

SHOAL CREEK

Baptist Church

Wedding Policies & Guidelines

2016 Revision

Adopted by Shoal Creek Baptist Church

October 5, 2016

Wedding/Event Coordinator

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Members and Family Members

Shoal Creek Baptist Church uses the following policies and guidelines regarding weddings to help make this time the very best and most memorable it can be for a couple.

I. General Information

A copy of the wedding ceremony must be given to the Wedding Coordinator at the time of scheduling the event so it can be approved. The wedding and rehearsal dates must be given to the coordinator in order to reserve these dates on the church calendar. Use of the facilities will be on a first come, first serve basis.

WEDDING FEES

	<u>Damage Deposit</u>	<u>Cleaning Fee</u>	<u>Flat Fee</u>
Wedding in Auditorium	\$75.00	\$100.00*	
Use of Fellowship Hall	\$75.00	\$100.00*	
Wedding Coordinator			\$100.00
Audio Visual			\$50.00

*Cleaning fee may be waived if you choose to do all clean up immediately after wedding events. If cleaning is not up to normal standards, a portion or all of the damage deposit may be held.

Damage deposit will be expected at the time of scheduling of the event. Final payment will be due two (2) weeks prior to the event. These fees do not include the minister's, pianist, or soloist gifts; the wedding party is responsible for these.

II. Responsibilities of Persons Using Facilities

1. Members of Shoal Creek Baptist Church are asked to contact the Wedding Coordinator for all information concerning weddings at Shoal Creek Baptist Church.
2. The Wedding Coordinator must be present and remain with the wedding party at all times during each event that is held at the church (decorating, rehearsal, rehearsal dinner, wedding, reception, and cleanup).
3. All furniture is to be placed back in its original place and/or order. The pulpit stand must be moved only under the direct supervision of the Minister of Music or Audio Visual Team.

4. The Church will expect the user to take proper care of all properties. No tacks, nails, or tape shall be used on any woodwork, plaster, or sheetrock in any part of the building. Only dripless candles may be used in any part of the building. Only silk rose petals may be used on floor in any part of the building. It is the responsibility of the bride to inform her florist and/or anyone who will be decorating of this policy.
5. Alcohol and tobacco products are not allowed on any part of the church property. Even the odor of strong drink on a participant shall justify a request that the offending party leave immediately.
6. No rice, birdseed, bubbles, sparklers or potpourri shall be used inside any building. It is recommended that bird seed be used outside. If rice is used outside, it should be cleaned up.
7. Any damage greater than the damage deposit will be brought to the immediate attention of the wedding party and billed accordingly.
8. A copy of wedding vows, type of ceremony, music, etc. must be submitted to the Wedding Coordinator for approval. In the event there is a question concerning any part of the ceremony, final approval must be given by the Senior Pastor.

III. Responsibilities of Wedding Coordinator

1. Will meet with bride initially concerning the scheduling of wedding.
2. Approve wedding vows, songs, type of ceremony, etc. If there is a question concerning any part of the ceremony, final approval must be obtained from the Senior Pastor.
3. Will be present at each event.
4. Will serve as the overall wedding coordinator if needed, or will work with another coordinator the bride has chosen to make sure the event runs as smooth as possible. If our Wedding Coordinator is chosen to serve as the overall coordinator, charges for services will be determined between the coordinator and the wedding party.
5. Work with florist, making sure all rules as are required by Shoal Creek Baptist Church are being followed.
6. Work with catering service or whoever is preparing the food to make sure they have everything they need, such as silverware or use of other kitchen equipment.
7. Coordinator will be responsible for getting copies of the ceremony with dates and times to all participating parties such as: Minister, pianist, soloist, audio visual team, custodian, and bridal party.
8. Responsible for turning heating/cooling units on/off as needed and returning them back to their original settings after each event.
9. Responsible for making sure that all church property within the auditorium has been returned to its original position following the ceremony, and all tables and chairs in the fellowship hall have been returned to their original position.

IV. Provisions of Church

1. Wedding:
 - a. Full use of auditorium and piano
 - b. Heating/cooling units
 - c. Audio and Visual equipment
 - d. Custodial services

2. Rehearsal/Reception:
 - a. Full use of fellowship Hall
 - b. Tables, chairs, silverware, kitchen equipment
 - c. Heating/cooling units
 - d. Custodial services (this does not include washing dishes or replacing any furniture)

3. Musicians/Musical Instruments:
 - a. Piano is available to be played by the musicians chosen by the wedding party. Under no condition shall flowers, candles, or any other decoration to be placed on any of church instruments.
 - b. Playing for the wedding is not part of the church musician's duties. Therefore, it is the responsibility of the bride to make arrangements with the Wedding Coordinator if these individuals are needed. They must be contacted at least one month ahead of time.

Shoal Creek Baptist Church reserves the right to ensure that all festivities Honor the Lord and are in line with the Vision of the Church.

Non -Members

Shoal Creek Baptist Church uses the following policies and guidelines regarding weddings to help make this time the very best and most memorable it can be for a couple.

I. General Information

A request to use this facility will be made by contacting and meeting with the Shoal Creek Wedding Coordinator. After such request is made, the Senior Pastor and Trustees will approve the use of any facility within the church and persons requesting the use will be notified of the decision. The wedding and rehearsal dates must be given to the coordinator in order to reserve these dates on the church calendar. Use of the facilities will be on a first come, first serve basis. A copy of the wedding ceremony must also be given to the Wedding Coordinator at the time of scheduling the event so it can be approved.

WEDDING FEES

	<u>Damage Deposit</u>	<u>Cleaning Fee</u>	<u>Flat Fee</u>
Wedding in Auditorium	\$125.00	\$200.00	
Use of Fellowship Hall	\$125.00	\$200.00	
Wedding Coordinator			\$150.00
Audio Visual			\$100.00

Damage deposit will be expected at the time of scheduling of the event. Final payment will be due two (2) weeks prior to the event. These fees do not include the minister's, pianist, or soloist gifts; the wedding party is responsible for these.

Should the event be cancelled for any reason, all monies with the exception of \$50 processing fee will be returned.

II. Responsibilities of Persons Using Facilities

1. All non-members of Shoal Creek Baptist Church are required to work through the Church Wedding Coordinator for all information concerning weddings.
2. The Wedding Coordinator must be present and remain with the wedding party at all times during each event that is held at the church (decorating, rehearsal, rehearsal dinner, wedding, and reception).
3. All furniture is to be placed back in its original place and/or order. The pulpit stand must be moved only under the direct supervision of the Minister of Music or Audio Visual team.
4. The church will expect the user to take proper care of all properties. No tacks, nails, or tape shall be used on any woodwork, plaster, or sheetrock in any part of the building. Only dripless candles may be used in any part of the building. Only silk rose petals may be used on floor in any part of the building. It is the responsibility of the bride to inform her florist and/or anyone who will be decorating of this policy.
5. Alcohol and tobacco products are not allowed on any part of the church property. Even the odor of strong drink on a participant shall justify a request that the offending party leave immediately.
6. No rice, birdseed, bubbles, sparklers or potpourri shall be used inside any building. It is recommended that bird seed be used outside. If rice is used outside, it should be cleaned up.
7. Any damage greater than the damage deposit will be brought to the immediate attention of the wedding party and billed accordingly.
8. A copy of wedding vows, type of ceremony, music, etc. must be submitted to the Wedding Coordinator of Shoal Creek Baptist Church for approval. In the event there is a question concerning any part of the ceremony, final approval must be given by the Senior Pastor of Shoal Creek Baptist Church.

III. Responsibilities of Wedding Coordinator

1. Will meet with bride initially concerning the scheduling of wedding.
2. Approve wedding vows, songs, type of ceremony, and etc. If there is a question concerning any part of the ceremony, final approval must be obtained from the Senior Pastor.
3. Will obtain approval from Senior Pastor and Trustees for use of facilities and place event on the church calendar.
4. Will be present at each event and be responsible for making sure all doors are locked at the end of each event.
5. Will serve as the overall wedding coordinator if needed, or will work with another coordinator the bride has chosen to make sure the event runs as smooth as possible. If our Wedding Coordinator is chosen to serve as the overall coordinator, charges for services will be determined between the coordinator and the wedding party.
6. Work with florist, making sure all rules as are required by Shoal Creek Baptist Church are being followed.

7. Work with catering service or whoever is preparing the food to make sure they have everything they need, such as silverware or use of other kitchen equipment.
8. Coordinator will be responsible for getting copies of the ceremony with dates and times to all participating parties such as: Minister, pianist, soloist, audio visual team, custodian, bridal party.
9. Responsible for turning heating/cooling units on/off as needed and returning them back to their original settings after each event.
10. Responsible for making sure that all church property within the auditorium has been returned to its original position following the ceremony, and all tables and chairs in the Fellowship Hall have been returned to their original position.

IV. Provisions of Church

1. Wedding:
 - a. Full use of auditorium and piano
 - b. Heating/cooling units
 - c. Audio and Visual equipment
 - d. Custodial services
2. Rehearsal/Reception:
 - a. Full use of fellowship Hall
 - b. Tables, chairs, silverware, kitchen equipment
 - c. Heating/cooling units
 - d. Custodial services (this does not include washing dishes or replacing any furniture)
3. Musicians/Musical Instruments:
 - a. Piano is available to be played by the musicians chosen by the wedding party. Under no condition shall flowers, candles, or any other decoration to be placed on any of the church instruments.
 - b. Playing for the wedding in not part of the church musician's duties. Therefore, it is the responsibility of the bride to make arrangements with the Wedding Coordinator if these individuals are needed. They must be contacted at least one month ahead of time.

Shoal Creek Baptist Church reserves the right to ensure that all festivities Honor the Lord and are in line with the Vision of the Church.