

**Wedding
Policies and Procedures
for
Non-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 be discussed first. This begins with a telephone conversation with the Senior Pastor. No wedding may be scheduled before this conversation is completed. In order for the wedding to be successful, schedule coordination between many people is necessary. This begins with the pastor.

OFFICIANT OF CEREMONY

Normally, the Senior Pastor or another Pastoral staff member of Lizella Baptist will perform the wedding ceremony. Otherwise, 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. After approval, 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 is to ensure that there will be no conflicts on the calendar and to provide ample time to meet the counseling 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 available spacing.

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 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 to 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. 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.
3. No one other than a LBC sound technician will be used to control the sound system.

Jeremy Luman	Jay Littleton
Steve Ford	David Braswell
Johnny Flanagan	Tony Elder
Greg Pirkle	Michael Ross
Jen Sandefur	Eric McCallum

4. No dancing.

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. The banquet chairs that are in the reception hall are the chairs that will be available for use.
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 following 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 following the wedding. Bird seed bags should not be distributed inside the church, because 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. 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 fellowship hall. (See pg. 8)
3. When church table cloths are used, a fee of **\$20.00 each** is required for the laundering.
4. If the Kitchen Committee is engaged to prepare the meal, a fee agreement will be set in advance 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. Licensed and insured, ServSafe certified caterers are recommended. See health department for details.
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 pg. 8 for fees)
2. When church table cloths are used a fee of **\$20.00 each** is required for laundering.
3. When a caterer other than the Kitchen Committee is engaged, the standing kitchen guidelines will apply. Licensed, insured, ServSafe certified caterers are recommended. See health dept. for more info.
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.
6. Absolutely NO glitter or confetti will be used.
7. Extra precaution must be taken if using a chocolate fountain. Plastic needs to be placed appropriately for protection of the church facilities.
8. NO red or blue beverages will be served in our facilities. Any spills must be reported immediately for a timely cleanup.
9. You must check with Wedding Coordinator before you ask custodian to do extra work.

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 _____ CELL _____

GROOM'S NAME _____ CHURCH MEMBER _____
first last

ADDRESS _____
street city zip code

HOME PHONE _____ WORK PHONE _____ CELL _____

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:

	Amount	Balance due	Due Date	Paid by whom	Check #/Cash
Sanctuary	300.00				
Fellowship Hall	400.00				

CEREMONY AND RECEPTION INFORMATION

BRIDE _____ GROOM _____

DATE OF WEDDING _____ TIME OF WEDDING _____

MINISTER _____ PHONE _____

MINISTER _____ PHONE _____

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

May begin decorating Friday Morning at 8 AM. Additional fees required for extra day.

PLEASE CHECK OTHER ROOMS NEEDED:

GROOM'S/MEN'S CHANGING ROOM _____ BRIDE'S/WOMEN'S CHANGING ROOM _____

NURSERY _____ If yes, you must contact our Preschool director 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? _____ Caterer arrival time _____

Number of: ROUND TABLES _____ LONG TABLES _____ CHAIRS _____

WEDDING RECEPTION

Will the wedding reception be held at the church? _____ Caterer arrival time _____

Number of : ROUND TABLES _____ LONG TABLES _____ CHAIRS _____

Staff you may need to contact: 478.935.8632

Rev. Chris Minton, Senior Pastor
Rev. Jeremy Luman, Minister of Music
Mrs. Sharon Pirkle, Children's Ministry Director
Mrs. Debbie McGreggor, Church Secretary and Wedding Liason

OTHER PERSONNEL

KITCHEN WORKER _____ PHONE _____

ORGANIST _____ PHONE _____

PIANIST _____ PHONE _____

FLORIST _____ PHONE _____

DAY AND TIME FLORIST WILL ARRIVE TO 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 **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.

<u>Facilities</u>	(Required Custodial Fees)	
Sanctuary		\$300.00
Fellowship Hall		\$400.00
Nursery (per room)		\$ 25.00
<u>Event Coordinator</u>	(Required)	\$100.00
Fellowship Hall (if used)		\$100.00
Gathering Place (if used)		\$100.00
BBQ Pit (if used)		\$100.00
<u>Sound Technician</u>	(Required)	\$ 50.00
<u>Pastoral Fee</u>		\$150.00 minimum
TOTAL AMOUNT DUE		\$_____ *Checks payable to LBC

\$100 Deposit required to reserve church facilities for a wedding will be applied to custodial fees. No reservation will be taken without deposit. Remaining monies must be paid 30 days prior to wedding. 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** _____

Caterer arrival time _____

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 contact made** _____