

ELM GROVE BAPTIST CHURCH

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WEDDING POLICIES

The staff and membership of Elm Grove Baptist Church extend our best wishes for your upcoming wedding. Marriage is a God-ordained institution and we take seriously our part in providing you with the proper facilities and counseling so that you may have a Christ-centered wedding.

Please read carefully! The following policies have been set to help you have a joyful and memorable event. We hope that these guidelines will be helpful in your planning and will govern your attitude toward your wedding and reception.

IMPORTANT!!: The Pastor may override any decisions made by the wedding couple and/or wedding coordinator as he deems necessary to comply with these policies or provide for a more spiritual and God-honoring atmosphere. When in doubt, seek the Pastor's guidance.

Doctrinal Position

Consistent with our long-held statement of beliefs as expressed in the Southern Baptist Convention's Baptist Faith and Message 2000, the members of Elm Grove Baptist Church consider marriage as the uniting of one man and one woman in covenant commitment for a lifetime. Therefore, no property, space, equipment or staff may be used to officiate or solemnize any form of marriage, or civil equivalent, that violates or is inconsistent with our sincerely held religious beliefs.

Scheduling

It is important to plan your wedding as early in advance as possible so that the use of the church facilities may be arranged without conflict. Members may submit a Wedding Application Form up to one year in advance of the proposed wedding date but no later than two months. Non-members may submit a Wedding Application Form up to six months in advance but no later than two months.

Members are described as:

- Membership of bride or groom is currently held at EGBC.
- Immediate family of an EGBC member (child, sibling, parent, or grandparent).

- Member rates do not apply to extended family members such as cousins, nieces, nephews, aunts, uncles, etc.

Sponsorship

All weddings at EGBC must have a member sponsor. Any non-member wishing to use our facilities must have a member of EGBC sponsor the wedding. Non-member rates still apply as appropriate. The sponsoring EGBC member is responsible for:

- ensuring the wedding party complies with these policies
- opening and securing the facilities for all wedding associated events (i.e., flower delivery, decorating, rehearsal, photography, receptions, etc.)
- assisting with communicating/coordinating wedding issues with the church staff
- working with wedding party and church staff as necessary for set-up, clean-up and returning the facilities to their normal worship configuration
- remaining on premises as long as non-members are present.

Application

The Wedding Application Form and Facility Use Form will be completed and returned to the Pastor, who will consult with the Church Council and church calendar to determine if the date is acceptable. Weddings will not be performed on Sundays or Holidays. The Easter and Christmas seasons are very busy times for the church year and we discourage people from choosing a sanctuary wedding near these two major events. If the proposed wedding date is approved, the Pastor will notify the applicant and then officially schedule the date on the church calendar.

Minister

Usually the EGBC Pastor or other staff minister will conduct wedding ceremonies in the church. However, other ministers may perform the ceremony with the approval of the Pastor.

Premarital Counseling

Elm Grove Baptist Church requires that the bride and groom attend premarital counseling of at least four sessions. Counseling will be scheduled according to the Pastor's availability. Please contact the Pastor directly about setting up counseling sessions.

Couples who use an outside minister to perform the wedding may have that minister perform the premarital counseling if desired. The presiding minister should provide a statement to the EGBC pastor that premarital counseling was completed. The wedding couple may also use a private licensed professional marriage and family counselor for their premarital counseling. The counselor should provide a statement to the EGBC pastor that counseling was successfully completed.

Wedding Coordinator

The wedding couple is encouraged to select a wedding coordinator who will work with the pastor, staff and sponsoring EGBC member (if required for non-members). The bride should not serve as her own wedding coordinator. The wedding coordinator is responsible for:

- serving as the wedding party's liaison with the pastor, church staff and sponsoring member (as appropriate)
- assisting with communicating and enforcing this wedding policy
- assisting the wedding party in developing a detailed order of service for the ceremony prior to the rehearsal
- leading and directing the wedding rehearsal ensuring all participants are fully aware of their duties
- coordinating with florists, photographers, caterers, etc. as necessary to assist the wedding couple
- ensuring all wedding party participants are present and lined up at least 15 minutes prior to the beginning of the ceremony
- overseeing all elements of the wedding ceremony while it is in progress such as lighting of candles, seating of mothers, directing entry of wedding participants, etc.

Clean-Up

It is the responsibility of the wedding couple to clean the areas the building that were used. The facility must be cleaned and free from any damage done by the facility user. The following list must be accomplished:

- Remove any candle wax drippings
- Return tables & chairs to their proper place in Fellowship Hall leaving three tables and 24 chairs up.
- Return any incidental tables or furniture to their former locations (except for pulpit furniture).
- All garbage is to be removed from the premises and placed in the outside dumpster
- Any dish towels or table cloths are to be laundered or dry cleaned, as appropriate, and returned promptly. (Non-members should request permission to use table cloths from the hostess committee.)

Clean-up must be completed by 10:00 p.m. if function is on Friday and by 8:00 p.m. if on Saturday.

No cooking should be done on the premises by non-members. The EGBC kitchen is a "warming" kitchen only. No deep-fat frying or grease-laden vapors are allowed per order of the state fire marshal.

No alcoholic beverages are allowed on the premises for any reason. If alcohol is brought onto church property, the pastor reserves the right to cancel all activities without refund.

Wedding Fees

Elm Grove Baptist Church does not rent its facilities. However, Elm Grove Baptist Church does require reimbursement for private events to cover utilities and personnel costs. These fees can be adjusted only if approved by the Pastor and the Building and Grounds Committee. See the attached Facility Use Form for a list of wedding fees charged by Elm Grove Baptist Church. The fees are due 60 days prior to the ceremony.

The wedding party is responsible for reimbursing the church for any additional costs necessary to repair damage or provide specialized cleaning services.

Honorariums

The facility usage fees cover the cost of the sound technician and limited custodial services. These fees do not include honorarium payments to the pastor or presiding minister. The pastor's fee for counseling and performing ceremony must be negotiated separately.

Use of the Facilities

Facilities are available for the rehearsal, wedding ceremony and reception as needed. The sanctuary (seats approximately 175) may be used for the wedding ceremony. The Fellowship Hall (seats approximately 75) may be used for weddings, receptions or rehearsal dinners.

Space is limited at the sanctuary platform. The wedding couple is encouraged to limit the number of attendants to 3 bridesmaids and 3 groomsmen in addition to the best man and maid/matron of honor.

Decorative arches and candelabras are the responsibility of the wedding couple. These are not provided by the church.

No furniture may be moved in the sanctuary except by the church custodians and/or Building and Grounds Committee members. The only furniture that may be moved from the platform is the pulpit, communion table, pulpit chairs, speaker monitors, microphones and stands, and plants. Items that may not be removed are choir chairs, piano, and organ.

There shall be no eating or drinking inside the sanctuary at any time.

No smoking is allowed anywhere in the buildings or within 25 feet of any building entrance.

Alcohol and drugs are strictly prohibited. Anyone caught with these substances will be asked to leave the property and may lead to the cancelation of the function without refund.

Throwing of rice, birdseed, or confetti is prohibited inside church buildings. Only birdseed will be allowed outside. Artificial flower petals may be used inside during the wedding provided that they are immediately picked up following the ceremony.

Elm Grove Baptist Church is not responsible for the loss of property or valuables that may occur at the church during the rehearsal, wedding, or reception.

Music

In planning your wedding music, please remember that a church wedding is a sacred service and the music should be appropriate for a house of worship. All music must be approved by the Minister of Music if it is not specifically sacred in nature. Some classical instrumental selections that are favored in weddings may be deemed acceptable even though not “specifically Christian in nature or origin.”

Great musicians and soloists are welcome but must also follow these guidelines. The piano and Clavinova are available to skilled musicians. The wedding couple should limit soloists to one song during the actual ceremony. Soloists may perform prior to or during the Processional.

The wedding couple is responsible for contacting and making arrangements for accompanists and/or soloists and will pay these people directly.

Decorations

It is the responsibility of the wedding couple to arrange with their florist for all decorations and it is their responsibility to inform the decorator of the church’s policies. Decorations should be in keeping with the sacred character and beauty of the church. Worship banners must not be moved. Seasonal decorations already in place may not be disturbed and must remain for the ceremony. The wedding couple may choose to make use of or supplement these items. The wedding couple will be responsible for all damages to the church property caused by misuse of the facilities.

Decorations must be installed by skilled persons and should not be brought in more than one day before the wedding. No nails, tacks, staples, pins, adhesives, or anything that will mar the woodwork, furniture, walls or carpeting may be used. All candles must be dripless and the carpet must be protected with plastic. All floral decorators are responsible for the cleaning of leaves, petals, spilled dirt, etc. If the flower arrangements are to be left for Sunday services, the Pastor and the custodians must be notified.

Rehearsal

The rehearsal should be held promptly on time and should be as brief as necessary. The bride and groom should have discussed the ceremony and any special ideas with the minister beforehand at the prenuptial conferences. All attendants, ushers, vocalists, instrumentalists, etc. should be present. The Wedding Coordinator will assist with placement, timing, and order. No lewd, rude, profane, obscene, or revealing clothing is allowed.

All members of the wedding party are encouraged not to bring infants, toddlers and small children to the rehearsal. Parents will be asked to remove disruptive children. Plan ahead for your child care needs during the rehearsal.

Dressing Areas

Sunday School classrooms are available for the bride and her attendants as well as for the groom and his attendants. The members of the wedding party are responsible for cleaning the dressing areas after the ceremony. All trash and personal items must be removed as soon as possible after the wedding.

Child Care

The church has a small nursery and toddler care area available for use during the wedding ceremony and reception. However, the wedding couple is responsible for providing child care attendants. Additionally, parents/guardians of children must provide all necessary supplies, diapers, bottles, wipes, etc. The wedding couple is responsible for ensure these areas are cleaned and sanitized after use and all soiled diapers and trash are removed and placed in the outside dumpster. Soiled linen must be laundered and returns as soon as possible.

The church is not responsible for negligence or abuse on the part of child care attendants or injuries resulting from abuse or misuse of toys or equipment. The wedding couple is responsible for replacing or repairing damage to child care toys or equipment.

Reception

Any reception held on the premises requires prior planning of the details. This information should be included with the Wedding Application Form. Any church equipment that is used in the wedding must not be removed from the church facilities. The wedding couple is responsible for any breakage or loss of church equipment.

If a caterer is used, the caterer is responsible for leaving the kitchen in the same condition as it was prior to the reception. The custodians will be responsible for completing the cleaning of the areas and setting up for the next church function.

Professional catering services need to provide a Certificate of Insurance.

Technical Services

Due to the technical nature of our sound system, an EGBC technician is required to operate the soundboard for a sanctuary wedding. This is included in the Sanctuary fee. All recorded music used during the wedding must be brought to the rehearsal.

Photography

Because the wedding is a sacred ceremony, it is expected that the photographer will handle the matter with dignity and not distract from the service. The photographer may take pictures before or after the ceremony but we ask for no flash pictures during the actual service. Photographers are asked to respect the church's property and not stand on the pews or place camera equipment on the church pews or furniture. Pictures at the church altar may be posed either before or after the ceremony. Videographers may prepositions cameras and stands in unobtrusive areas of the sanctuary.

Acknowledgement of Wedding Policy

I/We have read the Wedding Policy and agree to abide by them.

Groom_____ Bride_____

Date_____

FACILITY USE REQUEST FORM

UTILITY AND CUSTODIAL FEES FOR USE OF CHURCH FACILITIES

WEDDINGS:

	Member	Non-Member
Sanctuary Only	\$100	\$250
Fellowship Hall Only	\$100	\$250
Both	\$200	\$500

COMMUNITY-INTEREST EVENTS

	Member	Non-Member
Sanctuary Only	\$75	\$250
Fellowship Hall Only	\$75	\$250
Both	\$150	\$500

OTHER EVENT TYPES

	Members	Non-Member
Fellowship Hall only	\$75	\$250

NOTE: NO WEDDING WILL BE SCHEDULED ON SUNDAY OR HOLIDAYS. NO WEDDING WILL BE SCHEDULED AFTER 5 P.M. ON SATURDAY. NO EXCEPTIONS.

To prevent scheduling conflicts, the following form should be filled out and returned to the church immediately.

REQUEST FORM

Name _____ Phone _____

Address _____

Rooms Needed: Sanctuary Fellowship Hall Youth Building Other _____

Date Needed _____ Number Expected _____

Will you need to decorate the building in advance? _____ When? _____

I understand this is a building designed for Christian usage, and I pledge to abide by the rules of the church.

Signed _____ Date _____

----- For Office Use Only -----

Amount Charged _____ Amount of Deposit Received _____

Amount of Deposit Returned _____ Approved by _____

Church Council Approval Required? Yes No Event Added to Church Calendar? Yes No

WEDDING APPLICATION FORM
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(Complete this form and bring it with you to the first pre-nuptial meeting with the Pastor.)

Name of Groom _____ Age _____

Address _____ Phone _____

Occupation _____ Marriage Status : __Single __Widowed

If Divorced - When Final _____ Where _____

Church Membership _____

Name of Bride _____ Age _____

Address _____ Phone _____

Occupation _____ Marriage Status: __Single __Widowed

If Divorced - When Final _____ Where _____

Church Membership _____

RESERVATION INFORMATION

Date and Time of Wedding _____

Date and Time of Rehearsal _____

Rehearsal Dinner Location _____

Reception Location _____

Officiating Minister _____

Wedding Coordinator _____

EGBC Member Sponsor _____

(Required for Non-Members)

Guests - Number expected _____

CEREMONY PARTICIPANTS

Attendants for the Bride:

Maid of Honor _____

Bridesmaids _____

Bridesmaids _____

Bridesmaids _____

Attendants for the Groom:

Best Man _____

Groomsmen _____

Groomsmen _____

Groomsmen _____

*Ring Bearer _____

*Flower girl _____

(*Must be at least 6 years old)

CEREMONY DETAILS

Who escorts the bride? _____

_____ Single Ring or _____ Double Ring

Names to be used in ceremony:

Groom: _____

Bride: _____

Music:

Organist _____ to be contacted by _____

Soloist _____ to be contacted by _____

Special requests for music _____

Wedding Day arrival times: (Not more than 2 hour before stated time of the wedding)

Bride and her Attendants _____

Groom and Groomsmen _____

Florist _____ Time for delivery _____

Are bouquets and boutonniere to be delivered to church? _____

Are flowers to be taken to reception? _____ By whom? _____

Photographer: _____

(See copy of church policy regarding wedding pictures)