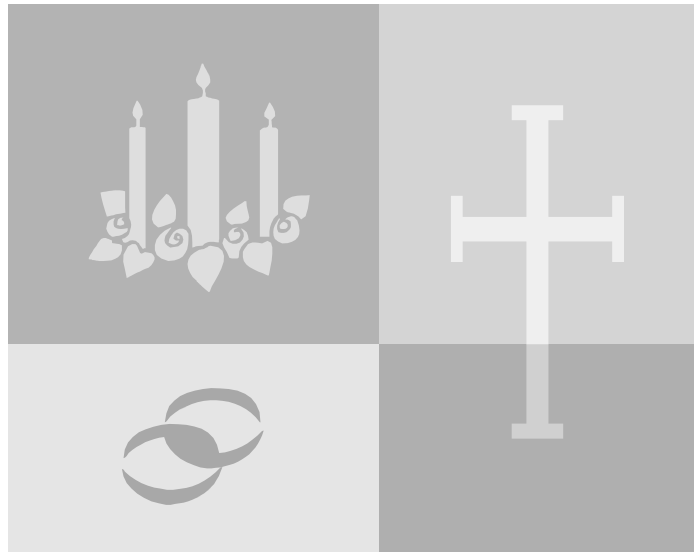


WEDDINGS AT WEDGWOOD

Wedgwood Baptist Church



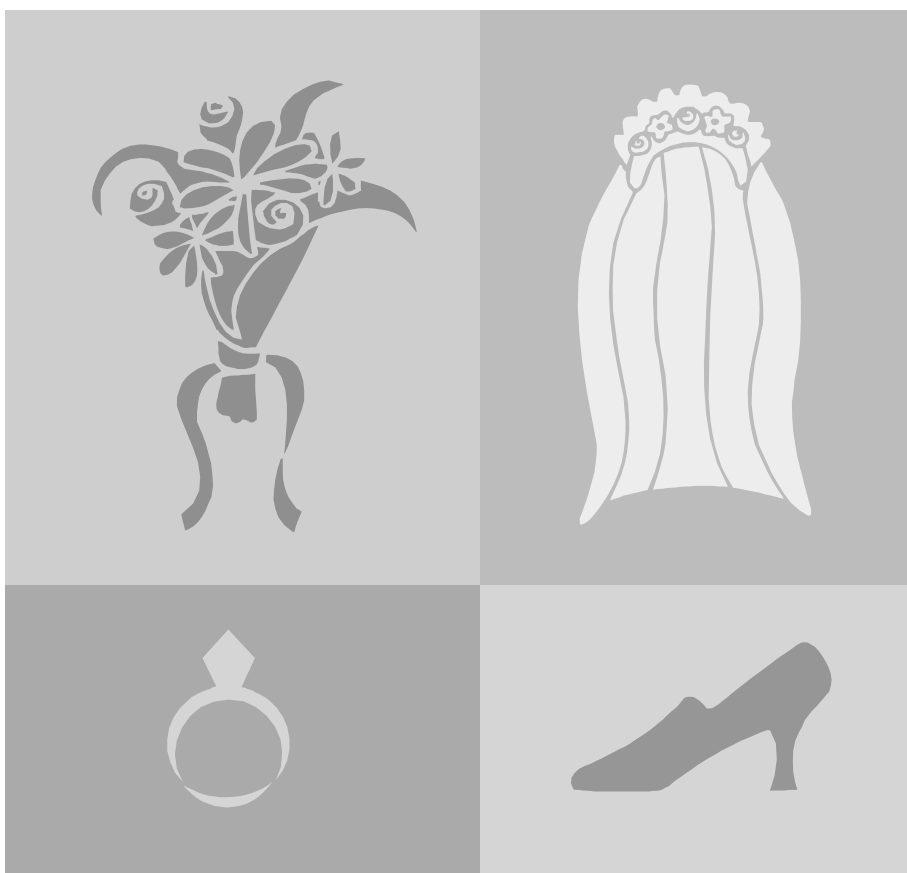
**5522 Whitman Avenue
Fort Worth, Texas 76133
817-292-1400**

**Rhonda Baker, Church Wedding Coordinator
817-937-6066**

INTRODUCTION

Congratulations on your upcoming wedding. We at Wedgwood Baptist Church rejoice with you in your plans to celebrate your marriage. The wedding ceremony is one of the most sacred moments in the life of any couple. It is a ceremony in which two people ask the blessings of God upon them as they begin their lives together. It is the desire of the staff and the church family to make every wedding ceremony a beautiful and worshipful event. To that end, we extend to each wedding party every possible courtesy.

The following procedures and policies have been thoughtfully adopted to assist in the planning of weddings that are to take place in our facilities. In accepting the use of the facilities of the church, rules regarding their use are also accepted.



WEDDING PROCEDURES SUMMARY

Below you will find a simplified timeline beginning when you first contact the church through your anticipated wedding date. Please keep in mind that permission to hold the wedding will be subject to the approval of the Pastor or staff member following the revision of Premarital Questionnaire and Commitment Agreement Form. Signing the forms shall constitute willingness to comply with all rules and regulations and guidelines of wedding policy. Refusing to sign or falsifying information may result in, among other penalties, denial of use of Wedgwood Baptist Church facilities. Also, you are responsible for completing the following steps. **Your wedding will not be placed on the calendar until all necessary tasks are completed and your deposit is paid.**

1. The Couple receives “Policies and Procedures” from the church, as well as the contact information for the Church Wedding Coordinator, **Rhonda Baker**.
2. The Couple makes an appointment with the Wedding Coordinator to fill out Pre-Marital Questionnaire and discuss church policies and procedures.
3. The Couple makes an appointment with Church Counselor, Dr. Kevin Galey (unless Dr. Meredith will be doing the ceremony in which case you would meet with him) and has interview to discuss questionnaire.
4. With approval of SCS, The Couple reserves date on calendar by **turning in reservation form and deposit** (along with building use fee if non-member) to **Myrlene Shirley** (817-292-1400, ext. 1100). This is on a first come, first serve basis—no dates accepted sooner than 6 months prior to wedding date.
5. The Couple participates in pre-marital counseling that has been approved by Dr. Kevin Galey.
6. Two Months Prior to Wedding Date: Wedding Coordinator meets with the Couple to insure all details of wedding are documented and ready. Couple must turn in all funds due by sixty days prior to their wedding. **If balance is not paid, the event will be removed from the church calendar.**
7. Two Weeks Prior: Couple must turn in all pre-recorded music to be used at the ceremony and any video or PowerPoint (if you choose to use this in your wedding).
8. Wedding Coordinator guides couple through rehearsal and wedding.
9. Wedding Coordinator supervises use of facilities if either the rehearsal dinner or reception is held at the church.



WEDDING POLICIES

GENERAL

- ❖ Weddings conducted at the Wedgwood Baptist Church facilities are primarily for either members or immediate family of the congregation, i.e. a son or daughter who is away at college and desires to be married in their home church. Other people who wish to use the facilities will be required to pay a building use fee of \$400 for the Worship Center and \$300 for the Community Life Center. This fee is due in the church office **at the time the facilities are reserved**. Other fees are due **two (2) months** before the wedding.
- ❖ All weddings at Wedgwood Baptist Church will be conducted by the Senior Pastor or his staff. Any exception to this may be made only after the guest minister has been approved by the Senior Pastor.
- ❖ Wedding officiating arrangements are made at least two months in advance of the tentative wedding date with the Pastor or designated staff member.
- ❖ No wedding ceremony will be conducted unless the prospective bride and groom have completed Pre-Marital Questionnaire, completed premarital counseling assignments, have counseling form completed, and return it to the Wedding Coordinator.
- ❖ The prospective bride and groom will schedule a final conference with the Pastor or staff member conducting the ceremony no later than one week prior to the wedding.
- ❖ The marriage license is to be given to the Pastor or officiating staff member prior to the time of the wedding, preferably at the wedding rehearsal.
- ❖ Children are a gift from God, but can be incredibly unpredictable. Therefore, **no** child under the age of 5 (on the day of the wedding) may participate in the wedding ceremony and **no** child under the age of 6 (on the day of the wedding) may stand in the ceremony unless given written consent by the presiding minister.
- ❖ Dressing Room for bride is the bridal suite in Building B
- ❖ Dressing Room for groom is the choir suite



MUSIC & SOUND

The Associate Pastor of Music and Worship must approve the church wedding music and arrangements as appropriate for a church wedding. The church wedding is a religious ceremony; therefore, secular music should not be used.

A form will be provided by the church wedding coordinator and must be turned in no later than **two months prior** to wedding.

If the couple wishes to play a PowerPoint Presentation during the ceremony, this must be discussed with the wedding coordinator **as soon as possible** and the presentation must be turned in to her at least **two weeks prior** to the wedding along with any pre-recorded that will be used during the ceremony.

A church sound technician, as assigned by Jeremy Hudson, is required to run the sound equipment in both the Worship Center and Community Life Center (Gymnasium). Any use of sound equipment (microphones, etc.) will require him/her.

CHURCH POLICY ON DANCING

The traditional dance of the Wedding Party (i.e., Father-Bride dance) is considered acceptable in the CLC. General dancing by the wedding guests is not encouraged, but allowed. The list of music to be played must be submitted to and approved by the Minister of Music one month prior to the wedding.

FACILITIES

- ❖ Rooms are provided for the *bride*, the *groom*, and their attendants in which to prepare for the ceremony. We ask that you have regard for these rooms and not remove things from their places. Pictures are permitted, and even suggested, to be made while waiting. Please leave these rooms as you found them.
- ❖ Smoking **is not** permitted **anywhere** on the church premises.
- ❖ Alcoholic beverages **will not** be served or consumed on the church premises at any time.
- ❖ **No food or drink (other than water) is to be taken into the Worship Center at any time.**
- ❖ All technical equipment and other furnishings in the Worship Center are to remain in place and not be moved.
- ❖ The church has tablecloths that may be used for a small pressing fee. These linens must be spot treated, washed, completely dried and returned by no later than the following Wednesday or the couple will forfeit their deposit.
- ❖ The mirrors in the hallways are to remain in place; they are not to be taken down and moved.
- ❖ Rice or confetti will not be thrown anywhere in the church facilities, or on porches or outside steps. Birdseed may be used outside the building. Potpourri or fresh rose petals may only be used **outside** the building. The Wedding Coordinator will hold these until the appropriate time in the reception.
- ❖ If you wish to leave wedding flowers for church use, please tell the Wedding Coordinator at least one week prior to the wedding.
- ❖ No wedding will be approved to be held on Sundays.
- ❖ For weddings on Saturdays, decorating shall begin no earlier than 12:00 p.m. on the Friday before the wedding, and **ALL** decorations must be removed from the Worship Center within **one hour after** the wedding.

CUSTODIAN

Weddings require the services of one of our custodians. The Wedding Coordinator will be your link to the custodian assigned to your wedding. He will see that the buildings are properly cooled or heated. He is responsible for setting up the Worship Center and reception area for the rehearsal, wedding, and reception. This will be set up as per the diagram on the Building Specifics worksheet. Please make sure this worksheet has been properly filled out and returned to the Wedding Coordinator no later than two months prior to your wedding. **Further, the custodian is not available** to help with decorating, removal of decorations, or putting away extra things used during the wedding (i.e., trees, lights, etc.). He will replace the furniture and clean the Worship Center immediately following the wedding pictures while the reception is in progress.

Your caterer or paid helpers/volunteer helpers must clean up things as quickly as possible and while they are cleaning the kitchen, the custodian will clean the reception area and set it up for the next use. They must work quickly so the custodian will not be kept longer than necessary after the reception is over. The custodian is not responsible for cleaning the kitchen. **This is the responsibility of the caterer or paid helpers/volunteer helpers.**

You will want to make your caterer and florist aware of the custodian's responsibilities.

WEDDING COORDINATOR

All weddings at Wedgwood Baptist Church require the services of the Church Wedding Coordinator. The Wedding Coordinator is here to guide you through all the logical steps of the wedding ceremony from preliminary planning through the actual wedding day. The Wedding Coordinator is not responsible for decorating, removal of decorations, putting away of items, or cleaning any of the used areas.

Wedding Coordinator Responsibilities

1. Meet with wedding couple/parent(s) before wedding is placed on church calendar:
 - ❖ Clarify church policies
 - ❖ Collect Pre-Marital Questionnaire
 - ❖ Answer any questions
2. Meet with wedding couple/parent(s) two months prior to wedding
 - ❖ Answer any questions on church policies
 - ❖ Collect all necessary forms and documents
 - ❖ Obtain names of participants
 - ❖ Obtain names of professionals
 - ❖ Obtain list of persons receiving flowers
 - ❖ Assist in planning ceremony
2. On call for questions relating to rehearsal, wedding, reception
3. Prepare and copy the order of service for rehearsal
4. In charge of rehearsal -- give instructions, answer questions
5. Check the Worship Center and reception area prior to wedding
6. Direct wedding as planned and rehearsed
7. Supervise reception, *if applicable*
8. Assist bride/honor attendant -- changing and leaving
10. Final check of Church facilities

VENDOR POLICIES

It is your responsibility to inform your vendors of the following policies. Please make sure they receive a copy of the policies that directly concern them and that these policies are understood.

FLORIST

The following procedures have been adopted to assist your florist regarding our facilities and rules regarding the same. Please make sure he receives a copy of these policies.

- ❖ No decorations are to be placed on musical instruments or taped to church furnishings.
- ❖ No nails, tacks, staples, pins, duct tape, wire, etc. may be used in securing decoration anywhere – walls, pews, window sills, etc.
- ❖ Only votive candles (suggested) or dripless (no wax) tapers or pillars may be used. Candles are not provided.
- ❖ It is **mandatory** that clear plastic be used under all candles to protect the carpets from candle wax. The church will provide the plastic sections for this purpose. This is not an option. Failure to comply will automatically cancel any refund of the damage deposit. Please take extra caution when moving candles so that hot wax will not spill.
- ❖ No electrical alterations are permitted
- ❖ You must supply your own equipment such as extension cords, stepladders, scissors, lighter for candles, etc.
- ❖ If live plants are to be used, please put them in waterproof containers or plastic saucers. They should be watered and drained before bringing them to the church.
- ❖ All equipment and decorations are to be removed immediately after the wedding ceremony and pictures (usually within one hour) or special arrangements are to be made with the church custodian. Wedgwood Baptist Church cannot be responsible for any equipment left in the building.
- ❖ **No alcohol, drugs, or smoking is allowed on the premises at any time.**

Any damage caused by the florist or his workers to the building and/or furnishings will be deducted from the damage deposit.



PHOTOGRAPHER

We suggest you meet with the photographer prior to the wedding so he will know what pictures are to be taken (i.e. wedding party, family, etc.). This will expedite this part of the wedding.

The following procedures have been adopted to assist your photographer regarding our facilities and rules regarding the same. Please make sure he receives a copy of these policies.

Your photographer will be given an “Order of Service” to help him/her know the flow of the ceremony. Our Wedding Coordinator is available to answer any of the questions that may arise. To avoid confusion, it is suggested that he acquaint himself with the facilities and policies.

Although many couples prefer the custom of the bride not being seen by the groom until she walks down the aisle, it is suggested that the bride consider having pictures taken before the ceremony. This insures all attendants are attired and ready for the wedding to begin. It also eliminates wedding guests waiting in line while pictures are being made.

- ❖ Because a wedding is a sacred occasion, flash photographs should not be taken during the ceremony other than time exposures. Photos may be taken from the back of the Worship Center with natural lighting only during the ceremony.
- ❖ Suitable attire is expected as the photographer is seen by all wedding participants.
- ❖ Flash shots may be made prior to or following the ceremony.
- ❖ The pre-wedding session in the Worship Center should end no later than 30 minutes prior to the wedding time, allowing wedding guests to be seated. It is the photographer’s responsibility to see that the family and wedding party are informed about group pictures to be made after the ceremony so they will stay together.
- ❖ No standing on seats or church furniture is permitted. Do not stand, walk or place tripods on the pews. There should be no electrical alterations. Bring your own extension cords and other necessary equipment.

No alcohol, drugs, or smoking is allowed on the premises at any time.

Any damage caused by the photographer or his workers to the building and/or furnishings will be deducted from the damage deposit.



CATERER

You may choose to hire a caterer or to take on the catering responsibilities yourself (self-catered). The following policies apply in either case.

- **All areas and equipment used during the reception are to be cleaned by the designees of the wedding party and returned to its proper storage area.**
- All equipment is to be removed immediately following the reception. Wedgwood Baptist Church cannot be responsible for equipment left in the building.
- Tablecloths are available upon request for the round tables for a \$3.00 pressing fee per tablecloth (\$5.00 for 90" cloths). It is your responsibility to have them cleaned (washed and dried), and returned to the church office by **Wednesday** of the following week.

Additionally, all deliveries times should be scheduled with the Wedding Coordinator.

PROFESSIONALLY CATERED (AND STAFFED) RECEPTIONS

The following procedures have been adopted to assist your professional caterer regarding our facilities and rules regarding the same. Please make sure he receives a copy of these policies. Our Wedding Coordinator is available to answer any of the questions that may arise. To avoid confusion, it is suggested that he acquaint himself with the facilities and policies.

- ❖ Our custodian will set out tables and chairs for you, but he will need a diagram at least two weeks prior to the wedding.
- ❖ You may begin bringing decorations/equipment to the reception area on the day of the rehearsal. Please establish a delivery time for any equipment, food, etc. that is to be delivered with the Wedding Coordinator. You are responsible for having someone here to receive deliveries.
- ❖ You must use your own equipment and supplies unless special arrangements are made (**this includes tablecloths, dish towels, dishwashing soap, extension cords, pots, pans, foil, plastic wrap, containers for leftovers, doilies, serving trays, plates, silverware, cups, saucers, coffee pots, filters, sugar, salt, pepper, cream, napkins, nuts, mints, any food to be served, toothpicks, pins, matches, etc.**).
- ❖ Please check with the Wedding Coordinator if you anticipate a need for refrigerator or freezer space. We have a Wednesday Fellowship Meal, etc. and there may not be room.
- ❖ No tacks, nails, or staples may be driven into the walls, furnishings, or woodwork. There should be no electrical alterations.
- ❖ Only votive cups or dripless tapers may be used. Take extra precaution when moving candles so that hot wax will not spill.
- ❖ Clean up. Please put everything back where it was found. The custodian is not responsible for cleaning the kitchen. You must clean the kitchen and leave it like you found it. All decorations and equipment are to be removed from the premises immediately following the wedding.

No alcohol, drugs, or smoking are allowed on the premises at any time.

SELF – CATERED RECEPTIONS

Whether you have a caterer bring the food and leave, or you provide the food yourself, if there is not a professional catering staff your reception is considered self catered for the purposes of staffing.

Here you will find policies to make your reception run smoothly and efficiently. It is necessary to either designate people to fill the various positions or to pay to have this done. All members of the reception crew need to be prepared to remain until all is clean and items are returned to places.

- ❖ Our custodian will set out tables and chairs for you, but he will need a diagram at least two weeks prior to the wedding.
- ❖ You may begin bringing decorations/equipment to the reception area on the day of the rehearsal. Please establish a delivery time for any equipment, food, etc. that is to be delivered with the Wedding Coordinator. You are responsible for having someone here to receive deliveries.
- ❖ You must use your own equipment and supplies unless special arrangements are made (**this includes tablecloths, dish towels, dishwashing soap, extension cords, pots, pans, foil, plastic wrap, containers for leftovers, doilies, serving trays, plates, silverware, cups, saucers, coffee pots, filters, sugar, salt, pepper, cream, napkins, nuts, mints, any food to be served, toothpicks, pins, matches, etc.**)
- ❖ If church dishwear (plates, glasses, etc.) are to be used, you must have authorized people in the kitchen to wash the dishes. The Wedding Coordinator will facilitate this.
- ❖ Please check with the Wedding Coordinator if you anticipate a need for refrigerator or freezer space. We have a Wednesday Fellowship Meal, etc. and there may not be room.
- ❖ No tacks, nails, or staples may be driven into the walls, furnishings, or woodwork. There should be no electrical alterations.
- ❖ Only votive cups or dripless tapers may be used. Take extra precaution when moving candles so that hot wax will not spill.
- ❖ Clean up. Please put everything back where it was found. The Wedding Coordinator and custodial staff **are not** responsible for cleaning the kitchen. You must clean the kitchen and leave it like you found it. All decorations and equipment are to be removed from the premises immediately following the wedding.

No alcohol, drugs, or smoking are allowed on the premises at any time.

Additionally, the following policies will give you an idea of how many paid and/or volunteer helpers you will need. Remember, neither the Wedding Coordinator nor the custodian assigned to your wedding is responsible for cleaning the kitchen following your reception. This must be done by your paid and/or volunteer help. The Wedding Coordinator will coordinate the volunteer or paid workers.

Any damage caused by the caterer, his workers, or any member of the self-catered reception to the building and/or furnishings will be deducted from the damage deposit.



STAFFING POLICIES FOR SELF-CATERED RECEPTIONS

Self-catered receptions can run very smoothly providing everyone who has agreed to help carries out his/her duties in a responsible manner. As you have agreed to be a part of this team, please read and be familiar with your individual responsibilities so that this part of this happy event will go as desired and planned.

The Reception Crew and Their Responsibilities are:

Kitchen Helpers (minimum of 2)

1. **Remain in the kitchen**
2. Keep fresh supply of beverages ready
3. Keep duplicate platters (food, nuts, mints) ready
4. Wash dishes, have ready as needed
5. Pack clean dishes, etc. in boxes, ready to store
6. Leave kitchen area clean, as it was found

Runners (minimum of 2)

1. “Stand guard” in front of tables with food. Do **not** allow guests to eat until the bridal couple/photographer have finished, or as instructed by the Wedding Coordinator
2. Light any candles just prior to bridal couple’s arrival
3. Move between kitchen and table(s) to carry additional appointments, duplicate food platters, etc. to table
4. Remove “nearly empty” platters, nut dishes, etc. that need rearranging; replace immediately with new dish
5. Keep beverages replenished; pour punch into bowl—do **not** carry punch bowl to kitchen to refill
6. Remain alert! This is essential to continual flow of guests through the line.

Cup Bearers (minimum of 2)

1. Circulate among guests, taking used plates and cups
2. Carry dirty dishes to designated area in kitchen
3. Watch for any cups, etc. that have been left on floor, etc.
4. Help clear tables after reception (punch bowl, etc.)

All Members of Reception Crew:

1. Before ceremony, be sure you’ve seen facilities and are familiar with your responsibilities. Ask the Wedding Coordinator for any clarification.
2. After ceremony, go immediately to reception area for last-minute check; wait for bridal couple/guests
3. After reception, “undress” tables, leaving tablecloths, decorations, etc. ready for the family to pick up; pack clean dishes

The Wedding Coordinator will:

1. Check kitchen area for cleanliness
2. Have ready requested equipment i.e. dishes, etc.
3. Organize kitchen area for beverage preparation, food preparation and clean up
4. Instruct responsibilities of Reception Crew
5. Instruct responsibilities of House Party
6. Supervise these responsibilities, as needed
7. Give final approval of kitchen/equipment clean up, store dishes