

Rev. 5/1/17 (subject to change)

WEDDING POLICIES FOR SILVERDALE BAPTIST CHURCH

Your wedding is a sacred occasion. It will be most meaningful to you and your families and friends when there is careful planning. For that reason, the following statements will govern your plans for your wedding at Silverdale Baptist Church (SBC). We believe these policies to be the most suitable and practical for all concerned. Please read them carefully.

REQUIREMENTS FOR MARRIAGE AT SILVERDALE BAPTIST CHURCH

1. Both Groom and Bride must have accepted Jesus Christ as personal Lord and Savior and be able to give a clear testimony of salvation and believer's baptism.
2. Weddings will be limited to church members.
3. Couples cohabitating will be required to cease living together and to cease sexual relations until after marriage.
4. Couples will be defined as one male and one female, as determined by physical gender at birth.

SETTING THE WEDDING DATE & TIME

Careful planning is necessary for **ALL** weddings. You will want to plan as early in advance as possible so that the use of the church facilities can be arranged without conflict. The wedding date will be set in consultation with the Senior Pastor's Administrative Assistant, who will clear the date with the appropriate church personnel and the church calendar. At this consultation, a wedding application will be filled out completely, and you will arrange for your premarital counseling as detailed by the Care Ministry Director of SBC. Any couple cohabitating will not be allowed to use the church facilities or any of the pastors of SBC.

No outside pastor may be used without invitation and/or agreement with the Senior Pastor of SBC. If an outside pastor will be performing the ceremony at SBC and he prefers to do his own premarital counseling, a letter of intent explaining the content of the counseling needs to be sent to the Senior Pastor of SBC. This letter must be received and approved before the wedding date will be finalized on the church calendar.

All persons planning to be married by a SBC pastor are required to attend a specified number of premarital sessions as detailed by the Care Ministry Director. When a pastor's services are requested, he reserves the right to decide whom he will marry. The couple must complete half of the premarital counseling sessions before the wedding date will be finalized on the church calendar. After half have been completed, the couple needs to notify the Administrative Assistant who will finalize the date.

It is extremely important that the exact time indicated for the rehearsals and wedding be observed. Care should be taken to have all members of the wedding party in their places at the times indicated. Please note that all Saturday weddings in the chapel must be cleaned up and out the door no later than 3:00 PM. Saturday weddings in the atrium area must be cleaned up and out the door no later

than 2:30. If you need your wedding to be later in the evening on Saturday, we will not be able to host it at SBC.

We do not issue keys or key cards. Our staff will be available to serve you during the required hours. In general, the wedding venue will be available for decorating on the day of rehearsal from 5 PM until 8 PM and for 4 hours on the day of the wedding. If other times are needed, they must be approved by the Church Hostess and may incur additional charges. The Church Hostess's responsibilities include: meeting with the couple and their wedding coordinator to see which facilities are available to be used; providing access to the building for the rehearsal and 2 hours prior to and after the wedding; arranging for any personnel needed for the wedding; arrange for HVAC and any furniture that needs to be moved. The Hostess is required to be present to make sure that the facilities, equipment and personnel are used in the best interests of the church. Disrespectful, abusive or rude behavior toward SBC personnel will not be tolerated from anyone in the wedding party or from the vendors (caterer, photographer, etc.). If such does occur, you may forfeit your privilege of having your wedding in SBC facilities.

There will be a mandatory meeting of the couple, Church Hostess, Facilities Manager and Audio team member no later than 2 weeks prior to the wedding. Please schedule this meeting with the Church Hostess.

Weddings may be held in the chapel (for up to 300 people) or west atrium area (for up to 75 people). If the couple wishes to have the wedding in another setting, they still must confirm the pastor's availability with the Administrative Assistant.

Any deviation from this policy must be approved by the Church Administrator in advance.

MUSIC

Church weddings are a service of the church; therefore, it is very important to remember that the wedding should be in keeping with the reverence observed upon entering the house of the Lord. At least 3 months prior to the wedding, the couple must discuss all musical selections with the Worship Pastor. If live accompaniment is desired, it is preferred that the couple secures musician(s) on their own. If that is not possible, the church may be able to offer a recommendation based on the couple's musical selections.

If a soloist will be used, it is the couple's responsibility to make sure that the soloist contacts the accompanist. In order to help insure a beautiful wedding and to maintain high musical standards, the Worship Pastor will have final approval of the vocalists' selections.

If the reception will be held on church property, the Worship Pastor must also approve all musical selections to be played at the reception.

GENERAL

The bride and groom are responsible to have someone, professional or lay person, to act as coordinator during the rehearsal and the actual ceremony. (Note: This is not the same person as the Church Hostess.)

NO DRINK or **FOOD** is permitted in the wedding venue.

NO ALCOHOLIC BEVERAGES may be used on the church premises and **ABSOLUTELY NO SMOKING** inside the church facilities.

Dressing rooms will be designated for the bride, groom and attendants by the Church Hostess. Extreme care should be taken to leave the rooms in order. Any articles left will be held for one week and then disposed of if not claimed.

Use of the church's flower arrangements, furniture, tablecloths, etc., is not allowed unless specific permission is given by the Church Hostess. The church does not provide candelabras, plates or punch cups, etc. It is the responsibility of the couple to secure these items.

Any damage done to church property will be deducted from the deposit.

FLOWERS/CANDLES

The church is set for a sacred service; therefore, the wedding should also be respectful of the house of the Lord.

The florist should contact the Church Hostess in advance to confirm availability for decorating the church. Air conditioning/heating will be turned on only at a reasonable time before the scheduled event. Florists should note this and not bring fresh flowers too early.

Under no conditions shall decorations be attached to the seats or any furniture, walls or doors by pinning, gluing, nailing or taping.

If candles are used, they must be metal sleeve candles. Wax candles are not permitted. No open candles are allowed on the seats.

All decorations, flowers, greenery, and other equipment **MUST** be removed from the church building immediately following use. There are no facilities for storing these items.

The florist must assume full financial responsibility for any damage inflicted to the building or furnishings by him/her or their workers.

Rice is not permitted inside or outside the building. Birdseed or Bubbles are NOT permitted anywhere inside the building. If either one is used, it must be kept outside!

CATERING

The caterer should check with the Church Hostess for information as to the delivery schedules for the items needed for the occasion. The kitchen and gym areas should be left clean and orderly. All floors must be swept.

Kitchen equipment such as dishes, utensils, etc., should be washed, dried and returned to the proper place. Nothing should be left in the sinks or on the counter tops. The dishwasher may not be used by anyone except those who have been trained in its operation and approved by the Church Hostess.

All equipment belonging to the caterer must be removed immediately following the reception. There are no facilities for storing these items.

PHOTOGRAPHY/VIDEO

It is the couple's responsibility to instruct the photographer, when using flash photography, to be respectful of the pastor and wedding party and to avoid becoming a distraction during the ceremony. If a video is desired of the wedding, it will be the couple's responsibility to make the arrangements, as the church does not furnish this service.

The photographers will need to work with the preset lighting of SBC. Changing the lighting is not allowed.

FEE SCHEDULE AS OF 2/2017

Explanation of Staff Fees: The staff of SBC is honored to participate in the events surrounding your wedding. Thank you for allowing us to participate in this special time in your life. Our staff is available to assist you with the preparation, presentation and follow up of this event. Our experience allows us to manage the event in a timely and professional manner, as well as allowing you to have your own personal touch. The Church Hostess will provide you with a time frame in which our staff will be made available to you to accomplish these goals. The fees collected will go directly to those staff members for the basic required number of hours necessary to perform their duties. Beyond the base hours provided, an hourly fee of \$25 per hour will be required. *Those fees will be taken from the security deposit should they be required.*

Security Deposit: A mandatory, refundable \$300 security deposit is required to cover damage to church furnishings and for staff fees should additional hours be required. The entire security deposit will be reimbursed unless additional fees are required, at which time those fees will be deducted from the security deposit and the remaining deposit will be refunded within 7 days of the wedding. This deposit is required to reserve the church facilities.

Building Fee: Church members may use the facilities without a building-use fee when used in keeping with the purpose and mission of the church. However, there are some fees which are required and are listed below. These fees must be paid in full to the Senior Pastor's Administrative Assistant at least two weeks prior to the wedding.

WEDDING VENUES

Costs include set-up, take-down, cleaning, hostess, sound & lighting* for rehearsal & wedding

Chapel	\$500
Silverdale Room, Fireplace & West Atrium	\$313

*Sound (if portable system is available) & Lighting includes 2 hours for rehearsal & 2 hours for wedding.

RECEPTION VENUES

Costs include set-up, take-down, cleaning & hostess

½ Upper Gym	\$275
Whole Upper Gym	\$338
Lower Gym	\$275
Silverdale Room, Fireplace & West Atrium	\$275

MUSICAL INSTRUMENTS AVAILABLE

Chapel – keyboard	No Charge
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If live accompaniment is desired, it is preferred that the couple secures musician(s) on their own. If that is not possible, the church may be able to offer a recommendation based on the couple's musical selections. **Rates begin at \$120 for service and may vary greatly based on number and difficulty of selections.**

CHURCH HOSTESS (This is **NOT** optional. If you use SBC facilities, an SBC hostess is required. Fee is included in the cost of the venue.)

Responsibilities include: meeting with the couple and wedding coordinator to see which facilities are available to be used; providing access to the building on the day of rehearsal and two hours prior to and after the wedding; arranging for any personnel needed for the wedding; and arranging for HVAC and any furniture that needs to be moved.

OTHER FEES

Security Fee \$300

Rehearsal Dinner at SBC \$220

Includes cleaning & hostess fee

Trained Kitchen Personnel \$125

*Required if any of the kitchen equipment in the Upper Gym is used by caterer or wedding party

Childcare Varies

*Childcare is available if prearranged with the Hostess. A minimum of 2 workers are required with a minimum fee of \$25 per worker. This is to be paid in cash and given to the Hostess on the day of the wedding.

Ministerial Honorarium

This is the responsibility of the groom and should be given to the officiating minister(s) prior to the ceremony. There is no set fee, thus it is left to the discretion of the family.

SILVERDALE BAPTIST CHURCH WEDDING APPLICATION

Name of BRIDE _____
Current Address _____

Home Phone _____ Work Phone _____ Cell Phone _____
Church Affiliation _____

Name of GROOM _____
Current Address _____

Home Phone _____ Work Phone _____ Cell Phone _____
Church Affiliation _____

New Address of
COUPLE _____

Date of Wedding _____ Time _____
Please note that Saturday weddings must begin no later than 1:00 PM

Date of Rehearsal _____ Time _____

Location of Rehearsal Dinner _____

Officiating Minister _____
Address & phone if not a minister at SBC _____

Do you need the church organist/pianist? YES _____ NO _____

Will members of the wedding party be dressing at the church? YES _____ NO _____

Name/Phone of Florist _____

Name/Phone of Caterer _____

Name/Phone of Photographer _____

Will the Kitchen be used? _____ Number of Guests Expected _____
Specific Location of Reception _____

Any Special Instructions? _____

We have read and understand these policies and procedures. We agree to comply with the rules and regulations at Silverdale Baptist Church regarding church weddings and receptions.

_____	_____
Bride	Date
_____	_____
Groom	Date
_____	_____
Wedding Coordinator	Date

Please return this form to the church office at your earliest convenience as your reservations can be confirmed only upon receipt of the above information and deposits. A copy of the appropriate policies must be given to the FLORIST, CATERER and PHOTOGRAPHER.

SILVERDALE BAPTIST CHURCH WEDDING CHECKLIST

Name of BRIDE _____

Name of GROOM _____

Best Man _____

Maid/Matron of Honor _____

GROOMSMEN AND USHERS

BRIDESMAIDS

Ring Bearer _____ Age _____

Flower Girl _____ Age _____

Minister _____

Organist _____ Pianist _____

Soloist(s) _____

SONGS TO BE USED _____

Wedding Director/Coordinator _____

Sound & Lighting _____