

VI. WEDDING POLICY

The Importance of Marriage

At Union Baptist Church we want to minister to you through your wedding service. Your wedding is the Christian celebration of your love and commitment to each other and to God. The sacred ceremony, in which you enter into a covenant with God and one another, creates the foundation for your marriage. By choosing to use a representative of God, and God's Church, you are inviting God's presence in your wedding and purposely asking for God's blessing upon the marriage. We will do everything necessary to facilitate your wedding at Union Baptist Church.

Who Can Be Married at Union Baptist Church

- Members of Union Baptist Church
- Children of Union Baptist Church members (natural children or children for whom you have served as guardian)
- Friends of Union Baptist Church (non-members who attend regularly and who support the ministries of this church with their presence, prayers, talents, and finances.)
- Members of another church with a recommendation from the current pastor of that church

Requirements

The following requirements apply to all couples who are candidates for marriage at this church:

1. You must be a Christian and be prepared to share your personal testimony with the pastor.
2. You must attend pre-marital counseling that is provided by Union Baptist Church or approved by a pastor of this church.
3. Couples must not be living together.
4. Request for the use of the church should be made at least six months in advance of the wedding ceremony. Exceptions to the six month advance notice may be granted depending on circumstances.
5. Weddings, rehearsals, and receptions will not be scheduled on Sundays, Holidays, Christmas Eve, Christmas Day, or on any previously scheduled church commitment dates.

Officiating

The ceremony may be performed by any of our pastors. If the couple wishes another pastor to participate, the invitation must be approved and extended by the Senior Pastor. The wedding service shall be under the sole direction of the officiating pastor.

Conduct

The immediate wedding party will be responsible for the conduct of all participants and guests. The following rules must be strictly complied with:

1. Intoxicants, in any form, are not permitted in the building, parking areas, or church grounds. No one will be allowed to participate in any rehearsal or wedding while under the influence of intoxicants.
2. Smoking or use of tobacco products is not permitted in the church building nor on church property.
3. Dancing is not permitted.
4. Only birdseed may be used, and it may not be thrown inside the church building. Bubbles may be used outside the building only.
5. Use of glitter or confetti inside the church building or on church grounds is prohibited.
6. Children are to be monitored by an adult at all times.

Responsibilities

1. It is expected that proper attire be worn during the rehearsal and ceremony.
2. The church is not responsible for personal items, and is not liable if such items are lost, stolen or damaged.
3. All personal items should be removed from the rooms used by the bridal party following the wedding.
4. The church nursery will not be available for use and nursery workers will not be provided.

Marriage License

The marriage license may be procured from the Office of the Probate Judge in any county. It should be given to the Wedding Coordinator at the rehearsal. The officiating pastor is responsible for signing it and returning it to the issuing officer. To obtain a certified copy of the completed license to use as your permanent record of marriage, contact the Probate Office of the county and state that issued the marriage license approximately two or three weeks after the wedding.

Decorations

1. Nails, tacks, screws, or any fasteners that cause marks, holes, discoloring, or sticky residue are not to be used to fasten decorations on any furniture or part of the building.
2. Seasonal church holiday decorations, particularly Christmas and Easter decorations will not be removed for weddings.
3. The placing of flowers, ferns, candles or anything decorative on the piano is not permitted.
4. Candles must be drip-less and protective floor covering must be used wherever candles are placed.
5. If potted plants are used, the flooring must be protected from moisture.
6. Only artificial flower petals may be used by the flower girls.
7. All decorations, flowers, plants, and other equipment are to be removed from the sanctuary immediately following the ceremony.

Music

Because a wedding is a worship service, the music for the wedding should be appropriate for the worship of God and expressing the faith of the church.

1. All music, whether instrumental, recorded, or vocal, must be approved by our Worship Pastor at least four (4) weeks prior to your wedding. The UBC Wedding Coordinator will make an appointment for you with the Worship Pastor to review your music program.
2. Recorded music should be given to the Wedding Coordinator one (1) week prior to the ceremony.
3. Arrangements to use the church musical instruments must be made with the UBC Wedding Coordinator.

Sound Equipment

1. The Audio Visual Team will be responsible for operating the sound and lighting for all weddings.
2. No member of the wedding party should go into the sound booth or adjust any equipment in any way. There will be no exceptions to this policy.
3. An A/V Team member will be present for rehearsal as well as the ceremony, and will be available one hour prior to the time of the wedding for a sound check.
4. All technical requests (sound, lighting, video, and audio recording) should be given to the Wedding Coordinator at least 30 days prior to the wedding date.
5. Audio-taping is available and a church video technician may be available to provide live video and/or recording. You must notify the UBC Wedding Coordinator for arranging these technical services.

Photography and Videography

The wedding at Union Baptist Church is a service of Christian worship. While photographs of the wedding and wedding party are important to the couple and their families, the solemnity of the ceremony should not be marred by indiscriminate picture taking. Reverence for the Sanctuary and the wedding ceremony is expected. The photographer/videographer will be required to meet with the UBC Wedding Coordinator prior to the ceremony.

Church Facility

1. The relocation of any items in the Worship Center must be approved by the UBC Wedding Coordinator.
2. The Wedding Coordinator will assign rooms to the wedding party, and only those rooms may be used.
3. Care must be taken by the bridal party to protect the building and furnishings. All church facilities must be left in the condition in which they were found.

Fees

You will not be charged to use the facilities of Union Baptist Church. However, the following amounts are for compensation for those who will assist you in making your wedding day special:

1. \$250 deposit is required at time of reservation of wedding date to cover damages or policy violations during the wedding activities. This will be returned if policies are followed and no damage has occurred.
2. \$200 for clean-up after the wedding (Sanctuary, rooms used by the wedding party, restrooms, hallways).
3. \$150 for the Wedding Coordinator.
4. \$100 for the sound technician.
5. \$100 if a video technician is utilized. (Note: We are not professional videographers.)
6. \$150 for clean-up if the rehearsal dinner is held in the Fellowship Hall.*
7. \$150 for clean-up if the reception is held in the Fellowship Hall.*
8. All fees must be paid to the church prior to the wedding.

* This amount may be waived by the Wedding Coordinator if you agree to provide clean-up as required by the church.

Wedding Coordinator

After your initial meeting with a pastor and your wedding date has been selected, you will be assigned a Wedding Coordinator. The UBC Wedding Coordinator is not there to direct your wedding but to coordinate the events of your wedding as they relate to Union Baptist Church. He/she will provide answers to questions concerning facilities, procedures, rehearsals, decorations, and custodial services. If you are having your rehearsal dinner and/or reception at the church, the Wedding Coordinator will help you with plans and information concerning the use of the facilities.

The UBC Wedding Coordinator will be present during all events that are held at the church and will supervise any moving or rearranging of furniture and/or church fixtures. (Note: No furniture or fixtures may be moved in any part of the church without the approval of the UBC Wedding Coordinator.)

Your Responsibility

It is your responsibility to review these Wedding Guidelines and Policies. Discuss them with all members of your wedding party, as well as your florist, photographer, and caterer, so there will not be any misunderstandings or deviations from them. Any violation of these Wedding Policies may result in forfeiture of your deposit.