

# WESTMEADE BAPTIST CHURCH

## Wedding Policies for Non-Members

Bride's Name \_\_\_\_\_

Day Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

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

Original  Information Update (make changes only below dotted line)

Westmeade Wedding Committee Member assigned: \_\_\_\_\_ Phone: \_\_\_\_\_

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### **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 \$500)

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

### **Wedding Agreement**

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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

\_\_\_\_\_  
Groom

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Today's Date

# WESTMEADE BAPTIST CHURCH

## Wedding Policies for Non-Members

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:**

- |   |                            |
|---|----------------------------|
| <input type="checkbox"/> Security deposit (Mandatory, \$200 refundable, \$300 non-refundable)                         | \$500.00                   |
| <input type="checkbox"/> Preparation/cleanup of Worship Center for rehearsal and wedding (Mandatory)                  | \$100.00                   |
| <input type="checkbox"/> Removal/set up of choir chairs (Mandatory if used)   | \$80.00 \$ _____           |
| <input type="checkbox"/> Preparation/cleanup of Fellowship Hall for rehearsal dinner (Mandatory if used)              | \$80.00 \$ _____           |
| <input type="checkbox"/> Preparation/cleanup of Fellowship Hall for reception (Mandatory if used)                     | \$100.00 \$ _____          |
| <input type="checkbox"/> Preparation/cleanup of Upper Room for reception (Mandatory if used)                          | \$120.00 \$ _____          |
| <input type="checkbox"/> Wedding Director (Mandatory)   | \$200.00                   |
| (A director from outside the church may be used, but he/she must work in addition to the Westmeade wedding director). |                            |
| <input type="checkbox"/> Sound engineer's fee (Mandatory)   | \$70.00                    |
|   | Rehearsal \$70.00          |
|   | Wedding \$70.00            |
| <input type="checkbox"/> Visual engineer's fee (Mandatory if used)  | \$70.00 \$ _____           |
|   | Rehearsal \$70.00 \$ _____ |
|   | Wedding \$70.00 \$ _____   |
| <input type="checkbox"/> Cost of creating picture presentation if desired (see page 4).                               | \$ _____                   |
| <input type="checkbox"/> Church's Hostess directing reception (Mandatory, if reception is on Westmeade property)      | \$250.00                   |
| <input type="checkbox"/> Cost of cleaning for _____ tablecloths. (Current rate)                                       | \$ _____                   |
| <input type="checkbox"/> Cost for use of church's wedding equipment & of cleaning candles. (Mandatory if used)        | \$150.00 \$ _____          |
| <input type="checkbox"/> Cost for use of church's hostess equipment. (Mandatory if used)                              | \$150.00 \$ _____          |

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

# WESTMEADE BAPTIST CHURCH

## Wedding Policies for Non-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. Secure from church office and read *Wedding Policies for Westmeade Baptist Church*.
- B. The performance of the ceremony by anyone other than the Westmeade Baptist Church 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 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.)
- D. Dates must also be cleared with pastor and/or any staff member that is to officiate or participate in the wedding.
- E. All custodial services must be contracted through Westmeade Baptist Church at the time of events scheduled.
- F. 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/Upper Room/gym 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 Non-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<br>No stove is available.   | \$120.00 |
| v. Preparation/cleanup of gym for reception   | \$120.00 |
| vi. Security deposit is refundable if building and grounds are left in satisfactory order<br>(See attached list of specific duties that these fees include) | \$200.00 |
- C. Sound's Engineer's Fee (Mandatory)
- |              |         |
|--------------|---------|
| i. Rehearsal | \$70.00 |
| ii. Wedding  | \$70.00 |
- D. Visual Screen Engineer's Fees
- |              |         |
|--------------|---------|
| i. Rehearsal | \$70.00 |
| ii. Wedding  | \$70.00 |
- 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 | \$100.00 |
| ii. Wedding  | \$100.00 |
- You may choose your own wedding director in addition to Westmeade's Wedding Director.
- F. Church's Hostess directing reception. \$250.00  
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 for using the church's wedding equipment & having candles cleaned. \$150.00  
(\$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.
- I. Cost for using the church's 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 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 Non-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 **David Miller**.
- 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 use of the church's wedding and/or hostess equipment & cleaning of candles payable to **Westmeade Baptist Church**.
- H. Please make check for reception director 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 Non-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 Non-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 Non-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 Non-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
  - Store latticework

#### 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