

*Wake Forest Baptist Church*

*Wedding Policies*



*REVISED March 2016*

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## ***DIRECTORY***

|                               |                       |                      |
|-------------------------------|-----------------------|----------------------|
| Pastor                        | Dr. William A. Slater | 556-5141             |
| Minister of Music and Worship | Rev. Bryant Moxley    | 562-1073             |
| Administrative Assistant      | Denise Stinson        | 556-5141             |
| Office Assistant              | Johnna Matthews       | 556-5141             |
| Organist                      | Jeanine Skinner       | 562-8866<br>906-0490 |
| Custodian                     | Rodney Davis          |                      |
| Audio Technician              | Cleve Rogers          | 556-0590             |
| Financial Secretary           | Linda Lang            | 556-5141             |

### Wedding Guild

Chair will assign a wedding guild team member to each wedding.

|                      |  |              |
|----------------------|--|--------------|
| Esther Austin, Chair | <a href="mailto:eaustin@trinity-partners.com">eaustin@trinity-partners.com</a> | 618-5484     |
| Lynette Beadle       | <a href="mailto:mccallbeadle@gmail.com">mccallbeadle@gmail.com</a>             | 801-7726     |
| Kathaleen Chandley   |  | 556-4730     |
| Amy Warren-Dowdle    | <a href="mailto:baityellis@live.com">baityellis@live.com</a>                   | 274-6039     |
| Heather Holding      | <a href="mailto:heatherjlh@gmail.com">heatherjlh@gmail.com</a>                 | 556-4347     |
| Kelly Lloyd          | <a href="mailto:kellylloyd10@gmail.com">kellylloyd10@gmail.com</a>             | 260-9030     |
| Kathy Page           | <a href="mailto:page6@flash.net">page6@flash.net</a>                           | 871-456-6407 |
| Elizabeth Parker     | <a href="mailto:egp956@gmail.com">egp956@gmail.com</a>                         | 610-5908     |
| Becky Screen         | <a href="mailto:rascreen@gmail.com">rascreen@gmail.com</a>                     | 345-9039     |

**Wake Forest Baptist Church**

**556-5141**

**Church office hours are:**

**8:30 a.m. – 4:40 p.m. Monday thru Thursday**

**8:30 a.m. – 12:30 p.m. on Friday.**

**The Church Office is located at**

**118 E. South Avenue, across from the church.**

*The information in this package does not include facility fees and policy use.*

*Please see the policy for fee schedule and deposit information.*

### ***YOUR MARRIAGE***

Joining with the members of the Wedding Guild and Wake Forest Baptist Church Staff, our congregation welcomes your use of our facilities and service. It is an exciting and happy time as you prepare for your life together in marriage. We want to be of assistance to you as you make your plans, in order that the occasion is not only a happy one, but also one with deep spiritual meaning.

We believe that Christian marriage is a solemn and sacred covenant between a man and a woman. A church marriage, contrasted with a civil marriage by State laws, is governed by the laws of Christ. The focus should be on Christ, not the bridal couple. A church wedding indicates the public sanction and approval of the church upon the marriage.

The church pledges its loyalty and prayers to the couple being married; and the couple publicly promises their loyalty to Christ's church and announces their intention to live in marriage as Christian witnesses.

It is our desire that your WFBC wedding ceremony is in all aspects a blessed experience. We also invite you and your family to join us in worship and fellowship whenever possible.

***Wedding Guild Members***

**WAKE FOREST BAPTIST CHURCH**  
**WEDDING POLICIES, GUIDELINES AND PROCEDURES**

**WEDDING COORDINATION**

A member of the Wedding Guild is needed to coordinate all weddings; however, *your Wedding Guild representative is not a wedding planner or director.* The bridal couple should direct all questions concerning the use of the church to the Wedding Guild representative assigned to their wedding.

It is the desire and intent of Wake Forest Baptist Church to be of service to our members, friends of our members and to families of our community. We are glad to make our facilities available for use, provided it is in keeping with our Christian values and responsibilities. The policies, guidelines and procedures that follow outline and further detail the minimum requirements we ask you to meet.

**SPECIFIC POLICIES**

1. All wedding arrangements of members and non-members must be approved by the WFBC Sr. Pastor. Contact the church office to make application and reserve the date. This will permit any necessary arrangements to be made on behalf of the church. The party making the request will be contacted by a representative of the Wedding Guild Committee. *(See Pages 11 and 12 for more information on application and fees.)*
2. A pastor of the WFBC will officiate at weddings. The bride or groom may invite another pastor to perform the ceremony upon the approval of the Senior Pastor at Wake Forest Baptist Church.
3. The WFBC Minister of Music and Worship must approve all music and musicians planned for the wedding and/or reception. *(Please see additional details regarding music on Page 8.)*
4. The WFBC Organist shall be used for any organ or piano music planned if available; use of equipment by another musician chosen by the bridal couple must be approved by WFBC Minister of Music and Worship. Guest organist or pianist must meet with the church organist for instruction on use of the church instruments. *(Please see additional details regarding organist on Page 9.)*

5. A director of the wedding is required and should be listed on the application form. The director is under the supervision of the Pastor and the Wedding Guild representative. A member of the Wedding Guild will meet with the Bride and her director one time in advance of the wedding date, and attend the rehearsal and wedding to coordinate all matters related to the use of the facilities.
6. It would be appreciated if rehearsals not be scheduled before 6:00 p.m. on weekdays without the prior approval of your Wedding Guild Representative. All Rehearsals should be limited to one hour.
7. The bridal couple must give the marriage license, issued in Wake County, to the officiating minister at the rehearsal.
8. Wedding guests shall be limited to the seating capacity of the Sanctuary and balcony which totals approximately 520. The reception hall can accommodate approximately 200 for seated meal or 300 for informal reception.
9. For bridal send-off, throwing of rice is prohibited. Birdseed, bubbles, sparklers or white rose petals are acceptable alternatives for outside use only.
10. The bride must call the custodian, audio technician and Wedding Guild representative assigned if there is a change in the time of the Rehearsal or Wedding Ceremony. No changes in time allowed 30 days prior to the event.
11. Alcoholic beverages are not permitted on the church premises. In addition, the bride and groom are requested to advise members of the wedding party that they shall refrain from the use of alcoholic beverages before both the rehearsal and the wedding ceremony. Any observation by wedding guild representative could result in cancelling event or ending reception early and notifying the authorities. Abuse of his rule will not be tolerated.
12. Dancing in the fellowship hall is limited to couple's first dance, father daughter and mother son dances.
13. Smoking is prohibited on the church property.

**SEE WAKE FOREST BAPTIST CHURCH FACILITIES USE POLICY**  
**FOR DETAILED INFORMATION ON USE OF**  
**FACILITIES AND SERVICES OFFERED**

## **DRESSING ROOM ACCOMMODATIONS AT THE CHURCH**

The wedding party may use the areas designated for dressing. The bride's dressing area is usually in a classroom on the hall adjacent to the sanctuary. The groom and groomsmen may use Room 9 (the choir room) located behind the baptistry.

The wedding party should designate someone to stay after the wedding to assure prompt removal of all items left after the ceremony. The Wedding Guild Representative will need to know who this person is before the wedding. The wedding party is responsible for cleaning the dressing area. All trash should be disposed of in the trash can provided. Anything that is brought into the church should be removed at the end of the ceremony wedding and/ or reception (except as noted in Florist Instructions, Page 8).

The church will not be responsible for any articles lost, stolen or damaged.

## **PARKING AND ELEVATOR**

Accessible parking is located behind the church. Additional parking is available in various lots across from or near the sanctuary. Cars are not to be parked overnight in the church parking lot. It is suggested that a wedding party member should be assigned to direct those requiring the elevator how to proceed from the parking lot to the elevator and proceed to access the sanctuary.

***SEE ENCLOSED FLOOR PLAN***



## **DECORATING THE SANCTUARY**

It is the wish of the church that the floral decorations for weddings be as simple as possible. Our Sanctuary has been architecturally designed and structured with appointments to enhance all services. The bride should also discuss decorations with the Wedding Guild representative.

### **Regulations for Decorations**

1. No nails, tacks, tape or screws may be put into the furniture, walls, or floor.
2. Communion table and chairs shall be moved only by the church custodian. *THE PULPIT AND PIANO ARE NOT TO BE MOVED.*
3. Decorations should be removed immediately following the wedding (except as noted in Florist Instructions).
4. The wedding party will be responsible for any damage to the church building attributable to the wedding.
5. Candles should be driplless, and extinguished by use of brass snuffers. No lighted candles may be used in bouquets or baskets carried by attendants.
6. No liquids or food products are allowed in the sanctuary. No decorations, including flowers, candelabra or potted plants, may be placed on the piano or organ console. Nothing can be placed on the baptistry in front of the cross.
7. All items brought into the church must be removed at the end of the ceremony (except as noted in Florist Instructions). All trash should be placed in trash cans provided in the dressing areas.

### **FLORIST INSTRUCTIONS**

Flowers should be delivered approximately two hours prior to the wedding. Unless the bride desires that the floral arrangements remain in the church for other use, these should be removed immediately after the ceremony, along with all rental equipment. Arrangements for rental equipment to remain in the church overnight *must be agreed upon* by the Wedding Guild representative prior to the rehearsal. If flowers are to remain in the church, please let the Wedding Guild representative know so they can notify the chairman of the Flower Committee.

## MUSIC

The Minister of Music and Worship and the Organist at Wake Forest Baptist Church are responsible for the music at all weddings. If the bride is seeking the use of the organ and/or piano at Wake Forest Baptist Church, the bride must contact the organist at Wake Forest Baptist Church to assist on the date of the wedding ceremony. If the organist at Wake Forest Baptist Church cannot assist on the date of the wedding ceremony, or with special permission, the bride may procure another experienced organist or musician.

Any guest organist or pianist must discuss with the Wake Forest Baptist Church organist what is expected to ensure the condition of the equipment for Sunday services.

Permission for any musician to perform at Wake Forest Baptist Church must be approved by the Minister of Music and Worship. It is the responsibility of the bride to contact the Minister of Music 30 days in advance for approval of all music to be performed during the wedding ceremony. No pre-recorded music is allowed. A list of the music to be used in the ceremony must be approved by the Minister of Music and Worship at least 30 days in advance of the wedding ceremony.

All musicians, soloists and instrumentalists must also contact the Minister of Music and Worship for final approval of the wedding ceremony music. Instrumentalists and soloists must furnish their own music. Any soloist performing in the wedding ceremony must deliver to the organist the music to be played at least three (3) weeks in advance of the ceremony. Any special music which is not in the organist's wedding library needs to be purchased by the bride.

The singing of hymns by the congregation can be an excellent way to help those assembled to share in thanks and praise.

## **PHOTOGRAPHY/ AUDIO**

Weddings held in a church are of a religious nature and are not to be a photographic production. All photography and video recordings of the wedding should be dignified and professional.

The photographer is to be instructed that flash pictures will not be permitted in the Sanctuary during the processional, the ceremony or the recessional. Such pictures are permitted when the wedding party assembles before or after the ceremony. A “no flash photograph” sign is available to display in the foyer for arriving guests.

The photographer should attend the rehearsal; meet the minister and the Wedding Guild representative.

Videotaping is allowed from an agreed upon area under the direction of the pastor in a manner that is nondisruptive to the wedding ceremony. Equipment should be set up one to two hours prior to the wedding hour.

The photographer and videographer should test equipment with the sound technician before the ceremony to ensure no interference. A CD of the ceremony is included at no charge.

No equipment is to be visible in the church, which includes cords, additional lights and tripods.

Photographers and videographers should be “invisible” during the ceremony to the wedding party and most of the congregation. During the ceremony, these individuals should only photograph from the back of the church.

A bride may chose to mention, “no flash photography” in her wedding program to discourage guests from using cell phones and other cameras during the worship service.

## ***SUMMARY OF DUTIES OF THE CHURCH STAFF***

### **SR. PASTOR**

The Senior Pastor shall approve the wedding plans and use of any other minister for the ceremony.

### **MINISTER OF MUSIC AND WORSHIP**

The Minister of Music and Worship shall approve and advise regarding all music to be a part of the ceremony and in the fellowship hall if reception is held at church.

### **ORGANIST**

The services of the Wake Forest Baptist Church organist shall include:

1. initial consultation with the bride discussing the music desired for the wedding ceremony
2. up to one hour and 15 minutes for the rehearsal services,
3. the wedding ceremony, including 30 minutes of pre-nuptial music

Any extra rehearsal time with a soloist or an instrumentalist may be scheduled at the rate of \$50 per hour. Instrumentalists and soloists must furnish their own music. Any special music which is not in the organist's wedding library needs to be purchased by the bride.

### **CUSTODIAN**

The wedding party is responsible for cleaning dressing areas and removing everything brought into the church. Trash cans are provided in the bride and groom's dressing area.

Duties of the custodian shall include the following:

1. Opening and closing the church for all functions.
2. Turning lights on as needed (including covered walkway).
3. Cleaning the sanctuary following the rehearsal and the wedding.
4. Moving and replacing furniture if needed (Pulpit will not be moved).
5. Meeting with florist to arrange for opening of the church.
6. Arranging for heating or cooling.
7. Preparing Fellowship Hall for reception.

See facilities use policy for additional fees and details of custodial services.

### **AUDIO TECHNICIAN**

The duties of the Audio Technician shall include providing and approving all audio services during the rehearsal and wedding ceremony. Use of sound and video system in fellowship hall also require the church's audio technician and will incur additional fees. See facilities use policy for additional fees and details of audio services.

### **WEDDING GUILD REPRESENTATIVE**

A member of the Wedding Guild is needed to coordinate use of the facilities for all weddings, but the Guild Representative is *not a wedding planner or director*. The

bridal couple should direct all questions concerning the use of the church to the Wedding Guild representative assigned to their wedding.

## ***SUMMARY CHECKLIST OF DUTIES OF THE BRIDE***

- Fully review Policies Brochure
  
- Fill out Wedding Application with Wake Forest Baptist Church and submit to church office (*at least 120 days in advance of wedding date or 6 months if non-member*). *\$250 Deposit is due with the application.*
  
- When application is approved, review policies and speak with Wedding Guild Representative. Inform Wedding Guild representative of any additional information concerning the rehearsal and wedding ceremony.
  
- Select and confirm choice of Minister(s)
  
- Select and confirm choice of Photographer
  
- Select and confirm choice of Wedding Director
  
- Confirm all music with WFBC Minister of Music and Worship (*at least 30 days in advance of wedding date*)
  
- Select organist, soloists(s), instrumentalists(s), if any, and confirm with WFBC Minister of Music and Worship (*at least 30 days in advance of wedding date*)
  
- Confirm special needs for WFBC Custodian
  
- Confirm special needs for WFBC Audio Technician
  
- Obtain Marriage License (*prior to rehearsal*) and give to Minister at rehearsal
  
- Make final payment to Wake Forest Baptist Church (*at least 30 days in advance of wedding date*)

## **SUGGESTED WEDDING REHEARSAL PROCEDURES**

**Following these recommendations will facilitate the speed of the rehearsal.**

**NOTE – please tell the wedding party to arrive earlier than the specified time, traffic delays can delay the start of the rehearsal and result in additional fees from hired musicians and/ or other service providers.**

### **ORDER OF REHEARSAL:**

1. Begin with everyone at the altar
2. Remind participants about gum, no hands in pockets, don't fold arms
3. Practice recessional
4. Practice processional including seating of parents, other special guests
5. Practice with minister and other participants (readers, music, unity candle)
6. Practice recessional
7. Practice processional again if necessary

### **ALTER ARRANGEMENT:**

1. Bride on the left; Groom on the right facing minister
2. Attendants divide by sexes or stand in pairs—Bride's choice
3. Father of the Bride leaves Bride with Groom or stays between them until he "gives her away," then he is seated with Bride's Mother.

### **RECESSION:**

1. Bride and Groom
2. Flower Girl and Ring Bearer
3. Honor Attendants (Maid/Matron of Honor and Best Man)
4. Bridesmaids and Groomsmen
5. Parents
6. Grandparents
7. Special honored guests
8. Congregation/guests

### **PROCESSION:**

1. Begin with everyone at the altar.
2. Groomsmen enter separately or accompany the Bridesmaids.
3. Bridesmaids (begin with the one who will be farthest from Bride at altar).

4. Ring Bearer and/or Flower Girl (children can be seated with their parents once they reach the front).
5. Honor Attendants(s).
6. Bride, walking to the left of her escort.

**SEATING:**

1. First row and second row: immediate family (parents, siblings, grandparents).
2. Third through fifth rows: aunts, uncles, cousins, godparents; stepfamily; other special guests.

**ORDER OF SEATING:**

1. Grandmothers: Grooms first—seated on right; then Bride’s—seated on left.
2. Grandfathers follow behind Usher/Groomsman and Grandmother on Groomsman’s right arm.
3. Groom’s mother seated on the right; Father (if not a Groomsman) follows and sits next to Mother.
4. Bride’s Mother—*always the last to be seated*—signifies the ceremony is about to begin.

**REMINDERS TO ALL MEMBERS OF WEDDING PARTY:**

1. No gum chewing—nothing in mouth.
2. No fidgeting during ceremony.
3. No whispering during ceremony.
4. Stand straight and SMILE.
5. Groomsmen, keep your hands by sides or behind your back; PLEASE DO NOT CLASP HANDS IN FRONT OR PUT THEM INTO YOUR POCKETS!! MAKE SURE YOU HAVE NOTHING IN YOUR POCKETS TO RATTLE OR TEMPT YOU TO PUT IN YOUR HANDS.
6. Determine when Maid of Honor takes bouquet and return it.
7. Remind Ushers/Groomsmen to offer female guests their right arm.
8. WALK NATURALLY, NO LOCKED STEPS OR FANCY FOOT WORK—4 paces behind previous entrant.

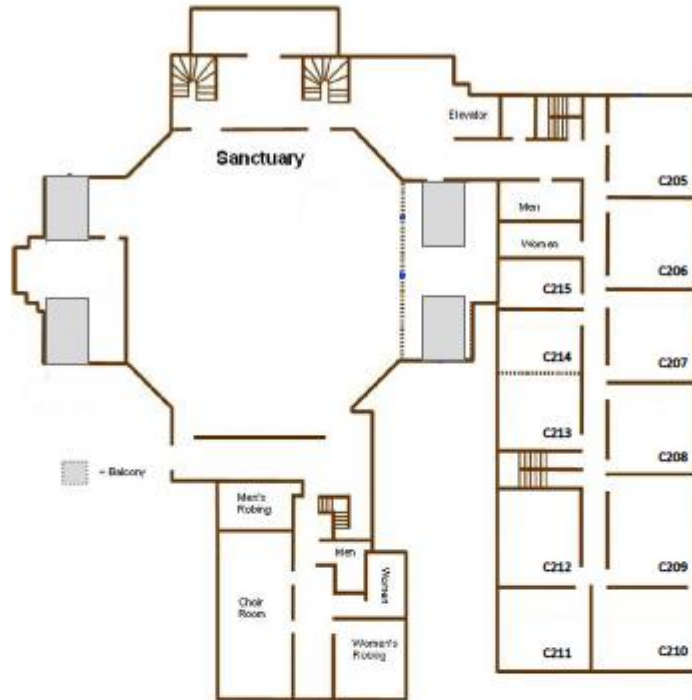
**DO NOT LOCK YOUR KNEES—YOU WILL COLLAPSE!**





# Main Church Building

Upper Level



# Main Church Building

Lower Level

