

## **Wedding Policies of Oakhill Baptist Church**

The ceremony of a Christian wedding is one of the most joyous services of the church. In this service we celebrate the bringing together and uniting as one, two people in the eyes of God. In this service praise is given to God who has ordained marriage. Marriage is a holy and sacred event and is not to be entered into lightly, but reverently, earnestly seeking God's guidance in your lives.

Because God has ordained marriage and defined it as a covenant relationship between a man, a woman, and Himself, Oakhill Baptist Church will only recognize marriages between a biological man and a biological woman. Further, the Pastors and staff of Oakhill Baptist Church shall only participate in weddings and solemnize marriages between one man and one woman. Finally, the facilities and property of Oakhill Baptist Church shall only host weddings between one man and one woman.

### **I. ARRANGEMENTS**

- The philosophy underlying policies for weddings is that a Christian emphasis be encouraged and that members relate the ceremony to Christian family commitment.
- Only church members may hold weddings at our church that are consistent with our beliefs, practices, and statement of faith.
- All arrangements for weddings must be made through the church office.
- All weddings shall be scheduled on the master church calendar.
- Any wedding date will be considered so long as the date does not conflict with a church function. Priority will always be given to a church function.

### **II. SECURING A MINISTER**

- The Pastor or other ordained ministers of Oakhill Baptist Church are available for weddings. It is up to the couple to secure the minister for the wedding. Each minister of this church, however, has the right to accept or reject participation, according to Scriptural interpretation, and through the leadership of the Holy Spirit.
- If a couple wishes to use a minister other than those on Oakhill Baptist Church's staff, it must be approved by the Lead Pastor.

### **III. PRE-MARITAL COUNSELING**

- Counseling of the couple prior to the wedding is essential. The Pastor or other ministers shall conduct the counseling or be advised as to the person doing so.

### **IV. BUILDING USE**

- Church members shall use the facilities without charge, except for custodial and setup services.
- There is no smoking or alcoholic beverages permitted on church property at any time.

## V. CUSTODIAL SERVICES

- Oakhill Baptist Church **requires** the couple to secure the services of our custodian for weddings. He or she should receive remuneration for opening, closing and assisting in clean up.

Wedding Only - \$75.00    Reception \$75.00    Rehearsal Dinner \$75.00

- Please remove all personal items and accessories before leaving the church.

## VI. FACILITIES

- Birdseed and rice throwing, bubble blowing, and any other item that may damage the inside of the building is to be done OUTSIDE the building, not on the inside. Glitter is not allowed to be throw either inside or outside of the building.
- Only the specified areas of the building agreed for may be used. Other areas of the building may be in use by others. Traffic is not to go into other areas.
- The wedding couple shall provide all of their own paper products and service items. Church products are for church use only.
- **Personal Effects** – The church assumes NO responsibility for the security of personal articles and other items in connection with a wedding, reception, anniversary, etc., in or on the church premises. Any personal items left over 30 days will be disposed of.
- The contracting party is responsible to see that the florist, caterer, photographer, musicians, etc. have the proper information before they enter the facilities.

## VII. DECORATIONS

- The altar area and music equipment will be cleared for the wedding except for the piano. The Minister of Music or other approved individual will oversee this due to the instruments and sound cable connections.
- The fees for stage clearing and set-up is: \$100.00
- Florists are required to clear with the Church Office, prior to the function, any and all decorations to be used.
- NO decorations may be attached to any of the furniture or woodwork by tacks, pins, tape or nails. Clamps may be used **only** if they are faced with felt or other such material to protect the surface to which they are applied.
- No flowers may be placed on the musical instruments.
- Flowers must be placed in containers so that no water damage results.
- All floral decorations must be removed immediately by the florist unless prior arrangements have been made with the Church Office.
- Only dripless candles may be used and must be placed in candelabra that rests upon wax paper, plastic or other such material so as to insure no drippings on the floor or carpet. In the event of drippings, those using the

building will be responsible for the cleaning of same, under church supervision.

- If Oakhill Baptist Church's wedding decorations are used they are to be cleaned and returned to the flower closet.
- No furniture may be moved or rearranged without specific permission.

#### **VIII. PHOTOGRAPHS**

- Photographer will use discretion in taking photographs as prearranged with the wedding couple and presiding minister. The photographer shall be careful to remove any "used" supplies.

#### **IX. MUSIC**

- It is wise to discuss the wedding music with the Pastor or Minister of Worship. All music in connection with the Wedding Ceremony shall be in keeping with the sacred character and appropriate dignity of the wedding service. The Pastor reserves the right to refuse the use of any music he deems inappropriate for use in the church, wedding service, or reception.
- Church accompanists are available for weddings. They too, must be secured by the couple at the earliest possible time.
- The fees for church accompanist is as follows: Wedding & Rehearsal \$100
- A sound technician that is a member of our audio/visual team or the Minister of Worship are the only individuals that can be secured for operating sound equipment at weddings and rehearsals.
- The fee for sound technician is as follows: Wedding & Rehearsal \$100

# WEDDING INFORMATION SHEET

**DATE & TIME OF WEDDING:** \_\_\_\_\_

**BRIDE:** \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Christian: \_\_\_\_\_

Church Membership: \_\_\_\_\_

**GROOM:** \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Christian: \_\_\_\_\_

Church Membership: \_\_\_\_\_

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## WEDDING SERVICE

**DATE & TIME OF REHEARSAL:** \_\_\_\_\_

**REHEARSAL DINNER HELD AT:** \_\_\_\_\_

**UNITY ITEM (CANDLE, ETC.):** \_\_\_\_\_

**WEDDING PRAYER:** (Kneeling or Standing) \_\_\_\_\_

## NO. OF ATTENDANTS:

Bridesmaids: \_\_\_\_\_ Groomsmen: \_\_\_\_\_

Flower Girl: \_\_\_\_\_ Ring Bearer: \_\_\_\_\_

Junior Bridesmaid: \_\_\_\_\_ Junior Groomsmen: \_\_\_\_\_

Ushers: \_\_\_\_\_

Person giving Bride away: \_\_\_\_\_

Accompanist: \_\_\_\_\_

Soloist: \_\_\_\_\_

**RECEPTION HELD AT:** \_\_\_\_\_

**FEES**

**CUSTODIAN**

Wedding Only: \$75.00 \_\_\_\_\_

Reception: \$75.00 \_\_\_\_\_

Rehearsal Dinner: \$75.00 \_\_\_\_\_

**ACCOMPANIST**

Wedding & Rehearsal \$100.00 \_\_\_\_\_

**SOUND TECHNICIAN**

Wedding & Rehearsal \$100.00 \_\_\_\_\_

**STAGE TAKE DOWN AND SET-UP**

\$100.00 \_\_\_\_\_

**TOTAL DUE** \_\_\_\_\_

Please make check out to Oakhill Baptist Church. Payment is due one week prior to the rehearsal date and can be mailed or brought into the church office.

Thank-you!

Church Facilities Desired:

Wedding: \_\_\_\_\_

Dressing Rooms: \_\_\_\_\_

\_\_\_\_\_

Reception: \_\_\_\_\_

Kitchen: \_\_\_\_\_

We agree to abide by this policy of Oakhill Baptist Church

Bride Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Groom Signature: \_\_\_\_\_ Date: \_\_\_\_\_