

WEDDING POLICY

Revised: 2/14/2017

*For this reason a man will leave his father and mother
and be united to his wife, and they shall become one flesh.*

Genesis 2:24

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I. Introduction

Congratulations on your decision to be married! Great Commission is honored to celebrate this memorable moment with you. Wedding ceremonies are ALWAYS A SERVICE OF WORSHIP in the company of your loved ones and friends, to publicly covenant with each other under the blessing of God. A Christian wedding is much more than a social event; two persons are united by God in holy matrimony.

Please read the provided policy carefully and contact the Executive Assistant for further inquiries.

II. Scheduling

A. MAKING THE RESERVATION

1. The date/time of the wedding and rehearsal should be arranged as far in advance as possible. Upon approval the date/time will be placed on both church and Pastor's calendars. *(Members must complete New Members Orientation and receive the right hand of fellowship prior to their wedding ceremony).*
2. All weddings held at Great Commission Baptist Church are **required to have Pre-Marital counseling at least three months prior to wedding date.** *All Pre-Marital counseling fees must be paid in full on or before the sessions begin.* This appointment must be scheduled with the Executive Assistant. However, if counseling will be from an outside source and nuptials performed at GCBC, the Pastor must have a letter from the clergy/professional administering the counseling. *Upon completion of counseling, the letter must be submitted to the church office.* The letter is to be: typed on official

church/ professional letterhead; signed/dated by Counselor; and should include the following:

- Beginning and end-date of counseling or list meeting dates
- List topics covered during counseling sessions
- Counselor's Name, Credentials
- Counselor's Church/Professional Affiliation

B. CONFIRMED RESERVATION

Your wedding date/time is considered "confirmed" when:

- Pastor has agreed to the nuptials
- The time for the wedding has been scheduled
- The appropriate fees have been paid in full

C. IF WEDDINGS ARE SCHEDULED ON DAYS BELOW LISTED, THE PRICES WILL DOUBLE.

- Sunday
- Easter Day or Easter Weekend
- Independence Day (if in conjunction with the Weekend)
- Thanksgiving Day or Thanksgiving Weekend

- Christmas Eve or Christmas Day
- New Year's Eve or New Year's Day
- **No evening weddings may be scheduled to begin later than 5:00**
- **p.m.** Earlier weddings are encouraged since the facility must be cleaned following the wedding ceremony.

III. Wedding Coordinator

If you do not have a wedding coordinator, the Great Commission Baptist Church Wedding Coordinator can be utilized to assist you in orchestrating your special day. The wedding coordinator will:

1. **Coordinate wedding arrangements:** selection of style/theme (including colors, gowns, accessories, invitations and programs), etiquette advice, custom decorating, direct wedding rehearsal, wedding day assistance and reception planning.
2. **Recommend vendors:** caterer, florist, musician, and photographer.
3. **Supervise** sound/lighting technicians, photographers, and florists on wedding day.
4. **Liaison** with appropriate church departments to ensure successful coordination of the wedding.

The Great Commission Baptist Church Wedding Coordinator will contact you promptly to schedule an interview to outline your needs.

IV. Wedding Consultant

Although you may have a Wedding Coordinator, the Great Commission Wedding Consultant must be present at the rehearsal and the ceremony. **This is not an option.** Wedding consulting is a service that will offer general responsibilities:

1. Direct caterers, florists, sound & light technicians, the wedding party and visitors to appropriate areas of the building.
2. Ensure that after the ceremony, the building is secure and back in its original order and that the appropriate church personnel are contacted.
3. Conduct a walk-thru before and after the wedding rehearsal with the Wedding Coordinator.

4. Conduct a walk-thru before and after the wedding ceremony with the Wedding Coordinator.
5. Serve as a resource for the Wedding Coordinator and ensure that the wedding policies are adhered to.

V. Facilities

A. Below are the available Wedding Facilities at Great Commission:

<u>Location</u>	<u>Seating Capacity</u>
Chapel	700
Foyer	200
Mall	200
Prayer Room	15
Sanctuary	2300 (May be used if amount of guests will exceed 500. Please contact church for additional information).

B. BRIDAL ROOM

1. The Bridal Room is designed for and dedicated to the comfort of the bride and her wedding party only. Music is allowed but must be Christian/Gospel. No eating or drinking allowed.
2. The bride and her wedding party may arrive no earlier than 2 hours prior to the wedding. Arrangements must be made in order to ensure the room is ready for use.

C. LIGHT/SOUND OPERATOR

This service is required if you plan to have microphones, music or special lighting during the service. Setup and operation of the sound system will be handled by Great Commission Baptist Church personnel only.

D. MAINTENANCE

GCBC maintenance is responsible only for general clean up such as:

- Vacuuming
- Mopping
- Sweeping
- Discarding Trash
- Putting Furniture back in order

As all the above mentioned will ensure the church is in order for next service.

VI. Nuptials

If the bride and groom are to write their vows, the script must be approved by the Pastor prior to the ceremony.

VII. Rehearsal/Rehearsal Dinner

A. WEDDING REHEARSAL

It is not required for the Pastor to be present at the rehearsal.

The purpose of the wedding rehearsal is to familiarize the wedding party with the wedding procedure, so that everyone will be as comfortable as possible and learn their responsibilities.

* All wedding rehearsals are scheduled to **begin no later than 6:00 pm.** (unless otherwise approved) the day preceding the wedding ceremony. The rehearsal must begin promptly at the scheduled time. Delay in the beginning is an imposition on the person who has to clean and secure the church.

B. REHEARSAL DINNER

The Gym is available for the rehearsal dinner. The respective bride & groom families of the wedding party must make all arrangements for the rehearsal dinner as related to food service; decorations, serving, and kitchen clean up. The maintenance personnel will assist in setting up, but will not assist with decoration prior to the dinner or removing decorations afterwards. The respective bride and groom are responsible for these duties.

- The wedding rehearsal and dinner should begin no later than 6:00 p.m. and be **completed by 9:00 pm.**, which includes clean up time. The respective bride and groom therefore, should insist that members of the wedding party begin promptly.
- *The kitchen may be used with authorized personnel on duty.*
- *All individuals in the kitchen must have a health card.*
- *Cooking is not allowed. All food should be catered by the GCBC approved caterers list; however, arrangements can be made to warm food only.*
- *The icemaker and refrigerator will be made available.*
- *The GCBC commercial kitchen may be used only by caterers who are listed on the Approved Caterers List*

VIII. Reception

The Gym, Foyer, or Mall are available for the reception. The respective bride & groom families of the wedding party must make all arrangements for the reception as related to food service, decorations, serving, and kitchen clean up. The maintenance personnel will assist in setting up, but will not assist with decorations prior to the dinner or removing decorations afterwards. The respective bride and groom are responsible for these duties. Receptions may not be extended **beyond 10:00 pm, which includes clean up time.**

IX. Music

A. WEDDING MUSIC

Your wedding is a Christian ceremony of worship and celebration of two persons joined together in holy matrimony. Therefore wedding music selected should be **appropriate** for a religious ceremony in a worship facility. *All music for the wedding must be approved by the Pastor.*

B. RECEPTION MUSIC

All music during the reception must be Christian only, no exceptions.

C. MUSICIAN

The bride and groom are responsible for providing a musician.

X. Decorations

A. DECORATING FOR THE WEDDING

Please note restrictions:

- No tape, tacks or glue may be placed on furniture or pews. Florist clay may be used to attach bows to pews. Be sure your florist is aware of this restriction.
- Only dripless candles are permissible. Plastic protectors must be used on the floor beneath the candelabra or the candles themselves. Use of the votive cup candles is encouraged to protect furniture and carpet.
- Only the pulpit, pulpit chairs, and communion table may be moved. This furniture is to be moved under the supervision of the Church Custodian.
- Consult the *Executive Assistant* before moving any church decorations.
- Food and drinks are **only allowed in designated areas: GYM AND OUTSIDE!**
- All decorations, equipment, and personal belongings must be removed immediately following the wedding ceremony unless previous arrangements have been made through the *Executive Assistant* / Church Custodian. **If decorations are not removed within an hour following the wedding ceremony only half (50%) of the deposit will be refunded.**

B. DAMAGES

If the utilized area of church facility requires repairs following the ceremony this becomes the financial responsibility of the groom and bride. **The bride and groom will be held responsible for any damages which exceed the deposit amount.**

XI. Deposits and Refunds

- A. A deposit (see *Itemized Wedding Fees*) will be accepted once the wedding date has been confirmed by *Executive Assistant* and scheduled on the church calendar.
- B. All deposits and fees are listed for review. Cash, cashier check, personal check or money order will be the acceptable method of payment for a deposit or fee. **Great Commission Baptist Church does not accept credit card transactions.**
- C. If the wedding is postponed or canceled and notice is given more than **two weeks** prior to scheduled date, a full refund will be given. However, if notice is given two weeks or less prior to scheduled date, only a 1 refund of 50% will be given. The refund will be mailed within 30 calendar days from notice of cancellation.
- D. The Deposit will be retained if:
 - There is any damage to church property
 - Any unusual custodial services are required
 - The wedding policy of Great Commission Baptist Church is not followed
- E. Refundable deposits will be mailed within 7-10 business days the Monday after the ceremony.

XII. Photography

The photographer may take pictures before, during and after the ceremony. Designated areas have been assigned for pictures. Please consult with the church Wedding Consultants. The wedding party may return immediately following the ceremony for pictures. There will be **NO FLASH PICTURES** taken while the photographer is taking pictures.

XIII. Deliveries

SCHEDULING DELIVERIES TO THE CHURCH

The bride & groom must schedule all deliveries with the *Executive Assistant*. Upon calling provide delivery time and description of items to be delivered (i.e. florist, decorator & etc.). Please be aware that the Church Office hours are 8:00 a.m. – 5:00 p.m. Monday –Thursday and Closed on Friday.

XIV. Dress Code

It is the bride's and groom's responsibility to inform all members of the wedding party of "*appropriate attire*" to be worn for both rehearsals and ceremony in a worship facility. Apparel should be decent and in order for a church wedding.

XV. Miscellaneous

A. WEDDING EQUIPMENT AND PERSONAL VALUABLES

Great Commission Baptist Church is not liable or responsible for lost or stolen articles.

B. PLEASE NOTE the following -

1. **NO TOBACCO SUBSTANCE** allowed on church property.
2. **NO ALCOHOLIC BEVERAGES** allowed on church property.
3. **NO RICE THROWN** on church property. Birdseed may be substituted if desired, but only outside the building. Several accidents from slipping on rice have necessitated this ruling.
4. **NO DANCING** allowed!

Great Commission Baptist Church Wedding Policy Agreement

I, _____ (Groom) and _____ (Bride),
have read the Great Commission Baptist Church Wedding Policy and we hereby acknowledge that we understand and will comply with the Wedding Policy as written.

Groom's Signature: _____

Date: _____

Bride's Signature: _____

Date: _____

FOR OFFICE USE ONLY

Date agreement received _____ Received by: _____

Deposit received _____ Received by: _____

Wedding date scheduled _____

Wedding location assigned _____

Reception location assigned _____

Important notes: _____

Contact: Ernest (E.J.) Johnson

John Carter's Place

(817) 466.3045

Contact: John Carter

Tastebuds

(817) 361.5500

Contact: Byrone or Sunne

A Family Affair

817) 706-4129

Contact: Pam Birdine

JC's Catering Service

(214) 489-0451

jsfamilycatering@aol.com

Jimmy Walton

Let Me Cater 2 U

817-902-3791

Contact: Brigitt Graves

Cousins Bar-B-Q

817-346-2511