

**Wedding Policies
and
Procedures
for Members of
Lizella Baptist Church**

WEDDING POLICIES

Lizella Baptist Church is dedicated to the glory of God. The wedding ceremony is a worship service and is a very sacred ceremony. The betrothed couple is joined before God and friends in holy wedlock. **Only Christian worship ceremonies will be performed at LBC.** All services will reflect a respect and honor for Christ and His Church. All music and observances must be glorifying to Christ. It is the desire of the church staff to cooperate in helping you make the ceremony beautiful and worshipful.

In accordance with Section V.B.7 of this Church's Bylaws, only weddings of one man and one woman shall be conducted on Lizella Baptist Church premises.

The following policies are given to help guide you in your wedding plans.

COMMUNICATION IS NECESSARY

Before any wedding can be scheduled, several issues must first be discussed. This begins with a telephone conversation with the Senior Pastor. No wedding may be scheduled before this conversation is completed. The church has many people to coordinate schedules in order for the wedding to be successful.

OFFICIANT OF CEREMONY

Normally, the Senior Pastor or another Pastoral staff member of Lizella Baptist will be the one to perform the wedding ceremony. If a guest minister is requested, this request must go through the Senior Pastor for approval first. The guest minister will be expected to ensure that all policies are followed. Once approved, the guest minister must contact LBC's pastor **30 days** prior to the wedding. The bridal party will be expected to arrange this communication between ministers.

SCHEDULING

All weddings should be placed on the church calendar as soon as possible. This ensures there will be no conflicts on the calendar and provides ample time to meet the requirements for pre-marital counseling.

Due to time restraints and preparation of facilities for Sunday Services, **NO WEDDING WITH RECEPTION HERE CAN BE SCHEDULED TO OCCUR AFTER 4 P.M.** Weddings that have a reception elsewhere may be scheduled **as late as 6 P.M.**

No wedding will be placed on standard holidays such as: Sunday, Christmas, New Year's Day, July 4th, Labor Day, Thanksgiving Day, Easter, etc. This is to allow the staff the opportunity to enjoy these off-times with their own families.

Due to hectic December schedules, December weddings are not recommended if alternate dates are open. Weddings held in December will work around the Church's Christmas decorations. They will not be moved for the service.

A copy of your invitation can run in the church newsletter twice in the month before your wedding. Every effort will be made to maintain size and formatting, however if necessary, it may be changed to fit the area available.

PRE-MARITAL COUNSELING

All couples will have pre-marital counseling. Those who are married by our Pastor or a member of our ministerial staff will have counseling with them. Those who are married by a minister outside of LBC will arrange counseling with that minister. Our staff will not assume counseling responsibilities for other ministers without the permission of our Pastor.

Lizella Baptist Church views hosting this ceremony as a ministry. The dual purpose of required counseling sessions is a) to arrange a worshipful ceremony that will be both beautiful and honoring to our Lord, and b) discussion of spiritual and practical issues of marriage in order to help the wedding couple to have an enduring and loving marriage.

The length and number of the pre-marital counseling sessions will be set by the Pastor or staff minister. The bride and the groom will attend all sessions before the wedding can be performed. It is advisable to schedule these sessions well in advance to prevent a scheduling conflict too close to the wedding.

LICENSE

All wedding parties must produce a valid marriage license from the State of Georgia **before** a marriage can be performed. Contact the local courthouse for instructions.

MUSIC

All music used in weddings and receptions must be approved by the Minister of Music of Lizella Baptist Church as soon as possible. The following guidelines should help you in your music selection.

1. All music used in weddings should be honoring of our Lord Jesus Christ, and not detract from a distinctively Christian message. Any "secular" music should be chosen carefully and meet approval of the Minister of Music.
2. No dancing.
3. Trained vocalists and instrumentalists are available through Lizella Baptist Church. Contact the Minister of Music for a recommended list. Cost varies for individuals and services rendered.
4. No one other than a LBC sound technician will be used to control the sound system.

PROPERTY PRECAUTIONS

PLEASE READ THE FOLLOWING CAREFULLY.

1. SANCTUARY: The **CUSTODIAN** is the only authorized person to move sanctuary furniture. Therefore, he will move all furniture from the platform unless other instructions are given by the bridal party 10 DAYS prior to the wedding ceremony. **AT NO TIME WILL THE MUSICAL INSTRUMENTS BE MOVED.** Any decorations required for the ceremony will be the responsibility of the wedding party.
2. RECEPTION HALL: It is the responsibility of the wedding party to request the number of tables and chairs for the set-up of the Rehearsal and/or Reception. This must be scheduled at least 10 DAYS prior to the wedding. The wedding party is responsible for placement of tables and chairs.
3. CANDLES: Polyethylene sheets will be placed under all candles to prevent candle wax on the carpets. Only smokeless, dripless candles will be used. It is the responsibility of the bridal party to see that this is done.
4. DECORATION REMOVAL: All decorations will be removed immediately after the wedding. Care will be taken not to damage the furniture with attachable fixtures such as candle holders, reserve markers, etc. If hymnals are removed, they will be replaced.
5. THROWING BIRD SEED INSTEAD OF RICE: Only bird seed may be used (RICE is very harmful to the birds). It must be swept from the sidewalks immediately after the wedding. Bird seed bags should not be distributed inside the church as they create a clean up problem of considerable proportions.
6. **NO SMOKING OR ALCOHOLIC BEVERAGES:** In order to preserve a smoke-free environment, all indoor areas of the church facilities, entranceways, and the immediate front yard of the sanctuary are designated non-smoking areas. There will be no alcoholic beverages or appearances or suggestions thereof anywhere on church property.
7. PROPERTY DAMAGE: It will be the responsibility of the Wedding Director to see that all necessary precautions to protect church property are taken at the time of the wedding. The couple is responsible for replacement of damaged property.

POLICIES REGARDING CHILDREN

The nursery and or one preschool room are available upon request for the wedding and reception only. If children over age 2 are expected, you are required to use two rooms, as children over age 2 are not permitted in the nursery. A cleaning fee of **\$25** is required **per room**, to be paid **30 days prior** to the wedding.

It is the responsibility of the wedding party to provide childcare workers and pay them immediately following the wedding/reception. Contact the Director of Preschool/Children for suggestions of possible childcare workers. Diaper changing procedures and policies regarding workers and use of rooms are posted in the nursery and are expected to be followed by all childcare providers.

ONLY ROOM(S) REQUESTED ARE AVAILABLE. You will receive a bill for the cleaning of any room used that you did not make arrangements to use. Childcare is available for **preschoolers only**. Children older than 6 are not permitted in the Preschool rooms.

All children are expected to stay with their parents or in the nursery (if it is provided and child(ren) are of eligible age) for the duration of the wedding and the reception. This includes children who are members of the wedding party. **PARENTS ARE RESPONSIBLE FOR ANY DAMAGES CAUSED BY THEIR CHILDREN.**

The Director of Preschool/Children must be contacted at least 30 days prior to the wedding to schedule use of the preschool area.

REHEARSAL DINNER RULES

The following rules apply if the rehearsal dinner is to be held at LBC:

1. The meal will be served **after** the rehearsal practice.
2. A custodial fee will be charged for the setup and clean up of the facilities. (See page 8 for fees.)
3. When church table cloths are used a fee of **\$20.00 each** is required for the laundry of cloths.
4. If the Kitchen Committee is engaged to prepare the meal, a fee will be set in an agreement between the Kitchen Committee and the Wedding Party.
5. When a caterer other than the Kitchen Committee is engaged, the standing kitchen guidelines will apply.
6. **All fees** are to be paid at least **30 days prior** to use of the facilities.
7. It is the **bride's responsibility** to contact the Church Liaison as soon as the deposit is paid to discuss Kitchen scheduling and procedures. (See page 7 for list of staff phone numbers.)

RECEPTION RULES

The following rules apply if the reception is held at LBC:

1. A custodial fee will be charged for set-up and clean-up of the fellowship hall. (See page 8 for fees.)
2. When church table cloths are used a fee of **\$20.00 each** is required for the laundry of cloths.
3. When a caterer other than the Kitchen Committee is engaged, the standing kitchen guidelines will apply.
4. All fees are to be paid at least **30 days prior** to use of the facilities.
5. It is the **bride's responsibility** to contact the Church Liaison at least 20 days prior to the Wedding to discuss Kitchen scheduling and procedures. (See page 7 for list of staff phone numbers)

ALL FEES ARE LISTED ON PAGE 8

LIZELLA BAPTIST CHURCH WEDDING RESERVATION FORM

DATE OF WEDDING _____ TIME OF WEDDING _____

BRIDE'S NAME _____ CHURCH MEMBER _____
first last

ADDRESS _____
street city zip code

HOME PHONE _____ WORK PHONE _____

GROOM'S NAME _____ CHURCH MEMBER _____
first last

ADDRESS _____
street city zip code

HOME PHONE _____ WORK PHONE _____

FUTURE ADDRESS _____
street city zip code

FUTURE PHONE _____

PLEASE RETURN THIS FORM TO THE CHURCH WITH YOUR FEE PAYMENT FOR THE RESERVATION OF THE CHURCH. PLEASE MAKE A COPY AND SEND IT TO US AT THE FOLLOWING ADDRESS:

**Lizella Baptist Church
2950 South Lizella Road
Lizella, Georgia 31052
ATTENTION: Church Secretary**

FOR OFFICE USE ONLY:

CEREMONY AND RECEPTION INFORMATION

BRIDE _____ GROOM _____
DATE OF WEDDING _____ TIME OF WEDDING _____

FEES DUE _____ PAID DATE _____

MINISTER _____ PHONE _____
MINISTER _____ PHONE _____

TIME CHURCH NEEDS TO BE OPEN ON DAY OF THE WEDDING _____

PLEASE CHECK OTHER ROOMS NEEDED:

GROOM'S/MEN'S CHANGING ROOM _____

BRIDE'S/WOMEN'S CHANGING ROOM _____

NURSERY _____ If yes, you must contact Preschool Director (pg 7) and provide workers.

DO YOU WANT TO USE THE PLATFORM STEPS? _____

THE CHURCH DOES NOT HAVE A KNEELING BENCH. YOUR CATERER OR FLORIST SHOULD

REHEARSAL

DATE AND TIME OF REHEARSAL: _____

Will you have the Rehearsal Dinner at the church? _____

If yes, please mark the number of tables and chairs needed.

ROUND TABLES _____ LONG TABLES _____ CHAIRS _____

TIME CATERER WILL ARRIVE TO SET UP FOR REHEARSAL DINNER _____

WEDDING RECEPTION

Will the reception be held in the Fellowship Hall of the church? _____

If yes, please mark the number of tables and chairs needed.

ROUND TABLES _____ LONG TABLES _____ CHAIRS _____

TIME CATERER WILL ARRIVE TO SET UP FOR RECEPTION _____

Staff you may need to contact: (478) 935-8632

Rev. Chris Minton-Senior Pastor

Rev. Jeremy Luman – Worship Pastor

Mrs. Debbie McGreggor - Secretary

Mrs. Sharon Pirkle, Preschool/Children’s Director

OTHER PERSONNEL

KITCHEN WORKER _____ PHONE _____

ORGANIST _____ PHONE _____

PIANIST _____ PHONE _____

FLORIST _____ PHONE _____

Day/Time for Florist Set-Up _____

CATERER: _____ PHONE _____

WEDDING DIRECTOR _____ PHONE _____

MUSICIAN _____ PHONE _____

MUSICIAN _____ PHONE _____

*THIS FORM MUST BE RETURNED TO CHURCH AS SOON AS POSSIBLE TO AID IN PLANNING.
PLEASE MAKE A COPY OF THIS FORM TO KEEP FOR YOURSELF.*

WEDDING FEES FOR USE OF FACILITIES

All fees, as outlined below, must be paid **30 days PRIOR** to the ceremony. In comparison to other facilities rentals, you will find these fees more than reasonable. The church makes no profit from any of these fees and requires these fees only to ensure quality and consistency of the ceremony and the subsequent clean-up.

Facilities (Required Custodial Fees)

Sanctuary (ceremony)	\$200.00
Fellowship Hall (reception)	\$225.00
Nursery (per room)	\$25.00

Event Coordinator (Required)

	\$100.00
Fellowship Hall (rehearsal dinner)	\$150.00
Gathering Place (rehearsal dinner)	\$100.00
BBQ Pit (rehearsal dinner)	\$100.00

Sound Technician

(Required)

\$45.00
\$150 minimum

TOTAL AMOUNT DUE

\$ _____

***Checks payable to LBC**

A \$100.00 deposit is required to reserve the church for a wedding. This money will be applied to the Custodial Fee. This deposit is due at the time the reservation is made. **NO RESERVATION WILL BE TAKEN WITHOUT THE DEPOSIT.** The remaining money must be paid **30** days prior to the wedding date.

BRING THIS FORM WITH YOU WHEN PAYING DEPOSIT

The following checklist should be turned in with final payment 30 days prior to the wedding. This is to ensure that the final few weeks are not hectic, but easy, for the bridal party.

If a guest minister is being used, he has contacted the senior pastor to discuss church policies.

Minister's signature _____

Date contact made _____

Caterer has contacted Kitchen Committee to discuss use of kitchen.

Caterer's signature _____

Date contact made _____

Time caterer will arrive _____

Florist agrees to the use of polyethylene sheets under candelabras and to cleaning up immediately following pictures after the service.

Florist's signature _____

Date contact made _____

Information form and order of service turned in to the church office.

Signature _____

Date submitted _____

Music Minister has seen and approved all music prior to and during the ceremony.

Minister's signature _____

Date approved _____

Date paid	Amount	Balance due	Due Date	Paid by whom	Check #/Cash