

**WEDDING POLICIES
NORTH GREENWOOD BAPTIST CHURCH
GREENWOOD, MS**

Your wedding is a sacred occasion. Although the church cannot know the full joy that you feel as you look forward to your wedding day, it shares with you much happiness and pleasure. It will be most meaningful to you and your families and friends when there is careful planning. To that end we believe these policies to be most suitable and practical for all concerned.

Although you will find answers to most of your questions in these policies, there may be some that will not be noted. Please feel free to call upon the church staff for assistance in any instance in which you may have such a question.

Only wedding services that are intended to be Christian in nature and practice will be allowed to be performed in any part of the facilities of North Greenwood Baptist Church.

INITIAL ARRANGEMENTS

Careful planning is necessary for all weddings. You will want to plan as early in advance as possible so that the use of the church can be arranged without conflict. The date of the wedding is set in consultation with the Administrative Assistant who will clear the date. At this consultation the wedding plan sheet will be discussed and filled out.

PASTORAL COUNSELING

The Pastor will schedule appropriate times for the bride and groom to counsel with him relative to wedding arrangements, ceremony, and other matters pertaining to the forthcoming wedding. Weddings performed by someone other than the pastor must be willing to meet with the pastor and meet his approval for the service to be conducted.

CONDUCT OF WEDDINGS

The Pastor, ordained members of the staff, or ordained ministers who are members of the church will conduct all weddings except in an instance where special circumstances exist. In the case of such exceptions, the bride will consult with the Pastor of the church regarding the exceptional nature of the situation.

MUSIC

It is important to keep in mind that a church wedding is a service of the church, and the music should be in keeping with the reverence that is observed upon entering the House of the Lord.

If the organist is other than our church organist, it must be approved by the Minister of Music. When there is a vocalist, it will be the responsibility of the bride to see that the soloist contacts the organist or pianist. If microphones, CD, tape player, etc. are needed, the church will arrange to have a Sound System Operator available. Please note that the Sound System Operator, audio and video personnel, will be scheduled by the Executive Assistant. Please do not ask someone on the audio and video team to do the job. If you have a preference, please ask the Executive Assistant to schedule that person. (See Fees # 3.)

DECORATIONS

The instruments, piano, organ and drum sets, are not to be moved at any time. No decorations are to be placed on any of the instruments. When you talk to your florist about the wedding decorations, it is good to have in mind such items as candles, kneeling bench, aisle canvas, and a pillow for the ring bearer. The church does not furnish any decorations.

All flowers and decorations should be delivered to the church. The Administrative Assistant should be notified of when the florist will arrive at the church.

The decorator should be informed that no nails, tacks, or screws are to be put in or on the walls, furniture, or pews.

Dripless candles are recommended. If dripless candles are not used, sheets of plastic are required under candelabrum to protect the carpet and other furnishings from tallow drippings. Candles are not to be placed too close to the lines that run from the microphones over the choir loft.

Any candle tallow that may drip onto any furniture, upholstery or carpet are to be removed by the decorator immediately following the wedding.

WEDDING RECEPTION

All receptions at the church will be held in the Fellowship Hall or ROC. Arrangements for the reception are to be made when the wedding plans are filled out. Any items needed for the reception such as plates, silverware, services, etc., must be approved by the Kitchen Committee. If you will need the kitchen for anything, such as heating items in the oven, the church will schedule someone to be available.

There will be no smoking in the church building or alcoholic beverages served at any reception.

CLEANUP

All items must be cleaned and removed from the church immediately after the wedding and/or reception. Please do not ask the custodian to store any item, even for a temporary time. The custodian fee (See Fees # 5) does not include maid service for the reception. Nothing is to be left for the custodian to wash. It is the responsibility of the bride to furnish someone to do maid service.

REHEARSAL

The rehearsal is usually held the night before the wedding. It is suggested that all persons involved in the wedding, including parents of both the bride and groom, be present for the rehearsal.

PHOTOGRAPHS

No flash photographs are to be taken by a professional or an amateur photographer during the ceremony. (The one exception is of the bride entering and leaving the Sanctuary.) Pictures may be taken of the bridal party before or following the service. Video taping of any wedding must be done with the existing lighting and with a stationary, inconspicuous camera. It may be possible for your wedding to be video taped by the church video team. See the attached page concerning fees. **The Executive Assistant at the church will make arrangements for this if the family desires to use NGBC equipment and personnel.**

FEES

1. Use of building --- All persons (members and non-members) desiring to secure the facilities must submit a \$1,000.00 refundable damage deposit for said facilities ONE MONTH prior to the event.

(a)	Parlor *NO CHARGE FOR CHURCH MEMBERS	\$ 250.00
(b)	Parlor with Fellowship Hall or ROC *NO CHARGE FOR CHURCH MEMBERS	\$1,250.00
(c)	Sanctuary *NO CHARGE FOR CHURCH MEMBERS	\$1,000.00
(d)	Sanctuary with Fellowship Hall or ROC *NO CHARGE FOR CHURCH MEMBERS	\$2,000.00
(e)	Kitchen used with any of the above An additional \$15.00 per hour will be charged for kitchen staff *NO CHARGE FOR CHURCH MEMBERS	\$ 500.00

*Bride, groom, or at least one of the parents must be members of North Greenwood Baptist Church for no less than six months prior to the scheduling of the wedding. Prior members may be given special consideration.

2. Church Organist and/or Church Pianist – Wedding with rehearsal -
\$200.00 each

Accompanists other than those employed by the church must be approved by the Minister of Music.

3. Downstairs Sound System Operator (Microphones, tapes, etc.) \$200.00
Rehearsal and Wedding
(For any outside rehearsal time needed, there is an additional \$15.00 per hour charge.)

4. VIDEO CREW - Director \$ 200.00
Rehearsal and wedding.

Upstairs Sound – Day of wedding only \$ 100.00

Camera – We own three \$100.00 each
Day of wedding only

4. Custodian (This does not include maid service for the reception.)
(a) Wedding only \$ 100.00
(b) Wedding and Reception \$ 200.00

5. The Pastor's honorarium is the responsibility of the groom.

ALL building use fees and deposit must be paid to the church at least ONE MONTH prior to the date of the wedding. All other fees will be paid at the same time with checks made out to the individuals providing their services. These checks must be paid through the church office.

I have read this entire document and agree to honor all of it and also agree to be responsible for any damages that might be incurred at the North Greenwood Baptist as a result of our wedding.

Bride: _____

Groom: _____

Witness: _____

WEDDING PLAN SHEET
North Greenwood Baptist Church
615 Grand Boulevard – Greenwood, MS 38930
Phone (662) 453-2801

Please fill out this form and return it to the Church Office

The Calendar **Date for your wedding** _____
 Time for your wedding _____
 Date for the rehearsal _____
 Time for the rehearsal _____

Have these dates been written on the church calendar? Yes _____ **No** _____

The Wedding Party

Bride _____ **Phone** _____
Bride's address _____
Bride's parents _____
Bride's parents' address _____

Groom _____ **Phone** _____
Groom's address _____
Groom's parents _____
Groom's parents' address _____

Maid of Honor _____
Best Man _____

Number of attendants - Bride's _____ **Groom's** _____

The Consultant **(If a consultant or coordinator is being used)**
Name of consultant _____ **Phone** _____

The Minister **Who will perform ceremony?** _____

Other minister(s) assisting? _____

The Decorations **Name of florist** _____ **Phone** _____

The Music **Organist** _____
 Pianist _____
 Soloist(s) _____ **Phone** _____

The Building **Check the parts of the building you will be using**
_____ **Sanctuary** _____ **Fellowship Hall** _____ **Bride's Room**
_____ **Parlor** _____ **Kitchen** _____ **ROC**
_____ **Pastor's Study**