

TRINITY BAPTIST CHURCH

WEDDING POLICY

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TRINITY BAPTIST CHURCH WEDDING POLICY

A. INTRODUCTION

Believing that marriage is one of the most important life decisions two believers will make, Trinity encourages the use of our facilities for wedding ceremonies. Only members of Trinity Baptist Church and their immediate family members may use Trinity facilities for a wedding. The couples' membership status must be in good standing. Their membership must have been in place and active for at least six months prior to calendaring the wedding. Members should consider the use of the church facilities a privilege, not a right, and should strive to make the process a positive experience. Members must abide by all church policies and cooperate with Trinity staff throughout the entire process. It is the responsibility of the wedding party, not Trinity staff, to ensure that all wedding arrangements are made and that all church policies are observed. Deviation from church policies or un-Christlike behavior may cause a member to lose his or her privilege of using Trinity facilities.

Since Trinity facilities are available for member weddings only, there is no facility usage fee. Even so, wedding events are considered beyond the normal work schedule for Trinity staff. Members are required to pay fees covering the costs of church personnel whose services are either necessary and/or requested by the wedding party.

The use of church facilities for weddings is subject to Trinity Baptist Church facility policies. Each request for a wedding ceremony must be submitted to the church using a facility request form, which is available on the church web site or the church office. This form will be assigned to a church hostess who, after meeting with the wedding party, will then submit the request to the elders for approval and placement on the church calendar.

B. SCHEDULING OF WEDDINGS

A wedding may not be scheduled more than eight months in advance from the wedding date. A wedding must be scheduled no less than four months prior to the wedding date. Any request outside of these perimeters will need Elder approval. It will be the responsibility of the wedding party to confirm the wedding date on the church calendar.

During holiday times, many necessary members of the church staff are unavailable for weddings. Therefore, weddings are discouraged during holidays and special church event times. In the event that a party feels there is no other time possible but one of these holiday/special event times, the Elders will consider each request

individually. There is no guarantee that the facility will become available, but the Elders will make every effort to accommodate whenever possible.

No weddings may be scheduled on Sundays. Because of difficulties in securing adequate help, we do not schedule wedding rehearsals, weddings, or receptions on the following days or the weekend of that holiday:

- Memorial Day
- Labor Day
- Thanksgiving
- Between December 23 and January 3
- Independence Day or the weekend of Independence Day when it falls on Friday or Monday

In addition, no weddings may be scheduled the week of or the weekend following Truth Raiders, Sports Camp, Camp Life, and Project Impact. All weddings scheduled in December or three weeks before Easter must be cleared with all staff members to avoid conflicts in rehearsals for Christmas or Easter programs. All weekday wedding activities must be completed and the facility vacated by 10:00 p.m.. Saturday wedding activities must be completed and vacated by 5:00 p.m.

C. WEDDING COSTS

The Elders have established a sum payment of \$600 for standard wedding costs. This charge covers the costs of services provided by our personnel for the wedding rehearsal and ceremony. Should the reception and/or rehearsal dinner take place at Trinity, there would be an additional \$100.00 fee per event. Therefore, the total sum possible would be \$800.00 (excluding the deposit.)

All fees will be paid directly to the church. A deposit of \$200.00 is due when the date is put on the calendar, and the wedding costs are due three days after Elder approval. Any damages to church property, equipment, or furniture will be the responsibility of the wedding party. The \$200 deposit is retained for the damage provision, and if damage has occurred, the church will use the deposit to recover these repair expenses. If no damage occurs, the deposit will be returned in full within two weeks of the wedding date.

Any special requests must be presented the Elders for approval. The wedding party may request a meeting with the Elders to make any special requests or to discuss any questions that are not clearly outlined in this policy. The wedding host/hostess will be happy to schedule this meeting.

D. INITIAL ARRANGEMENTS

Contact the church secretary to make an appointment with a wedding host/hostess as soon as wedding details are decided. The church secretaries do not make any

arrangements for weddings. This will be coordinated by the wedding hostess with approval from the Elders. Tentative dates may be cleared by telephone with the wedding hostess; however, it will be necessary for the mother and/or the bride to have a personal conference with the wedding host/hostess before a date can be confirmed.

E. WEDDING CEREMONY

Since marriage is an institution of God, the ceremony should be thoroughly Christian. The ceremony should be more than the satisfaction of civil law. It should reflect the Biblical idea of male and female being brought together by God, to be united by God as husband and wife. The ceremony must be considered a high and holy act and serve to impress the Person, Presence, Power and Will of Jesus Christ upon the bride and groom and all in attendance.

F. WHO MAY PERFORM A WEDDING CEREMONY IN TRINITY BAPTIST CHURCH

The pastor and ministerial staff of the church are willing and available to help in any way they are able. It is suggested that a minister of the church conduct weddings performed in Trinity Baptist Church. However, we realize that for one reason or another, the bride or groom may wish for another minister to perform his or her wedding. This is permissible with the following qualifications:

- a) Such person must be a Christian minister and must be approved by the pastor of our church.
- b) Such person must be an ordained minister and licensed in at least one county of the state of Oklahoma and must be able to provide a copy of such documents.

G. SECOND MARRIAGES

In the case of a second marriage, the matter will be discussed with our pastor, and his decision will stand.

H. PREMARITAL COUNSELING

All couples planning to be married must participate in counseling sessions with the pastor at least six weeks prior to the wedding.

I. ALCOHOLIC BEVERAGES/FIREARMS/SMOKING/DANCING

NO WEDDING, REHEARSAL, OR RECEPTION WILL BE HELD WHEN ANY MEMBER OF THE WEDDING PARTY IS UNDER THE INFLUENCE OF ALCOHOLIC BEVERAGES. It is the responsibility of the bride and groom to see

that this is strictly enforced. No alcoholic beverages may ever be served at a reception or allowed on any church property.

NO FIREARMS ARE ALLOWED ON THE CHURCH PROPERTY. If any are seen, we will ask for them to be turned over to us and locked in one of the offices; otherwise, the police will be called.

SMOKING is not permitted inside the buildings. The bride and groom shall request that all members of the wedding party and guests refrain from smoking inside the church buildings at all times. Cigarette butts should be thrown in trashcans after they have been extinguished. DRINKS AND FOOD are not permitted inside the auditorium at any time. We ask that the wedding couple assign a family member or two from each side of the respective families to keep an eye out for food and drinks.

NO DANCING ALLOWED. Although dancing in and of itself is not wrong, we simply cannot and choose not to be the monitor for dancing that may become inappropriate. Therefore, we have made a decision that we will not allow dancing at any wedding events. If you would like to have dancing at your reception, then we would recommend having the wedding at Trinity and the reception off campus.

J. RICE

The throwing of rice and birdseed endangers the safety of those using halls and walks. Therefore, their use is prohibited. We suggest the use of bubbles and/or flower petals outside.

K. WEDDING HOST/HOSTESS

Immediately after the first contact by the wedding party, the wedding host or hostess will be assigned. If preferred, the wedding party may request a specific wedding host/hostess from the approved list within the application form. This person will be assigned to all wedding parties to insure the most positive experience possible. All questions should be referred to the wedding host/hostess. This person will work with all required TBC staff and the wedding party to finalize and coordinate the wedding arrangements. The wedding host/hostess will insure that care of the building and equipment is exercised. The host/hostess will meet with a representative(s) of the wedding party to discuss particulars in detail no later than four weeks prior to the wedding. Last minute changes are not possible because of the very busy church schedule. The host/hostess will begin the planning process and work through the wedding and be there after the last person has gone to insure a successful experience. The wedding host/hostess will be available to help with the wedding party logistics during the rehearsal and wedding ceremony. However, it will be the responsibility of the wedding party to provide assistance for sending the wedding party down the aisle. We strongly suggest that the person facilitating the flow of the wedding be at both the rehearsal and the wedding. It is a critical part of

the success of the wedding. The host/hostess is not responsible for any part of the actual wedding or rehearsal other than tasks assigned by Trinity staff.

The wedding host/hostess is required by TBC and is acting as an agent for TBC to ensure the agreed policies and procedures are followed. The wedding host/hostess does not have the authority to grant special requests or make decisions not clearly defined in this policy. Those requests require approval by the Elders. The church wedding hostess is not a wedding coordinator and shall not be expected to fulfill the responsibilities of a wedding coordinator including but not limited to directing the wedding party down the aisle.

L. WEDDING MUSIC

A wedding is a Christian ceremony of worship and celebration in which two persons are joined together in marriage. The fact that you have chosen to have your wedding in a church indicates that you wish to have a worshipful and reverent service. Therefore, we request that you use music that is centered in the Christian faith and appropriate for use in a worship ceremony. If you desire the use of popular (sentimental love songs) or non-traditional wedding music, the music must be approved by the Trinity Worship/Production minister.

The soloists and instrumentalists should arrange a rehearsal with the sound technician at a time other than the wedding rehearsal. Thirty minutes prior to the wedding rehearsal is generally most acceptable. CDs are an alternative to instrumentalists.

M. SOUND SYSTEM AND RECORDING THE CEREMONY

A sound system is available for use in our Main and SLM auditoriums during all weddings and rehearsals. Personal sound systems are not allowed to be used in the Main and SLM auditoriums. Only Trinity approved sound technicians are allowed to operate the sound/lighting/video systems. **NO EXCEPTIONS!**

N. NURSERY

A nursery may be provided at the expense of the wedding party for the wedding ceremony only. One can be arranged through the wedding host/hostess and will be staffed by two or more paid church nursery employees. It will be necessary to make arrangements for a nursery two weeks in advance. The number of paid workers will be determined by the wedding hostess based upon attendance projections provided by the wedding party. If nursery care is desired, each nursery worker must be paid \$15.00 for the first hour and \$10.00 per hour or any part of an hour thereafter.

O. RECEPTIONS

Special arrangements for the room should be given to the host/hostess for the custodian to follow in setting up the room. The church has only a few tables in the facility for weddings so the wedding party will need to procure tables required for the reception. The church does not have a kitchen designed for preparation of full service meals. The wedding party should make other arrangements for food, food preparation, ice, and utensils. **The wedding party is responsible for all church kitchen equipment used for the reception by the caterer.**

The caterer or bride should contact the host/hostess no less than 48 hours prior to the reception to make sure he/she understands what facilities are available and when the facility will be open. **Arrangements must be made with the host/hostess in advance for table/chair delivery.** The wedding party must have the tables and chairs immediately removed after the reception is over so the room can be cleaned and setup for services.

P. SETTING UP FOR THE CEREMONY

The wedding host/hostess will coordinate all phases of set up for the wedding. Facility set-up preparation start time must be approved by the Elders. The Elders will try to accommodate preparation start times but the preparations must be done during regular church office hours and cannot conflict with any church activities. The wedding party must be sure to include facility preparation start time in the request form. Any request for teardown of the stage will be considered a special request that will require Elder approval. Should approval be granted, the host/hostess will make arrangements with the custodian to move the stage equipment.

Only dripless (metal spring loads) candles, votive cups, or glass covered candles may be used. Unity candles must be setup so that they do not drip on the floor. Florists are responsible for the cleaning of wax from the floors and furniture. The florist must insure that all wax is removed immediately after the wedding ceremony. The wedding party is responsible for insuring that the florist understands this policy.

Custodians will be responsible for any furniture to be moved. Moving of any furniture would be considered a special request and would require Elder approval. The custodian does not have the authority to grant a special request to move furniture at the last minute, so please do not ask him. **Musical instruments must not be moved.** If there are any other problems that arise, please ask the custodian for help. A pre-wedding setup meeting should be scheduled with the wedding party, host/hostess, and the custodian to do a walkthrough of the facility areas that will be used. This is necessary to discuss appropriate and allowable facility usage for the wedding.

Q. ACTIVITIES OUTSIDE THE BUILDING

Decorating Cars: Shoe polish bottles/boxes, paper sacks, streamers, cans, or any other items used to decorate the car must be properly disposed of and **not left on church grounds**.

R. DRESSING ROOMS

Wedding Host/Hostess will direct wedding party to rooms available for dressing.

S. WEDDING ATTENDANTS

Bridesmaids, maids of honor, and matrons of honor must all be female. Best men, ushers, and groomsmen must all be male. Attendants of the bride must be female. Attendants of the groom must be male. Here are some examples: A groom may not have a female best man. A bride may not have a male bridesmaid. Any variation that is similar and inappropriate will not be allowed. Males will have male roles in the wedding. Females will have female roles in the wedding.

Should a question arise that the wedding party may not feel is covered under this policy, the final decision will stand as the Elders decision. Should a change be made the day of the wedding without previous warning, the church hostess has the ability to hold the wedding until appropriate approval or disapproval has been made by the Elders. Surprises could cause an untimely delay on the day of your wedding, so any questions should be discussed with the hostess before the wedding occurs to avoid a glitch in your important day.

We understand that small children are sometimes wanted for flower girls and ring bearers. We suggest you use older children (at least 4 years old) for these positions. Younger children find it hard to stand still for the entire length of the ceremony and can distract from the ceremony. Flower girls should carry a small bouquet or basket of artificial flowers. **REAL FLOWER PETALS AND CONFETTI ARE NOT PERMITTED.**

T. FLORIST POLICY

1. The florist must contact the wedding host/hostess 24 hours in advance of the wedding to set a time for decorating the church. Decorating must be completed at least one (1) hour before the ceremony.
2. The church office and facilities are open each weekday between the hours of 8:30 am and 4:30 p.m. If preparation for the wedding (decorations) cannot be completed between these hours, special arrangements must be made in advance with the host/hostess. It is the bride's responsibility to gain special approval for any special times required. This must be done prior to the wedding rehearsal.
3. The florist must remove all decorations immediately after the wedding. If a bride desires to leave the flowers for Sunday worship, the wedding host/hostess should be notified.
4. Custodians will be responsible for any furniture to be moved. **Musical instruments must not be moved.** If there is any problem, please ask the custodian for help. It is the wedding party's responsibility to gain special approval for any furniture that needs to be moved. This must be done prior to the wedding rehearsal.
5. No nails, tacks, staples, pins or anything that will mar church property may be used.
6. **Only dripless (metal spring loads) candles, votive cups, or glass covers may be used. Florists are responsible for the cleaning of wax from the floors, furniture, and carpets and shall be required to see that the church premises are clear of wax after use. Unity candles must be fixed so that they do not drip onto floor. You must use a clear plastic runner or plastic wrap under any candle stand that will have candles removed and used (such as the unity candle.)**
7. The placing of flowers, ferns, candles, or anything decorative on the piano is strictly prohibited.
8. Air conditioning/heating will be turned on only as long as is necessary to cool/heat the facility before the wedding.
9. Only wrapped wire that will not mar chairs may be used to fasten bows. Do not use florist tape or duct tape. Masking tape is permissible.
10. The florist and his/her employees are expected to observe the sanctity of the church. No smoking, drinking, obscene language, or discourteous actions anywhere on premises.

U. DAMAGE AND ACCIDENT CLAUSE

Any contractors used in the wedding will be required to provide a copy of an accident insurance policy to Trinity Baptist Church. The accident policy must have a minimum coverage of \$1,000,000.00. Any damages to the church property, equipment, and furniture are the responsibility of the wedding party.

I have read and understand the policies of Trinity Baptist Church and will abide by said policies. It is understood that the bride and groom will be liable for any damages that might be incurred to any of the buildings, grounds, or furnishings of Trinity Baptist Church, whether caused by the wedding party or guests associated with this wedding.

Signed _____

Date _____

Why do you desire a church wedding?

Why did you select Trinity Baptist Church for your wedding?

FOR OFFICE USE ONLY

Date entered on church calendar _____

Amount Received \$ _____

Received by _____

Calendared by

Paid by

Pastoral Conference scheduled: Date _____ Time _____

V. WEDDING RESERVATION FORM

TRINITY BAPTIST CHURCH
 Yukon, Oklahoma 73099
 (405) 354-4839

Reservation Form must be filled out and returned to the church office before wedding can be placed on the calendar.

Bride's
 Name _____ Phone _____
 Address _____ Wk. Phone _____

Parents' Names _____ Phone _____
 Address _____ Wk. Phone _____

Member of what church? _____

Groom's Name _____ Phone _____
 Address _____ Wk. Phone _____

Parents' Names _____ Phone _____
 Address _____ Wk. Phone _____

Member of what church? _____

Wedding Date _____ Time _____

Minister performing ceremony _____

Minister's church _____

Home Phone _____ Wk. Phone _____

WE DESIRE TO RESERVE THE FOLLOWING WEDDING HOST/HOSTESS: (Please check the host/hostess desired:

Name	Check

WE DESIRE TO RESERVE THE FOLLOWING: (Please make selections by inserting Yes or No in the Yes/No column)

Event	Building/Room	Yes/No
Wedding	Main Auditorium	
Wedding	SLM Auditorium	
Wedding	Activities Building	
Wedding	Amphitheater	
Reception	Main Commons	
Reception	SLM Commons	
Reception	Activities Building	
Reception	Amphitheater Patio	
Rehearsal Dinner	Activities Building	
Wedding	Childcare Needed? (How many children expected?)	

The Elders must approve any special requests. The wedding party may request a meeting with the Elders to make any special requests or to discuss any questions that are not clearly outlined in this policy. The wedding host/hostess will be happy to schedule this meeting.

Special Requests:

WORK SCHEDULE

PLEASE GIVE INFORMATION BELOW:

Wedding Date _____ Wedding Time _____

Rehearsal Date _____ Time _____

If rehearsal dinner is at the church, please give caterer's time of arrival and time of rehearsal dinner.

Facility Preparation Start Date and Time Requested _____

Rehearsal Start and End Time _____

Rehearsal Dinner Time _____

Caterer's arrival Time (Rehearsal Dinner) _____

Number expected at rehearsal dinner _____

Wedding Reception Time _____

Bakery/Caterer's Delivery Time (Wedding) _____

Florist's Delivery Time (Wedding) _____

Photographer's Arrival Time (Wedding) _____

Caterer's Name _____ Phone _____

Baker/Bakery's
Name _____ Phone _____

Florist's Name _____ Phone _____

Photographer's Name _____ Phone _____

Do you plan to leave flowers for Sunday Worship? Yes _____ No _____