

## PEAKLAND BAPTIST CHURCH WEDDING POLICIES

We are pleased that you are considering Peakland Baptist Church (PBC) for your wedding. The wedding service you are planning has special significance, because it is a celebration of worship. As you plan your marriage, please consider that the traditions, rituals, and symbols of our church guide the ceremony.

These guidelines and policies are intended to assist you in your planning. Please realize that the minister, director of music, organist, the office coordinator, and the designated PBC wedding coordinator are available to help you during each step of the process so that your wedding will be a memorable, Christ-centered worship experience.

The church is open for weddings to members of our church and weddings, which are sponsored by a member of Peakland, who will be responsible to attend the wedding and all other responsibilities in this policy.

### 1. GETTING STARTED

You will need to read all of the policy to understand the requirements and responsibilities and must have the application approved prior to making any arrangements.

- a. Fill out the application and wait for approval. Approval may take up to two weeks and cannot be done until the church calendar has been reviewed. No wedding will be scheduled on the weeks of Christmas and Easter.
- b. Meet with the minister of PBC and arrange for counseling sessions.
- c. A PBC coordinator will be assigned unless you have your own and the minister will have the final say on any issues not addressed in this policy.
- d. After reviewing all required payments to the church, a deposit must be made by the non-member's sponsor of \$100. Members are not required to make a deposit but must pay all other fees two weeks prior to the wedding. See attached for fees.

### 2. OFFICIANT

- a. The minister of Peakland Baptist Church will be the officiate for all weddings. If you desire another person to assist in your wedding, please discuss this with the minister.
- b. The minister of Peakland Baptist can give an invitation to any other clergy at his/her discretion.

### 3. PRE-MARITAL COUNSELING

- a. Pre-marital counseling is required for the bride and groom.
- b. The couple should consult with the minister on time, dates, review approved application and set up number of sessions needed.
- c. Any issues with the wedding policy must be discussed at this time.

### 4. WEDDING LICENSE

- a. Inasmuch as a wedding cannot be solemnized without the license in the hand of the minister, the license is to be given to the pastor no later than one week prior to the wedding.
- b. A Virginia license is required for weddings issued in the state, and must be issued by the city or county Clerk of the Circuit Court. The license is good for only 60 days and must be current and may be used anywhere in Virginia.
- c. If the wedding is to take place in another state with the minister of PBC officiating, the bride and groom must check the laws pertaining to that jurisdiction and notify the pastor of any special requirements.

### 5. MUSIC

- a. The director of music and organist will meet with the bride to discuss the musical needs of the service.
- b. Since the wedding ceremony is a service of worship, all music used for the ceremony is to be sacred in nature. Secular music should be reserved for the reception.
- c. Our sound system is not set up for recorded music and outside equipment is not allowed in the sanctuary.
- d. If microphones are needed for a soloist or minister, arrangements must be made ahead of time and our sound person must be notified. A fee is required for the sound person to participate.
- e. The sound system must be set up for Sunday's service if any changes are made.

### 6. WEDDING REHEARSAL

- a. The rehearsal should be scheduled at the pre-marital sessions and must begin at the scheduled time and limited to no more than two hours.

- b. All members of the wedding party should try to be prompt and in attendance for the rehearsal.
- c. The PBC coordinator, or that of the brides should be there to run the rehearsal with the direction of the minister of PBC.
- d. Directions and sharing of telephone numbers should be given to all of the wedding party.

## 7. DECORATIONS

- a. Only live floral arrangements and greenery may be used and only on approval designated areas. If the arrangements are to be left for Sunday morning, arrangements MUST be made ahead of time so we do not duplicate and arrangement.
- b. Arrangements must be made to meet the florist by the bride for putting up and taking down flowers. Any equipment or boxes brought in by the florist must be taken care of and cleaned up prior to leaving the church.
- c. No decorations may be placed on the communion table except for flower arrangements. If it is more than a vase, some protection for the table must be approved.
- d. Sanctuary furniture and other appointments that are in the church may not be taken down or altered in anyway, unless approved by the minister, and must be returned to original position after the wedding.
- e. A unity candle and a kneeling pillow are available if arrangements are made in advance.
- f. Lighting of the candles can be arranged and the equipment for the acolyte can be made in available.
- g. If petals are used on entering the sanctuary, they must be silk and on leaving the church if the couple wishes, only bird seed may be thrown and then only outside of the church.

## 8. ROOM DESIGNATION

- a. Only the rooms agreed on should be used by the wedding party.
- b. The church parlor is used for the bride and her wedding party. A mirror can be obtained if needed.
- c. The groom's wedding party will meet in the fellowship hall and the groom and best man can meet the pastor to go up the back way to the sanctuary, while the

ushers should go up at least forty five minutes prior to the start of the wedding, to the front of the church to begin ushering.

e. All rooms should be cleared of all belongings when the wedding is over. The church is not responsible for anything left behind. It is normal for the bride to make arrangements for these rooms to be cleared by a member of the wedding party.

f. No food or drink (except water) should be used in the church unless arrangements are made in advance.

g. Bathrooms are available near both areas for the wedding parties convenience.

## 9. PHOTOGRAPHY AND VIDEOGRAPHY

a. Pictures may be taken prior to the wedding ceremony and afterwards in the rooms agreed on to be used by the wedding party.

b. Pictures and videos CANNOT be taken in the sanctuary during the wedding except from the balcony and only then without lights.

c. Pictures may be taken from the door of the sanctuary by guests during the wedding ceremony. This should be stated in the program if possible.

d. Please try to limit the taking of photographs to 15 minutes after the ceremony out of respect for your guests and the custodian. If the couple leaves the church and goes around to the side door immediately following the exit from the sanctuary, it will help the bottleneck in the narthex. If it is raining the couple can wait in the parlor until the narthex is cleared.

## 10. RECEPTION

a. If there is to be a reception in the fellowship hall following the ceremony, separate arrangements need to be made and additional fees for the use of the room and custodial help will be charged.

b. The kitchen is available to be used by caterers but while it is equipped with a stove, refrigerator, sink, and dishwasher, we cannot supply other equipment. Any serving pieces and dishes should be supplied by the caterer and cleared at the end of the reception. The caterer is responsible for leaving the kitchen facility and fellowship hall in good order.

c. The PBC custodial staff is only responsible for set up for Sunday School and general straightening and cleaning of floors. They will be there to aide in helping with closing of the facilities and turning off lights and locking of the doors.

## 11. MISCELLANEOUS

a. A list of fees and other information may be found on the application. All members of the wedding party and other contacts should be listed there, since communication is important in making the your special day. If you have any questions please address them to the pastor in a timely manner.

b. Peakland Baptist Church is not responsible for the loss of or damage of property by a group, nor for injury to its members or guest. The bride and groom are responsible for any damage done by their guests to the facility while using the church facilities.

c. Peakland Baptist Church cannot guarantee electrical service or heating and air conditioning if a problem develops in the equipment.

\_\_\_\_\_ (Bride's Signature)

\_\_\_\_\_ (Groom's Signature)

\_\_\_\_\_ (Wedding Coordinator's Signature)

**APPLICATION FOR USE OF CHURCH FACILITIES FOR WEDDING**

**Name of Couple:**

**Bride** \_\_\_\_\_

**Groom** \_\_\_\_\_

**Address** \_\_\_\_\_

\_\_\_\_\_

**Contact Information:**

**Phone** \_\_\_\_\_

**Cell** \_\_\_\_\_

**Email** \_\_\_\_\_

**Date of Service** \_\_\_\_\_ **Time** \_\_\_\_\_ **Doors Open** \_\_\_\_\_

**Special Notes** \_\_\_\_\_

**Receptions at the Church**    Yes \_\_\_\_\_    No \_\_\_\_\_

**Special Notes:** \_\_\_\_\_

**PARTICIPANTS:**

**Minister** \_\_\_\_\_ **Telephone** \_\_\_\_\_

**Organist** \_\_\_\_\_ **Telephone** \_\_\_\_\_

**Soloist** \_\_\_\_\_ **Telephone** \_\_\_\_\_

**Director** \_\_\_\_\_ **Telephone** \_\_\_\_\_

**Florist** \_\_\_\_\_ **Telephone** \_\_\_\_\_

**Caterer** \_\_\_\_\_ **Telephone** \_\_\_\_\_

FEES AND CHARGES FOR WEDDING AT PEAKLAND BAPTIST CHURCH

**FEES: All fees must be paid in advance and checks can be made out to the designated person or PBC.**  
**A non-refundable DEPOSIT of \$100 must be made when application is approved to reserve the date.**

**Space/Services**

Sanctuary	There is no fee for members of the church but a \$400 fee for non-members who are sponsored by a PBC member.
PBC Wedding Coordinator	<b>\$250</b> for Rehearsal and Wedding ceremony and other meetings as needed.
Custodial Services	<b>\$100</b> for Wedding ceremony

Fees for the organist, soloist and minister may be arranged by the bride and the parties.

**Optional Services:**

Sound System services	<b>\$50</b> unless additional help such as microphones or special arrangements
Fellowship Hall (reception)	<b>\$300</b> for non-members sponsored by a PBC member.
Custodial Service	<b>\$175</b> for the reception
Format and Printing of Programs	<b>\$95</b> for black and white, <b>\$150</b> for color. (There are limitations on printing.) Programs do not have to be done at PBC, but can be if arrangements are made in advance.

Any other people hired for the service must be approved by the pastor and paid directly by the bride.