

The Wedding Guide Northside Baptist Church

7600 Studley Road • Mechanicsville, Virginia 23116 • (804) 746-4952

On behalf of Northside Baptist Church, congratulations! We celebrate this important decision with you and your families and look forward to working closely with you in planning and carrying out your service of Christian marriage.

Your wedding is a celebration of worship where you make a covenant with one another and the Lord. It is more than an affirmation of love – it is a lifelong commitment to your spouse and to God.

The rules and policies set forth in this document have been developed to allow for the fullest use of church facilities consistent with our beliefs. Our prime purpose is to guide and help individuals to work, fellowship and worship together as we strive to improve our individual relationships with Christ and each other. Those participating and enjoying the building should conduct themselves accordingly.

May God richly bless your special day and your life together.

Facilities and Scheduling

When scheduling weddings and other events, priority is given to the membership of Northside Baptist Church. However, we welcome the community to share our facilities.

Inquiry about the availability of Northside for weddings, rehearsals and receptions may be made by contacting our Office Administrator at 804-746-4952. She will be happy to give you a tour of the church facilities and answer any questions you may have. If you wish to have your ceremony here, and if availability exists, the Office Administrator will then confer with our minister to determine his availability to officiate on that date. If he is not available, and/or you prefer to have another minister officiate, it will be acceptable, given that he or she is ordained through a mainline Christian denomination and registered with the Commonwealth of Virginia.

Once the date and officiating minister are confirmed, you will need to submit the necessary forms, along with a deposit of \$100 (check made payable to Northside Baptist Church), to the Office Administrator to secure your wedding and rehearsal dates and facilities requested. See the *Wedding Service Fees* section at the end of this document for detailed fee information.

Reservation for a wedding reserves the sanctuary and attending spaces (a room each for the bride and the groom). The church is opened one-half hour prior to the rehearsal and two hours prior to the wedding. Your rehearsal should take no longer than one to one and one-half hours. The time needed for the wedding ceremony and photography afterwards should be no longer than two hours. Use of additional time may incur additional fees for the pastor, wedding coordinator, custodian and sound technician.

Our sanctuary comfortably seats 225 people, with room for an additional 20 in the overflow room. The sanctuary also includes three adequate spaces among the pews for those in wheelchairs, using walkers, etc.

Our fellowship hall and/or kitchen may be available for rehearsal dinners (for members only) and receptions (for members and non-members). The space can comfortably accommodate 90 seated guests and more should you not require table seating.

Only one rehearsal/wedding will be scheduled for any weekend.

Weddings are not normally scheduled on Sundays, during Holy Week (Palm Sunday through Easter), Thanksgiving weekend, Christmas Eve, Christmas Day, New Year's Eve or New Year's Day. Exceptions to this will be granted after written request and approval from the church staff, and if appropriate, the church trustees; and only if **all** the necessary wedding staff (Wedding Coordinator, Custodian, Sound Technician, etc.) are available.

Northside shall have the right to deny use of its facilities to anyone for good cause as determined by the church.

Wedding Coordinator

Two to three months prior to your wedding, a Wedding Coordinator (a trained member of our congregation or staff) will be assigned to you. From this point forward, she will serve as the liaison between you and Northside. (Prior to this our Office Administrator will be happy to assist you.) Your Wedding Coordinator will be invaluable to you and will perform the services of a wedding director for both member and non-member weddings. Should you choose to have your own wedding consultant/director, our Wedding Coordinator will be happy to work with her.

Our Wedding Coordinator will: (1) review policies and practices with you, (2) assist you with wedding plans involving the church facilities, (3) assist the officiating minister in the rehearsal and, (4) be present the day of the ceremony to assist you and your families. Once assigned to your wedding, the Wedding Coordinator will contact you to introduce herself and plan a time for you to meet and review the above.

The role of the Wedding Coordinator at the rehearsal will be to direct members of the wedding party where to stand and when to enter, instruct the ushers, and assure that all members of the wedding party and family members get in and out of the church at the appropriate moment. Please complete the attached Rehearsal Information sheet and give to your Wedding Coordinator one month prior to the rehearsal.

The role of the Wedding Coordinator on the day of the wedding is to assist the couple as needed prior to the service, to help with any unforeseen difficulties, to get the ushers into the church foyer approximately thirty minutes prior to the service, and to direct members of the wedding party into the sanctuary in the proper order and on time. Assistance with directing the reception may also be arranged with the Wedding Coordinator and could result in an additional fee.

Premarital Counseling

We believe marriage to be a gift from God and consider marriage an exclusive covenant between one man and one woman and God. As such, we take seriously the desire to enter into marriage and hope to prepare the couple in starting their new life together in faith and with purpose. To that end, all persons joined in marriage at Northside Baptist Church are required to attend pre-marital counseling. It is the responsibility of the couple to make arrangements with the officiating minister several months prior to the wedding. If our pastor is not the officiating minister, our church pastor may contact your officiating minister for verification that counseling has been completed.

The Wedding Ceremony

The wedding ceremony – which in itself is a worship service - shall be planned with the officiating minister. The pastor has resources and advice to assist in planning a joyfully unique and Christ-centered service.

Music

As is the case with any worship service of the church, it is important that the music conform to the ideals of Christian worship and commitment. Your wedding music should be appropriate for a Christian celebration.

A trained Sound Technician – a member of Northside – will be assigned to your wedding and will be present for both the rehearsal and the wedding ceremony. Along with adjusting the sound system to your needs, he/she will ensure that the minister and any soloists or accompanists receive microphones, etc. Should you have any recorded music to be played during the ceremony, we ask that it be given to the church's Wedding Coordinator when the *Rehearsal Information Form* is turned in one month prior to the wedding. Music may ONLY be played from a CD and not from cell phone playlists, for example.

Should you need assistance in obtaining musicians for your ceremony, your Wedding Coordinator will have a list of accompanists that you may contact; you are also welcome to invite your own accompanists. All instrumentalists will need to be approved by and obtain any needed instructions from our Director of Music Ministries. (Your Wedding Coordinator will be able to assist you with this.) Accompanists will inform you of their fees, which should be paid directly to them and not to the church.

Flowers and Decorations

Wedding decorations should be restrained and tasteful, respecting the simple beauty of the sanctuary. Prior to the rehearsal, Northside will ensure that the following have been done:

- The sanctuary will be cleaned.
- The communion table (unless directed otherwise – see below*) and pulpit will be removed and replaced with carpeted steps to fill in the space where the communion table normally sits.
- If you prefer, choir chairs will be removed from the sanctuary.
- The two flower tables in the sanctuary will remain for you to use unless you tell us otherwise.
- You may use the wooden lecturn, currently located in the overflow room, for your guest register.

In turn, we ask that you follow these guidelines:

- No food or beverages in the sanctuary.
- *If requested, you may use the communion table. If so, it must be raised to the platform and lowered back to ground level with help from your groomsmen, both before the rehearsal and after the wedding ceremony.

- We prefer that the small pew on the sanctuary platform remain during the service. However, if you wish, we will turn it so that it is angled back towards the organ. If you have a rather large bridal party and need the additional space, it may be removed and replaced by your groomsmen before the rehearsal and after the ceremony.
- If you prefer to use them, candelabra and a unity candle (both of which will need to be rented from your florist) may be used on the platform in the sanctuary, provided proper precautions are taken to protect the floors and furniture. If candles are used on the platform, the area must be protected with a plastic covering. Only good quality dripleless/smokeless or beeswax candles, or flameless candles, may be used.
- Because five of the six window ledges in the sanctuary have a heating/air vent, only flameless candles are allowed in the windows, and only minimal decorations may be used.
- An aisle runner (which you will need to purchase if you choose to use one) is permitted. A 50-foot runner will suffice for the sanctuary aisle.
- Tacks, nails, screws, or adhesives that leave a residue may not be used in the church. Floral decorations must be arranged so that it is not necessary to anchor or fasten them to the building or furniture. Should you wish to reserve or decorate the end of pews, you must wrap ribbon or tulle around the top of the pew end and knot it in the center of the outside pew. This allows you to attach flowers or a bow to the end of the pew by using the ribbon or tulle as an anchor. Due to the shape of the pews, clips do not work and may not be used.
- If potted plants or other greenery are used, floors and furniture must be protected from puddling, dripping and staining. Plants should not be placed on the organ or piano.
- Our church decorators do a beautiful job each season of decorating the sanctuary, foyer and front doors. If the color scheme present at the time of your wedding is to your liking, you may ask your Wedding Coordinator to have those arrangements remain. Otherwise, they will be removed only if you plan to use your own arrangements. We do not normally provide any flowers or other decorations for your ceremony. However, if the sanctuary is decorated for a seasonal celebration (Christmas, Easter, etc.), the decorations **must** remain in place.
- Please coordinate sanctuary decorating time with your Wedding Coordinator.
- It is the responsibility of the wedding party or your florist to remove *all* decorations from the church *immediately* after the wedding ceremony. Also, please have someone remain at the conclusion of the ceremony to remove any personal items that you have brought into the building. Doing so allows our custodian to expediently get the church ready for Sunday worship services. Only by prior approval of the Wedding Coordinator or Senior Pastor will flowers used in *member* weddings be allowed to remain for Sunday worship services. In the extreme case that florists are not able to pick up rented items until Monday morning, the Wedding Coordinator must be informed of this prior to rehearsal day.
- The building will be opened 30 minutes prior to the rehearsal and two hours prior to the wedding. The couple or family is responsible for communicating to the florist, photographers, caterers, etc., when they may expect to have access to the building.

Photography and Videography

Northside **does not** provide audio or video taping of the ceremony. You are welcome to have photographers and videographers present for recording, but doing so is at the discretion of the officiating minister.

As a suggestion, photos should be taken prior to the ceremony *until* the first usher leaves the foyer to begin seating guests. Since your wedding ceremony is a worship service, all photography and videography should be used discreetly to record the service. Equipment should neither obstruct the view of worshippers nor be moved during the ceremony. All photographers and videographers must agree to and sign off one month in advance on our policy regarding their services (see attached form).

Photographers and videographers should wear dress appropriate for a worship service.

Wedding Programs

Northside's church office does not provide or print wedding programs. Should you wish to have them available, the bridal party is responsible for the preparation.

Reception

If a reception is to be held at the church, it must be scheduled when the wedding is scheduled. Additional fees will be required for use of the fellowship hall, kitchen, and ancillary areas, as well as additional pay for the Wedding Coordinator and Custodian. As a matter of courtesy, the Wedding Coordinator will inform the Church's Hospitality Team of reception times/plans.

A certificate of insurance will be required from all caterers and must be given to the Office Administrator one month prior to the wedding. It is preferred that caterers meet with a member of Northside's Hospitality Team prior to the wedding weekend for instruction on the use of any major appliances needed, should food need to be cooked onsite. Use of small appliances such as coffeemakers is permitted, provided the bridal party provide all supplies.

It is imperative that all items and food brought into the church be removed from the church at the conclusion of the reception. Items may not remain in the kitchen, hallway, fellowship hall or elsewhere on the church property for pickup at a later time. We ask that you leave the space in the condition in which you found it.

Northside does not provide reception serviceware. All silverware, glassware, china, linens, etc., must be provided by the bridal party or rented, and these items must be removed immediately following the reception. The cost for any professional catering services will be negotiated and paid for by the wedding participants.

A Wedding Coordinator will be present for supervisory purposes and to protect the interests of the church. A custodian may also be on the premises. These individuals do not assist with the preparation or service of any food, but will supervise in the restoration of the space, ensuring that all furnishings are returned to their original position and condition. Neither is responsible for cleaning up what is the responsibility of the caterer.

A reception reservation confirms the space for four hours. This includes service, clean up and breakdown. Your caterer will be allowed to have kitchen/fellowship hall access when the church is opened two hours prior to the wedding ceremony. Additional time used may incur additional fees for the Wedding Coordinator and the Custodian.

Children under age 18 are not permitted in the kitchen unless accompanied by a responsible adult. It is recommended that children under 10 years of age never be allowed in the kitchen for health and safety reasons.

Items or decorations may not be hung from the fellowship hall ceiling.

Childcare

Childcare services for rehearsals, weddings, and/or receptions are not provided by the church. However, should you wish to offer childcare for your guests, you may use our nursery for an additional charge. (See the *Schedule of Fees* for more details.) You will need to provide an appropriate number of adults (minimum of one adult per five children) to supervise the children at all times. We ask that the room be straightened, and all trash, diapers, etc., be placed in the waste basket afterwards.

Parking

Should you have guests attending who require handicapped parking, nine spaces are available in the small parking lot in front of the church. There are an additional nine regular parking spaces. There is sufficient parking in the large lot beside the church for the remainder of your guests.

General Policies

- Please respect items, furnishings and equipment in our building and classrooms as being the property of the church. Materials posted throughout the church on boards, walls and windows may not be removed or covered. Decorations may not be hung from the ceilings.
- Wedding gowns, tuxedos, and any other personal items needed for the ceremony **may not** be left in the church overnight prior to or after the ceremony. Northside Baptist Church is not responsible for valuables that are left unattended before, during or after the rehearsal/wedding/reception within the church or on church property. Please have someone be responsible for your valuables.
- Arrange to have at least one usher for each 50 guests to begin seating when the first guest arrives (generally 30 minutes prior to the ceremony).
- In the sanctuary, the flower girl(s) may drop only artificial flower petals. Outside, only birdseed, real flower petals or bubbles may be used by the wedding party and/or guests to “send off” the bridal couple. Sparklers are not allowed.
- Our preference is that wedding ceremonies be scheduled as early in the day as possible, but no later than 6:00pm, unless agreed upon by all parties involved. Rehearsals should be scheduled early enough to allow ample time for your guests to proceed to the rehearsal dinner.
- If using the church for your reception, all activities, including clean up, need to be finished by 8:00pm to allow for set up for Sunday services.
- The marriage license should be given to the officiating minister prior to the wedding rehearsal.
- The use of tobacco, alcohol or any illegal substance is not permitted on church grounds or in any part of the church. The discovery of alcohol or drugs on church property will be grounds for the officiating minister to refuse to allow the ceremony to proceed, or for the Wedding Coordinator to refuse to allow the reception to proceed.
- No member of the wedding party is to come to either the rehearsal or wedding under the influence of alcohol or drugs. If the officiating minister determines that a member of the party is intoxicated or under the influence of drugs, this will be grounds for the minister to exclude that person from the wedding ceremony or to refuse the ceremony to proceed.
- Neither gambling nor profane language is permitted on the church property. Any person(s) in violation of this will be asked to leave the church property immediately.
- The church will not sanction or sponsor any organized social dancing, nor will the church allow an organized social dance on church property.
- Northside is not responsible for any injuries or accidents which occur on church property. However, all accidents must be reported (and the appropriate report form completed) and given to your Wedding Coordinator as soon after the accident as possible, but no later than 24 hours afterwards.

Wedding Service Fees

Fees differ for members of Northside Baptist Church and non-members. In order to receive member fees, the bride or groom must be a member of Northside Baptist Church or the son or daughter of a member.

Reserving the wedding/rehearsal dates and facilities: Once the date and officiating minister are confirmed, you should submit to the church Office Administrator: (1) the enclosed *Wedding Reservation Request Form*, (2) the enclosed *Agreement for Use of Building Form*, and (3) a deposit of \$100; check made payable to Northside Baptist Church. A date is not formally confirmed or placed on the church calendar until these items have been received by the Office Administrator. The deposit will be deducted from the balance due when the balance of fees is paid.

Final payment: Your final payment, comprised of the appropriate fees below, is due to the church Office Administrator two weeks prior to the wedding date. Payment of fees may also be made in increments on a schedule convenient for you.

Schedule of Fees

Required Wedding Fees	Non-Member	Member
Sanctuary/Two Dressing Rooms	\$350	\$ 0
Northside's Senior Pastor, if officiating	\$300	at member discretion
Wedding Coordinator	\$200	\$200
Custodian	\$150	\$150
Sound Technician	\$100	\$100
Other Wedding Fees, if area used		
Nursery Use	\$ 50	\$ 0
Add'l. classroom use in main building	\$ 25 each	\$ 0
Required Reception Fees		
Fellowship Hall/Kitchen	\$200	\$ 0
Wedding Coordinator	\$175	\$175
Custodian	\$125	\$125
Other Reception Fees, if area used		
Nursery	\$ 50	\$ 0
Custodial fee for Nursery	\$ 25	\$ 25
Auxiliary Room in Fellowship Hall	\$ 50	\$ 0
Custodian fee for Auxiliary Room	\$ 25	\$ 25

Payment of honorariums to the soloists and any musicians are customarily made to them no later than the rehearsal. Please check with them individually to find out what fees they charge for their services and when they prefer payment to be made.

Additional time: Please respect the time of all involved by being punctual to the rehearsal and wedding, and insist that your wedding party do the same. Should the rehearsal/wedding/reception last longer than is stated in the policy, the bride and groom will be responsible for compensating wedding personnel (Senior Pastor, Wedding Coordinator, Custodian, Sound Technician) appropriately at the rate of \$25 each per hour or portion of an hour over.

Cancellations: Should the wedding need to be cancelled, contact the Office Administrator as soon as possible. In some situations, your deposit will be refunded. If the assigned Wedding Coordinator has already met with the bride prior to the wedding, and the wedding is subsequently cancelled, the Coordinator will be compensated with the wedding deposit.

Damages: Any damage to church property will be assessed and made following the event(s). Any repair and/or replacement costs will be the financial responsibility of the bride and groom, and will be payable to the church within 15 days of receipt of a repair invoice from the church Office Administrator on behalf of the church facilities committee.

For church use only: Fees obtained for use of the building and grounds will be credited to the church's income account. All fees for personnel will be distributed to the appropriate individuals by the Office Administrator after the wedding.

Upon the date of revision, this policy supersedes all previous Wedding Policies for Northside Baptist Church of Mechanicsville Virginia, Inc.

Wedding Reservation Request Form Northside Baptist Church

7600 Studley Road, Mechanicsville, Virginia 23116
phone (804) 746-4952 fax (804) 746-7287

Office Administrator: Donise Boone email: dboone7600@comcast.net

BRIDE'S NAME _____

GROOM'S NAME _____

WEDDING DATE _____ Start time _____ End time _____

REHEARSAL DATE _____ Start time _____ End time _____

RECEPTION at Northside? _____ yes _____ no (If no, where?) _____

BRIDE'S ADDRESS _____

CONTACT INFO Cell _____ Home _____ email _____

CHURCH MEMBERSHIP _____

GROOM'S ADDRESS _____

CONTACT INFO Cell _____ Home _____ email _____

CHURCH MEMBERSHIP _____

COUPLE'S ADDRESS AFTER MARRIAGE _____

NO. OF: WEDDING GUESTS _____ ATTENDANTS (BRIDE) _____ (GROOM) _____

OFFICIATING MINISTER _____ Phone _____

Officiating Minister's Church _____

MUSICIANS/SOLOISTS _____

FLORIST _____ Phone _____

We have read and understand the policies set forth in the *Wedding Guide* of Northside Baptist Church. Our signatures below affirm full compliance with and responsibility for all policies set forth in this document.

BRIDE'S SIGNATURE _____ Date _____

GROOM'S SIGNATURE _____ Date _____

This completed form, along with a check for your deposit, must be received by the Office Administrator before a wedding date is officially confirmed.

For office use only:

Date form submitted: _____

Rooms to be used: _____

Wedding Coordinator: _____

Custodian: _____ Sound Tech: _____

Northside Baptist Church

of Mechanicsville Virginia, Inc.

Agreement for Use of Building

This agreement by and between Northside Baptist Church, 7600 Studley Road, Mechanicsville, VA 23116 (“Owner”), and _____ (“User”) *User's name and complete address*

will take effect on the _____ day of _____ and will continue for a period of _____.
Day Month Year Time period

WHEREAS, Owner owns buildings located at 7600 Studley Road, Mechanicsville, VA which is normally used for church services/activities. WHEREAS, User desires to use the _____ *Area of buildings*

for the purpose of _____, and
Purpose of use

WHEREAS, Owner has agreed to allow User to use the building provided that the following terms and conditions are met.

IT IS THEREFORE AGREED BY AND BETWEEN THE PARTIES:

1. Owner agrees to let User use the above described premises for the above described purpose on

_____ *Describe times and days of usage* _____ *Name of Owner's contact, person*

is the contact person for Owner and _____ *Name of User's contact person* is the contact person for User to coordinate the details of usage.

2. User agrees to pay Owner for the use of the premises (see published amounts).

3. User agrees that it will not use the premises for any unlawful purposes, and will obey all laws, rules, and regulations of all governmental authorities while using the above described facilities.

4. User agrees to abide by any rules or regulations for the use of the premises that are attached to this agreement.

5. For organization users: User promises and warrants that it carries liability insurance with a minimum liability occurrence limit of \$1,000,000 unless waived by the Owner. The User will provide a certificate of insurance to the Owner at least seven days prior to the date upon which the User begins to use the above described premises. The certificate of insurance will indicate that User has made Owner an "additional insured" on User's policy with respect to the use by User of the above described premises.

REHEARSAL INFORMATION

for Northside Baptist Church

This form must be received by your Wedding Coordinator one month prior to the wedding.

Wedding Date: _____ Wedding Time: _____

Rehearsal Date: _____ Rehearsal Time: _____

For ceremony of _____ **and** _____

Given away by: _____ *(if applicable)*

Bride's Parents: _____

Groom's Parents: _____

Bride's Grandparents: _____

Groom's Grandparents: _____

Other special guests to be seated: _____

Flower Girl: _____ Ring Bearer: _____

Attendant(s) of Honor: _____

Best Man: _____

Bride's Attendants (# _____) Groom's Attendants (# _____)

Number of Guests Expected _____ (Plan for one usher per 50 guests)

Florist: _____ Phone: _____

Photographer: _____ Phone: _____

Videographer: _____ Phone: _____

Caterer (if reception here): _____ Phone _____

Permanent address after wedding: _____

Photographer and Videographer Form for Northside Baptist Church

7600 Studley Road, Mechanicsville, VA 23116 804-746-4952

Name of Bride or Groom _____ Wedding Date _____

This form must be signed by the photographers and videographers and returned to the Church one month prior to the wedding or they will be unable to participate in the service.

Wedding ceremonies are sacred rites of the church. They are by nature an act of worship and prayer. As an inherently religious act, weddings in the sanctuary require exceptional discretion from photographers and videographers.

Photography and videography at Northside is at the sole discretion of the pastor. Photographers and videographers must be approved in advance by him. Those who violate his instructions will no longer be welcome to participate in our services.

Photographer and videographers are guests in our sanctuary. They are expected to behave with discretion and professionalism. Their presence should be unobtrusive and unnoticed during the wedding service. At no time are photographers or videographers permitted in the center aisle, on or near the platform, moving in the front area of the sanctuary, or moving up and down the side aisles during the worship service.

Instructions to the Photographer

Flash photography is not permitted during the wedding service. A photographer may be **seated** at the side of the church near the piano. He or she may photograph the service **from that seat**. Roaming around during the service is not permitted. A second photographer may be at the back of the sanctuary in the area in front of the sound room, to take photos of the wedding party as they come and go.

Instructions to the Videographer

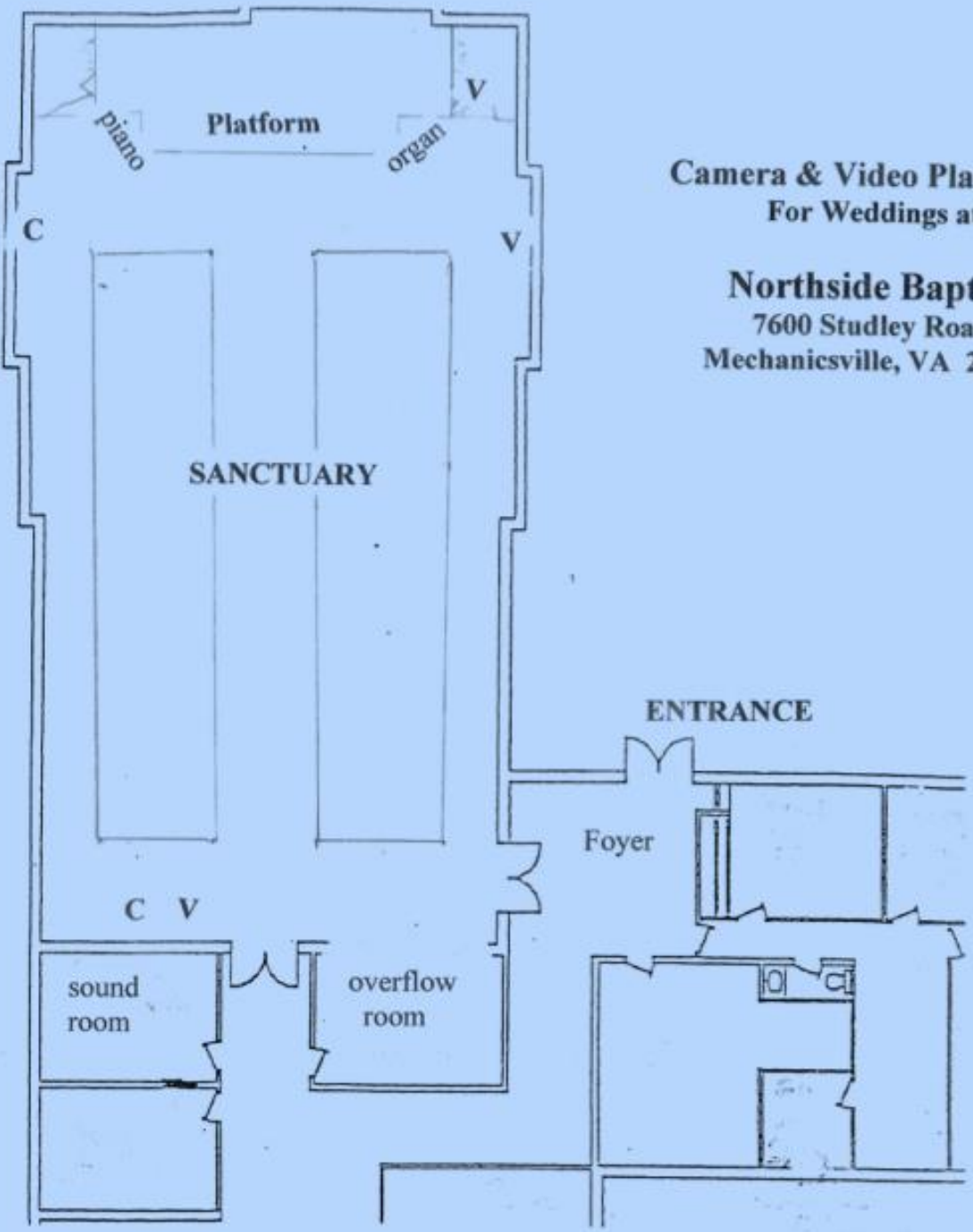
You are permitted to place an unmanned video camera on a tripod on the side of the church toward the front to capture the ceremony. A second unmanned video camera may be stationed on a tripod behind an open door to the right of the platform affording another view of the ceremony. A manned video camera may be used at the back of the sanctuary in the area in front of the sound room.

Photographers and videographers unable or unwilling to comply with these instructions will not be permitted to participate in the wedding service. A diagram of the sanctuary is attached to or follows this form for your reference.

I have read and understood the conditions of the church for photography and videography and will comply with them and any other directions from the pastor.

Signed _____ Signed _____
Photographer Videographer

Dated _____ Dated _____



**Camera & Video Placement
For Weddings at**

Northside Baptist
7600 Studley Road
Mechanicsville, VA 23116

V = video camera
C = photographer