
Wedding Guidelines

Preface

Christian marriage is a divine institution, which has been established by God. It is a covenant with God. The Church, as God's representative, unites a man and a woman in marriage and prays for God's blessings as they begin a new life together. It is a service of divine worship. A marriage service conducted at Aversboro Road Baptist Church must be in accord with the Christian concept and purpose of marriage. The following guidelines are to aid those planning to use the facilities of the Church in a wedding.

General Requirements

The florist, decorator, and caterer must call the Wedding Committee coordinator to set the time for their periods of work. It will be the responsibility of the bride to ensure the above people plus the photographer and video person receive a copy of procedures. No wedding may be scheduled to conflict with the regular programmed church activities. Only members of Aversboro Road Baptist Church will be allowed to schedule a wedding to be conducted in December. Member, for wedding guideline purposes, is defined as the bride, and/or the groom, or one or more parents of either the bride or the groom is/are church members of Aversboro Road Baptist Church. Seasonal decorations shall not be moved from their location in the sanctuary for the wedding. Reparation for any damage to seasonal decorations will be the responsibility of the bride and groom.

Minister

After submitting application, the bride and groom will be responsible for contacting the church office to receive a workbook entitled "Before I Say I Do." Prior to the ceremony, the bride and groom will arrange for a meeting with the ARBC Lead Pastor. This will be an informal conference in which the Christian ideal of marriage will be discussed, circumstances pertaining to the wedding will be considered, along with answers from the workbook. This meeting should occur at least one month prior to the wedding. It is expected that the Lead Pastor of the Church or one approved by him, officiate at all weddings (an honorarium is recommended). Whenever it is the wish of the bride and/or groom to invite another minister to participate in the ceremony, the Lead Pastor of Aversboro Road Baptist Church shall be advised. He will then extend the invitation to the guest minister.

Rehearsal

Most weddings, especially those using several attendants in the ceremony should have a rehearsal. Although the minister oversees the rehearsal it is important to have a wedding director. It is the bride's responsibility to contact and contract with a wedding director. In order that the rehearsal may progress in a smooth and orderly fashion, it is important that the bride and the director decide in advance of the rehearsal some of the important details. It is the bride's responsibility to notify all parties of the exact time of the rehearsal so that it might begin promptly and not to exceed one hour.

Music

It is important to keep in mind that a church wedding is a service of the church, therefore, appropriate music should be chosen. Care should be taken that the piano and organ are used

only by those familiar with their use. It is suggested that the church organist play for the rehearsal and wedding ceremony because of familiarity with the instrument. If another organist is desired, he or she must be approved by the Aversboro Road Baptist Church organist. All music for the wedding must be approved by the Lead Pastor or persons designated by him.

If the reception is held in the church fellowship hall, arrangements for music used for the reception must be approved by the Lead Pastor or persons designated by him. Wedding parties should not plan for any dancing in the church.

It is the bride's responsibility to contact the church organist, Neal Padgett, 919-662-1904, for availability or to approve an organist.

Photographs and Video Taping

The photographer, guest, and friends should be informed that no pictures are permitted during the wedding ceremony. Pictures may be taken of the wedding party before and following the completion of the ceremony. Photographers, guests, and friends must refrain from damaging the church pews by placing cameras and other abrasive equipment on them in a careless manner. No one should stand on the pews or other church furniture for picture taking or any other reason. Exposed bulbs and other discarded materials are to be removed by the photographer and placed in trash receptacles.

If videotaping is desired, it is allowed in a quiet manner. Taping is to be done from the church balcony. Stationary video equipment may be placed in the choir loft.

Sound and Lights

Due to the church's complex sound system and lights, only a qualified person supplied by the church will be allowed to provide sound and light service for weddings. The Sound and Lights Engineer will be on hand for both the rehearsal and the wedding. The Sound and Lights Engineer will practice with the soloist and musicians as required; and set up/tear down any equipment as needed (see fee schedule).

Custodian Service

The church will provide custodian service to clean the church before and after a wedding. However, the wedding participants should be considerate with their trash and place it in the trash receptacles (custodian has a check list).

Decorations

The sanctuary is already a place of beauty and dignity. However, the bride may choose to add other items such as flowers, ferns, candles, etc. The following considerations should be observed concerning decorations:

1. Use of nails, screws, wires, tacks, tape, etc. are forbidden.
2. Protective material to cover carpet MUST be placed under candelabras, palm tubs, and other receptacles.
3. ONLY SILK PETALS are permitted to be dropped by flower attendants.
4. Arrangements should be made for all decorations to be removed immediately after the ceremony.

5. If candles are used, dripless or gas candles MUST be used and should be lighted not more than thirty minutes before the ceremony begins.
6. Church furnishings and other properties are to remain in place unless it has been approved to be by and is removed by church personnel. Choir chairs are not to be removed.
7. Heat and air conditioning will be handled by the Wedding Committee and will be scheduled upon receipt of the wedding date commitment form and payment.
8. The use of the building must be cleared on the church calendar. This will be done when the completed wedding form is received in the church office. Reservations will be arranged by the church office and the wedding coordinator. Upon receipt of the form, the wedding committee chairperson will contact you to assist you further in planning your wedding according to the church's guidelines.
9. If the Fellowship Hall is to be used, the bridal couple must make arrangements with the wedding coordinator to work out details for the reception.

Responsibilities

The church will not be responsible for personal items such as wedding dresses, purses, silver, glassware, or any items brought to the church for use in any phase of the wedding. Nor will it be liable for such items if lost, stolen or damaged. However, the church will use every reasonable effort to assist the wedding party in protecting such property.

General Considerations

The wedding party and those assisting with the wedding should carefully review these guidelines and be aware of all considerations at the wedding rehearsal.

1. No rice shall be used and nothing shall be thrown inside the church. We suggest using birdseed outside the buildings.
2. There will be no smoking by anyone inside any part of the church buildings.
3. No alcoholic beverages are allowed on the church premises.
4. The kitchen shall be left clean.
5. The wedding preparation room should be left as found.
6. Any damage to the church property is the responsibility of the individuals who scheduled the use of church facilities. All damage MUST be reported to church personnel immediately.
7. No pets are allowed, except for sight-assisting dogs for the visually impaired.
8. No dancing on premises is allowed.

Fees

Fees are to be paid to Aversboro Road Baptist Church when the wedding date is put on the calendar. The wedding date commitment form should be returned to the church with a check made payable to Aversboro Road Baptist Church.

Schedule of Fees

<u>Expense Item</u>	<u>Church Member</u>	<u>Non-Church Member</u>
Sanctuary	No Charge	\$500.00
Fellowship Hall	No charge	\$250.00
Organist	\$150.00	\$150.00
Pianist	\$150.00	\$150.00
Sound & Lights Engineer*	\$100.00	\$100.00

Wedding Committee*	\$ 80.00	\$ 80.00
<u>Custodial Fees</u>		
Sanctuary*	\$100.00	\$100.00
Fellowship Hall*	\$100.00	\$100.00

*Not optional

Note: All fees listed above are subject to change without notice.

Honorarium

It is recommended that an honorarium be given to the Presiding Minister and the Wedding Director.

Attachment: 080A Wedding Date Commitment Form

Wedding Guidelines

WEDDING DATE COMMITMENT FORM

(Return to Church office)
Aversboro Road Baptist Church
1600 Aversboro Road
Garner, NC 27529

Rehearsal Date _____ Hour _____

Wedding Date _____ Hour _____

Minister _____ Phone Number _____

Organist _____ Pianist _____

Director _____

Church Facilities Desired

Wedding Rehearsal
Sanctuary _____

Wedding Rehearsal Dinner
Fellowship Hall _____

Wedding
Sanctuary _____

Wedding Reception
Fellowship Hall _____

Bride's Name _____ Phone Number _____

Address _____

Church Membership _____

Parents _____ Address _____

Groom's Name _____ Phone Number _____

Address _____

Church Membership _____

Parents _____ Address _____

Policy Agreement: I have read the policies relating to this request and agree to abide by same if I am permitted to use the facilities and make every effort to ensure that my guests will do the same.

Signature

080A Wedding Date Commitment Form