

**DEER PARK BAPTIST CHURCH**

# **Wedding Policies and Procedures**

Approved by Deer Park Baptist Church Trustees July 2005

## **Introduction**

- 1.1. Weddings at Deer Park Baptist Church are occasions of particular significance. The wedding ceremony is a service of commitment when bride and groom pledge their vows to each other and dedicate their new relationship to God and His divine purpose. It is a service of worship in which those who attend participate in an attitude of Christian love.
- 1.2. In order that it may be a sacred and beautiful occasion, the church provides facilities and services suited to its dignity and meaning. The wedding party is expected to acknowledge the procedures unique to this church and to honor the church's policies. Weddings must be approved by Deer Park's trustees in conference with the deacons and pastor. Weddings are scheduled only for those who are members of Deer Park Baptist Church or have had a relationship with Deer Park Baptist Church.
- 1.3. Marriage is a sacred event and deserves to take place in the church. The ceremony itself is a sacred service and employs the elements of Christian worship. The sanctuary/chapel is a place of worship designed and appointed for this purpose. The pastor is the worship leader, assisted and supported by the musicians and participants. The only fee for members of Deer Park Baptist Church is the custodial fee. There are no other fees for the use of the building by church members. There are costs involved in paying our employees to ensure that the building and ceremony is prepared properly. A building use fee will be charged to the person who has a relationship with Deer Park Baptist Church but is not a member. (See fee schedule.)

## **2 Preparation Procedures**

It is imperative that every couple cooperates in upholding the standards unique to this church. The pastor or pastor's designee will assist you in making appropriate selections and will aid in interpreting its policies and procedures. The materials included herein are furnished to guide you and those involved in the various preparations as you plan for the use of the facilities available to you. Please read the material carefully, and distribute copies to those who will be involved in planning the ceremony.

## **3 Setting**

- 3.1. The sanctuary may be used for the wedding ceremony. The sanctuary seats as many as 250 downstairs. There are ten pews on each side and ten pews in the middle section. The balcony will hold 132 people. The two side aisles are fifty-four feet long. There is no center aisle. Decorations should preserve the sacredness of the sanctuary. Every furnishing and accessory in the sanctuary has been carefully planned and placed to accommodate any wedding, regardless of size or formality. Its natural beauty is enhanced most effectively by only minimal rearrangement and additions. There should be no attempt to redesign, alter, or cover up and distort the reverence of the setting and lessen the beauty of the sanctuary. (See attached diagram.)

- 3.2. The Chapel is also available for weddings. The chapel has seating for ninety people. It has a center aisle. Decorations should also follow the guidelines that were described for the sanctuary.
- 3.3. The Centennial Hall will accommodate 125 to 150 people. The proposed layout of tables and chairs in Centennial Hall should be provided to the church at least one week prior to the wedding to ensure compliance with safety requirements..

## **4 Pastor**

- 4.1 The pastor of Deer Park Baptist Church shall perform or assist in the ceremony. Any exception must have the approval of the pastor and deacons. Premarital counseling with a member of the Deer Park Baptist Church pastoral staff is required of every couple using the church's facilities for a wedding. Appointments for such sessions should be made with the church at least three months in advance of the wedding date.
- 4.2 The pastor abides by the laws of the state in performing a marriage. The marriage license must be in his possession at the time of the marriage. The marriage license should be brought to the church at least one day prior to the date of the wedding.
- 4.3 The Lord's Supper or Communion will not be served at Deer Park wedding services without approval of the ministerial staff.

## **5 Rehearsal**

Unless otherwise requested, rehearsals are automatically scheduled on the day preceding the wedding. One hour should be allowed for the rehearsal. It is important that all members of the wedding party be present and on time. The bride is encouraged to walk through the rehearsal herself (without a stand-in). Musicians should practice prior to the rehearsal time.

## **6 Wedding Preparation Facilities**

- 6.1. Bride's Room The bride and bridesmaids may use Room 144 (Parlor) for preparation. They may place her dress and accessories in this room at her leisure. Be sure all doors are locked during the ceremony.
- 6.2. Groom's Room The groom and groomsmen may use Room 219 for preparation. They may place their wardrobe at his leisure. Be sure the door is locked during the ceremony.

## **7 Music**

- 7.1 Musicians should practice prior to the rehearsal time. The music must be appropriate for a worship service. Though some music may have sentimental meaning, it may not qualify as music suitable for the worship setting. The use of love songs and appropriate secular music should be reserved for the rehearsal dinner or the wedding reception. The minister of music must approve all music for wedding ceremonies at Deer Park Baptist Church. Music must be submitted to the Minister of Music approval at least one month prior to the wedding date.
- 7.2 We encourage you to engage the services of our church organist. The organist will assist at both the rehearsal and the wedding. You should arrange with the organist if additional time is needed for instrumentalists and/or vocalists.
- 7.3 RECEPTION MUSIC - Love songs and music with sentimental meaning are appropriate for the wedding reception. Please be considerate of the church by using good judgment when selecting music for this occasion.

## **8 Ceremony**

- 8.1 The wedding ceremony is a service of worship and includes music (instrumental and vocal), Scripture, prayer, commitment of vows, and, above all, a recognition of the presence of God. Every part of the service shall contribute to an atmosphere of reverence. As the worship leader, the pastor will assist in selecting the elements and order of the ceremony. Preferences of the bride and groom are considered in conference with the pastor who performs the ceremony.
- 8.2 Only a church's sound technician is permitted to operate the sound system and sanctuary lighting equipment.
- 8.3 A wedding is a worship service. Members of the wedding party are expected to conduct themselves at all times in a manner befitting the atmosphere of a place of worship. It is the responsibility of the bride and groom to familiarize the members of the wedding party with the policies of the church.
- 8.4 When children are part of the wedding party, it is suggested and requested that they be at least five years old. Younger children usually prove to be a distraction. Deer Park does not provide facilities or personnel for child care for weddings. Families will need to make private arrangements away from the church if this service is needed.

## **9 Alcohol and Drug Policy**

Members of the wedding party must refrain from using alcoholic beverages or drugs prior to and during any activity held at the church. No alcoholic beverages or drugs may be brought to the church or consumed on the church premises at any time. No rehearsal or wedding will be conducted if any member of the wedding party is under the influence of alcohol or drugs. Smoking is not permitted in any of our church buildings. It is the responsibility of the bride and groom to be certain this policy is

understood and followed by the members of the wedding party and those who service the wedding (florist , caterer, photographer, videographer, etc.).

## **10 Reception**

The church's Centennial Hall, with adequate kitchen facilities, is available for the reception following the ceremony. Centennial Hall may be used for the gathering of friends and guests for food and refreshments after the wedding ceremony. It should be reserved at the same time the wedding is scheduled. Alcoholic beverages are not permitted. Throwing rice, bird seed, confetti, or other materials is not permitted on church property.

## **11 Florist's and Decorator's Policy**

*(Please furnish the florist with a copy of this document.)*

- 11.1 Facilities and furnishings at Deer Park Baptist Church have been designed for occasions that call for a worshipful setting. Flowers and decorations, therefore, should neither distort nor destroy this atmosphere. Floral arrangements should preserve the sacredness and reverence of this setting. The natural beauty of both the sanctuary and chapel are enhanced most effectively by only minimal additions.
- 11.2 During various seasons of the year, Deer Park will display various symbolic decorations.
- 11.3 These must remain in place. All décor must be planned around what is being displayed within the church.
- 11.4 Floral arrangements **MUST BE IN PLACE AND REMOVED** on the day of the wedding. Only floral arrangements for weddings on Saturday may be left for the services on Sunday with the approval of the church's representative. The sanctuary or chapel will be open two hours prior to the time of the wedding. Earlier access to the building may be arranged.
- 11.5 Adjustments to cooling and heating equipment and schedules must be done by the church's representative. Flowers and plants requiring specified temperature should be held by the florist until the building reaches that temperature on the day of the wedding. The bride must inform florists and decorators to abide by the church's policies and arrange their schedules accordingly.
- 11.6 Nothing may be affixed to permanent furnishings such as pulpit, pews, baptistry, rails, etc. Decorations (flowers greenery, candles, etc.) must be placed so that they do not come in contact with or cause matter to shed or drip on permanent furnishings. Pew markers for family members only must be affixed without tape or wire. No nails, tacks, tapes, screws, or other material which will permanently mar, deface, or injure any part of the building or equipment, are to be used. Flowers, greenery, and other decorations may not be placed on the pulpit, organ, harpsicord or piano.
- 11.7 Only dripless candles will be used in both the sanctuary and chapel and clear plastic will be placed under the candelabra. (Air conditioning vents may cause candles to burn more quickly and cause excessive dripping in one direction of the candle.) All candles are to be removed from the building immediately after the ceremony.
- 11.8 Floral arrangements and other decorations must be finished before being delivered to the sanctuary, chapel, or other locations in the building. If some minor rearranging is necessary, the container and all materials must be placed on protective materials so that water and debris do not come in contact with carpets and/or furnishings. In such cases, all material must be removed and the area cleaned by the florist or decorator at least one hour before the wedding ceremony begins. Furnishings such as the Lord's supper table, pews, etc. must not be used as a utility or workbench.

- 11.9 Petals, berries, leaves, seeds, etc., which drop as arrangements or decorations are prepared or moved, should be picked up by the florist or decorator so that they do not stain or mar carpets and/or furnishings.
- 11.10 If corrective measures are required to restore property to its original condition due to the neglect and/or nonobservance of these guidelines, the florist or decorator will be responsible for the cost incurred.
- 11.11 Failure of any florist or decorator to abide by this policy will automatically exclude him or her from any future weddings at Deer Park Baptist Church.
- 11.12 NOTE: THE FIRE CODE ENFORCED BY THE CITY OF METRO LOUISVILLE FIRE DEPARTMENT MUST BE OBSERVED IN PLACING. REMOVING. AND STORING CANDLES.

## **Caterer's Policy**

*(Please furnish the caterer with a copy of this document.)*

- 12.1 Caterers are expected to honor the following policies in performing their services.
- 12.2 The building is unlocked two hours before the time of the wedding. Earlier access to Centennial Hall and kitchen must be arranged with the church's representative.
- 12.3 Equipment and supplies should be picked up within two hours after the reception. The church has no storage space for additional supplies and it will not be responsible for properties delivered by the caterer or a rental service.
- 12.4 Church refrigerator and freezer are not available for storage. Ice is available from the ice machine. All caterers using facilities at Deer Park Baptist Church will be expected to leave the facilities clean and orderly.
- 12.5 Guidelines for decorations are contained in the section for florists and decorators. Please note that decorations (flowers, greenery, etc.) shall not be affixed to walls or permanent furnishings and shall be removed by the florist or decorator within two hours after the reception.
- 12.6 Centennial Hall and the kitchen should be returned to its condition prior to the reception. All cleaning of the kitchen area and equipment is the responsibility of the caterer. All waste material is to be placed in the dumpster.
- 12.7 If corrective measures are required to restore property to its original condition due to the neglect and/or nonobservance of these guidelines, the florist or decorator will be responsible for the cost incurred.
- 12.8 Failure of any caterer to abide by this policy will automatically exclude him or her from any future weddings at Deer Park Baptist Church.

## **13 Photographer And Videographer Policy**

*(Please furnish the caterer with a copy of this document.)*

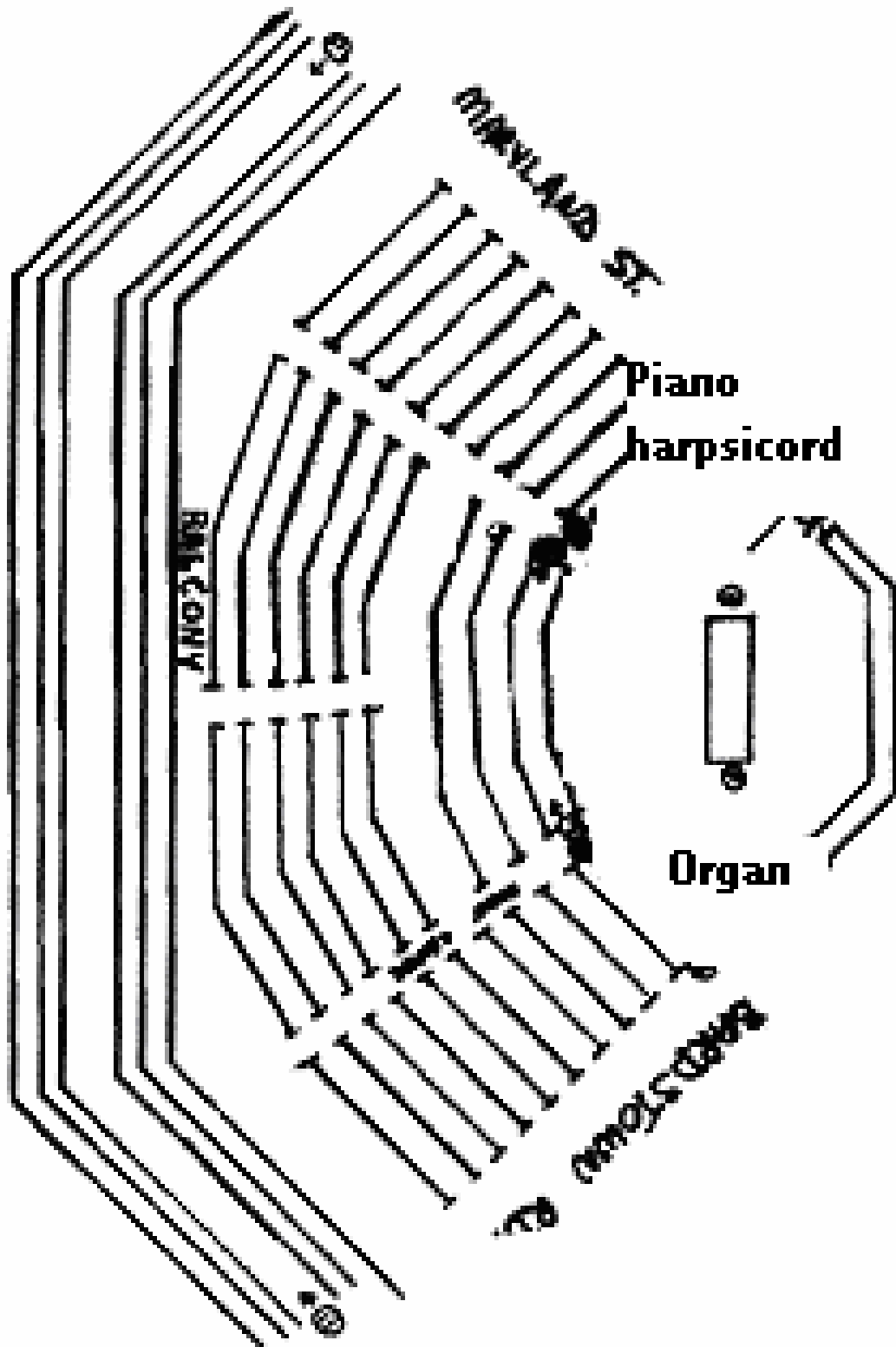
- 13.1 The videographer is permitted behind the last row of pews in the back of the sanctuary or in the balcony. Equipment must be in place before the ceremony begins. Remote control cameras are permitted in the choir loft if they are concealed with a floral arrangement.
- 13.2 No portable lights or battery packs may be placed at any other point inside the sanctuary or chapel unless approved by the church's representative.
- 13.3 To prevent wax spillage, do not rearrange the candelabra for pictures.
- 13.4 If corrective measures are required to restore property to its original condition due to the neglect and/or nonobservance of these guidelines, the florist or decorator will be responsible for the cost incurred.
- 13.5 Please give your Photographer and Videographer a copy of this policy. The failure of any photographer or videographer to abide by this policy will automatically exclude him or her from any future weddings at Deer Park Baptist Church.

## 14. Financial Arrangements

- 14.1 There is no cost for the use of the church to those individuals who have membership at Deer Park Baptist Church; however, it should be noted that there is significant cost to the church for every event that takes place within the church building. (Heat, Air Conditioning, Maintaining Instruments, etc.)
- 14.2 This policy includes a price sheet for those who have been given approval to use the church as the result to their relationship with Deer Park Baptist Church.
- 14.3 A \$100.00 security deposit is required. This must be paid upon approval of this wedding contract. The deposit is refundable if there are no damages to church property.
- 14.4 Wedding dates will be removed from the church calendar if any required deposit is not paid within two weeks of approval.
- 14.5 The applicant will agree to reimburse Deer Park Baptist Church for any damage to the church's property, resulting from actions of the wedding party or guests.
- 14.6 **Fees for the Pastor, Organist, Minister of Music, Instrumentalist, Wedding Coordinator and other participants are to be negotiated with them and are to be paid directly to the individuals involved in your wedding.** These fees should be paid prior to the rehearsal.
- 14.7 It is a requirement of Deer Park Baptist Church that the church's custodial service is to be used for general preparation of the building and clean-up.
- 14.8 The building will be open two hours prior to the wedding. If you request the church to be opened earlier, there will be an additional fee.
- 14.9 **All fees will be increased 3% each year beginning January 1, 2007**

<b>Location</b>	<b>Fees for Deer Park Affiliated Applicants</b>	<b>Custodial Fee for Deer Park Members</b>
<b>Deposit</b> (Refundable)	<b>\$100.00</b>	
<b>Additional Hour of Occupancy Per Hour</b>	<b>\$25.00</b>	
<b>Sanctuary Wedding</b> <i>(Includes use of sanctuary for 4 hours of time on the day of the wedding.)</i>	<b>\$500.00</b> <i>(Includes rehearsal time and custodial fee)</i>	<b>\$100.00</b>
<b>Chapel Wedding</b> <i>(Includes use of sanctuary for 4 hours of time on the day of the wedding.)</i>	<b>\$300.00</b> <i>(Includes rehearsal time and custodial fee)</i>	<b>\$75.00</b>
<b>Reception Atrium / Centennial Hall &amp; Kitchen</b> <i>(Catered only, maximum of 3 hours...)(It is the responsibility of the Caterer to make sure all waste materials are discarded and the kitchen equipment is cleaned.)</i>	<b>\$200.00</b>	<b>75.00</b>
<b>Reception Parlor &amp; Kitchen</b> <i>(Catered only, maximum of 3 hours) (It is the responsibility of the Caterer to make sure all waste materials are discarded and the kitchen equipment is cleaned.)</i>	<b>\$125.00</b>	<b>\$50.00</b>
<b>Sound Technician</b> <i>(Required to use Deer Park's sound System)</i>	<b>\$75.00</b>	
<b>Wedding Coordinator</b> <i>(plus \$25.00 per additional hour)</i> <i>(A Coordinator is required to be present for every wedding at Deer Park. Fee is to be paid directly to the coordinator.)</i>	<b>\$100.00</b>	
<b>SubTotal</b>		
<b>Fees will be increased 3% each year beginning January 1, 2007</b>		<b>@ 3%</b>
<b>Total</b>		

# 15 Sanctuary Diagram



# 17 WEDDING APPLICATION

**This application must be filled out completely before it will be submitted to the trustees.**

Date of Application Received at Deer Park: \_\_\_\_\_

**Date of Wedding:** \_\_\_\_\_ Time: \_\_\_\_\_

Date of Rehearsal: \_\_\_\_\_ Time: \_\_\_\_\_

Pastor Performing Ceremony: \_\_\_\_\_

**Bride's Name:** \_\_\_\_\_

Residence: \_\_\_\_\_

Street Address City State Zip

Business \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Church Affiliation: \_\_\_\_\_

Church Membership: \_\_\_\_\_

Name of Parents: \_\_\_\_\_ Phone: \_\_\_\_\_

Parents' Residence: \_\_\_\_\_

Street Address City State Zip.

**Groom's Name:** \_\_\_\_\_

Residence: \_\_\_\_\_

Street Address City State Zip

Business \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Church Affiliation: \_\_\_\_\_

Church Membership: \_\_\_\_\_

Name of Parents: \_\_\_\_\_ Phone: \_\_\_\_\_

Parents' Residence: \_\_\_\_\_

Street Address City State Zip

Type of Wedding: Formal or Otherwise: \_\_\_\_\_

Reception at Deer Park: Yes  No

Name of Florist:: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_  
Street Address City State Zip

Name of Photographer: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_  
Street Address City State Zip

Name of Videographer: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_  
Street Address City State Zip

Name of Caterer: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_  
Street Address City State Zip

Please check which service will be needed:

<b>Location</b>	<b>Fees for Deer Park Affiliated Applicants</b>	<b>Custodial Fee for Deer Park Members</b>	<b>Totals</b>
<b>Deposit</b> (Refundable)	<b>\$100.00</b>		
<b>Additional Hour of Occupancy Per Hour</b>	<b>\$25.00</b>		
<b>Sanctuary Wedding</b> <i>(Includes use of sanctuary for 4 hours of time on the day of the wedding.)</i>	<b>\$500.00</b> <i>(Includes rehearsal time and custodial fee)</i>	<b>\$100.00</b>	
<b>Chapel Wedding</b> <i>(Includes use of sanctuary for 4 hours of time on the day of the wedding.)</i>	<b>\$300.00</b> <i>(Includes rehearsal time and custodial fee)</i>	<b>\$75.00</b>	
<b>Reception Atrium / Centennial Hall &amp; Kitchen</b> <i>(Catered only, maximum of 3 hours...)(It is the responsibility of the Caterer to make sure all waste materials are discarded and the kitchen equipment is cleaned.)</i>	<b>\$200.00</b>	<b>75.00</b>	
<b>Reception Parlor &amp; Kitchen</b> <i>(Catered only, maximum of 3 hours...) (It is the responsibility of the Caterer to make sure all waste materials are discarded and the kitchen equipment is cleaned.)</i>	<b>\$125.00</b>	<b>\$50.00</b>	
<b>Sound Technician</b> <i>(Required to use Deer Park's sound System)</i>	<b>\$75.00</b>		
<b>Wedding Coordinator</b> <i>(plus \$25.00 per additional hour) (A Coordinator is required to be present for every wedding at Deer Park. Fee is to be paid directly to the coordinator.)</i>	<b>\$100.00</b>		
<b>SubTotal</b>			

<b>Fees will be increased 3% each year beginning January 1, 2007</b>		<b>@ 3%</b>	
<b>Total</b>			

**Bride's Signature:** \_\_\_\_\_

**Groom's Signature:** \_\_\_\_\_

**Parent's Signature:** \_\_\_\_\_

(If bride or groom is not a member of Deer Park)

**CHECKLIST**

The check-list is for your convenience in preparing for your wedding at Deer Park Baptist Church.

- 1. Make application to use the church
- 2. Pay Deposit
- 3. Arrange with pastor: date; counseling; gratuity
- 4. Meet with wedding coordinator
- 5. Make arrangements with Minister of Music to review music
- 6. Contact Musicians and arrange for gratuity
- 7. Distribute instructions from packet to caterer, florist, and photographer, videographer