

**Immanuel Baptist Church**  
**WEDDING POLICIES (Revision 10/09/2015)**

I. General Wedding Policies

Weddings at Immanuel Baptist Church are a true celebration and are ordained by God throughout the Bible.

Immanuel wants to celebrate with all those involved in a marriage. We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. (Gen 2:18-25.)

- A. In order to have your wedding at Immanuel, you must complete an application. A decision will be made within 10 working days. After it has been approved, a scheduling fee/deposit is due. Once that is received, along with a signed copy of the policy agreement, your rehearsal date and time, the ceremony date & time and the reception date and time will be added to the church calendar. Any damage (including removal of candle wax, overtime for wedding coordinators, or other problem with the facilities will be deducted from the deposit. It will be returned within 30 days of the ceremony.
- B. Weddings will not be scheduled on Sundays, Wednesdays, or for the following holiday weekends: New Year's, Easter, Memorial Day, Independence Day, Labor Day, & Thanksgiving. Also, weddings will not be held during the month of December. Weddings in the Sanctuary or the Chapel must begin by 5 p.m. Weddings will not be scheduled with a ceremony date less than four months out from the application date.
- C. A Wedding is a worship service. Members of the wedding party and anyone affiliated with the ceremony are expected to conduct themselves at all times in a manner befitting the atmosphere of the place of worship.
- D. The Bride and Groom are responsible for seeing that the wedding party, photographer, florist, etc. are familiar with the policies of the church. We are a tobacco and alcohol free campus. If any member of the wedding party is under the influence, the rehearsal and/or wedding will not be conducted.
- E. Real flowers may only be dropped by a Flower Girl if an aisle cloth is being used.
- F. The drum set will not be removed from the Sanctuary stage, nor will any items be removed from the choir loft for the wedding. Pipe and drape may be rented at the expense of and set up and taken down by the wedding party or rental company.
- G. Food and drinks are not permitted inside the Sanctuary or Chapel
- H. Breakage of and/or damage to any church equipment/facilities must be reimbursed at replacement value above and beyond your deposit.
- I. The church cannot be responsible for lost or stolen articles or equipment. Every reasonable effort will be made to assist the wedding party in protecting personal, rental, or borrowed property.
- J. Your ceremony must be completed and all decor removed by two hours after the scheduled start.

II. Facilities Available

- A. The Sanctuary (seats approximately 1,600 people); the Chapel (seats approximately 160 people), the Hospitality Suite (for stand-up), and the Courtyard (seats approximately 50 people) are available for weddings. Weddings with fewer than 150 guests must be held in the Chapel.
- B. Fellowship Hall, Reception Hall and the Summit may be used for receptions.
- C. The Conference Room is available to the Bride and her party to dress prior to the wedding.
- D. The Groom and his party should arrive for the wedding dressed and ready.
- E. We do not provide facilities or personnel for child care during weddings.

III. Arrangements with your Minister

- A. We have several ministers on the staff that can perform your wedding ceremony, as their schedules permit. The Wedding Coordinator can help schedule your wedding with any of the staff.
- B. We require each couple to participate in a Premarital Education Course. The sessions of this course will be scheduled with the minister once the wedding has been through the approval process.
- C. Bring the marriage license to the Wedding Coordinator at the Rehearsal. The license can be obtained at the County Clerk's office and is valid for 30 days.

IV. Marriage Education

- A. All couples being married by one of Immanuel's staff will be required to complete a Premarital Education Course.
- B. Any weddings performed by a guest minister (pre-approved by the senior pastor) must have completed married education with the guest minister. Please bring documentation of counselling to the Wedding Coordinator at your meeting four weeks prior to the wedding.

#### V. Wedding Coordinator

The services of the Wedding Coordinator/Director are a part of every wedding at Immanuel Baptist Church. She will provide answers to questions concerning facilities, procedures, rehearsals, decorations, custodial services, and receptions, as well as, directing your rehearsal and wedding. If the bride chooses, she may use also use an outside wedding planner; however an Immanuel Wedding Coordinator/Director is required to be on site for the rehearsal & wedding ceremony, and for the reception if held at Immanuel. Approximately 4 weeks prior to the ceremony, Immanuel's wedding coordinator will set up a meeting at the church to discuss final arrangements, music, etc. If there is an outside wedding planner, they are required to attend that meeting. At that time, all final fees and monies due will be collected.

#### VI. Wedding Music

Careful thought should be given to the selection of all music, whether it is vocal or instrumental. Only music which is worshipful and of a celebrative nature should be requested. In planning your wedding at Immanuel Baptist Church, the bride must discuss plans for wedding music with the Wedding Coordinator. The music requested is then given to the Worship Pastor for approval. The Worship Pastor has the authority to approve or disapprove all music for your wedding ceremony. For Receptions, only background music may be played and needs to be approved. DJ's are not permitted, and dancing is not permitted at Immanuel Baptist Church.

#### VII. Musicians

- A. The Sanctuary and Chapel each have an organ and piano available.
- B. The organist for Immanuel is recommended for weddings in the Sanctuary. If the organist is unavailable for that day, Immanuel can suggest an outside organist to play.
- C. Pianists, vocalists, and instrumentalists are available for your wedding. If you are interested in these persons, please let the Wedding Coordinator know.

#### VIII. Media & Production Support

- A. Media & Production support is available for your wedding and reception. All sanctuary weddings require two audio technicians. Only Immanuel media & production staff can operate the equipment. Our broadcast video recording equipment is available for rental; please contact the Director of Media & Production for more information.
- B. All media used during the ceremony/reception such as audio CD/DVD's, pictures, or video presentations must be given to wedding coordinator at least one week in advance of the event. This is to ensure all media is appropriate and is compatible with the church's equipment. If this deadline is not met, media may not be used.

#### IX. Rehearsal

Rehearsal time is limited to one hour from the scheduled beginning time. All members of the immediate wedding party must attend the rehearsal. All ushers should be present for special instructions that are given at that time. Soloists, instrumentalists, and others involved in the ceremony are encouraged to attend. The Minister officiating the ceremony and the Wedding Coordinator/Director will be in charge of the rehearsal.

#### X. Receptions

- A. Reservations and plans for a reception at Immanuel should be made through the Wedding Coordinator.
- B. Receptions at the church must be completed by 9:00 p.m. (This means all décor and materials must be off the premises.)
- C. The Fellowship Hall will not be available on Fridays until 6 p.m.
- D. We have a full time Executive Chef on staff. If you plan on having your reception or rehearsal dinner at Immanuel, you must use our food service. If you have any questions on menus or pricing, please see the food service/catering link on the website or contact the Food Services Office at 685-3229.
- E. We can set up your room with round tables that seat 8 and / or rectangular tables for your refreshments. The plans for the set-up of this room will be completed with the Chef and with our set up specialist.

- F. Portable furnishings or accessories may be brought in for decoration; however, items from around the building may not be moved.
- G. Overnight storage for rented pieces may be stored in a designated area. Items must be approved prior to use and all items must be removed from building on Monday following the wedding. Immanuel is not responsible for lost or stolen items.
- H. For all on campus receptions, a wedding coordinator is required for an additional hourly fee.

#### XI. Photography

- A. NO FLASH PHOTOGRAPHS may be taken during the ceremony. The ceremony begins when the grandparents are seated.
- B. The Photographer will not be allowed to move around the Sanctuary or Chapel during the ceremony.
- C. Standing on pews/seats in the building for picture taking is not permitted.

#### XII. Videography

- A. Cameras may be used from the balcony of the Sanctuary or the rear of Sanctuary / Chapel.
- B. The Videographer may want to attend the rehearsal if they are not familiar with Immanuel.
- C. The Videographer is not allowed to walk around during the ceremony.
- D. Hidden cameras may be permitted in the front of the Sanctuary or Chapel--see Wedding Coordinator for approval.
- E. No standing on pews/seats in the building.
- F. Audio feeds are available from the sound. This must be requested at least one week in advance through the wedding coordinator in order to set this up. This feed will be a mic level signal, and will not be manned during the ceremony. A level will be set at the sound check, and will remain at that level. The videographer must be present and set up at least one hour in advance of doors opening in order to ensure quality feed and audio level.

#### XIII. Decorating Guidelines

- A. Decorations should be in keeping with the beauty of the Sanctuary or Chapel and the sacredness of the occasion.
- B. No nails, tacks, tape, pins, staples, gum or anything that will mar woodwork or furniture may be used.
- A. Only driplless candles may be used in candelabras. Candle stands are not permitted in the aisles – pillar candles must be put into saucers to catch any drips. Plastic sheeting should also be put under candle stands.
- B. Any potted, live plants must be in saucers. It is your responsibility to advise your Florist of these guidelines before completing any plans.
- C. All floral decorations must be removed immediately following wedding and reception.
- D. The choir chairs and equipment in orchestra pit may not be moved. Any production equipment must be moved by a member of the production staff.
- E. Rice, birdseed and bubbles may not be used in the building. Birdseed and bubbles may be used outside. Rice and confetti are not permitted.
- F. All décor must be approved by Wedding Coordinator.

### **Financial Policies for Members of Immanuel Baptist Church**

There are no fees of any church facilities for members of Immanuel Baptist Church, or for grandchildren or children of Immanuel Baptist Church members. All fees are for the services of those who will be assisting you in making your wedding the beautiful occasion you desire. While counseling fees are paid in advance, all additional fees shall be paid 30 days prior to wedding, and given to the Wedding Coordinator.

Use of Building	\$0
Deposit	\$150 (\$100 refundable 30 days following ceremony.)
Production Coordinator	\$400 for Sanctuary wedding, \$200 for Chapel Wedding, (ceremony only)
Production Coordinator	\$25 per hour, per technician, minimum of two hours (reception)
Wedding Coordinator	\$250 (ceremony)
Wedding Coordinator	\$25 per hour, two hour minimum (reception)
Assistant Wedding Coordinator	\$150 (ceremony) (for Sanctuary weddings)
Premarital Education Fee	\$150 (required at Immanuel Baptist Church)
Minister's Honorarium	\$200 (suggested)
Organist	by appointment
Vocalists	by appointment

### **Financial Policies for Non-Members of Immanuel Baptist Church**

Use of Building (Sanctuary)	\$700 (\$500 for use of building, \$100/audio and / or \$100/video rental)
Or	
Use of Building (Chapel/Court Yard)	\$300 (\$200 for use of building, \$50/audio and / or \$50/video rental)
Deposit	\$250 (\$200 refundable 30 days following ceremony.)
Production Coordinator	\$400 for Sanctuary wedding, \$200 for Chapel Wedding, (ceremony only)
Production Coordinator	\$25 per hour, per technician, minimum of two hours (reception)
Wedding Coordinator	\$250 (ceremony)
Wedding Coordinator	\$25 per hour, two hour minimum (reception)
Assistant Wedding Coordinator	\$150 (ceremony, for Sanctuary weddings)
Premarital Education Fee	\$150 (required at Immanuel Baptist Church)
Minister's Honorarium	\$200 (suggested)
Organist	by appointment
Vocalists	by appointment

# Wedding Application Form

(To be completed and returned to the Wedding Coordinator)

Wedding Date Requested: \_\_\_\_\_ # of Guests: \_\_\_\_\_

*For Use of Immanuel Baptist Church*

Confirmation: \_\_\_\_\_

Date: \_\_\_\_\_

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

Address \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Email Address \_\_\_\_\_

Immanuel Baptist Church Member Yes or No

Parent(s) \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

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

Address \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Email Address \_\_\_\_\_

Immanuel Baptist Church Member Yes or No

Parent(s) \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

**Wedding Date and Time** \_\_\_\_\_

**Rehearsal Date and Time** \_\_\_\_\_

## **Church Facilities Desired:**

Rehearsal Dinner:

Fellowship Hall                      Reception Hall                      Other

Set Up Time Requested

Wedding:

Sanctuary                      Chapel                      Other

Reception

Sanctuary                      Chapel                      Other

Set Up Time Requested

By signing this Wedding Application Form, we agree to the above policies and fees of Immanuel Baptist Church as stated.

Bride Signature \_\_\_\_\_ Groom Signature \_\_\_\_\_

Date \_\_\_\_\_

## Guest Officiating Minister's Form

Bride: \_\_\_\_\_

Groom: \_\_\_\_\_

Wedding Date: \_\_\_\_\_

Bride Cell Phone: \_\_\_\_\_ Groom Cell Phone: \_\_\_\_\_

Bride Home Phone: \_\_\_\_\_ Groom Home Phone: \_\_\_\_\_

Bride Work Phone: \_\_\_\_\_ Groom Work Phone: \_\_\_\_\_

Minister's Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Ordained Minister: Yes or No

Licensed Minister: Yes or No

Denomination of Ordination:

Present Ministry: \_\_\_\_\_

Other Ministry: \_\_\_\_\_

Church where minister attends or pastors: \_\_\_\_\_

Church Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

How long have you been ministering here? \_\_\_\_\_

Immanuel Baptist Church Minister Approval

Signature of IBC Minister: \_\_\_\_\_

Notes:

