



**Riverchase Baptist Church  
2020 Crossvine Road  
Hoover, Alabama 35244  
205.985.4495**

## Wedding Policies



**TABLE OF CONTENETS**

A. GENERAL INFORMATION..... 2  
B. WEDDING DIRECTION..... 3  
C. MUSIC..... 4  
D. SOUND AND LIGHTING ..... 4  
E. FLOWERS AND DECORATIONS ..... 4  
F. PICTURES AND VIDEOS ..... 5  
G. FOOD..... 6  
H. FACILITIES MANAGER ..... 6  
I. FEES..... 6



## A. GENERAL INFORMATION

A Christian wedding is one of the happiest moments in the lives of a man and a woman. It is a service of worship, which joins together two lives, thus establishing a new Christian home. A wedding does not have to be elaborate to be beautiful; rather, it is the spirit and attitude of those who take part, which contributes to the beauty of the service.

It is our desire to see you, as a newly married couple, become active in a local church. Your new family needs a church family. If you are not a member of Riverchase Baptist Church, and you live in this area, we hope you will become an active part of this family of faith. May God bless your marriage. May it bring to you the happiness God has intended marriage to bring to His children. May you, as a couple, pursue His will for your lives.

Riverchase Baptist Church believes that weddings are to be a worshipful experience. Marriage is ordained by God, and we, as His people, are to assist couples in creating the best possible relationships for a successful union. It is our desire to make available to each couple the tools they will need to find true happiness and love in their marriage.

1. One conference must be scheduled with our pastor at least one month prior to the wedding date. This applies to all couples marrying at Riverchase Baptist Church regardless of whether our pastor is performing the ceremony for the couple. The purpose of these sessions is to discuss the wedding details and spiritual aspects of marriage. There is no charge for this session.
2. Current members of Riverchase Baptist Church and current members' children or grandchildren have priority in reserving the church facilities for weddings and receptions. Non-members are permitted to use Riverchase Baptist Church for their weddings, including use of the Fellowship Hall for rehearsal dinners and/or receptions. All applicants must pay a security deposit with the application to secure the desired wedding date. The deposit is refundable if church facilities sustain no damage during the wedding (including reception and rehearsal). The Wedding Coordination Team will determine if the desired wedding date can be accommodated by the church and does not conflict with church use of the sanctuary and/or the Pastors schedule. While worship services and special events are usually scheduled several months in advance, there may be instances where a conflict arises after the application has been accepted. The church will work with the applicant to find another acceptable date. Once the application and date have been approved, the check will be deposited in the church's bank account. In the event a check is returned by the bank for insufficient funds, the applicants will have 24 hours to reimburse the church a \$25.00 NSF Fee and to pay the security deposit in certified funds. Otherwise, the date will be released for availability. The security deposit will still remain refundable, pending no damages; however the \$25.00 NSF Fee will not be refunded.
3. The seating capacity of the sanctuary is approximately 300. There are approximately 150 parking spaces available. No parking is permitted on Crossvine Road.
4. The Church will make every effort to accommodate any guests with special needs, including, those guests that may need hearing aid or wheel chair accessibility. The sanctuary, fellowship hall and restrooms are wheelchair accessible. There is an elevator to assist between floors. There are several locations in the sanctuary for wheelchair parking. Please confirm the locations of these spaces prior to the wedding. Due to fire codes, the center isle cannot be used for wheelchair seating.
5. The applicants are responsible for contracting separately with the Minister(s), Pianist, Vocalist, Florist, Caterer, Photographer, and Videographer. Florists, Caterers, Photographers, Videographers, Musicians and Vocalists are required to sign Notices, acknowledging understanding of and agreement to comply with church wedding policies.



6. A minister cannot perform a wedding ceremony without the marriage license. If our pastor is performing the ceremony, the marriage license must be brought to the church office ten days prior to the date of the wedding. If you use a minister other than one of our staff, you should get the license to them.
7. All fees are to be delivered to the Wedding Director at least 30 days prior to the date of the wedding.
8. Positively no bird seed, bubbles, confetti, rice, or like materials are to be thrown inside the church building. Outside the building and under the covered entrances, bird seed and bubbles are acceptable, but not recommended. Rose petals, real or artificial are better choices. Regardless, any materials to be thrown must be approved by the Wedding Director.
9. No pets or animals are to be in the building at any time except when accompanying a visually impaired individual.
10. No photography is permitted by the wedding party or guests during the wedding. The photographer/videographer must follow the policy as indicated in the Pictures and Videos section which follows.
11. Childcare is not provided by the church.
12. It is the applicants' responsibility to ensure that the wedding party, guests and vendors conduct themselves in a reverent and respectful manner at all times while on church property. The wedding party, vendors and wedding guests should leave the church facilities in the same condition as they found them. Alcoholic beverages, smoking, and use of illicit drugs are prohibited on the property (building and grounds) of Riverchase Baptist Church by members of the wedding party, guests, and vendors. Anyone who arrives intoxicated will be asked to leave the church property.
13. The applicants should ensure that all members of the wedding party and vendors are familiar with these policies. Failure to comply with these policies will result in forfeiture of the security deposit and/or result in additional charges for cleaning and repair.
14. No valuables are to be left overnight or unattended. The church will not be responsible for lost or stolen articles.

## **B. WEDDING DIRECTION**

Riverchase Baptist Church provides the services of a Wedding Director, who is experienced in managing and directing the wedding ceremony. This position represents the church and provides guidance and assistance to the wedding party regarding the church's wedding policies and procedures. This includes the following:

- Meeting with Bride and others to plan the flow of the wedding ceremony.
- Planning and directing the rehearsal (processional and recessional), including sound/lighting and music.
- Coordination of facilities to ensure sanctuary and other parts of the church are set up appropriately for the wedding.
- Coordination of scheduling and other logistics regarding wedding preparation (florist, caterer, etc.).
- Guidance and assistance on decorating the facilities (sanctuary and/or fellowship hall) in compliance with church policies.
- Direction of the processional and recessional for the wedding.
- Assisting with other church related issues/questions.



## C. MUSIC

Because of the importance of the wedding service, the music used should serve as an aid to Worship. Some music used in weddings, although meaningful to the bride and groom from a sentimental standpoint, does not qualify as sacred or religious music. All music chosen should flow together to accomplish the spiritual reverence the couple is seeking to convey.

1. The list of wedding music and description of the musical instruments to be used during the service must be provided to the Wedding Director at least 30 days prior to the wedding date to secure approval from the Minister of Music and/or Pastor.
2. Vocalists and musicians are to be contacted directly by the bride and groom.
3. The church's piano may be used by outside pianist.
4. A CD containing the music selections to be performed during the wedding ceremony should be provided to the Wedding Director for use during the rehearsal, if musicians and/or vocalists are not participating in the rehearsal.
5. A NOTICE TO MUSICIANS/VOCALISTS must be signed by musicians and provided to the Wedding Director 30 days prior to the wedding.

## D. SOUND AND LIGHTING

Riverchase Baptist Church provides the services of a trained sound and lighting technician to take care of amplification for the ministers and/or vocalists and to provide appropriate lighting to create the desired ambiance for different portions of the ceremony. If desired, the church will provide an audio recording of the wedding. A copy of the SOUND AND LIGHTING TECNICIAN form should be provided to the Wedding Director no later than 30 days prior to the wedding.

## E. FLOWERS AND DECORATIONS

Decorations of the sanctuary should be in keeping with the beauty of the facility and the sacredness of the occasion. It is the responsibility of the applicants to instruct the florist regarding these wedding policies.

1. Candles and candelabras are to be furnished by the bride.
2. Pews may be marked with flowers or bows.
3. No tacks, nails, tape, adhesives or other materials which may permanently deface the buildings or furnishings may be used in decorating.
4. Only Chace candles may be used. A polyethylene liner must be placed under candelabra to further protect the carpet. If candles are used in the choir loft, the choir chairs must also be protected. The florist should check all wicks for suitable length for quick and easy lighting.
5. No decorations of any type may be placed on the piano.
6. The pulpit furniture may be moved by church maintenance personnel ONLY.
7. The flower girl may only drop silk flower petals.



8. If you would like to share your flowers with the church, we would be happy to use them. Please inform the Wedding Director in advance if you intend to leave your flowers for Sunday and whether or not you are leaving flowers only or flowers and containers. The florist should be instructed to coordinate with the Wedding Director.
9. All flowers (other than those to be left for Sunday use) and other decorations should be removed immediately after the wedding service. We will not be responsible for any equipment left following the wedding and/or reception. The facility should be returned to the state in which it was found.
10. The church building is locked on Fridays and Saturdays. Flowers may only be delivered to the church on the day of the wedding. The church does not have facilities to refrigerate fresh flowers.
11. The florist must provide the Wedding Director an emergency phone number (cell phone or home number) for use on the wedding day. Pager numbers are not acceptable.
12. The applicants must return the signed NOTICE TO FLORIST form to the Wedding Director 30 days prior to the wedding.
13. Sanctuary decorations for the Christmas season may not be removed or rearranged. Additional decorations must be approved by the Wedding Director and Wedding Coordination Team. Also, there may be other times during the year when seasonal decorations of the sanctuary may be in place. Applicants should consult with the Wedding Director regarding whether or not removal and/or rearrangement is permissible.

## F. PICTURES AND VIDEOS

The applicants are responsible for instructing the chosen photographer/videographer on the policies relating to photo sessions at the church.

1. The photographer should arrange with the bride and groom to take as many pictures as possible prior to the hour for the wedding. A written schedule of the pictures to be taken is required. This prevents confusion and time lapse during the session.
2. The entire wedding party should be instructed on the time for the photo session.
3. To avoid wax spillage on the furnishings and carpet, the candelabra may not be rearranged for the photo session.
4. The photographer/videographer may choose to make pictures of the bride from the door of the sanctuary as she enters and exits the sanctuary. The photographer/videographer is not allowed to precede any of the wedding party down the aisle.
5. Extension cords, batteries, blank video tapes, etc., are not available from the church. The photographer/videographer is responsible for bringing all required equipment, checked, and in working order.
6. The photographer can take as many photographs as desired with the following exceptions:
  - A. No flash whatsoever during the service itself.
  - B. Photographer/videographer - No walking around during the service. No standing on any church furniture. All pictures, beginning with the processional of the family and throughout the ceremony, must be taken from the back of the sanctuary.



- C. All rules apply to the videographer as well as the photographer. If a video is taken from the front, it will be a still camera with no one attending it during the wedding service. The camera is to be turned on at least 15 minutes prior to the processional and left throughout the wedding service.
7. The applicants must return the signed NOTICE TO PHOTOGRAPHER/VIDEOGRAPHER form to the Wedding Director 30 days prior to the wedding.

## **G. FOOD**

It is the responsibility of the applicants to instruct the caterer regarding the church wedding policies.

1. Wedding receptions may be held in the Fellowship Hall. A kitchen adjoins this area. All arrangements for the reception must be approved by the Wedding Director.
2. The caterer is required to leave the kitchen and reception area in the same condition as which it was found. This includes the bagging and removal of all trash to the dumpster.
3. All supplies (candelabra, punch bowls, plates, serving items, table linens, etc.) are to be furnished by the caterer and/or wedding party.
4. The caterer is required to arrange the time for equipment and supplies to be brought to the reception area through the Wedding Director.
5. The applicants must return the signed NOTICE TO CATERER form to the Wedding Director 30 days prior to the wedding.

## **H. FACILITIES MANAGER**

1. The facilities manager will relocate all furniture in the sanctuary, bride's room and fellowship hall.
2. The facilities manager will set up chairs and tables as needed in the Fellowship Hall for the reception.
3. The facilities manager will ensure that the Sanctuary and Fellowship Hall are returned to their correct furniture arrangement.
4. Before the facilities manager locks up after the rehearsal, he will inspect the facilities (sanctuary, bathrooms, fellowship hall, and kitchen) and take appropriate action to ensure the facility is ready for the wedding the next day.

## **I. FEES**

The applicants should contact the church office concerning the fee structure.