

University Baptist Church
Policies, Procedures and Guidelines Manual

WEDDING POLICIES

Your wedding is a joyous occasion. Because you have asked to be married in the church, it is also a very special, sacred, religious service. Holding your ceremony in a church sanctuary signifies that to you marriage is an ordinance of God and its solemnization at the altar is a placing of the marriage relationship under the blessing and commandment of God, by your choice. A church wedding, therefore, should be a Christian wedding from beginning to end.

We are pleased that you want to be married at University Baptist Church. It is our hope that you will experience a deep spiritual meaning in your wedding as you receive pre-martial counseling and are married in this place dedicated to the worship of God.

I. SCHEDULING THE WEDDING

- A. UBC is available to host weddings for church members and their children. Weddings for non church members may be allowed at the discretion of the ministerial staff.
- B. All weddings must include the presence of a UBC Minister, UBC Wedding Coordinator and the participation /consultation of the UBC organist.
- C. Tentative reservations must be established through the Church Office for the availability of dates and hours for the rehearsal and wedding. **Facilities for the reception are available for church members only.**
- D. No weddings, rehearsals or wedding receptions will be scheduled on major holidays or on the day of home football games. All Saturday weddings should be scheduled to begin no later than 7:00 p.m., and that with the approval of the Church Office.
- E. Confirmation for wedding dates will be given six months prior to the desired date. **Dates and times will be confirmed upon receipt of the deposit.**
It is strongly advised that no dates be announced or invitations printed until the date has been approved and the church facilities have been reserved. The appropriate completed forms must be returned and the wedding deposit received at the Church Office in order for your wedding to be confirmed.
- F. Questions about and clarification of the University Baptist Church Wedding Policies may be discussed with the Wedding Coordinator.

II. GENERAL POLICIES

- A. To avoid confusion, the Florist, decorator, and/or caterer (if used) should consult with the church Wedding Coordinator in advance to set the time for their periods of work.
- B. **Alcohol, drugs and smoking are not permitted** in any part of the church building, parking areas or church grounds.

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- C. Only the use of birdseed is permitted, and that use must be outside. No birdseed, confetti or other material may be thrown inside any part of the church building.
- D. All wedding decorations and equipment must be removed from the church building immediately following its use so that our Custodian can prepare the building for other scheduled events.
- E. If the wedding party desires to dress at the church, appropriate facilities will be reserved upon request. Facilities will be available two hours prior to the ceremony. The church will not be held responsible for valuables left in dressing rooms or other areas.
- F. All weddings must use the services of a University Baptist Church Wedding Coordinator. If you choose to use a professional wedding planner, you must still use the services of the church Wedding Coordinator.

III. FEES

A. FACILITIES RENTAL FEES

1. Members

- a) Church facilities are available *free of charge* to members of University Baptist Church and their children.

2. Non-members

- a) Sanctuary (Wedding and Rehearsal) \$ 400.00

B. CUSTODIAL FEES

1. Custodial fees apply to members and non-members alike:

- a) Sanctuary (Wedding) \$ 100.00
- b) Fellowship Hall (Reception - members only) \$ 130.00

These are MINIMUM compensations for up to 2 hours before the wedding ceremony.

- 2. Additional hours required will be charged on an individual basis at the rate of **\$25 per hour**.

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C. MUSIC FEES

1. Fees for musicians will be arranged with the musicians.
2. Consultation fee for using musicians other than our church organist \$100.00

D. SOUND

1. Sound Technician \$125.00

E. CHURCH WEDDING COORDINATOR

1. Wedding only \$250.00
2. Wedding and reception (members only) \$350.00

F. MINISTERS

1. The fee for the Minister will be decided on in consultation with the Minister.

All fees listed above are payable to the Church Office
at least one week prior to the rehearsal date.

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IV. CHURCH WEDDING COORDINATOR

The UBC Wedding Coordinator will direct all weddings held at UBC, whether or not the services of a professional wedding planner have been engaged. Their duties will include:

- A. Meet with the Bride to review the guidelines in the Wedding Policy before the wedding can be confirmed on the church calendar.
- B. Clarify with the Bride what can and cannot be done or used in the Sanctuary, what facilities will be needed, confirm details of the application, etc.
- C. A second meeting is to be held within two weeks prior to the wedding to go over final plans and items needed for the ceremony, i.e. tables for communion or candles, flower and candle placement, sound needs, etc.
- D. Open the building 20 minutes prior to the rehearsal and close the building no more than 20 minutes after the rehearsal.
- E. Assist with the rehearsal. If a guest minister is officiating, the Wedding Coordinator will discuss the rehearsal with them ahead of the rehearsal date and review the policy guidelines.
- F. Open the building 2 hours prior to the wedding to meet the Florist, etc., and remain in the building to unlock appropriate doors at the wedding time, meet the wedding party, etc.
- G. Assist the wedding party in preparation for the ceremony or help coordinate, if a professional planner has been engaged.
- H. Remain in the building until all guests/wedding party have left.
- I. Return any wedding items used (candelabra, etc.) and secure the building with the assistance of the Custodian.
- J. In the case of a reception held in the church Fellowship Hall, the Wedding Coordinator will remain on site until the reception is ended, all guests and family are gone, and the Fellowship Hall and Sanctuary have been returned to their normal state and the building secured.
- K. May assist the wedding party, if requested, with timing of events during the reception, such as cutting the cake, so that the reception stays within the given time limit.

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V. WEDDING REHEARSAL

- A. Rehearsal time is limited to one hour from the scheduled beginning time. The Bride and Groom should insist that all members of the wedding party be prompt. This is most important.
- B. The Minister will be in charge of the rehearsal and ceremony, in coordination with the University Baptist Church Wedding Coordinator.
- C. Members of the wedding party are reminded that throughout the entire rehearsal they are in a holy place dedicated to God. They are expected to act and dress appropriately. Alcohol and smoking are not permitted at anytime, anywhere in the church building, parking areas or church grounds.
- D. The marriage license should be given to the Minister **no later than** the rehearsal. No wedding can be performed unless the license is in his/her possession.

VI. DECORATIONS

- A. The Bride is responsible for reviewing our guidelines and presenting a copy to the Florist along with a copy of AGREEMENT OF THE FLORIST which is to be signed by the Florist and returned to the church. Should these guidelines not be strictly followed the wedding may be postponed and/or the Florist will not be allowed to provide services for future weddings at University Baptist Church.
- B. The Florist together with the bridal applicant engaging the facilities will be responsible for all damages.
- C. During the Christmas season, holiday decorations used by the church may not be removed or moved.
- D. Only dripless candles are to be used in the Sanctuary.

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VII. FLORIST GUIDELINES

- A. Furniture will be moved by the Church Custodial Staff only. In the Sanctuary only the pulpit and platform chairs may be removed.
- B. A definite time for decorating must be arranged with the Wedding Coordinator.
- C. If flower petals are dropped in the aisle, they must be artificial or dried flowers. The Florist must assume responsibility for any flower stains on the carpet.
- D. All decorations and equipment shall be removed from the church building immediately following its use, so that our Custodian can prepare the building for other scheduled events.
 - 1. If wedding party has agreed to donate event flowers for the altar, arrangements should be made with Wedding Director regarding disposition.
- E. The Florist should take precautions to protect the finish of all furnishings of the Sanctuary, Chapel and Parlor. No tacks, nails, thumbtacks, sticky floral tape, scotch tape or masking tape may be used to attach decorations to the floor, furniture, pews or choir rails.
- F. No decorations may be placed on the organ console or the piano.

VIII. PHOTOGRAPHY AND VIDEO POLICY

- A. The photographer should keep in mind that a wedding is a religious service.
- B. Please discuss with the wedding party the amount of pictures to be taken and the time required. All photographs in the Sanctuary should be completed at least forty-five (45) minutes before the ceremony.
- C. The photographer must remain at the rear of the Sanctuary.
- D. Flash photography will not be permitted during the ceremony.
- E. Video taping of the ceremony is permitted from the balcony only.

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XI. WEDDING MUSIC INFORMATION

- A. Musical selections, both instrumental and vocal, should be chosen with the purpose of glorifying God and, therefore, suitable for a Christian worship service. The Church Organist and/or Minister of Music must be consulted about all musical selections.
- B. For weddings taking place in the Sanctuary using the piano or organ, the Church Organist or their designee must be used. The use of guest musicians is discouraged; any special requests must be approved by the Music Ministry Staff.
- C. In the event that guest musicians are approved, the UBC organist will be paid a consultation fee.

X. THE WEDDING RECEPTION

(AVAILABLE TO CHURCH MEMBERS ONLY)

- A. Arrangements for the wedding reception should be made with the Wedding Coordinator.
- B. The caterer or person in charge of the reception must set up a time to go over arrangements and rules for the use of the kitchen and Fellowship Hall.
- C. The church Wedding Coordinator and the church Custodian are required for the reception. The person in charge of the reception/caterer will assume the responsibility for:
 - 1. Removing all equipment used
 - 2. Clearing all reception items from the Fellowship Hall
 - 3. Washing all UBC equipment used
 - 4. Removing all trash
 - 5. Removing all leftover food
 - 6. Cleaning the kitchenThe Custodian will clean the floor and reset Fellowship Hall for regular use.
- D. The caterer may bring equipment into the kitchen three hours prior to the wedding and should be out of the kitchen with everything cleaned three hours after the start of the wedding. The tables in Fellowship Hall may be set up and decorated prior to the day of the wedding, provided Fellowship Hall is not in use by the church. There is no refrigerator or freezer space available.
- E. The reception should end no later than three (3) hours after the start of the wedding.