

Wedding Policies

A marriage ceremony is a holy and joyous occasion in which a man and a woman invoke the presence and blessing of God as they pledge themselves to each other as husband and wife. It is never a social event.

It is the desire of Plainview Baptist Church, as well as its pastor and staff, to work with you in making your wedding ceremony a meaningful and memorable moment in your life.

These guidelines have been adopted in order to assist us in this important endeavor. They also establish a regular procedure regarding wedding ceremonies in Plainview Baptist Church, and make available to bridal parties the wedding policies of our church.

Please read the following and initial each item stating that you understand the agreement.

1. PREPARATION FOR YOUR WEDDING

It is not required that the Pastor of Plainview Baptist Church officiate at your wedding for you to be able to schedule your wedding in the facilities of this church. However, should a pastor or minister of another church officiate at your wedding, it will be your responsibility to acquaint him with all procedures and instructions in this policy. For the purpose of clarity, let us assume that you are using the pastor of our church to officiate at your forthcoming wedding.

A. Conference

Your first step in preparing for your wedding at our church is to contact the church secretary for an appointment with our pastor. The church number is (850) 476-3845. Pre-marriage counseling will be discussed during this initial conference. Other details will also be discussed and clarified at this time. It is desirable for this meeting to be held at least 90 days before the wedding and all couples are urged to make every effort to make an appointment with the pastor that far in advance.

B. Reservations.

Unless the bride and groom, or the parents or guardian of the bride or groom are active members of Plainview Baptist Church at the time the wedding is scheduled, the wedding is regarded as one of "non-member". Non-members may use the Sanctuary but not the fellowship hall for receptions. The fellowship hall may only be used by members and immediate family. (children & grandchildren) In cases of conflicting dates, members will be given priority. It is required that no weddings or rehearsals be scheduled during Sunday or Wednesday worship services, or during revivals and other special services. All weddings shall be performed before 2:00 PM on Saturday. Receptions in the fellowship hall should be over by 5:00 PM.

C. Music

Private arrangements will be made by the family. All music is also subject to approval by the Plainview Pastor and/or Minister of Music.

D. Corrections or changes

Any corrections or changes in your wedding reservations should be cleared with the church secretary as soon as possible. The secretary will also be able to help you with any questions you may have concerning this policy.

2. YOUR WEDDING REHEARSAL

The Pastor or Minister representing the church is in charge. Wedding services companies, bridal secretaries, and other persons of similar position must confer with this minister regarding all plans. The bride and groom are responsible for seeing that all members of the wedding party are prompt for the rehearsal as they are for the wedding.

The following suggestions will guide you as you prepare for the rehearsal.

- A. The minister and family will schedule the time of the rehearsal, usually on the day before the wedding.
- B. All members of the wedding party are requested to be present.
- C. Please have a list prepared by rehearsal time containing the following information:
 - 1. Names of attendants and the order in which they are to stand.
 - 2. Names of the candle lighters, if any.
 - 3. Names of the ushers who will seat the mothers.
 - 4. Number of family pews to be reserved.
 - 5. Number of Grandparents to be seated.
- D. The marriage license must be delivered to the Pastor or Minister in charge no later than the time of the rehearsal.

3. YOUR WEDDING CEREMONY

A. Flowers and Decorations

All Flowers and decorations are the responsibility of the bride and groom. An appointment must be scheduled with the church custodian to discuss these matters at least 30 days prior to the wedding.

B. Building Use

The church cannot be responsible for personal items such as wedding dresses, wraps, purses, silver or glass brought to the church for use in the wedding or the wedding reception; nor can the church be liable for such items if lost, stolen, or damaged. However, every reasonable effort will be made to assist the wedding party in the protection of such property.

C. Do's and Don'ts

The following is a list of detailed rules which the church feels it must suggest, with the expectation of receiving full cooperation:

- 1. Nails, tacks, staples, pins or anything which can mar the woodwork or walls must not be used.
- 2. Only wrapped wire or ribbons that will not mar the pew ends shall be used to fasten bows.
- 3. Candles furnished by the florist must be dripless type or candles placed in cup type candelabra. There must be ample polyethylene or similar plastic material used under the candelabra to protect the carpet and furniture.
- 4. The wedding party is expected to remove decorations and equipment immediately following the ceremony. The sanctuary must be cleaned and ready for Sunday morning worship service by Saturday evening.
- 5. The church properties must be left in the condition in which they are found. This includes the fellowship hall.
- 6. Moving and replacing of furniture is the responsibility of the wedding party under the direction of the minister in charge and/or sound technician.

D. Photographs

The photographer may take pictures before or after the ceremony in any part of the building. He is permitted to take pictures freely in the foyer of the sanctuary. Pictures are permissible during the wedding ceremony. The bridal party may reassemble in the sanctuary after the ceremony to take any other pictures desired. The photographer is cautioned about marring the furniture by standing on it, or by placing camera equipment on the pews or other furniture in the church.

4. Your Wedding Reception

A. Scheduling your reception

If you are planning a wedding reception in the church facilities it must be scheduled at the time you schedule your wedding. Only church members and their immediate family (children and grandchildren) may use the fellowship hall for a reception. Wedding parties should plan to end their reception by 5:00 PM on Saturday.

B. Rice throwing

Rice is a safety hazard and may be destructive to the church floors. You are responsible for insuring that no rice or bird see is thrown anywhere in the church buildings. All family members and friends must wait until they are outside of the buildings should they desire to throw rice or bird seed. Bird seed is preferred.

Note: If rice is thrown, the wedding party must clean up the side-walks and parking lots before leaving.

C. Alcoholic Beverages

No alcoholic beverages may be served or consumed on church property. This shall include the parking lots.

D. Smoking

No smoking is allowed in any of the church buildings. The wedding party shall be responsible for picking up cigar/cigarette butts left on the church grounds and properly dispose of them

5. Fees

A deposit of \$150 (to be placed in designated funds) is required for all non-members using our facilities. It shall be refunded only after a satisfactory inspection has been made of the church facilities and property. It may also be retained to cover expenses for any additional clean-up and/or repair.

Facilities/Service	Church Member	Non-Church member	Fees Paid
Deposit	No Charge	\$150.00	\$-----
Sanctuary	No Charge	\$300.00	\$-----
Fellowship Hall	No Charge	NA	\$-----
Custodial Fee	\$75 (Sanctuary)	\$75.00	\$-----
Custodial Fee	\$50 (Fellowship Hall)	N/A	\$-----
Sound Tech. Fee	\$50	\$50	\$-----
Pastor's Fee	Honorarium	\$150	\$-----
Nursery Fee	\$50	\$50	\$-----

Note: Request forms are available in the church office