Non-Member Wedding Policy

For more information contact Shirley Eberst, at 972-867-1610, by e-mail at shirley.eberst@huntersglen.org or by voice mail at 972 596-2881 ext. 2002.

A Message From the Pastor
Marriage is a God-ordained institution. From the first couple to the present, God has intended that people as male and female live together in marriage. We at Hunters’ Glen Baptist Church feel it is part of our ministry to provide the counseling and facilities for the Christian wedding. We also know the church exists to help build Christian homes. This is why as the church’s pastor, I offer the service of our church to help you have a worshipful and Christ-centered wedding. Please feel free to call on us to aid you in this wonderful and exciting event in your life.

Introduction
The marriage ceremony in the church is a worship service. It is one of the most sacred rites which the pastor performs under the ordination and the authority of the church. The pastor and staff of Hunters’ Glen Baptist Church wish to extend every possible assistance to you so that your wedding will be a memorable experience.

Your wedding arrangements should be made through Member Services as early as possible for:

1. Selecting the date for the wedding.
2. Securing the pastor to officiate the ceremony.
3. Securing the church facility.
4. Scheduling pre-marriage counseling session.
5. Placing the event on the church calendar.

The Wedding Coordinator will secure a detailed order of service prior to the rehearsal. You are urged to make thorough preparations, spiritual as well as temporal.

The Role of the Wedding Coordinator
The Church Wedding Coordinator must assist you in planning your wedding and must be present to assist you in both the rehearsal, actual wedding ceremony, and scheduling for access to the facilities.

Making the Wedding Reservation
Wedding reservations should be made at least two months in advance. Please make your reservation request through the Pastor's Secretary using the form provided for this purpose. The exact date will be confirmed when the pastor or an approved minister has agreed to officiate at the wedding.
The exact time for the rehearsal, the wedding, and reception (if held at the church) must be established when the Worship Center is reserved. Your reservation will be confirmed by the Pastor's Secretary, and placed on the permanent church calendar at that time as well as the church's receipt of the security deposit. It is also necessary to provide to the Wedding Coordinator the completed Wedding Information Form.

A wedding date will be officially scheduled when your date has been presented and approved by the church staff, Wedding Coordinator and your deposit has been received by the church office. No dates should be announced until confirmed to you by the church.

When the church has received your deposit and confirmed your date, you should then make your first appointment with the pastor (through his secretary).

Wedding rehearsals, and weddings are not scheduled on Sundays or Easter weekend. Other holiday weekends are discouraged. No weddings may be scheduled that will conflict with church services or special events, i.e. Easter Pageant. Weddings may be held during certain special events such as the World Mission Conference or Christmas events with the understanding that decorations for any church event in the Worship Center and/or Fellowship Hall are not to be removed or changed.

**Reservation Deposit**
A refundable deposit of $350.00 for all weddings is required at the time the wedding is placed on the church calendar. The deposit will be refunded when all wedding equipment used by the wedding party is returned in clean and good condition. This deposit would be utilized if equipment is broken or returned in poor condition or if extra custodial help is required for cleanup. Full cost of the repairs and/or replacement of equipment will be the financial responsibility of the Bride and Groom.

**Role of the Minister**
It is preferred that a Hunters' Glen staff member perform the weddings at our church; however, if you prefer a minister other than one on our staff, it must be first approved by our pastor. If a minister from Hunters' Glen is used, the bride and groom will need to meet with the minister for at least one pre-marital counseling session, no less than 2 months prior to wedding. In addition, the couple will attend a "Before You Say I Do" seminar for marriage preparation. These conferences are to be prior to the wedding and completed before the week of the wedding. It is the responsibility of the bride and groom to arrange for these conferences. "Before You Say I Do" conferences are held at Hunters' Glen and Prestonwood Baptist Church each spring and fall. A certificate of completion is required. (See enclosed schedule)
Child Care for Non-Members
No child care allowed at church during the rehearsal, wedding, or reception.

Music
Music used in the ceremony should be in keeping with the dignity and sacredness of a worship service.

The purpose of music in a church wedding is to glorify God. Therefore, all selections should be sacred in nature. All music used in the wedding ceremony must be approved by our Minister of Music and submitted for approval at least three weeks prior to the wedding.

Acceptable wedding music is sacred, classical, or contemporary Christian. A copy of all lyrics and recorded music such as tapes and CD's, must be provided to the minister of music before approval may be given.

The organist, pianist, and soloist must be coordinated with the Wedding Coordinator and Minister of Music. (See attached form)

Organists:
1. The church music office has a list of church approved organists. The fee for church organists is $175.00 for rehearsal and wedding.
2. If an "outside" organist is preferred, they must be approved by the minister of music.
3. The guest organist may want to set up a time with the music office for a demonstration of the organ.
4. If a guest organist plays, they must not change preset stops on the organ.
5. If additional time, other than the rehearsal, is needed for the soloist to practice with the organist, and additional fee of $35.00 will be added to the $175.00 fee. The additional rehearsal with the accompanist should occur prior to the day of the rehearsal.

Receptions
Use of the church facilities for wedding receptions is limited to church members.

The Rehearsal
The purpose of the rehearsal is to guarantee each participant in the wedding party can contribute to the best spirit of worship during the wedding ceremony. Therefore, the bride and groom should insist that all members of the wedding party be as prompt for the rehearsal as for the wedding. The rehearsal should begin promptly at the time scheduled.
Strict observance of the following rules is required:

1. NO SMOKING WITHIN THE CHURCH BUILDING.

2. NO MEMBER OF THE WEDDING PARTY UNDER THE INFLUENCE OF ALCOHOL WILL BE PERMITTED TO PARTICIPATE IN THE REHEARSAL OR WEDDING.

3. NO REHEARSAL BEFORE 6:30 P.M.

The following suggestions will help you prepare for your rehearsal:

1. It is important to stress to all participants to attend on time.

2. The building will be opened 15 minutes prior to the rehearsal.

3. Both sets of parents should be present for the rehearsal.

4. All members of the wedding party are to be present, including the ushers.

5. Please be prepared to answer the following questions:
   a. Who will light the candles?
   b. Who will be your head usher?
   c. Who will seat members of the family?
   d. How many pews should be reserved?
   e. Are there any changes in the wording of the ceremony?
   f. Do I have all the music needed for the ceremony?

6. The pastor/minister may not be present but may place the Church Wedding Coordinator in charge of the rehearsal.

**Rehearsal Dinners**
The Fellowship Hall is available for rehearsal dinners; however, the event must be catered. The Wedding Coordinator will assist you in making the arrangements. The wedding party is responsible for cleanup.

**Photographers and Recordings of Your Wedding**
The photographer must confer with the Church Wedding Coordinator before the wedding. Photographs may be taken at the beginning and ending of the wedding. No flash pictures may be taken during the ceremony. Photographs during the ceremony may be taken from the back of the Worship Center only during the ceremony. Please limit picture taking following the ceremony to thirty (30) minutes.

Videography is permitted. Video cameras may be placed unattended in the Worship Center. Videographers should discuss positioning with the Wedding Coordinator. Videography in the sound booth is not the responsibility of the sound technician.
Our Wedding Policy requires that a sound technician from Hunters’ Glen be responsible for operating the sound system for your wedding. The fee is indicated on page 9.

It is the responsibility of the wedding party to provide the sound technicians a high quality/120 minute audio tape if you desire your wedding to be recorded.

**Flowers, Decorations, and Furnishings in the Worship Center**
In order to maintain the beauty of the Worship Center, the following policy regarding decorations must be carefully followed:

1. Decorations must not be attached to the pews, walls, carpeting, or other furniture by pinning, gluing, nailing, or tacking.
2. No hanging vines or other greenery may be hung from the walls or over the furniture.
3. When candles are used, they must be metal-sheathed candles.
4. The floor and furniture must be protected against candles dripping on them.
5. The carpet must be protected from dampness as well as wax.
6. There is no removal of chairs from the choir loft.
7. Hanging microphones above the choir loft may not be touched (pulled back, tied up, etc.).

**Sound Technician**
Wedding party must complete sound technician form and return it to the Pastors Secretary at least one week before the wedding.

Music must be submitted the night of the rehearsal. Please be aware that two sound technicians may be required to meet the audio/lighting needs of your wedding design.

The wedding coordinator will inform you if there are special needs after reviewing the order of service that the A/V crew.

If your reception is held at the church and you request audio/visual support, a church authorized A/V required to proved this service. (see page 9 for additional costs for receptions)
**Custodial Services**
The custodian will be taking direction for your wedding needs from the church office. Please talk with the Wedding Coordinator or the Pastor’s secretary about any special need that your wedding may require. The Wedding party is responsible to see that all flowers, decorations, and furnishings that are part of the wedding are removed. Storage of rental equipment can be discussed with wedding coordinator.

**Wedding Fees**

(Non-Member)

I. Building Usage Fees
   A. Deposit (refundable) $ 350.00
   B. Worship Center $1000.00

II. Fees
   A. Personnel $ 300.00
      1. Wedding Coordinator
      2. Sound Technician
      3. Custodial Staff
      (This fee should be paid by check made out to Hunters’ Glen Baptist Church at least two weeks prior to the wedding.)

   B. Honorariums
      1. Pastor $150.00
      2. Organist/Pianist $100.00
      3. Soloist $ 65.00
      (These honorariums should be given to the respective person(s) at the time of rehearsal.)

III. Extra Charges

For services other than those normally provided, there will be an additional $10.00 per hour charge. (See page 9, #20). Such services and charges will need to be discussed with the Wedding Coordinator.