 6) There is no stove in the Worship Center building
- 7) SMOKING IS NOT PERMITTED on church property
- 8) ALCOHOLIC BEVERAGES ARE NOT PERMITTED on church property

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TO THE PHOTOGRAPHER/VIDEOGRAPHER

The policies which concern the work of the photographer/videographer at a Westmeade Baptist Church wedding 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. Photography or videography 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 a wedding). This will assure the wedding party's immediate return to the sanctuary.
- 4) Remember that guests 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 photos immediately following the ceremony.
- 6) The photographer must bring a protective cloth if he/she plans to stand on the pews or other furniture to take photos.
- 7) SMOKING IS NOT PERMITTED on church property.
- 8) ALCOHOLIC BEVERAGES ARE NOT PERMITTED on church property.

Thank you for your cooperation in abiding by our policies.

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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
- Clean up 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)
Drums, keyboard, etc. will be moved and replaced by the sound engineer.

PREPARATION AND CLEAN UP FOR REHEARSAL DINNER IN FELLOWSHIP HALL:

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

PREPARATION AND CLEAN UP FOR RECEPTION IN FELLOWSHIP HALL:

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

PREPARATION AND CLEAN UP FOR RECEPTION IN UPPER ROOM:

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

***There is no stove available at this building.

PREPARATION AND CLEAN UP FOR RECEPTION IN REFUGE:

- Make tables and chairs available (will set up a diagram if submitted to church prior to set-up time)
- Clean up after reception:
 - Prepare for Sunday use
 - Store tables and chairs
 - Vacuum floors
 - Spot clean any food/drink spills
 - Remove trash