

POLICIES AND PROCEDURES

III. WEDDING POLICY

The Church and Christian Weddings

Pleasant Grove Baptist Church

10005 Lake Wheeler Road

Fuquay-Varina, NC 27526

We believe the Wedding Ceremony to be one of the most sacred events in the life of the church. It is a sacred ceremony having a two-fold purpose: one is to perpetuate the Christian Life through the creation of another family unit; the other is to acknowledge the Lordship of Jesus Christ as you begin a new life together.

As you make your plans, please consider carefully the following guides and regulations:

I MINISTERS

The bride and groom should contact the pastor sixty days in advance. He will help schedule a time and reserve the facilities you need, avoiding calendar conflicts.

It is expected that the pastor of Pleasant Grove will officiate at all weddings. If the bride and/or groom wish to invite another minister to participate in the ceremony, They will make it known to the pastor of Pleasant Grove prior to extending the invitation to the guest minister, as a matter of courtesy.

The **REQUEST FOR USE OF WEDDING FACILITIES form** is to be completed, signed by both the bride and groom, and returned to the church office sixty days in advance.

II. DIRECTORS

The wedding director is responsible for overseeing the wedding in general. H/she is responsible for directing the wedding party to and from the altar. The pastor is in charge of the ceremony and the director will not interfere in any way.

III. FACILITIES

Church Facilities are available to any member of the Pleasant Grove Baptist Church consisting of: current members and children of current members. Others will apply as nonmember.

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Weddings, and decorations for them, must be worked around seasonal decorations that are in place at the time of the wedding.

The Family Life Center, fellowship hall and kitchen, as needed, should be reserved at the same time as other facilities. (Please refer to the Policies and Procedures of the Family Life Center, fellowship hall and kitchen for more information concerning the use of the building and facilities).

Sanctuary pews may not be moved for any reason.

No hymnals or materials in hymn racks may be removed from pews in sanctuary.

No rice, confetti, birdseed, etc. will be thrown inside the building. Only birdseed may be thrown outside the building but this must be removed from all walkways afterwards, as it is dangerous and could cause someone to fall.

Glassware and punch bowls are available to members only. If a caterer is used, they will provide all utensils, dishes and glassware.

Rooms are available for dressing here at the church. If these rooms are used, it is expected that the wedding party will remove apparel, boxes, paper or any other items they bring immediately following the wedding and/or reception.

If dresses or flowers are to be delivered to the church, some member of the wedding party must be at the church to receive them. The church will not be liable for any loss or damage to dresses, flowers or other items.

No decorations will be attached directly to church furniture, walls or doors with tacks, nails, wires or adhesive type tapes. Masking tape must be removed and wood surfaces cleaned.

The florist (or decorators) and the caterer must call the church office to set the time for their periods of work. The bride will see that the person named above, the photographer and persons videoing, receive copies of the procedures and rules that apply to them. (attached).

Only non-drip candles may be used. These must be in candle holders that are resting on plastic or other material to protect carpet and other surfaces from any dripping of wax.

Photographs: Because of the sacred nature of the services we ask you not to take flash photographs during the ceremony. Videos may be made without additional lighting.

Empty trash, wash dishes, sweep uncarpeted floors and sidewalks.

Replace any furniture or equipment to original place.

Turn out lights, lock all doors and make arrangements to have a church member set the alarm.

The bride and groom will be liable for any damage done to the church facilities through negligence.

Should it be necessary for church personnel to rearrange furniture, empty trash, or perform other tasks necessary to return building and grounds to the original state, incurred costs for performing such tasks will be deducted from the security deposit.

After final inspection, the determination will be made as to the final amount, if any, of the security deposit to be refunded.

Since the wedding is a service of divine worship, every member of the wedding party is expected to act with reverence and dignity at all times.

IV. MUSIC

1. A church wedding is a service of the church. The music should be in keeping with the reverence that is observed upon entering the House of the Lord.
2. Music should be selected in consultation with the Pastor who serves as worship leader of the church.
3. A member of the Audio-Visual Committee must be consulted in advance and arrangements made concerning use/operation if the church's sound system is to be used.
4. The organ or piano is never to be moved.

FLORIST

The Sanctuary is already a place of beauty and dignity. It is suggested that decorations in the sanctuary be kept simple. If the bride chooses to add flowers, plants, candles, etc., we ask you to carefully adhere to the following rules:

1. Call the church office and schedule a time to begin your work.
2. No decorations will be attached to the church furniture, walls or doors with tacks, nails, wires, or adhesive type tapes. Masking tape may be used with discretion, on wood surfaces, but not on sheetrock walls. The tape must be removed and wood surfaces cleaned.
3. Protective material (clear plastic) must be placed under candelabra, plants and any other items which could damage carpet or other surfaces.
4. Only dripless candles may be used and must be placed in candle holders that rest on material to protect carpet and other surfaces, in the event of dripping. The florist shall be responsible for cleaning up drippings that do occur.
5. Flowers/plants must be in containers so that no water damage results.
6. No flowers/plants may be placed on musical instruments.
7. Seasonal decorations, in place, in the church may not be rearranged or removed.
8. All floral decorations must be removed immediately after the wedding/reception.
9. If the bride wishes to leave flower arrangement for use by the church, the church office should be notified at least two weeks prior to the ceremony.
10. The same general rules apply to decorations in other areas of the church.

CATERER OR FOOD SERVICE PERSON

The Family Life Center, Fellowship Hall and Kitchen facilities are available for use for rehearsal dinners and receptions if the facilities are reserved by the bridal couple. Please observe the following rules:

1. Call the church office and arrange your work schedule.
2. **NO ALCOHOL-CONTENT BEVERAGES** of any type shall be served at any Function, under any circumstances.
3. The church does not supply any linen or table covers.
4. **NO SMOKING** is allowed by caterer, or workers or anyone, in any part of the buildings.
5. All facilities must be left clean, trash empties, floors swept, and **ALL FOOD REMOVED** from church facilities.
6. The Caterer/food service persons must remove any equipment, glassware, dishes, etc, that he/she brings on the premises for the rehearsal/reception, immediately following the rehearsal/reception.
7. Caterer will provide all utensils, dishes and glassware.

This information , where applicable, concerning florist and caterer will apply to other activities in the church such as 50th Anniversary Celebration, etc.

PHOTOGRAPHERS AND VIDEOS

It is to be kept in mind that the church is not a studio and shall not be treated as such. It must be clear that the photographers, videoing and recording activities are strictly limited. Please adhere to the following rules:

1. The Wedding Ceremony is a worship service and absolutely **NO FLASH PICTURES** are to be taken during the ceremony.
2. Pictures may be made during the processional and recessional if they are made from the church foyer.

3. The wedding party may assemble again after the ceremony is over, for any further Pictures desired at the altar.
4. Videos may be made by **NO ADDITIONAL LIGHTING.**
5. It would be desirable for the individual pictures of bridesmaids, groomsmen, etc. to be made prior to the wedding. /;