

## Wedding Policy

### **I. Building Policies**

- Any use of tobacco, alcohol or drugs is prohibited inside the church building or church grounds. The bride and groom are responsible to ensure that all wedding guests comply with this policy. Extra fees may be deducted from the deposit should smoking and drinking be observed.
- No red or dark colored punch is to be used inside the church building.
- No animals, others than those used for guiding purposes, are allowed inside the church building.
- No rice or birdseed may be used on the church property. Bubbles and rose petals are acceptable.
- The nursery will be available during weddings per bride request and should be staffed at all times by the wedding party. An additional fee of \$50.00 will be charged.

### **II. Safety**

- There are fire extinguishers located inside the church building. One is located in the narthex, one in each hallway, and one in the sanctuary at the Usher's Station.
- The Defibrillator and first aid kit are located on the wall across from the church office.
- There is a telephone available for emergencies and local calls. It is located outside the church's office. It is recommended that the ushers and personal attendants be aware of where these are located.

### **III. Scheduling**

- Should you choose Bethany for a wedding ceremony, the date and time for the ceremony and rehearsal should be coordinated with the pastor and the Wedding Coordinator.
- Any couple desiring to be married at Bethany must complete premarital counseling.
- A pastor other than one from Bethany may officiate the wedding upon approval of the pastoral staff.
- Ceremonies and/or reception dates will be reserved on a first come, first served basis once the signed wedding/reception form and required deposit have been received.
- Contact the Wedding Coordinator to schedule times to open building for the rehearsal and ceremony.

### **IV. Wedding Coordinator**

- Anyone desiring to use Bethany Church for a wedding, must contact the Wedding Coordinator. She is available for 1-2 personal consultations to aid in the planning of the event as well as available via phone and e-mail. She will coordinate the set-up of the sanctuary according to the wedding party's needs. She will be present at the rehearsal and will be present a short time prior to the activity to assist the wedding party and the pastor.
- Wedding Consultants who assist the bride are directly responsible to our Wedding Coordinator. They will not assume direction of any portion of

the wedding rehearsal or service until they have consulted with our Wedding Coordinator.

- The Wedding Coordinator will provide the bride a Wedding Planning Sheet. This tool is designed to better assist you in planning your event. The bride is responsible to provide all the information and return it to the church office at least two weeks before the Wedding.

#### **V. Paperwork**

- All paperwork requested by the Pastor and the Wedding Coordinator must be given to the Wedding Coordinator before the Wedding Rehearsal begins. (e.g. marriage license, payments and fees, etc.). If the church secretary is asked to type the Marriage Certificate, it must be in the church office two days before the wedding.

#### **VI. Decorating**

- The bride must work with the Wedding Coordinator to facilitate use of space in the sanctuary.
- If the wedding party wishes to have the musical equipment moved, the Wedding Coordinator will make the arrangements.
- Nails, tacks and/or staples may not be used to attach decorations to walls, woodwork, furniture or floors. Please avoid using tape on walls or woodwork.
- All wedding decorations must be removed from the sanctuary immediately following the wedding ceremony.
- No glitter.
- The florist/ rental company may pick up their equipment the Monday following the ceremony or the next day if the ceremony is performed Monday-Thursday. Please make arrangements through the Wedding Coordinator.
- The church owns pew attached candelabras. If the bride wishes to use them, she must let the Wedding Coordinator know. The wedding party is responsible for assembling and moving the equipment provided by church (e.g. small tables, pulpit, candelabra, etc.) This excludes musical equipment.
- All candles used in candelabras or on the altar MUST be mechanical or dripless. Please inform florist if necessary. There will be an extra service charge if wax needs to be removed from the carpet.
- Please provide your own covering for the altar if candles will be used on it.
- All candles in aisles or on tables must be surrounded by glass.

#### **VII. Sound & Video**

- It is required that you have a sound technician from Bethany for your ceremony. The designated sound technician will be the only one allowed to operate the sound equipment. If you plan to use any pre-recorded tapes or CDs, they must be given to the sound technician at or before the rehearsal. The sound technician will be present at the rehearsal. If a power point presentation is to be used, an additional technician will be provided at an additional cost of \$30.00.

**VIII. Music**

- All music in connection with the wedding ceremony shall be in keeping with the sacredness and dignity of the wedding service and should bring honor and glory to the Lord. All musicians must attend the rehearsal.
- Music must be pre-approved by the pastor. The couple should meet with the organist for music selection.
- Any guest organist is required to consult with the Bethany organist two weeks prior to the wedding.

**IX. Photography and Videography**

- *It is recommended that every couple have their photographs completed 30 minutes prior to the beginning of the ceremony.*
- *Any posed pictures being taken after the ceremony will be limited to one hour.*
- It is recommended that photographers/videographers be sensitive to the sacredness of the ceremony as they are carrying out their duties. If they remain inconspicuous, they will not detract from the sanctity of the occasion; *therefore, there will be no flash photography or lighted videography during the ceremony. It is recommended that this stipulation be printed in the wedding program.*

**X. Clean Up**

- The church will take responsibility to re-set the sanctuary and do cleaning such as vacuuming, bathrooms, etc. The couple is responsible to make sure the church is in otherwise good order. This includes: removal of all food, decorations, and personal items from the building. Extra fees will be deducted from the deposit if custodians need to spend more than 4 hours cleaning.
- The couple is responsible to remove all items brought to the church immediately after the reception or ceremony.

This policy does not apply to other denominations or churches that worship at our facility.