



The Sanctuary
at
Harmony Baptist Church

*Preparing for Your Marriage
And Wedding Ceremony*

Harmony Baptist Church
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Rev. Brant Callaway, Pastor
Rev. Brian Fillingim, Min. of Education
Rev. William Kilgore, Minister of Music

Your wedding is a sacred occasion, and careful planning is necessary. Arrangements for your wedding are made in consultation with our pastor, who is in charge of all weddings at Harmony Baptist Church. A conference with the pastor must be scheduled by the bride and made prior to the announcement of the location. Upon contacting the church office, you should fill out your wedding agreement form. At this time, you should also schedule pre-marital counseling for both bride and groom. Do not print any announcements until you have cleared time, date, place, etc. with our pastor and the church office. If a guest minister is to officiate, a written invitation must be issued by the pastor of this church. It is the bride's responsibility to inform the church office of her pastor's address well in advance of the wedding date.

I. General Information

SCHEDULING:

To establish a reserved date, a refundable deposit and a wedding information form must be received in the church office ten (10) days after setting a tentative date by telephone. The wedding must be scheduled a minimum of two months in advance of the desired wedding date. No wedding will be scheduled more than a year in advance.

Weddings shall not be scheduled on holidays or the weekend and day of Christmas, Thanksgiving, Memorial Day or Labor Day. Sunday weddings shall only be scheduled at 3:00 p.m. and will not interfere with any other church activity. Saturday evening weddings shall not be scheduled after 7:00 p.m. as time must be allowed for preparation for Sunday services. Premises must be vacated 3 hours after start of wedding.

FACILITIES:

Weddings at the church will be held in our beautiful sanctuary (375 seats). Our Fellowship Hall is available for receptions. A bride's room is available at the front of the building and the groom's room is provided behind the worship center.

WEDDING DIRECTOR:

Every wedding must have a director. That person is trained and is familiar with the policies, procedures and the conducting of the ceremony. The bride may choose a wedding director from a list provided by the church office. The fee for the service will be negotiated between the two parties.

MUSIC:

Wedding music for a church wedding should be in keeping with the sacredness of the occasion and place. The couple should discuss with the pastor all music that is to be used.

If a visiting organist is desired, the individual must be approved by the Music Director. When the Music Director is not available for consultation, then the couple should contact the church organist for consultation prior to the ceremony.

When there is to be a soloist, it will be the responsibility of the couple to see that the soloist has an accompanist.

If the couple wishes to have popular selections used in connection with their wedding, it is suggested that those pieces be used during the reception and not during the wedding ceremony itself.

PHOTOGRAPHERS:

The bride should instruct the photographer that no flash photography is permitted in the sanctuary once the ceremony begins. (Pictures taken from the rear of the church of the bride entering and leaving are exceptions.) Pictures of the wedding party following the completion of the service should be done quickly.

AUDIO RECORDINGS

Any use of the church sound system will have to be approved by the church's audio technician. Any audio recordings through the sound system will be made by the technician. There is a set fee of \$50 for non-member use of sound system and audio record. Arrangements for this service need to be made through the church office. Generally, there is no need for amplification. If a member wants to use the equipment, please check with those who run the system.

VIDEOTAPING

Camera(s) in the rear of the main floor may be operated by video personnel as long as the camera is stationary. No camera operator or photographer may be at any other location in the Sanctuary. No additional lighting may be used in the Sanctuary during the wedding.

DECORATIONS:

It is our recommendation that decorations be kept within the bounds of simplicity and good taste. Care must be taken to protect all church property from damage. The following regulations must be observed and should be called to the attention of the florist:

1. When candles are used, they must be dripless and must be in candelabras which will contain all drippings. Florists will be held responsible for the cleaning of any wax from all floor coverings and furniture.
2. Candles used on window sills must be protected by hurricane shields.
3. No tacks, staples, nails, Scotch tape, Myers (florist) tape or adhesives can be used to attach decorations or equipment to the walls, woodwork, furniture, floors or pews.
4. Clamps used on church furniture must be wrapped to prevent scratching or defacing of church furniture.

The bride must contact the church office and agree upon the set-up time for the wedding. All church decorating may not begin more than one day prior to the ceremony and must be in place one hour prior to the ceremony. All decorations (flowers, kneeling bench, candelabra, etc.) must be removed within one and one-half hours after the ceremony. (There are no facilities for storing.) The organ and the piano will not be moved. Regular church decorations and special seasonal decorations in the church cannot be removed or changed.

The flower girl, if included in the wedding party, may carry a basket of flowers and may drop only silk petals. No glitter is allowed.

II. POLICIES:

Definitions of Member and Non Member:

Member: A member, for the purposes of this policy and agreement, is defined as follows: either the bride or groom is a current member of Harmony Baptist Church or either the bride or groom is a son or daughter of a current member of Harmony Baptist Church.

Non-Member: Anyone other than a member as defined above that is seeking to get married at Harmony Baptist Church.

- Smoking is strictly prohibited anywhere within the church buildings including the restrooms and kitchen.
- No alcoholic beverages may be brought onto the church premises.
- Food and soft drinks should be confined to the reception areas.
- DUE TO THE HAZARDS INVOLVED, ONLY BIRD SEED MAY BE THROWN OUTSIDE AS THE WEDDING COUPLE DEPARTS. THE CHURCH ASSUMES NO LIABILITY FOR THIS ACTION. NO BUBBLES WILL BE BLOWN INSIDE THE CHURCH FACILITY.
- Do not litter the church yard.
- Please make every effort to protect your personal items. The church cannot be held responsible for these items.

The wedding party is responsible for all cleanup of facilities used. This includes putting furniture back in its place, vacuuming, throwing away all trash, and leaving the facility as it was originally set up. The church facility must be left clean and ready for its next use. Please have the cleanup arrangements in place prior to the wedding event.

THE REHEARSAL

The wedding rehearsal should be scheduled at the time the wedding date is placed on the church calendar. A rehearsal should begin promptly and proceed in a quiet, dignified and reverent manner. Rehearsals are scheduled to last one hour. Rehearsals should begin on time, even if all the wedding party is not present. Everyone should plan to vacate the Sanctuary building one hour from scheduled start time. If a rehearsal dinner is held in the Fellowship Hall, it should be vacated three hours after the rehearsal begins.

THE RECEPTION:

If your reception is held at the church, arrangements will need to be made through the church office. Those using the kitchen will be expected to leave it in order. All tables and chairs will need to be arranged as they were found prior to the reception. Floors will need to be appropriately cleaned after the event, (vacuumed, swept and/or mopped as appropriate).

FEES:

Facility: The following fee structure applies to the use of church facilities:

Member: Sanctuary (wedding) and Fellowship Hall (for rehearsal dinner and/or reception) – No Cost

Non-members: The fee for a wedding at Harmony Baptist Church is \$1,200.00, payable in full, three weeks prior to the wedding. If not already scheduled for other events, the use of the Fellowship Hall for the reception and/or rehearsal dinner will be complementary should the bride and groom choose to have their reception at Harmony Baptist Church and wish to use the facility for this purpose.

A \$250.00 deposit, must be made within ten (10) days of the scheduling of the wedding. If fees are not paid in full by the deadline, the reserved date will be removed from the church calendar and deposits forfeited.

The deposit will be refundable after satisfactory inspection of the facilities for appropriate cleanup after the event. Should the facilities not be satisfactorily cleaned, the deposit will be used for such cleaning and only then will any remaining balance be refunded. The Property and Space Committtee is responsible for the inspection and approval after the event.

Additional Fees/costs for members and non-members:

- A separate fee of \$100 (\$50 per day) should be bapid directly to the sound technician on the day of the weddin if sound amplification equipment is needed. Our sound technician will operate the equipment for the wedding. It is the responsibility of the wedding party to contact a Harmony sound technician. A list of those persons and their phone numbers are available in the church office.
- Music: If the bride elects to use our church organist or pianist, it is the responsibility of the bride to contact the musician regarding the fee charge and the arrangement of payment of fee.
- The honorarium for the pastor is not covered in the charges for the use of the church. It should be given directly to him on the day of the wedding.
- Any changes in the above is left solely to the discretion of the pastor.

WEDDING ARRANGEMENTS

ALL CHURCH RELATED FEES MUST BE PAID IN FULL AND THIS FORM COMPLETED, SIGNED AND RETURNED TO THE CHURCH OFFICE NO LATER THAN 21 DAYS (3 WEEKS) PRIOR TO THE WEDDING DATE OR THE WEDDING DATE WILL BE REMOVED FROM THE CHURCH CALENDAR AND THE DEPOSIT WILL BE FORFEITED.

Date of Marriage:

Time:

Location:

Will there be a reception?

Time:

Location:

Date of Rehearsal:

Time:

Location:

Minister:

Church:

Address:

City:

State:

Zip:

Name of Bride:

Address:

Phone: (Home)

(Work)

(Cell)

E-Mail Address:

Church Affiliation:

Name of Bride's Parents:

Church Affiliation:

WEDDING ARRANGEMENTS

Name of Groom:

Address:

Phone: (Work) (Cell)

E-Mail Address:

Church Affiliation:

Name of Groom's Parents: Church Affiliation:

New Address of Couple:

Maid/Matron of Honor: Bridesmaids:

Best Man: Groomsmen:

Flower Girl: Ring Bearer:

PLEASE include names and phone numbers for the following:

Organist/Pianist: Soloists:

Director: Florist:

Caterer: Photographer:

NOTES WITH REFERENCE TO CEREMONY:

Marriage Vow:

Ring Vow:

Musical Benediction:

Closing Prayer:

Double Ring:

Single Ring:

MUSIC: All music sung or played must be approved. Indicate time to be played or sung during ceremony.

ORGAN MUSIC:

SOLO MUSIC:

Sound System: (If amplification is desired, special personnel is required. The wedding party will have the responsibility of paying a \$50.00 per day fee)

Note: The Sanctuary does not necessarily need special amplification.

Will flowers be left in the church for worship service? Y N

I have read the statement of policies concerning weddings and receptions at Harmony Baptist Church and I agree to abide by them and to make every effort to ensure that those in attendance do likewise. I will inform all working parties (florist, photographer, etc.) of all guidelines.

Bride's Signature:

Groom's Signature:

FOR OFFICE USE ONLY:

Member:

Non-Member:

Deposit Received:

Date:

BY:

Balance Due:

Balance Received:

Date:

By:

Added to Church Calendar:

By:

Proposed 04/2012

Harmony Baptist Church Premarital Agreement

We, _____, wish to establish a Christian home. In keeping with this desire, we have asked to be married on _____. We understand that because marriage is to be fulfilling for both and to endure until they are parted by death, we agree to engage in counseling which will prepare us for marriage and enrich our relationship after marriage.

We agree to attend four premarital counseling sessions to be scheduled by us. We further agree to schedule a counseling session six to twelve months following our wedding, or sooner if necessary.

We promise to contact the pastor should difficulties arise which threaten our relationship.

We understand that during the first two sessions the pastor is becoming acquainted with us and assessing our relationship. If, for some reason, he feels he cannot commit himself to performing our ceremony, he will indicate this before the third premarital session.

_____ (groom) _____ (date)

_____ (bride) _____ (date)

_____ (pastor) _____ (date)

We, _____ and _____, have arranged to have pre-marital counseling with another pastor.

Pastor: _____

Address: _____

Phone Number: _____