



## WEDDING/RECEPTION POLICIES

Controlling Ministry: Pastors  
Effective Date: July 20, 2015

Because God has ordained marriage and defined it as the covenant relationship between a man, a woman, and Himself, East Shore Baptist Church only recognizes marriages between a biological man and a biological woman. Furthermore, in accordance with God's Word - the Bible - and our Statement of faith, the pastors, ministers, and staff of our church will only participate in weddings and solemnize marriages between one man and one woman. Finally, the facilities and property of our church shall only host weddings and receptions between one man and one woman. We love and seek to minister to all, but on this matter we cannot and will not compromise on our biblical faith.

### 1 PURPOSE

This policy relates to the scheduling, counseling and use of the East Shore Baptist Church facilities for weddings and/or receptions..

### 2 SCOPE

This policy applies to all pastors, staff, congregational members, and outside parties requesting the Church for the purpose of a wedding and/or reception. This policy also is to be in conformance and compliance with the *East Shore Baptist Church Facility Use Policy* when the Church is to be used for the Wedding and/or Reception.

### 3 ENFORCEMENT

This policy and enforcement are the responsibility of the Pastors.

### 4 SCHEDULING

- a) Contact the Pastor(s) for his (their) availability, and to schedule pre-marital counseling.
- b) Contact the Church office for availability of Church facilities.
- c) If instrumentalists or sound technicians (and equipment) are to be used, this must be approved through the office. Fees for Church staff are listed.
- d) The caterer, florists, decorators and etc., must make arrangements through the Church office for admittance to buildings.
- e) Weddings shall be scheduled no later than 7:00 PM on Saturday's and receptions end no later than 9:00 PM. While exceptions may be made, when the Church is used for the wedding, we also ask that all Saturday weddings take place after 12:00 noon, which allows for our Worship Team to practice for Church services.
- f) Rehearsals are typically scheduled for one or two days prior to the wedding; and because of work schedules, typically in the evening. All rehearsals are to be scheduled with the Pastors, who will need appropriate tech people and musicians to be available.

### 5 PRE-MARITAL COUNSELING

At least (4) four hours of pre-marital counseling are required before the staff of this Church will perform the marriage ceremony.

### 6 USE OF FACILITIES

See *East Shore Baptist Church Facility Use Policy*. The following is a list of regulations concerning the use and care of the Church for weddings and receptions:

- a) A Church representative is required for all weddings and receptions. Please leave the premises as clean or cleaner than when the event started. The wedding party has the responsibility for cleaning the areas being used, including bathrooms.
- b) Pews, tables, pianos, or any Church furniture must remain in their current locations unless prior arrangements are made with the Church's Buildings and Grounds Committee or Pastors. If arrangements are made to move any of these items, they must be returned to where they were found at the end of your event.

- c) The Church can provide a limited number of tables and chairs. If more are needed, please arrange for them with a rental company. DO NOT remove furniture from any classrooms for use elsewhere without prior approval. Please have all rented tables and chairs removed immediately following the event.
- d) The Church has some candelabra that can be used. Only driplless candles shall be used.
- e) If decorations or flowers will be used for the event, please remember the Church is a sanctuary. We encourage simplicity. The Buildings and Grounds Committee and Pastors are solely responsible for the Altar area. Please contact the Pastors or Buildings and Grounds Committee for approval and assistance for any decorations that affect the Altar area. Remember that simplicity is the key.
- f) No decorations will be placed on the ceiling or light fixtures.
- g) No lit candles may be placed on the floor. Lit candles must be on designated tables or candelabra.
- h) During certain seasons/events when the Church is decorated, these decorations must remain in place. Do not remove or replace any decorations without prior approval.
- i) No tape of any kind should be used to affix things to the walls.
- j) No nails or other sharp objects are to be used in/on the decorations as they might scratch or tear the furniture.
- k) Protective coverings are to be used under decorations that may damage carpet or furnishings.
- l) There will be no alcohol allowed on the Church property. This also includes the new “non-alcohol” beers and coolers, etc.
- m) There will be no illegal drugs allowed on the Church property.
- n) There will be no tobacco products of any kind allowed on the Church property. This includes all buildings and on all property owned by the Church.
- o) There will be no food or drink, with the exception of bottled water, allowed in the Sanctuary or in any rooms used for dressing (upstairs or downstairs).
- p) There will be no gambling of any kind allowed on the Church property. This includes all raffle contest, all Bingo games, all games of chance, etc.
- q) There is very limited storage at the Church. If something must be stored prior to the event, please contact the Church Office and/or Buildings and Grounds Committee.
- r) Remove all garbage after the event. There is a Dumpster in the parking lot for garbage.
- s) Report any damage to the Church facilities or equipment to the Church office, Pastors or Buildings and Grounds Committee.
- t) Behavior in the Church facilities will be in keeping with godly principles.
- u) There will be no foul language (verbal or signed) in the Church facility.
- v) The wedding party will be responsible for furnishing all paper products (plates, cups, drinking glasses, forks, spoons, knives, napkins, tablecloths, etc.) or other required supplies for their scheduled event unless prior arrangements are made. Church supplies are not available for non-Church ministry events.
- w) As the Church is used for worship on Sundays and Wednesday evenings, the facility is to be configured for worship at the end of the event.
- x) Birdseed (not rice) is thrown outside the facilities only.

**7 MUSIC POLICIES FOR THE WEDDING**

- a) The Pastors or Music Director, must approve music for the wedding and reception so that all music is in keeping with the sacred nature of our Church.
- b) If the Church’s sound equipment is to be used, the Church’s Sound Technician must operate it.
- c) Though we may be of help, it is the responsibility of the bride and groom to secure the pianist if one is desired. If the Church’s instrumentalists are used there will be additional charge (to be determined, as we do not pre-determine their fees).

**8 WEDDING/RECEPTION FEES**

<b>Pastor’s Fee</b>	<b>\$150.00</b>
<b>Use of Sanctuary (includes Sound/Custodial)</b>	<b>\$400.00</b>
<b>Use of Fellowship Hall (includes Custodial)</b>	<b>\$250.00</b>
<b>Refundable Clean-up Deposit</b>	<b>\$150.00</b>

Fees are to be paid at least one (1) month in advance of the wedding date. A contract is required – see Form 700-03.



**CONTRACT FOR USE OF EAST SHORE BAPTIST CHURCH AND STAFF FOR WEDDINGS**

Bride and/or Groom's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: (Home) \_\_\_\_\_ (Work) \_\_\_\_\_

E-mail: \_\_\_\_\_

WEDDING INFORMATION:

Date for wedding: \_\_\_\_\_

Date for rehearsal: \_\_\_\_\_

Use of Sanctuary (Yes/No): \_\_\_\_\_

Use of Fellowship Hall (Yes/No): \_\_\_\_\_

Other Location for Wedding: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

TOTAL FEES REQUIRED:

Pastor's Fee: \_\_\_\_\_

Use of Sanctuary: \_\_\_\_\_

Use of Fellowship Hall: \_\_\_\_\_

Refundable Clean-up Deposit: \_\_\_\_\_

Total: \$ \_\_\_\_\_ Fees are to be paid at least one (1) month in advance.

Special Needs/Requirements: \_\_\_\_\_

\_\_\_\_\_

I have read and agree to the stated  
**CONTRACT FOR USE OF EAST SHORE BAPTIST CHURCH AND STAFF FOR WEDDINGS**  
And

I agree to protect, indemnify and hold harmless the Staff and Congregation of East Shore Baptist Church from any and all loss, costs, damage or expense, arising from our use of the premises or from any accident or other occurrence on or about these premises, causing injury to any person or property and will protect, indemnify and hold harmless the Staff and Congregation of East Shore Baptist Church from any and all claims, cost or expenses arising from any failure of the requesting party in any respect to comply with and perform all requirements and provisions agreed to and outlined in the Wedding/Reception Policy 700-03 and required by law or ordinance, during the period of occupation.

Signed  
(Bridegroom): \_\_\_\_\_ Date: \_\_\_\_\_

Signed  
(Bride): \_\_\_\_\_ Date: \_\_\_\_\_

Other Authorized Party: \_\_\_\_\_  
Date: \_\_\_\_\_

-----  
----

For Church Office Use Only

Signed (Pastor/  
Staff): \_\_\_\_\_ Date: \_\_\_\_\_

Monies Received:            Amount: \$ \_\_\_\_\_

Received By (Pastor/Staff/  
Secretary): \_\_\_\_\_ Date: \_\_\_\_\_