

## Southside Baptist Church Wedding Policy

### **Purpose:**

Southside Baptist Church (SSBC) is a community of believers in the Living God, as revealed in the person of Jesus Christ. The mission of SSBC is to “build an inclusive community of grace” first in our own community and then in the world.

SSBC is an historic place of worship and outreach that should be treated with the respect and dignity that it deserves for all faith purposes, by those who come into the building to worship and those using the building to further ministries.

SSBC desires to render the best possible services to its members and friends in all their religious needs. The wedding ceremony is a service of worship, celebrates that relationship, and asks God’s blessing on it. Therefore every element of the service (dress, music, decorations, etc.) should contribute to an atmosphere of sacred worship.

<b>Time and Date of Wedding</b>
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The initial request to schedule a wedding is made through the church office, where the church secretary will determine that the church calendar is clear for the proposed date and time. The Wedding Party (Party) will verify with the church secretary who will pencil in the date on the church master calendar. **This does not constitute a firm commitment by either party.** All reservations for weddings must be placed on the church calendar as early as possible. Reservations for the space are made by completing a Request for Wedding Reservation Application and submitting a deposit.

The Wedding Reservation Application must be filled out completely and returned to the church office with the deposit within two weeks of the initial request.

Non-members are welcome to have their wedding at SSBC, but Church members and Church programming will have first choice on dates and will be based on a first come, first served basis.

No formal weddings or rehearsals may be scheduled during Holy Week, on Sundays, or on staff holiday weekends (New Year’s Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day). Weddings and Rehearsals may not be scheduled after 6:00 p.m. No non-member weddings may be scheduled during December.

No other wedding or event will be scheduled for the building on the day of the wedding. Exceptions may be made by the SSBC Minister or the SSBC Executive Committee and will not interfere on the day of the wedding.

## **Minister**

All worship services are under the supervision of the SSBC Minister. Once a Wedding Reservation Application is completed it will go to the SSBC Minister for review and approval. Disapproval may be with or without cause.

If an outside minister is to assist or preside in the wedding, the SSBC Minister will discuss this with the Party and issue the appropriate invitation to the visiting minister. The Party must furnish the visiting minister's name, address, and telephone number to the church office.

All use of the Sanctuary or other facilities must be approved by one of the SSBC Ministers.

## **Wedding Director**

A SSBC Wedding Director will be assigned based on availability. Once the wedding date is set and confirmed, the SSBC Wedding Director will assist in all details concerning the wedding. The Wedding Director serves as a liaison between the Party and the church. Therefore, the services of the church-appointed Wedding Director are mandatory. If the Party employs the services of an outside wedding planner/coordinator, that person shall work under the supervision of the church Wedding Director.

The Wedding Director will assist the Party in planning the wedding service and is responsible to the Party within the confines of the church policies.

The Wedding Director will acquaint the Party with the policies and procedures of the church and with the facilities that are available. The Wedding Director will work with the minister and the Party both at the rehearsal and at the wedding. The Wedding Director is responsible for attending to the details of the wedding to assure that the entire event takes place in as reverent and gracious a manner as possible.

On the day of the wedding, the Wedding Director will make sure that the facilities are accessible to any vendors (florist, photographers, caterers, etc.) at predetermined and agreed times - within the 6 hour time period allowed.

The Wedding Director will coordinate with the Party and the custodial staff to assure that the facility is cleaned prior to and following the ceremony and made ready for subsequent church use.

## Music

### SSBC Director of Music and Arts

Arrangements for the music to be used must be made in consultation with the SSBC Director of Music and Arts. An appointment may be made with the Director of Music and Arts as soon as possible after scheduling the date of the wedding and no later than three (3) months before the wedding. The wedding ceremony is a sacred service as well as an act of corporate worship. Therefore, only music which conforms to standards of dignity and is theologically appropriate may be used. **Taped music may not be used under any circumstances.** If needed, the SSBC Director of Music and Arts will offer you suggestions of appropriate music. All music to be used in the wedding ceremony must be approved by the SSBC Director of Music and Arts.

### SSBC Organ, Organist, and/or Pianist

The Sanctuary Samford Memorial Holtkamp organ at SSBC is a beautiful, historic instrument that can only be played by a musician that has been pre-approved by the SSBC Director of Music and Arts. The SSBC Director of Music and Arts can assist in arranging for an approved organist, as well as other musicians. At no time should an unauthorized person attempt to play the Samford Memorial Holtkamp organ.

Any guest keyboard player and any other guest musicians must be approved by the SSBC Director of Music and Arts.

### Soloist

The SSBC Director of Music and Arts must approve the soloist and music that will be used. The Director of Music and Arts can recommend a qualified soloist for you, or you may select a soloist for yourself. The soloist should make rehearsal arrangements with the organist or pianist. **Taped accompaniment may not be used.** It is important that any soloist selected has sufficient musical skills so that the rehearsal can be completed in a single session with the organist/pianist. Financial arrangements with the selected soloist are the responsibility of the Party.

## Sound

If the sanctuary is being used, a sound technician is required. SSBC will provide a trained sound technician for the rehearsal and the wedding.

## Facilities

### Sanctuary

The Sanctuary was designed to reflect the simple beauty of things holy and will seat up to 600 people; it does not need elaborate display. It does not have a center aisle. No food or drink is ever allowed in the Sanctuary. ONLY SSBC maintenance personnel can move furniture or furnishing.

### The Brides Room

The Bride and her party may dress in the Brides Room on 2<sup>nd</sup> Floor. No food or drink is permitted in the Bride's Room. If an additional space is needed for Attendants to prepare for the wedding, the Parlor (that is adjacent to the Bride's Room) can be used

Grooming needs, such as make up and hair styling, should take place before the party arrives at the church. Only minor "touch ups" should take place in the preparation areas.

The Groom and his party may dress in the Trinity Classroom.

### Foster Auditorium

Foster Auditorium is a less formal venue located on the 3<sup>rd</sup> floor that will seat up to 150 people. It does have a center aisle. A piano is available in the room. An elevator is in close proximity to this venue.

### Chapel

The Chapel is on 2<sup>nd</sup> floor and will hold up to 50 people. A piano is available in this room. It does have a center aisle.

## Reception and Catering Services

### Space for Receptions

#### Drennen Hall

Any event or meeting larger than 100 people must be held in Drennen Hall which is located on the 1<sup>st</sup> floor. Kitchen facilities are available; however permission must be obtained from church before using food-service equipment.

#### Heritage Room

The Heritage Room is on the 1<sup>st</sup> floor and can be used for a standing event or seated event for up to 50 people. Food can be served in this room.

Elevators are available between the Sanctuary to Drennen Hall and the Heritage Room.

### Dillard Lobby

Dillard Lobby is on the 2<sup>nd</sup> floor behind the Sanctuary. This space is available for a standing event or a limited seating event for up to 100 people. A kitchenette is available for use by an approved food service provider.

### Church Parlor

The Church Parlor is on the 2nd floor and is available for a standing event or limited seating event for up to 50 people. Furniture cannot be removed or rearranged without permission.

### **Catering**

The Party may select any food vendor they choose for catering.

Safety concerns require that no unauthorized persons be allowed in SSBC kitchen area for any reason. Any damages by outside food vendors will be deducted from the deposit.

### **Photographer and Videographer**

#### Photography

Because the wedding ceremony takes place within a context of worship, photography must not detract from the beauty or solemnity of the service. **No flash photography may be used during any part of the actual wedding ceremony. The photographer(s) must not be seen during the ceremony and can remain in the back of the church or in the balcony.**

Pictures may be made before and after the service. Flash pictures may only be taken as the couple leaves the church, the photographer should be in the back of the Sanctuary for these pictures.

The Church building will be available to the Party for up to six (6) hours the day of the wedding. If other arrangements are necessary, they will need to be discussed with the Wedding Director. All photography equipment must be removed from the Sanctuary at least 45 minutes before the wedding begins.

It is recommended that as many pictures as possible be taken PRIOR to the wedding ceremony.

The Bride should notify the photographer that one (8x10) picture of the Bride be donated to the Church for our records.

## Videotaping

Videotaping of the wedding service is permitted from back of the Sanctuary. The camera **must be hidden from view and in place at least 45 minutes before the wedding ceremony begins**. Video-taping may also be done from the balcony, but should not interfere with the sound technician or wedding guests.

It is the Parties responsibility to ensure that the photographer and videographer understand and abide by these policies. Should any problems arise with conforming to these guidelines, a conference should be called between the Party, the Wedding Director, and the photographer and/or videographer. If a photographer and/or videographer should fail to abide by these rules, that photographer and/or videographer will not be allowed to participate in future weddings at SSBC.

## **Floral Arrangements and Decorations**

The Sanctuary is designed to reflect the simple beauty of things holy. It does not require or need elaborate additional display. Unless approved by the Wedding Director, all furniture and symbols will remain in place.

Decorations should enhance the beauty of the Church and not detract from the ceremony. Fresh flowers, greenery, and non-drip candles are the only items that can be used for decorating. The Wedding Director will be available to consult about suitable decorations for the Sanctuary.

Non-flammable material must be used to protect floors and carpets from candle drippings, even though non-drip candles must be used. Unless approved by the Wedding Director, candelabra(s) or floral arrangements may only be used in the Choir Loft. Choir chairs may only be moved, by the Wedding Director.

Unity candles must also be non-drip or protection must be used on the carpet below the Unity candle stand. Non-flammable material must be used to protect the floor and carpet under the Unity candle.

Pews may be marked with flowers; bows or ribbons should be tied to the pews. **POSITIVELY** no tacks, glue, tape, or nails may be used on any furniture, walls or elsewhere in the Church. Access from the pews to the aisles must remain open.

It is the responsibility of the Florist to remove floral debris prior to the wedding.

Flowers, decorations, and equipment must be removed immediately following the wedding ceremony. If arrangements cannot be made for items to be picked up and removed

following the wedding, the items will be moved to a storage area designated by the SSBC Custodian. These facilities **MUST** be left in the same condition in which they were found.

The Church does not decorate or remove decorations in the Sanctuary or Chapel; this is the responsibility of the Party. In the event of a Saturday wedding, the church must be cleaned and ready for Sunday services no later than 8:00 p.m. on Saturday evening. Failure to comply will constitute forfeiture of the security deposit.

The Church will be happy to use flowers arrangements left from the weddings for our worship services when this is possible. The Party should discuss this with the Florist and the Wedding Director.

Should any problems arise with conforming to these guidelines, a conference should be called between the Bride, the Wedding Director, and the Florist. If the Florist should fail to abide by these rules, that Florist will not be allowed to participate in future weddings at SSBC.

For safety reasons, no rice, confetti, birdseed, or similar material may be thrown inside or outside the church.

### **Rehearsal**

The wedding rehearsal is a time of careful preparation for a worship service. A time for the rehearsal will be determined by the Bride and the Wedding Director. It is recommended that the rehearsal take place between 6:00 p.m.-7:30 p.m., however a convenient time may be arranged with the SSBC Wedding Director. It should begin promptly at the time requested. It is the Bride's responsibility to make sure each wedding party member arrives on time for the rehearsal.

The standing arrangements of the Party will be determined by the Wedding Director first so that each Party member knows his/her position during the service. The standing arrangement can be discussed at the time of the initial meeting with the SSBC Wedding Director and the Wedding Party. The entire service will be rehearsed in proper order and directed by the Wedding Director.



## Southside Baptist Church

### Wedding Price List

Item	Cost
SSBC Minister (if performing ceremony)	Suggested \$300.00
SSBC Wedding Director (required)	\$350 for 6 hours (includes rehearsal)
SSBC Director of Music & Arts (required)	\$200.00
SSBC Organist/Pianist	Will be determined based on the availability and experience of the artist – a separate cost list will be provided by the Director of Music & Arts
SSBC Sound Technician	\$150
Sanctuary	\$1,500
Foster Auditorium	\$250
Chapel	\$150
Drennen Hall	\$600
Heritage Room	\$250
Dillard Lobby	\$400
Church Parlor	\$150
Custodian Services (required)	\$25 hour (minimum 10 hours)
Security Services (required)	\$25 hour
Required Deposit	\$1,000 non-member \$500 member
Other Expenses:	

# Wedding Application

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

For office use only: Confirmed Data		
Wedding Date:		Time:
Rehearsal Date:		Time:
Member: Yes	No	Deposit:

<b>Bride:</b>	
Address:	
1 <sup>st</sup> Best Phone Number:	Other Phone:
Email Address:	
SSBC Member: Yes or No	Referred by:
<b>Groom:</b>	
Address:	
1 <sup>st</sup> Best Phone Number:	Other Phone:
Email Address:	
SSBC Member: Yes or No	Referred by:
Wedding Date:	Time:
Rehearsal Date:	Time:

## Facilities

Wedding:
Rehearsal:
Reception:

## Minister

SSBC Minister:
<b>If the assisting Minister is someone other than a Minister of SSBC, please complete all of the information below:</b>
Name:
Relationship to Bride or Groom:
Address:
Phone Number:
Email Address:

*We have read the wedding policies of SSBC and agree to abide by these policies if we are permitted the use of these church facilities. Every effort will be made to insure the wedding party and those servicing the wedding will do likewise. We agree to reimburse SSBC for any damage to the church property resulting from the actions of the wedding party, guests, vendors, etc.*

Bride's Signature:
Groom's Signature:
SSBC Minister: <input type="checkbox"/> Approved <input type="checkbox"/> Not Approved Signature: _____
<b>Wedding Party:</b>
<b>Wedding Date:</b>

## **Suggested Schedule**

### AS SOON AS POSSIBLE:

- Reserve church facilities by contacting the church secretary. This is a tentative date until approved by SSBC Minister
- A member of the Wedding Party (Bride or Groom) should complete and submit the Wedding Application. The Wedding Application should be returned to the church secretary within one week.
- When the Wedding Application is returned, the church secretary will schedule an appointment with a member of the SSBC Minister.
- Once the Wedding Application is approved by the SSBC Minister, the Wedding Party will submit a deposit toward usage cost.
- The church secretary will schedule an appointment with the SSBC Wedding Director.

### THREE MONTHS PRIOR TO THE WEDDING:

- The Wedding Party will schedule a time to meet with the SSBC Director of Music and Arts.
- The Wedding Party will schedule a follow up meeting with the SSBC Wedding Director do discuss plans.

### SIX WEEKS BEFORE THE WEDDING:

- If The Wedding Party chooses to have pre-marital counseling, they will ask the SSBC church secretary to make an appointment with the SSBC Minister.

### TWO MONTHS BEFORE THE WEDDING:

- The Wedding Party will submit a check will to SSBC for the remaining expenses.

### ONE-TWO WEEKS BEFORE THE WEDDING:

- The Wedding Party will contact the SSBC Wedding Director to confirm final plans.

## SSBC Wedding Expense Sheet

Wedding Party:

Wedding Date:

Item	Cost	Total Cost
<b>REQUIRED:</b>		
SSBC Wedding Director	\$350 for 6 hours (includes rehearsal)  There will be an extra charge if Wedding Director is needed over 6 hours	
SSBC Director of Music & Arts	\$200	
Custodian Services	\$25 hour (minimum 10 hours)	
Security Services	\$25 hour	
Sound Technician	\$150 – required if Sanctuary is used	
Required Deposit	\$1,000 non-member  \$500 member	
<b>OPTIONAL:</b>		
SSBC Organist/Pianist	Will be determined based on the availability and experience of the artist – a separate cost list will be provided by the SSBC Director of Music & Arts	
Sanctuary	\$1,500	
Foster Auditorium	\$250	
Chapel	\$150	
Drennen Hall	\$600	
Heritage Room	\$250	
Dillard Lobby	\$400	
Church Parlor	\$150	
	<b>TOTAL:</b>	



**SSBC WEDDING  
PLANNING PACKET**



## Wedding Director Information

Bride:	
Groom:	
Wedding Date:	Time:
Minister:	
If not SSBC Minister, contact information:	
Room(s) to be used:	
Date to meet with SSBC Director of Music and Arts:	
Organist:	
Pianist:	
Instrumentalist:	
Vocalist(s):	
Florist:	
Photographer:	
Videographer:	
Reception (if held at SSBC)	
Caterer:	
Room to be used:	
Sound details:	
Microphones needed:	
Other:	

**SSBC Wedding Director Wedding Information Page 2**

Do you wish to have Communion served at your wedding?

- Yes
- No

Do you wish to use the churches kneeling bench?

- Yes
- No

Do you wish to have a Unity Candle?

- Yes
- No

Do you wish to use the Church Candelabras?

- Yes
- No

If your wedding is on a Saturday, would you like to leave the flowers for the Sunday morning service?

- Yes
- No

If yes, suggested wording:

1. The flowers on the altar are from the wedding of\_\_\_\_\_.
2. The flowers on the altar from the wedding of\_\_\_\_\_ are in memory (or honor) of (grandparents, parents, etc.)

Address where the Bride and Groom will reside after the wedding:

Meeting Date(s):\_\_\_\_\_

**SSBC Director of Music and Arts**

Music for the wedding of:

Wedding Date:

Organist:

Pianist:

Instrumentalist(s):

Vocalist(s):

Approved Music for the Wedding:

Prelude:

Vocal Selection(s):

Processional:

Recessional:

Other:

(Provide the SSBC Wedding Director a copy of this form when completed)

The Wedding Party must provide their vendors with a copy of the SSBC policy that pertains to their contribution to the wedding:

### **Southside Baptist Church Wedding Policy**

#### **To the Florist:**

<b>Floral Arrangements and Decorations</b>
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The Sanctuary is designed to reflect the simple beauty of things holy. It does not require or need elaborate additional display. Unless approved by the Wedding Director, all furniture and symbols will remain in place.

Decorations should enhance the beauty of the Church and not detract from the ceremony. Fresh flowers, greenery, and non-drip candles are the only items that can be used for decorating. The Wedding Director will be available to consult about suitable decorations for the Sanctuary.

Non-flammable material must be used to protect floors and carpets from candle drippings, even though non-drip candles must be used. Unless approved by the Wedding Director, no candelabra or floral arrangements may be used in the Choir Loft. Choir chairs may not be moved, nor may candelabra be placed among the chairs.

Unity candles must also be non-drip or protection must be used on the carpet below the Unity candle stand. Non-flammable material must be used to protect the floor and carpet under the Unity candle.

Pews may be marked with flowers; bows or ribbons should be tied to the pews. **POSITIVELY** no tacks, glue, tape, or nails may be used on any furniture, walls or elsewhere in the Church. Access from the pews to the aisles must remain open.

It is the responsibility of the Florist to remove floral debris prior to the wedding.

Flowers, decorations, and equipment must be removed immediately following the wedding ceremony. If arrangements cannot be made for items to be picked up and removed following the wedding, the items will be moved to a storage area designated by the SSBC Custodian. These facilities **MUST** be left in the same condition in which they were found.

The Church does not decorate or remove decorations in the Sanctuary or Chapel; this is the responsibility of the Party. In the event of a Saturday wedding, the church must be cleaned and ready for Sunday services no later than 8:00 p.m. on Saturday evening. Failure to comply will constitute forfeiture of the security deposit.

The Church will be happy to use flowers arrangements left from the weddings for our worship services when this is possible. The Party should discuss this with the Florist and the Wedding Director.

Should any problems arise with conforming to these guidelines, a conference should be called between the Bride, the Wedding Director, and the Florist. If the Florist should fail to abide by these rules, that Florist will not be allowed to participate in future weddings at SSBC.

For safety reasons, no rice, confetti, birdseed, or similar material may be thrown inside or outside the church.

*I, the undersigned, understand and agree to abide by the policies and procedures established for the use of Southside Baptist Church Facilities.*

Florist:
Date:
Address:
Phone:

The Wedding Party must provide their vendors with a copy of the SSBC policy that pertains to their contribution to the wedding:

### Southside Baptist Church Wedding Policy

#### To the Photographer:

<b>Photography</b>
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Because the wedding ceremony takes place within a context of worship, photography must not detract from the beauty or solemnity of the service. **No flash photography may be used during any part of the actual wedding ceremony. The photographer(s) must not be seen during the ceremony and can remain in the back of the church or in the balcony.**

Pictures may be made before and after the service. Flash pictures may only be taken as the couple leaves the church, the photographer should be in the back of the Sanctuary for these pictures.

The Church building will be available to the Party for up to six (6) hours before the wedding. If other arrangements are necessary, they will need to be discussed with the Wedding Director. All photography equipment must be removed from the Sanctuary at least 45 minutes before the wedding begins.

It is recommended that as many pictures as possible be taken PRIOR to the wedding ceremony.

The Bride should notify the photographer that one (8x10) picture of the Bride be donated to the Church for our records.

It is the Parties responsibility to ensure that the photographer understand and abide by these policies. Should any problems arise with conforming to these guidelines, a conference should be called between the Party, the Wedding Director, and the photographer. If a photographer should fail to abide by these rules, that photographer will not be allowed to participate in future weddings at SSBC.

*I, the undersigned, understand and agree to abide by the policies and procedures established for the use of Southside Baptist Church Facilities.*

Photographer:
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Date:
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Address:
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Phone:
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The Wedding Party must provide their vendors with a copy of the SSBC policy that pertains to their contribution to the wedding:

### Southside Baptist Church Wedding Policy

#### To the Videographer:

<b>Videotaping</b>
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Videotaping of the wedding service is permitted from back of the Sanctuary. The camera **must be hidden from view and in place at least 45 minutes before the wedding ceremony begins**. Video-taping may also be done from the balcony, but should not interfere with the sound technician or wedding guests.

It is the Parties responsibility to ensure that the videographer understand and abide by these policies. Should any problems arise with conforming to these guidelines, a conference should be called between the Party, the Wedding Director, and the videographer. If a videographer should fail to abide by these rules, that videographer will not be allowed to participate in future weddings at SSBC.

*I, the undersigned, understand and agree to abide by the policies and procedures established for the use of Southside Baptist Church Facilities.*

Videographer:
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Date:
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Address:
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Phone:
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The Wedding Party must provide their vendors with a copy of the SSBC policy that pertains to their contribution to the wedding:

## **Southside Baptist Church Wedding Policy**

### **To the Outside Caterer:**

This statement is to make you, as a caterer using the facilities of Southside Baptist Church (SSBC), aware of our policies and to help you understand what you may expect when you are at SSBC.

SSBC is a church facility and all conduct should reflect this. The following are general rules that will apply:

- ❑ Smoking is strictly forbidden on or around the church premises.
- ❑ No alcoholic beverages are allowed on church premises (building and grounds).
- ❑ No pets are allowed inside the church buildings other than those necessary for physically challenged persons
- ❑ Breakage of and/or damage to any church equipment, furnishings, or facilities will result in forfeiture of deposit.
- ❑ The church is not responsible for lost or stolen articles or equipment.
- ❑ No furniture or furnishings are to be moved without permission from the Wedding Director and only in advance of the wedding service. ONLY SSBC maintenance personnel can move furniture or furnishing.
- ❑ POSITIVELY no tacks, glue, tape, or nails may be used on any pews, walls, furniture or elsewhere in the church.
- ❑ Food or drink is never allowed in the Sanctuary.
- ❑ The area(s) used should be left in the same condition that it was found. All tabletops are to be wiped clean. All floors should be swept and mopped or vacuumed as needed. The Custodian will provide mops, brooms and vacuum. All garbage should be bagged and closed; it may be left for the Custodian to remove.
- ❑ All cooking should be done away from SSBC and only set-up is permitted. Any other requests must be submitted in writing to the SSBC Wedding Director for approval. Refrigeration is available on a limited scale.
- ❑ No red punch or other red liquids may be used in Dillard Lobby or the Parlor.
- ❑ The caterer using SSBC must supply drying and/or wiping towels. SSBC will not supply clean up materials other than trash bags (and mops, brooms, vacuum).

Failure to comply with these rules could result in denial of future use of SSBC facilities. Caterer's names are maintained in SSBC records to help monitor lost and found items as well as non-compliance with rules.

*I, the undersigned, understand and agree to abide by the policies and procedures established for the use of Southside Baptist Church Facilities.*

Outside Caterer:
Date:
Address:
Phone: