

Wedding Policies

for members of



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Wedding Policies
South County Baptist Church
St. Louis, Missouri

Congratulations on your forthcoming marriage! It is the desire of South County Baptist Church to support and encourage you and your families through the exciting weeks prior to the wedding ceremony. This booklet is designed as a guide to answer any questions you may have concerning the use of the church facilities and the requirements of the church staff. If you have questions regarding our facilities, the planning process, or personnel, please contact the pastor, your wedding consultant or the church office.

The Christian wedding service is a worship service in which the attention is focused on God, not in the decoration of the church or the apparel of the participants. Music is to be to the praise and glory of God. God instituted marriage, pronounced His blessing upon it, and protects it. Therefore, it is important that the proper emphasis is maintained in making this truly a service of worship and thanksgiving to God.

When people desire a wedding in a church, it means they desire the blessings and prayers of the church. People abuse the church if they merely wish a wedding at the church building as a site. We gather for the wedding to ask God's blessing upon the bride and groom as they make a sacred and solemn commitment to each other and to God.

Application and Scheduling of Wedding

The wedding and rehearsal dates must be established with the pastor of South County Baptist Church through the church office. All areas of the building to be utilized for the wedding should be reserved at the time the wedding is scheduled. These arrangements should be scheduled well in advance and according to the following guidelines to assure the dates you wish are available:

1. A *Wedding Application* should be completed and submitted to the Ministry Assistant in the church office. This application is required for all weddings.
2. When the application is received, the pastor will contact the applicant to schedule a brief *interview* with the couple to be married (both are expected to attend).
3. Following the interview, the pastor or Ministry Assistant will notify the couple regarding the approval of the application. The date for the wedding will be reserved on the church calendar when the office Ministry Assistant receives the \$100 .00 required deposit.
4. A wedding may be scheduled up to one year in advance. Requests for use of the fellowship area for rehearsal dinners or receptions must be made at least thirty days in advance.

5. Weddings *must be scheduled no later* than one month prior to date of the wedding, unless permission is given by the pastor.
6. Previously scheduled church events always have priority on the church calendar.
7. No wedding may be scheduled after 3:00 p.m. on Saturdays. Receptions, photography and clean up should be completed and the wedding party should leave the building by 6:00 p.m.
8. A particular consultant may be requested to work with the couple in preparation for the wedding or one will be assigned.

Wedding Consultant

In order to make the process easier, South County Baptist Church provides a wedding consultant to work with you and assist with church arrangements for the wedding. The consultant is not responsible to plan or conduct the wedding, but will guide the use of the building and assist in the enlistment of personnel who will assist with the wedding. The consultant will contact you after your wedding date is confirmed and will be available up to and including the ceremony. There is a \$150.00 charge for this service, which is included in the fee schedule. The wedding consultant will:

1. Meet with the pastor regarding plans for the assigned wedding.
2. Contact the couple planning to be married to determine: the size of the wedding, the type of set-up desired, decorations, personnel needed, etc.
3. Review the wedding policies with the couple.
4. Provide a tour of the church facilities available for the wedding.
5. Contact the appropriate committees and church leaders to enlist needed personnel.
6. Unlock and lock the building for rehearsal and wedding according to policies and arrangements with the wedding couple and pastor (including security system).
7. Work with the custodian regarding set-up and clean up of wedding.
8. Keep the pastor informed about wedding arrangements and assist the pastor with the rehearsal and wedding arrangements.
9. Provide direction for and oversee the use of all church facilities for the wedding.
10. The consultant is not responsible for assisting with a reception or rehearsal dinner.

General Guidelines

Please note that it is the couple's responsibility to assure the following policies are observed by their wedding party and guests:

1. Guests and participants will conduct themselves in a manner in keeping with the fact that the church building is a place of worship and a wedding ceremony is a sacred occasion.
2. Appropriate apparel is expected at the rehearsal and the wedding.
3. No smoking is permitted *anywhere on the church property*.
4. No alcoholic beverages or drugs are permitted *anywhere on the church property*. Participants and guests will refrain from the use of alcohol or drugs prior to and during the rehearsal and the wedding ceremony.
5. Classrooms on the lower level are not available for use during the wedding or reception without specific permission. An additional fee is charged for these rooms.
6. Rice, confetti or birdseed may **NOT** be thrown inside the building or anywhere on the church property. Soapy bubbles are allowed outside.
7. The wedding couple will be charged for any damage to church property as a result of the wedding.
8. The officiating Pastor and the wedding *consultant* have absolute authority over the removal of any guests and participants whose behavior is inappropriate.

Church Staff

The Pastor requires a minimum of one counseling session with all couples upon the acceptance of their application. He is available for additional sessions should a couple have an interest in further discussions. Should another South County church staff member be conducting the ceremony, the couple should discuss the counseling requirements with that staff person directly. The pastor will provide a copy of the ceremony to the couple during the counseling process. Fees for church staff involvement are included in the fee schedule of this packet. (Pastors and church musicians are often invited to be a part of the rehearsal dinner and the reception. Please do not be offended if they are unable to attend.)

If a minister other than a South County Baptist Church staff member is desired, our pastor must approve this person. **Please note that information on your wedding application.**

Music

Music is an important part of most wedding ceremonies. All instrumental and vocal music needs to be appropriate for an occasion of worship. The pastor and minister of worship will review all musical selections and approve vocalists and accompanists for the ceremony. If a vocalist or accompanist is needed, our minister of worship will be glad to make a suggestion. CDs or taped accompanists may be used as an alternative to live music. CDs are preferred. Fees for these personnel are included in the packet.

Photography

All photography plans should be cleared with the minister conducting the ceremony. Flash photography is permitted prior to the ceremony and during the processional if approved by the wedding couple. No flash or intrusive photography is permitted during the ceremony. The photographer may take time exposure photographs without flash from the rear of the church. After the benediction, any desired photographs may be taken including the recessional. The minister should approve the placement of videotape equipment. We ask that guests please refrain from taking flash photographs during the ceremony. Most couples utilize a professional photographer to take pictures following the ceremony. You may want to request that the photographer allow time for guests to take pictures when he has completed each pose. Please limit the time for the photography following the ceremony to a maximum of one hour. Guests will greatly appreciate it if this time is limited. Any pictures involving the officiating pastor are to be taken at the beginning of this photography session.

Recordings and Sound/Lighting

The multipurpose room is equipped with a sound and lighting system adequate for anticipated needs. Use of the system is under the direction of the Audio-Visual Committee of South County Baptist Church. The committee will assign someone to be present for the rehearsal and wedding ceremony. The fee for this service is included in the fee schedule of this packet.

Decorating

Requests regarding the set-up for the multipurpose room and platform should be shared with the wedding consultant and pastor. *(It is not the responsibility of the church to decorate for a wedding or take decorations down.)* No pulpit or platform furniture should be moved without approval. (Requests for extensive changes in the platform set-up may require an additional charge.) No church worship decorations, banners, etc. can be removed for a wedding without the approval of the Flower & Decoration Committee and the pastor. All decorations should be in place one-half hour before the wedding so that there is no disturbance of the guests or the service. The church will be open two hours prior to the ceremony for the convenience of the wedding party and florist. Decorating is to be done only on the day of the wedding unless the wedding consultant gives specific permission. Bows, flowers, etc. may be attached to the chairs with ribbon or other non-marring fasteners. **Pins** may not be used on the fabric of the chairs. Following the wedding, there is to be no removal of decorations until both the guests are dismissed and the photography is completed. **All wedding decorations must be removed from the multipurpose room and reception areas following the ceremony (within a maximum of two hours).** All questions concerning the decorations should be addressed to the wedding consultant. See the *Decorations Inventory* in the back of this booklet to review a list of items the church has available for weddings.

1. **Candles** - Freestanding candleholders are preferable for the aisle. All candles must be dripless. The church has two candelabras (seven candles each) and a unity candelabra (three candles). The use of rented candelabras is permitted, provided that each candle is equipped with a protective metal sleeve. The florist or rental facility should provide these with the candelabras. The candles for the holders, whether rented or borrowed from the church, can be purchased from the church. The candles burn for a little over an hour. The fee for the candles is included in the fee schedule.
2. **Aisle Runner** - Purchased or rented aisle runners may be used provided they are attached in a way that does not damage the carpet or church furnishings. The length needed including the steps is 75 feet. The church has a cloth runner that may be used. It is twice the width of a normal runner, but it is not long enough to cover the stairs. There is a cost for the use of the runner and the consultant must be notified immediately of its intended use.
3. **Flowers** - All flowers should be in place at least one-half hour prior to the service. Flowers and decorations are not to be attached in any manner that causes damage to the furnishings of the church. Should you choose, your flowers are welcomed for the weekly worship services. The wedding consultant will be happy to contact our Flower & Decoration Committee to make appropriate use of them.

Bridal Party

1. **Ushers** - All ushers should attend the rehearsal and should arrive at least one hour before the wedding. Ushers may be responsible for lighting the candles (unless a designated candle lighter is enlisted or a florist is assigned). Ushers should be aware of the location of restrooms and a telephone. Ushers are responsible for seeing that no rice, confetti, or birdseed is thrown in the building or on the church grounds. The bride and groom will determine whether to seat guests as *friends of the bride* and *friends of the groom*. Strive to balance the seating in the worship center utilizing the center sections first. The front row is left vacant, and the second (and possibly the third) row are reserved for parents and grandparents. Further instructions will be given at the rehearsal.
2. **Participants** - Bridesmaids and Groomsmen should normally be at least 10 years of age. If you choose to use a flower girl or ring bearer, please note that participants under the age of five are normally not prepared to participate appropriately. It is important for all participants to be present for the rehearsal.
3. **Gowns & Wedding Apparel** - Gowns and all wedding apparel should reflect good taste be in keeping with the worship setting for the wedding. Excessively revealing gowns for the bride or her attendants are not appropriate. Our pastor normally wears a black clergy robe for weddings. If you prefer other attire, please discuss your request with him.
4. **Dressing Rooms** – A room in the upper annex serves as a bride's room for our weddings, and it is close to the women's restroom. One of the other rooms in the upper annex may also be used for the groomsmen if needed. All personal belongings must be removed from these rooms before the wedding party leaves the building.

Rehearsal

The rehearsal begins promptly at the appointed time and should last about one hour. The rehearsal consists of reviewing the service and ceremony. Please note that if you are using a guest musician, they are required to attend the rehearsal.

The rehearsal will go more smoothly if appropriate care for young children is provided during the rehearsal. Please contact the wedding consultant or pastor for further information. Fees for child care for the rehearsal and ceremony are listed in the fee schedule.

Receptions & Use of the Kitchen

Members may schedule small rehearsal dinners and receptions within the following guidelines. Because of the multipurpose nature of our building, it is not feasible to hold large receptions at the church facility. The fellowship area adjacent to the worship center can accommodate a small group for a brief reception. *A sit-down dinner wedding reception is not permitted in our present facility.* Use of the kitchen requires that a person designated by our Kitchen Committee be present to supervise the use

of the facility. It is not the responsibility of this kitchen staff person to prepare or serve food. They supervise the use of the facilities and equipment. The wedding couple is responsible to provide personnel for the preparation and serving of refreshments. The fee for the kitchen staff person is included in the fee schedule. The wedding couple must provide all paper goods and reception materials. Because of its location, no one should be in the kitchen during the ceremony. The kitchen area should be cleaned and left as it was found. Fees for the use of the building for receptions are included in the fee schedule.

The Marriage License & Fees

The marriage license should be presented to the officiating pastor no later than the rehearsal. All fees for the church and personnel involved in the wedding should be paid to the office ministry assistant no later than one week prior to the wedding ceremony. The wedding cannot be held if the license is not in the pastor's possession and the fees are not prepaid. We appreciate your cooperation in this matter.

Requirements for a Missouri Marriage License

as of March 2009

1. Both applicants must apply in person and be 18 years of age or older, single and not related. Both applicants must have a valid driver's license, state I.D., or valid passport and a social security card. If an applicant looks younger than 18, a certified copy of the birth certificate must be presented at the time of application. If under 18 years of age, must have certified birth certificate and parental consent.
2. No blood test is required in Missouri.
3. If either applicant is divorced, the court must have granted the divorce decree not less than 30 days prior to the date of making application. The exact date of the decree will be required.
 - The fee for a marriage license is \$45 in St. Louis County (extra \$1 for a certified certificate keepsake), \$48 in the city of St. Louis, and \$51 in Jefferson County, payable in cash only.
 - Couples may apply and obtain license on the same day. The license is good for 30 days from the date issued.
 - To obtain a license in St. Louis County, go to the Records of Deeds office located on the fourth floor of the Administration Building located at 41 South Central in Clayton. Office hours are Monday thru Friday from 8:00 a.m. to 5:00 p.m. with Tuesday and Thursday remaining open until 6:00 p.m. The telephone number is (314) 615-7100. An informational recording is available at 615-7180. The city phone number is (314) 622-3257. The Jefferson County number is (636) 797-5414. Licenses are issued from the County Recorder of Deeds office.

Church & Personnel Fees

Church Member Fees:

** Fee for use of worship center/multipurpose room	\$100.00
Fee for use of the upper annex (for rehearsal dinner or reception)	\$50.00
** Custodial (covers set-up and clean-up of the building)	\$50.00
** Wedding Consultant	\$150.00
** Sound/Lighting Attendant	\$75.00
Kitchen Attendant (per event)	\$50.00
Table Cloth Rental (per table cloth—round or rectangle)	\$15.00
Table skirting (per skirt)	\$15.00
Nursery Workers (per hour for two workers)	\$20.00
Candles (if provided by church--\$ 2.00 per candle)	\$32.00
Cloth Aisle Runner	\$60.00

Minimum Fees/Honorariums for Church Provided Personnel:

Accompanist (includes rehearsal and wedding)	\$100.00
Soloist (includes 1 or 2 selections for rehearsal and wedding)	\$75.00

NOTE: A \$100.00 security deposit is required to reserve a date for a wedding. The deposit will be refunded within two weeks after the wedding unless damage to the building or its facilities is sustained due to the wedding or if there is any violation of the wedding policy. The “***” indicates required fees. The wedding consultant will confirm the names and fees for all those assisting with the ceremony. There are no set fees or honorariums for staff members participating in a wedding ceremony for a church member. The church will pay all designated personnel from the fees charged. Church members enlisting someone directly to assist with their wedding may provide their honorarium directly.

All fees for the use of the building, candles and personnel should be paid to the church at least **one week** prior to the wedding.

Wedding Fees Worksheet:

Deposit (refundable after the wedding)	\$100.00
Fee for use of worship center/multipurpose room	\$100.00
Fee for use of the upper annex (for rehearsal dinner or reception)	
Custodial Fee for use of the building	\$50.00
Wedding Consultant	\$150.00
Sound/Lighting Attendant (includes rehearsal and wedding)	\$75.00
Kitchen Attendant (per event)	
Table Cloth Rental (per table cloth—round or rectangle)	
Nursery Workers (per hour for two workers)	
Candles (if provided by church--\$ 2.00 per candle)	
Minimum Fees for Church Provided Personnel:	
Accompanist (includes rehearsal and wedding)	
Soloist (includes 1 or 2 selections for rehearsal and wedding)	

Total Balance Due (one week prior to ceremony)

Position Description

Wedding Consultant

- I. Title:** Wedding Consultant
- II. Supervision:** Pastor
- III. Relates to:** Pastor and/or other ministers
Kitchen Committee
Audio-Visual Committee
Minister of Worship
Custodian

IV. Responsibilities:

1. Meet with the pastor regarding plans for assigned weddings.
2. Interview the couple planning to be married to determine: the size of the wedding, the type of set-up desired, personnel needed, etc.
3. Overview the wedding policies with the couple.
4. Provide a tour of the church facilities available for the wedding.
5. Contact the appropriate committees and church leaders to enlist needed personnel (sound, kitchen, child care, music personnel, etc).
6. Unlock and lock building for rehearsal and wedding according to policies and arrangements with wedding couple and pastor (including security system).
7. Work with custodian regarding set-up and clean-up for wedding.
8. Keep the pastor informed about wedding arrangements and assist the pastor with the rehearsal and wedding arrangements.
9. Discuss any policy questions with the pastor.
10. Provide direction for and oversee the use of all church facilities for the wedding.

Compensation:

The wedding consultant will receive a \$150.00 stipend for each assigned wedding. This stipend will be paid by the church from the fees charged. The stipend will be paid on the day of the wedding ceremony.

DECORATIONS INVENTORY

2 Gold Candelabras (holds seven candles each)

Gold Unity Candelabra

- 1 freestanding
- 1 table top

Candles*

2 Gold Candle lighters

White Columns (various sizes)

Table Cloths*

Table Skirting*

Cloth Aisle Runner*

*indicates a charge for its use