



# Mount Pleasant

Baptist Church

*Wedding Guide*

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## **Weddings at Mount Pleasant Baptist Church**

(Revised 11/29/2015)

**PLEASE READ AND UNDERSTAND THE MOUNT PLEASANT BAPTIST CHURCH (MPBC) WEDDING GUIDE BEFORE YOU SIGN THE RESERVATION FORM. UPON SIGNING, YOU AGREE TO ADHERE TO THE POLICIES WITHOUT ANY CHANGES. FAILURE TO FOLLOW THE DETAILS LISTED IN THE WEDDING GUIDE COULD RESULT IN FORFIETURE OF YOUR \$500.00 DEPOSIT.**

### **Welcome!**

There are few things in life more exciting than a wedding! We want to do everything we can to help make your day a joyous celebration of God's grace. With the exception of your relationship to Christ, this is the beginning of the most lasting relationship you will ever experience – your marriage.

In the following pages you'll find everything you need to know about hosting your wedding at Mount Pleasant Baptist Church. The policies in this booklet contain the details that you must follow to ensure that your wedding will be a joy for all who participate. If you have any questions, please contact our receptionist at 804-526-0816.

## GUIDELINES FOR WEDDINGS

### Basic Requirements

Mount Pleasant Baptist Church has the following basic requirements for weddings:

- The Bride, Groom, or their parents must be a member or regular attender at Mount Pleasant Baptist Church.
- Both the Bride and Groom must have a personal relationship with Jesus Christ.
- The engaged couple must live in separate residences until the wedding day.
- The couple will make a commitment not to engage in sexual activity prior to marriage.
- The couple will successfully complete premarital counseling.
- The wedding must be in accordance with Mount Pleasant Baptist Church's Statement of Faith and related doctrinal teachings on biblical marriage (including consideration from divorce and remarriage).
  - Mount Pleasant's doctrinal statement is:
    - We believe in the practice of complete chastity, if not married, and complete faithfulness within the realm of a heterosexual and monogamous marriage, if married. Complete chastity and faithfulness, regardless of our marital status, means we will abstain from sexually immoral practices such as adultery, premarital sex, homosexuality, and pornography (Romans 12:11-14; 1 Corinthians 6:9, 15-20, 10:8; Ephesians 5:3; 1 Thessalonians 4:1-8; Hebrews 13:4).
    - We will seek to protect the gift of marriage defined in God's Word as being between one man and one woman and agree to pursue steps of Christian-based marriage reconciliation before agreeing to be divorced from my spouse (Matthew 19:1-12; Mark 10:1-12; Luke 16:18; 1 Corinthians 7:10-11). Paul's instruction to the church concerning the resolution of legal matters within the body of Christ in 1 Corinthians 6 gives direction for the role of the church in the process of divorce.

The leadership of Mount Pleasant Baptist Church, in accordance with its governance structure, shall determine any issues regarding fulfillment of these requirements. Any disputes regarding the Church's wedding policy shall be resolved in accordance with the Church's restoration policy as set forth in Mount Pleasant Baptist Church's By-laws of Article 1, Section 5.

## **RESERVING THE CHURCH FOR YOUR WEDDING**

1. Please call the church office as soon as you can to request the wedding date you desire.
  - a. Do not make any commitments to caterers, photographers, florists, airlines, etc., until your wedding date has been confirmed and placed on the church calendar. Your confirmed date is based on several criteria (see page 13, #3 on the wedding checklist).
  - b. All weddings are scheduled on a “first come, first served” basis, provided the church has no conflicting activities. From time to time a conflicting activity may come up after a wedding is scheduled. The church reserves the right to modify its commitment regarding facility availability. In the rare event that the church does modify its commitment regarding facilities, you will receive ample notification and every effort will be made to work out a suitable alternative.
  - c. Non-members may not reserve a date for a wedding more than four months in advanced.
2. A counseling session with both the bride and groom are required with one of the pastors of Mount Pleasant Baptist Church or an approved minister before a wedding date can be confirmed on the church calendar.
3. A refundable Security Deposit of \$500 must be paid before a wedding date can be confirmed on the church calendar.
4. The staff of Mount Pleasant Baptist Church must approve all outside clergymen who are invited to participate in a wedding prior to extending the invitation to him.
5. All fees must be paid 30 days prior to the wedding date.
6. No weddings will be scheduled during the month of December, or the weekends before or after Vacation Bible School, or at other times of the year based on strategic church activities.

## GENERAL WEDDING POLICIES

1. All sanctuary weddings require a rehearsal. The wedding party is requested to wear appropriate (modest) apparel to the rehearsal.
2. A church representative from Mount Pleasant Baptist Church is required for all weddings.
  - a. The church representative will NOT serve as a mistress of ceremony. The representative will assist you in all details pertaining to the use of the church facilities and insure that all rules and policies are followed at the rehearsal, the wedding, and the reception (if held at Mount Pleasant Baptist Church).
  - b. The church representative will be paid by MPBC and is included in the fees paid 30 days before the wedding date.
  - c. The minister will direct the schedule of events for the rehearsal and the wedding ceremony per input from the bride and groom.
3. MUSIC POLICY: The Worship Arts Pastor **MUST APPROVE ALL MUSIC** used in your ceremony, (including worship at the reception if held at MPBC). Please contact the Worship Arts Administrative Assistant, Kirsten Kocik at [Kirsten.Kocik@mpbclife.com](mailto:Kirsten.Kocik@mpbclife.com) for guidance in the area of music for your ceremony and reception.
  - a. The Worship Arts Pastor must approve an outside organist, to play for the ceremony, prior to an invitation being issued to him/her.
  - b. You may also contact the Worship Arts Pastor for a list of recommended soloist or pianist.
4. A SOUND TECHNICIAN is required due to the need for monitoring microphones and anything pertaining to the quality of sound in your wedding. The Sound Technician is also required at the rehearsal dinner or reception if MPBC equipment is used.
  - a. The Sound Technician will be paid by MPBC and is included in fees paid 30 days before the wedding date.
5. The church is not responsible for any lost or stolen items.
6. Wedding attire or decorations may not be stored at the church after the wedding for later pick-up. All decorations in the sanctuary must be removed immediately following the wedding ceremony.

7. Florists, caterers and decorators **must contact** the Facilities Manager to schedule a time to set up and prepare for the wedding ceremony.
8. SMOKING AND ALCHOLIC BEVERAGES will NOT be tolerated on church property. Any wedding guests or participants violating this policy will be asked to leave the church property and the \$500 wedding deposit will be forfeited.
9. No food or drinks are permitted in the sanctuary or the foyer areas adjacent to the sanctuary. Light refreshments are only permitted in the Bridal Parties dressing rooms. Please use trash receptacles provided in these rooms.
10. Saturday weddings must begin no later than 6:00 pm, and the church must be completely vacated by 8:00 pm. For wedding any day except Saturday, the church must be vacated by 8:00 pm.
11. Honorariums for the officiating minister, soloist, organist, pianist, etc. are at the discretion of the bride and groom. His/her fees, if any, should be discussed with each individual who is asked to perform a service. It is recommended that these fees be paid at the rehearsal.

## FLORIST AND DECORATIONS

1. A specific time for decorating must be arranged with the Facilities Manager or designated church representative.
2. The Facilities Manager or church representative must approve all decorations.
3. Floral decorations are permitted, provided adequate precautions are taken to protect the furniture and carpeting. When palms or any damp decorations are used, carpet and furniture must be fully protect. Any damage from the use of decorations will be the responsibility of the party using the facilities, and may affect the return of your security deposit.
4. The church provides, upon request and without charge, the following:
  - a. Two 7-branch candelabra
  - b. One 3-branch Unity Candle
  - c. One Kneeling Bench
  - d. Four Flower Stands
  - e. Guest Book Podium
    - i. (Note: Non-church owned Candle Holders may be used upon the approval of the Facilities Manager or designated church representative)
5. Candles for the candelabra and unity candle are provided by Mount Pleasant Baptist Church at a cost of \$1.25 each. Only mechanical candles may be used. Plexiglas must be used under the candelabra.
6. The use of pew-end candlesticks is not permitted. Only clips provided by MPBC or approved by the Facilities Manager or designated church representative may be used to fasten bows. **DO NOT US TAPE.**
7. The florist or person responsible for decorating must begin takedown immediately after the wedding-not after the reception. The building must be restored to original condition as approved by the Facilities Manager.
8. The church shall not be held responsible for any items not picked up by the florist or other owning company.



## **PHOTOGRAPHS**

1. Only approved photographers will be able to take photographs during the ceremony. We also encourage no flash photography at any time during the ceremony by the professional photographer. Please inform friends and family members of this policy. The photographer may only move around at the discretion of the bride and groom.
2. The wedding party may return for photographs after the wedding if additional photographs are desired. The sanctuary must be completely vacated to include removal of decorations 2 hours after the ceremony start time.

## **VIDEO RECORDING**

1. All video equipment and operators must remain stationary to avoid disruption of the ceremony unless directed otherwise by the bride or groom. Recording may be done from either side of the choir loft from a seated position, from the balcony, or from the rear of the sanctuary.
2. After the ceremony, the equipment may be moved to other areas for videotaping. It is suggested that the person responsible for the taping attend the rehearsal to familiarize himself/herself with the location of the equipment as well as to understand the policies in place.

Photographers and video personnel are to be properly attired (modest) for both the wedding and rehearsal.

## **RECEPTION**

Reservations for a wedding reception at Mount Pleasant Baptist Church should be made through the Facilities Manager at the time the wedding arrangements are made.

1. A meeting must be held with the Facilities Manager to agree on facilities and equipment to be used. The church does not furnish any items used to serve at receptions. Tables and chairs are available. Only disposable plates, cups, utensils, ect. will be permitted. Use of the dishwasher and stove is not permitted. The bride should contact MOBC to schedule a meeting with the caterer and Facilities Manager to discuss specific uses of the kitchen.
2. All receptions must end and the church building must be vacated within 3 hours of the conclusion of the wedding.
3. The caterer will be responsible for complete clean up after the reception to the satisfaction of the Facilities Manager or designated church representative.
4. No dancing of any kind will be allowed in the church or on the church property.
5. No rice, birdseed, etc. will be allowed either inside or outside of MPBC. Only bubbles are permitted OUTSIDE the building.

## **DESIGNATED CHURCH REPRESENTATIVE**

1. Mount Pleasant Baptist Church will assign a church representative to each wedding party. The church representative will serve as a liaison between the church and the wedding party the day of the wedding. The Facilities Manager will either be the representative or designate the representative of his choice.
2. The purpose of the designated church representative is to ensure that you and the church have a person present for the rehearsal, wedding, and reception who is familiar with the policies of the church, and can help you avoid situations that develop because of unfamiliarity with sound, lighting, cooling, heating, equipment, policies, church kitchen, and ect.
3. You will also need a personal wedding planner or coordinator of your choice to direct your wedding party. The designated church representative does not serve as wedding planner or coordinator. The wedding planner or coordinator must coordinate all activities with the MPBC designated church representative.

## **CUSTODIAL SERVICES**

1. The custodial service from Mount Pleasant must be used to clean the church before and after the rehearsal, wedding, and reception. The Facilities Manager will adjust the thermostats two hours before the rehearsal, wedding, and reception scheduled start times. Thermostats will not be set below 70 degrees Fahrenheit.
2. The wedding party should clear the areas used as soon as possible because the custodians have to clean up after the wedding party leaves to arrange the room(s) for the next scheduled church activity.
3. The custodians are paid by Mount Pleasant Baptist Church and are included in feeds due 30 days before the wedding.

## WEDDING FEES

DESCRIPTION	MEMBER*	NON-MEMBER
<b>REFUNDABLE SECURITY DEPOSIT</b>		
Must be paid before reservation is placed on church calendar.		
	\$500.00	\$500.00
<b>BUILDING USE:</b>		
Rehearsal and Wedding	\$0.00	\$500.00
Rehearsal Dinner Addition	\$0.00	\$100.00
Reception Addition	\$0.00	\$350.00
<b>CUSTODIAL SERVICES:</b>		
Rehearsal and Wedding	\$125.00	\$125.00
Rehearsal Dinner Addition	\$90.00	\$90.00
Reception Addition	\$100.00	\$100.00
<b>SOUND TECHNICIAN</b>		
Rehearsal and Wedding	\$150.00	\$150.00
Rehearsal Dinner Addition	\$100.00	\$100.00
Reception Addition	\$150.00	\$150.00
<b>Designated Church Representative</b>		
Rehearsal and Wedding	\$0.00	\$300.00
Rehearsal Dinner	\$0.00	\$100.00
Reception Additional	\$0.00	\$100.00
<b>CANDLES</b>		
12" Mechanical each	\$1.25	\$1.25

Designated church representative fees include time spent with the wedding party and/or their assigns prior to the rehearsal/wedding weekend. This fee also includes a maximum of 8 hours total on the day of the rehearsal and wedding day. This 8-hour time slot can be divided up in any increments according to the individual needs to the Wedding Party. Any time over the 8-hour allotment the representative is asked to increase their hours, a \$50.00 an hour fee will be charged. This overage expense will be deducted from the \$500.00 deposit.

All fees are due 30 days before the wedding.

\*Church members include bride, groom, or a parent of the bride and groom are covenant members of Mount Pleasant Baptist Church.

## **PAYMENTS**

1. The church Finance Manager will issue checks to the custodians, sound director, and the wedding coordinator.
2. Honorariums for the officiating minister, soloist, organist, and pianist are the responsibility of the bride and groom.

## **WEDDING CHECKLIST**

1. Meet with the Facilities Manager or designated church representative to obtain a copy of the Wedding Guide and to view church facilities.
2. Review the Wedding Guide and then submit the Reservation Form and the Wedding information Sheet to the church office.
3. The following criteria must be met before a wedding date may be confirmed and placed on the church calendar.
  - a. Provide church office with completed Reservation Form
  - b. Provide church office with completed Wedding Information Sheet
  - c. Payment of \$500.00 security deposit
  - d. Completion of counseling session with approved pastor
4. 30 days prior to the wedding date:
  - a. Meet with the Facilities Manager or designated church representative to review and confirm details of the Wedding Information Sheet.
  - b. Pay all fees to the church office.

## RESERVATION FORM

Please completely fill out and turn in this form to the church office, along with your \$500 security deposit. Note: Non-members cannot schedule a date prior to four months before their wedding date.

Bride's Names: \_\_\_\_\_

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

City, State, & Zip: \_\_\_\_\_

Home Phone: (    ) \_\_\_\_\_

Work Phone: (    ) \_\_\_\_\_

Cell Phone: (    ) \_\_\_\_\_

MPBC Members:    YES    NO    (Circle One)

Groom's Names: \_\_\_\_\_

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

City, State, & Zip: \_\_\_\_\_

Home Phone: (    ) \_\_\_\_\_

Work Phone: (    ) \_\_\_\_\_

Cell Phone: (    ) \_\_\_\_\_

MPBC Members:    YES    NO    (Circle One)

Requested Rehearsal Date: \_\_\_\_\_

Requested Rehearsal Time: \_\_\_\_\_

Requested Wedding Date: \_\_\_\_\_

Requested Wedding Time: \_\_\_\_\_

**WEDDING AGREEMENT**

I HAVE READ THIS WEDDING GUIDE AND AGREE TO ABIDE BY THESE GUIDELINES AND UNDERSTAND FAILURE TO DO SO COULD RESULT IN THE FORFEITURE OF OUR \$500.00 DEPOSIT. I ALSO UNDERSTAND THAT THE CHURCH HAS THEIR RIGHT TO DECLINE MY WEDDING BEING AT MOUNT PLEASANT DUE TO ANY REASON THAT MIGHT COME UP. I WILL NOT HOLD MOUNT PLEASANT RESPONSIBLE FOR DECLINING MY WEDDING OR IF ACCEPTED, LOSING ANY ITEMS ON CHURCH PROPERTY.

Bride's Signature \_\_\_\_\_

Groom's Signature \_\_\_\_\_

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Reminder: The final fees are due 30 days before the scheduled wedding date.

Six Copies:

- 1. Bride/Groom
- 2. Facilities Manager
- 3. Church Finance Office
- 4. Worship Pastor
- 5. Pastor's Office
- 6. Church Designated Representative (if different than Facilities Manager)

Scheduled Rehearsal Date: \_\_\_\_\_

Scheduled Rehearsal Time: \_\_\_\_\_

Scheduled Wedding Date: \_\_\_\_\_

Scheduled Wedding Time: \_\_\_\_\_

Church Designated Representative: \_\_\_\_\_

\$500 Deposit Paid by:      Cash              Check No. \_\_\_\_\_ (Circle One)

**CHURCH OFFICE USE ONLY**

## WEDDING INFORMATION SHEET

- CHECK Desired Boxes
  - \_\_\_ Rehearsal and Wedding Only
  - \_\_\_ Rehearsal, Wedding, and Reception
  - \_\_\_ Rehearsal Dinner
  - \_\_\_ Church Candelabra
  - \_\_\_ Unity Candle
  - \_\_\_ Kneeling Bench
  - \_\_\_ Flower Stand (4 Available)
  - \_\_\_ Candle Lighters/Snuffers
  - \_\_\_ Organ
  - \_\_\_ Piano
  - \_\_\_ CD Music

12" Mechanical Candles (enter # needed) \_\_\_\_\_.  
(14 are needed for candelabra; 17 are needed for candelabra and unity candle)

### ENTER NAME FOR:

MINISTER: \_\_\_\_\_

MINISTER'S CHURCH: \_\_\_\_\_

PREMARITAL COUNSELOR: \_\_\_\_\_

ORGANIST: \_\_\_\_\_

SOLOIST (S): \_\_\_\_\_

WEDDING PLANNER: \_\_\_\_\_

FLORIST: \_\_\_\_\_

PHOTOGRAPHER: \_\_\_\_\_

CATERER (if at MPBC): \_\_\_\_\_

REFUND NAME: \_\_\_\_\_ (FOR \$500 DEPOSIT)

ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

PHONE: (     ) \_\_\_\_\_



