

## Western Heights Baptist Church Wedding Policy

Your wedding is a sacred occasion. It will be most meaningful to you, your families and friends when there is careful planning. For that reason, the following statements must govern the plans for weddings at Western Heights Baptist Church. We sincerely believe these policies to be the most suitable and practical for all concerned. We will appreciate your cooperation with these provisions.

### Please Read Carefully

1. It is advisable to clear all dates with the minister and church office prior to **Making a Public Announcement** as to the wedding plans.
2. The inclusion of any minister other than the pastor of Western Heights Baptist Church must be cleared through the Western Heights Pastor.
3. Music arrangements will be the responsibility of the bride and groom. However, **only WHBC Staff can play our musical instruments** unless cleared through WHBC's Minister of Music.
4. The fees for the custodian will include the wedding and the rehearsal. The reception area will be charged separately.
5. It shall be the responsibility of the bride and groom to make all arrangements through the church office for the use of the building and grounds.
6. **No** alcoholic beverages in any form may be served anywhere in the building or on the grounds of the Western Heights Baptist Church. \*
7. Flower and decoration arrangements will be made directly with the florist and the instructions for the florist must be given to the church office. See "The Sanctuary" section for further arrangement instructions. \*
8. **Photographers** – The wedding is a religious service. Ample time will be given before and after the service for pictures. All other photo times during the service will be agreed between the minister and the photographer. \*
9. Only birdseed and bubbles may be used. These will not be thrown in the church building or entrances. The ushers are responsible for carrying out this policy! **No confetti or rice** may be used. \*
10. **Smoking** is prohibited in the entire church building.
11. Only committee members or appointees can show the building.
12. After original plans are confirmed, alteration of the schedule must be cleared with all of the above parties. \*
13. Other than the flower stands provided, the furniture in the sanctuary may not be used as flower stands. No flowers on the piano or organ. Do not use Bibles or Hymnals for flower stands. \*

14. Pulpit furniture may not be moved from the pulpit areas without permission from the custodian or pastor. The wedding party is responsible to place furniture in original position with direction of the Pastor, Custodian or Wedding Consultant.\*
15. Use of the sound system must be arranged through the pastor. Only Western Heights Baptist Church sound technicians will be used!

It is the obligation of the bride and groom to make certain that these rules are made known to all the members of the wedding party and invited guests. The Wedding Consultant Committee members will work with the bride, groom and Mistress of Ceremony to insure that all guidelines are followed.

\*If consultant committee or hostess is approved an “\*” will follow their responsibilities. Wedding directors or assistants must clear all plans and procedures with the minister. \*

## **The Sanctuary**

1. No nails, tacks, staples, pins, tape, glue or anything that will mar the woodwork may be used on walls, lights or pews.
2. No food or drinks in the sanctuary or foyer with the exception of communion. \*Only bottled water is allowed in Bride’s dressing room.
3. No live floral arrangements on the pews, due to moisture problems. Artificial arrangements only can be draped on the pews with securely wrapped wire that will not mar the pews.
4. No live floral arrangements on the walls or sconces.
5. Drip disks must be used under candelabras and potted plants. Only drip-less candles may be used. The bride and groom will be directly responsible to pay for removal of any spilled wax in all cases.
6. Families will be responsible for removing all rented and personal equipment not belonging to the church, immediately after its use. The church is not responsible for any equipment left behind.
7. Dressing Room: The bride’s room will be opened and available to the bride and attendants at least one hour prior to wedding or as per request by the bride. All personal articles must be removed as soon as possible after the wedding. If another room is needed for the groom and his attendants, it will be provided. Please notify the church office.

## **The Reception**

1. The families and hostess assume responsibility for clean up of decorations, equipment (stove, sink, dishes, etc.) and any equipment that is not church owned.
2. The custodian sweeps, mops, dusts, sets up and removes trash. Church owned equipment such as tables will be set up and removed as needed. Notify the church office as to needs.
3. Any and all damages will be the responsibility of the bride, groom and families.

4. The minister or church office is responsible to notify the essential personal: Wedding Consultant Committee, custodian, sound equipment tech, minister of music and organist as soon as a date has been confirmed.

### **Who is a Member?**

A member is one who has joined the church through baptism, transfer of letter, or Statement of Faith and has been accepted into the church body through a WHBC church service and business meeting.

The Member's family includes: their son, daughter, stepson, stepdaughter, mother, father and grandchildren at residence with member more than 6 months, prior to wedding date. (Away at school, homebound for medical reason, military service or the mission field will not cause the member or stated relatives to be so considered inactive.)

### **Non-Members**

Individuals who do not have their membership at Western Heights Baptist Church as per the above definition under section entitled "who is a member" will be classified as a non-member. Inactive Members of Western Heights Baptist Church are any who have not attended in the last 12 months.

The pastors and deacons will review any other extenuating circumstances.

\*The Wedding Consultant Team assists the minister in guiding parties to proper areas, making sure grounds and building codes (smoking and drinking policies, etc.) herein are adhered to and all equipment is secured and furnishings are moved into the original place(s).