

# WEDDING POLICY

*for members of Westmeade Baptist Church*



## **GENERAL INSTRUCTION**

Our prayer is that your wedding will be a joyful occasion that honors Christ as Lord of all! Please print these forms/policies, look them over and call the church office at 256.353.8239 to begin your booking and scheduling process. A church-assigned Wedding Liaison will contact you. You will be required to meet with this person prior to submitting these forms. Once forms are complete, bring them, along with financial deposit, to the church office, Monday through Thursday, 8:00am to 4:30pm, except holidays. You will be contacted within a reasonable time regarding the wedding request.

Blessings,

Westmeade Staff

## **PURPOSE**

We believe that marriage is a sacred covenant designed by God between one man and one woman. We are honored to host weddings in our church that reflect the spiritual significance of this union. This policy outlines the expectations, procedures, and requirements for couples wishing to be married at Westmeade Baptist Church.

## **ELIGIBILITY**

- Both individuals must be professing Christians.
- Either bride or groom must be a member of Westmeade **OR** a family member of a church member as defined on the general information sheet (i.e., son, daughter, grandson, or granddaughter)
- Couples must meet with a Westmeade ministerial staff member, or other pre-approved individuals, for premarital counseling, as recommended.
- The church reserves the right to decline any wedding request that does not align with its doctrinal beliefs and standards.

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# GENERAL INFORMATION

BRIDE'S NAME \_\_\_\_\_ MEMBER OF WESTMEADE? ☐ YES ☐ NO

PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

GROOM'S NAME \_\_\_\_\_ MEMBER OF WESTMEADE? ☐ YES ☐ NO

RELATIVE OF WESTMEADE CHURCH MEMBER \_\_\_\_\_

RELATIONSHIP OF CHURCH MEMBER: ☐ MOTHER ☐ FATHER ☐ GRANDMOTHER ☐ GRANDFATHER

WESTMEADE WEDDING TEAM MEMBER ASSIGNED \_\_\_\_\_

## **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/FEES PAID \$ \_\_\_\_\_ ☐ CASH ☐ CHECK# \_\_\_\_\_ MINIMUM DEPOSIT \$750

DATE PAID BALANCE OF \$ \_\_\_\_\_ (*DUE 1 WEEK PRIOR TO WEDDING.*)

## **WEDDING AGREEMENT**

WE, THE BRIDE, THE GROOM AND PARENT (IF APPLICABLE), HAVE READ AND AGREE TO ABIDE BY ALL THE WEDDING POLICIES AND PROCEDURES OUTLINED THEREIN.

\_\_\_\_\_  
BRIDE

\_\_\_\_\_  
PARENT (IF BRIDE OR GROOM IS NOT A MEMBER OF WESTMEADE)

\_\_\_\_\_  
GROOM

\_\_\_\_\_  
DATE SIGNED

# CHECKLIST



## 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 officiate the wedding ceremony.
  - ☐ I have asked \_\_\_\_\_ to officiate, with Westmeade pastoral staff approval.
- ☐ I have provided Westmeade's Minister of Music with needed materials related to music and images, with approval.
- ☐ Necessary personnel have been assigned by the church for the wedding.
- ☐ Wedding Information Sheet completed & submitted to church office at least one month prior to wedding date.

## DEPOSITS/FEES CHECKLIST

### ***Required Fees for Spaces and Personnel***

- |  |  |          |
|--|--|----------|
| <input type="radio"/> <b>SECURITY DEPOSIT</b>  |  | \$300.00 |
| <input type="radio"/> <b>GENERAL CUSTODIAL SERVICES</b> for Worship Center                                       |  | \$200.00 |
| <input type="radio"/> <b>WEDDING LIAISON</b> (Required, even if other director employed from outside the church) |  | \$150.00 |
| PERSON ASSIGNED BY CHURCH: _____   |  |          |
| <input type="radio"/> <b>SOUND ENGINEER</b> (Rehearsal & Wedding, Required)                                      |  | \$150.00 |
| PERSON ASSIGNED BY CHURCH: _____   |  |          |
| <input type="radio"/> <b>SOUND ENGINEER</b> (Reception-2 hours, Required if used)                                | <input type="radio"/> YES <input type="radio"/> NO | \$150.00 |
| PERSON ASSIGNED BY CHURCH: _____   |  |          |
| <input type="radio"/> <b>VISUAL ENGINEER</b> (Rehearsal-Required if used)  | <input type="radio"/> YES <input type="radio"/> NO | \$75.00  |
| PERSON ASSIGNED BY CHURCH: _____   |  |          |
| <input type="radio"/> <b>VISUAL ENGINEER</b> (Wedding-Required if used)  | <input type="radio"/> YES <input type="radio"/> NO | \$75.00  |
| PERSON ASSIGNED BY CHURCH: _____   |  |          |
| <input type="radio"/> <b>VISUAL ENGINEER</b> (Reception-2 hours, Required if used)                               | <input type="radio"/> YES <input type="radio"/> NO | \$150.00 |
| PERSON ASSIGNED BY CHURCH: _____   |  |          |
| <input type="radio"/> <b>CHURCH HOSTESS</b> (Required if Reception on Westmeade property)                        | <input type="radio"/> YES <input type="radio"/> NO | \$150.00 |
| PERSON ASSIGNED BY CHURCH: _____   |  |          |

***Optional Fees*** – These spaces are available for events surrounding your wedding, such as rehearsal dinners and receptions. If you opt to use these spaces, additional fees will be added as noted.

- |   |  |          |
|---|--|----------|
| <input type="radio"/> Are you removing choir chairs? (based on decoration needs)      | <input type="radio"/> YES <input type="radio"/> NO | \$100.00 |
| <input type="radio"/> Are you using the Fellowship Hall for Rehearsal Dinner?         | <input type="radio"/> YES <input type="radio"/> NO | \$125.00 |
| <input type="radio"/> Are you using the Fellowship Hall for Reception?                | <input type="radio"/> YES <input type="radio"/> NO | \$125.00 |
| <input type="radio"/> Are you using the Upper Room for a Rehearsal Dinner? (No Stove) | <input type="radio"/> YES <input type="radio"/> NO | \$125.00 |
| <input type="radio"/> Are you using the Upper Room for your Reception? (No Stove)     | <input type="radio"/> YES <input type="radio"/> NO | \$125.00 |

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



# GENERAL POLICIES

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 always conduct themselves 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:

## **GENERAL WEDDING POLICIES:**

- One of the church's pastors will typically officiate. Outside officiants must be approved by church leadership.
- Weddings must be scheduled at least [3–6] months in advance.
- Wedding guests, rented items, etc must be out of the building, as building will be locked by 9:00pm on the day of the wedding.
- Dates are confirmed only after completing an application and receiving pastoral approval.
- Weddings will not be scheduled on Sundays or major Christian holidays (e.g., Easter, Christmas).
- A Wedding Liaison of Westmeade Baptist Church will be assigned to the wedding.
- Confetti, rice and any like material may not be thrown inside the church building. Food or beverages are not allowed inside the sanctuary.
- Alcohol, tobacco, and illegal drugs are prohibited on church property.
- In the event of cancellation, please notify the church as soon as possible.
- Saturday evening weddings should not be scheduled to start after **5:00pm** unless prior arrangements have been made with the pastor, which allows time for Sunday facility preparation.
- The building will be locked four (4) hours after the official wedding start time. All people, rented items, and decorations should be out by that time.
- 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.

## **FINANCIAL POLICIES:**

- See ***"DEPOSITS/FEES CHECKLIST"*** for wedding event fees at Westmeade Baptist Church.
- The 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.
- All monies will be paid to Westmeade Baptist Church; church personnel utilized will be paid through the church office.

## **MUSIC & IMAGES POLICY:**

Since a Christian wedding is a worship service, music and images selected should keep with biblical standards. Therefore, it is our policy to approve all such music and images prior to use (see ***"MUSIC & IMAGE APPROVAL SHEET"***). Copyright Laws require original copies of music be used for vocalists and instrumentalists.

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# MUSIC & IMAGE APPROVAL SHEET

## SUBMISSION FOR APPROVAL MUST INCLUDE THE FOLLOWING:

- **LYRICS MUST BE PROVIDED FOR EACH SONG**
- **SPOTIFY PLAYLISTS (OR SIMILAR DIGITAL FORMAT) OR mp3 AUDIO FILES MUST BE PROVIDED.**
- **ANY IMAGES PLANNED FOR USE DURING CEREMONY, INCLUDING PHOTOS, MUST BE PROVIDED.**
- **DIGITAL SUBMISSION OF FILES BY CLOUD-BASED SERVICE (DROPBOX or GOOGLE DRIVE) IS RECOMMENDED.**

Wedding Date \_\_\_\_\_ Time \_\_\_\_\_

Bride \_\_\_\_\_ Phone \_\_\_\_\_

Groom \_\_\_\_\_ Phone \_\_\_\_\_

Organist \_\_\_\_\_ Phone \_\_\_\_\_

Pianist \_\_\_\_\_ Phone \_\_\_\_\_

Sound Engineer \_\_\_\_\_ Phone \_\_\_\_\_

Visual Engineer \_\_\_\_\_ Phone \_\_\_\_\_

Vocalist(s) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Instrumentalist(s) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## INSTRUMENTAL AND VOCAL SELECTIONS TO BE INCLUDED

**Prelude:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Processional(s):**

of Wedding Party - \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

of Bride - \_\_\_\_\_

\_\_\_\_\_

**Ceremony Music:** \_\_\_\_\_

\_\_\_\_\_

**Recessional:** \_\_\_\_\_

\_\_\_\_\_

**Postlude:** \_\_\_\_\_

\_\_\_\_\_

## APPROVAL OF MINISTER OF MUSIC:

\_\_\_\_\_  
Signature, Minister of Music

\_\_\_\_\_  
Date

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# FLORIST



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

- NO tacks, nails, tape or other materials which may permanently deface the building furnishings will be used in decorating.
- Only drip-less candles may be used. A polyethylene liner must be placed under the candelabra to further protect the carpet.
- Alcohol, tobacco, and illegal drugs are prohibited on church property.
- 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.
- Wedding Decorations are the responsibility of the family or florist. Items left behind will be discarded and security deposit refund will be reduced according to work generated.

SIGNATURE:

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FLORIST

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DATE SIGNED

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# CATERER



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

- Wedding receptions may be held in the Fellowship Hall or Upper Room. A kitchen adjoins the fellowship hall and may also be used.
- All caterers using church facilities will be expected to leave the kitchen and reception area in the order in which it was found. All supplies must be furnished by the caterer.
- The caterer must clear with the church office the time when equipment and supplies are to be brought to the reception area.
- No grape or red colored punch can be used. There is risk of permanent stain if spilled.
- There is no stove in the Worship Center building.
- Alcohol, tobacco, and illegal drugs are prohibited on church property.

SIGNATURE:

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CATERER

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DATE SIGNED

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# 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.**

- It is suggested that you arrange with the bride to take as many pictures as possible before the wedding.
- The wedding is a worship service. Photography or videography should not distract in any way.
- 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.
- Remember that guests will be waiting for the reception. The photographer and bride should plan in advance the list of shots to be made.
- The pastor will be available for photos immediately following the ceremony.
- The photographer must bring a protective cloth if he/she plans to stand on the pews or other furniture to take photos.
- Alcohol, tobacco, and illegal drugs are prohibited on church property.

**SIGNATURE:**

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PHOTOGRAPHER / VIDEOGRAPHER

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DATE SIGNED

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# WEDDING DIRECTOR / COORDINATOR



**The policies which concern the work of the Wedding Director / Coordinator at a Westmeade Baptist Church wedding are listed below. These requirements must have your cooperation.**

- Wedding Director/Coordinator must attend a mandatory planning meeting with the church Wedding Liaison prior to the ceremony. The main goal of the meeting will be to coordinate as many necessary logistics as possible prior to the wedding rehearsal.
- The Wedding Director/Coordinator is expected to communicate fully and collaborate respectfully with church staff and volunteers.
- The church retains final authority over all aspects of the ceremony conducted on church grounds.
- The Wedding Director/Coordinator shall assist the couple within the boundaries set by church leadership and should not override church standards or policies regarding facilities, caterers, musicians, florists, photographers or any similar event services utilized for the wedding event.
- Church property may not be rearranged or removed without prior approval.

SIGNATURE:

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*Wedding Director / Coordinator*

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DATE SIGNED

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