

Wedding Policies and Procedures

Providence Baptist Church

What an exciting time in your lives! We rejoice with you that God is guiding you into the covenant relationship of marriage. As your church family, we are honored to assist you in preparing for the joyous and sacred occasion of your wedding.

There are many details to consider as you plan a Christian wedding ceremony and accompanying events. We hope the information in this booklet will answer many of your questions. This booklet will tell you about the procedures for arranging a wedding at Providence as well as set forth our policies, so that together we can be good stewards of church facilities.

We want to lend our assistance wherever we can as you arrange your wedding activities. If you have any questions, please call the church office and ask to speak to the wedding administrative assistant. It is our great joy to help you prepare for your wedding day!

Meeting with a Pastor

The first step for a member of Providence Baptist church to arrange a wedding at the church is to invite one of the Providence pastors to perform the wedding ceremony. All of our pastors are committed to Biblical marriage as the union of a man and woman who are both believers in Christ. The pastor will want to meet with you to hear about your relationships with Christ.

If you would like to have a pastor outside of Providence officiate or co-officiate at your ceremony, please discuss this with one of our pastors for his approval.

Premarital Counseling

Premarital counseling, a valuable time of preparation for the lifelong commitment of marriage, is a requirement for all weddings performed at Providence Baptist Church. The pastor who will perform your wedding or his designee will meet with the two of you over a 4-6 week period. As an alternative, Providence offers a premarital class on Sunday mornings; completion of this class would fulfill the counseling requirement. Check the latest LIFE class schedule for details or call the church office.

Scheduling a Date for your Wedding

After you have met with a pastor and he agrees to conduct your wedding ceremony, we will be pleased to book a date on the church calendar. The wedding administrative assistant at

the church office will submit this reservation for you. The rooms will be reserved for the day of the wedding and as much of the day before as possible to allow you access for decorating.

Wedding Director

Providence wedding directors are familiar with wedding etiquette and have the experience of directing weddings in our facility. Please call one of the following directors and ask if she will be available to direct your wedding:

Mrs. Frances Newby 787-7062

Mrs. April Collier 417-2655

Mrs. Crystal Waters 847-7718

The wedding director will meet with you before your wedding and assist you in making plans so that your rehearsal and wedding progress in a smooth and orderly fashion. Please fill out the wedding director's form before meeting with her.

Church Facilities

Weddings are usually held in the worship center, amphitheater or Delta Lake Center. Seating capacities are approximately 1000 in the worship center, 200 in the amphitheater, and 400 in Delta Lake. Receptions and rehearsal dinners may be held in the fellowship hall, amphitheater, Prisms or Delta Lake Center.

There is a parlor, located at the rear of the amphitheater, which may be used as a dressing room for the bride and her attendants. The bridegroom and ushers may use the dressing room located behind the worship center or another designated room on the first floor. There is also a room which may be used for dressing in the Delta Lake Center.

Our facilities team will set up and take down the reserved rooms for you. For receptions, round and banquet tables are available. You may draw the set-up configuration you prefer on a room diagram, which is available from the wedding administrative assistant. Linens for the tables may be ordered through the church's linen service at a nominal fee.

If you are having a rehearsal dinner and/or reception at Providence, you will be given a copy of the kitchen policies and procedures. Your caterer will be asked to meet with our food services director and to sign a liability release form. Anyone planning to cook in our main kitchen will need to go through a short training session about using the commercial appliances.

Decorations

We welcome the involvement of florists or decorators to make your wedding setting a beautiful one. Simple arrangements of flowers, ferns or candles can create a lovely setting.

Please be considerate of the carpet and furniture as you plan the placement of decorative items, and use only fasteners which will not permanently mark church furnishings. At the back of this booklet you will find copies of guidelines for florists and decorators; please give this information to those who will be decorating for you.

The church's heating and air system can cause candles to extinguish or wax to blow. We recommend that only metal cylinder candles be used in the ceremony. Florists and rental companies can provide this type of candle.

If you would like to leave any floral arrangements at the church for Sunday services, the wedding director will oversee their placement. Please remove all other wedding decorations at the conclusion of your wedding.

Arrangements should be made for any rental equipment to be removed or picked up the day of the wedding. Unfortunately, we cannot make exceptions due to the lack of storage space and the large crowds who use the building on Sunday morning.

The church has some items which you are welcome to use to enhance your ceremony. These are listed in the information for decorators at the back of this booklet. The communion table may be used in the worship center if desired. The wedding assistant will be glad to show you the items that are available. We ask that you not pull arrangements or décor items from other areas of the church.

Music and Sound

As well as being a celebration of your love, a wedding ceremony is a sacred event. The choice of music for your wedding should be in keeping with the spirit of worship and the Christian faith, and we ask that you select sacred, contemporary Christian, or classical music. If you plan to display song lyrics, either on a screen or in a wedding program, copyright information must be displayed. Wedding ceremonies at Providence will be covered by the church copyright license. Please contact the Music and Worship ministry for copyright information.

A sound director will be provided for you by the church. He will attend your rehearsal and will address the lighting and sound needs for the ceremony. Church musical instruments and sound equipment may not be moved. Any necessary adjustments may be discussed with the sound director at the rehearsal.

If you need recommendations for soloists or instrumentalists, please contact Patty Hart, (650-1656 or patty.hart@mindspring.com) for suggestions. It is wise to do this well in advance of your wedding so that musicians can plan schedules, music selection, and any necessary rehearsals. Also, please advise us if a guest musician will want to use the church organ.

A list of music to be played at any wedding events at Providence (including rehearsal dinner, ceremony, and reception) should be submitted for review one month before the

wedding. If any secular songs are to be submitted for consideration, the words to the song must be submitted as well.

Since all music must be approved ahead of time, commercial DJs should not be hired for Providence receptions. The sound director will be at the first part of your reception if it is held at Providence. He will gladly cue music for any special needs such as a couple's first dance, pause music and restart for toasts, etc. Equipment will be available for music to be played through the reception. Once music has been approved, couples sometimes load it onto a CD or mp3 player for ease of play at the reception.

Photography/Videography

We encourage you to make a visual record of this memorable day! Only time-exposure photos (no flash) may be made during the ceremony itself by an inconspicuous photographer. Videotaping of the ceremony should be done from the rear of the congregation or from stationary camera(s) placed at the sides of the church or in the choir loft. At the back of this booklet you will find instruction sheets for the photographer and /or videographer.

Marriage License

A marriage license must be obtained from the Register of Deeds at One Bank of America Plaza, 421 Fayetteville Street, Suite 300, Raleigh. Both bride and groom must be present to apply for the license, and must present identification and verification of Social Security numbers. Licenses are issued Monday through Friday from 8:30 a.m. to 4:30 p.m. The fee is \$50, payable only in cash. The license is valid for 60 days. An application and further details are available online at <http://web.co.wake.nc.us/rdeeds/marriage/marriage.htm>.

Rehearsal

A wedding requires a rehearsal, which is usually held the night before the wedding. The rehearsal is under the direction of the pastor, assisted by the wedding director. Please bring your marriage license to the rehearsal and give it to the pastor.

It is expected that members of the wedding party will respect the fact that the church building is to be used reverently, and they are asked to conduct themselves in a manner befitting the atmosphere of a place of worship. Members of the wedding party are expected to refrain from using alcoholic beverages prior to both the rehearsal and wedding.

Fees

A fee of \$400 will be collected to help offset some of the additional personnel costs associated with a wedding. Providence is committed to the support of weddings and this fee covers only a portion of the costs. (Church expenses can range up to \$700-\$800 per wedding)

for set-up, security, technical and custodial fees.) The wedding director and sound director are paid by the church for their services. Musician fees and any honorarium a couple may wish to give the pastor are separate considerations handled directly by the family.

Building Access

Please advise the wedding administrative assistant of any deliveries expected to be made to the church during business hours. Please ask caterers, florists, family members or friends coming to assist you with preparations in the main building to enter at the reception area at the back of the building, sign in, and get a visitor badge. Badges should be returned to the receptionist on departure. After regular business hours, entry to the building will be through the side canopy entrance. A security guard will be on duty at the desk in the lobby.

Special arrangements must be made for access to the Delta Lake Center. Please speak with the wedding assistant about times that access will be needed.

Other considerations

Because of our resident geese population, please do not use birdseed or rice as the couple departs. Items such as bubbles may be used, and should be given to wedding guests outside of the building.

Please respect the following and so advise your guests:

- No alcoholic beverages shall be brought into the church.
- No smoking is permitted within the church.

Prayer

We are pleased to let you know that there is a wedding prayer committee at Providence. The committee will be praying for you as you plan your wedding and will welcome any specific prayer requests you may have.

Conclusion

Please keep in close contact with us as you make your plans. We will be delighted to assist you in any way we can. It is our heart's desire that your wedding be a meaningful, beautiful and memorable occasion!

The church reserves the right to make the final decisions in regard to any details and areas not covered by these policy statements.

Rev. October 2009