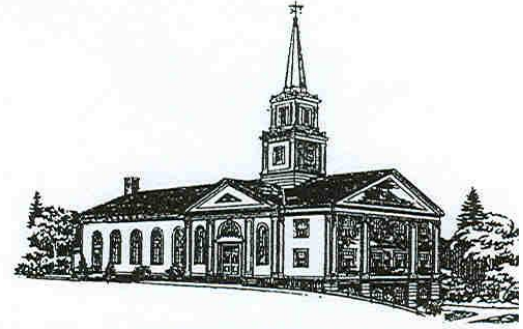




NOANK BAPTIST CHURCH

18 Cathedral Heights
Noank, Connecticut 06340



A Village Church with a Global Vision for Christ's Caring Community

*An American Baptist Church
A Welcoming and Affirming Congregation*

Guidelines for a Church Wedding at Noank Baptist Church

On behalf of the congregation of Noank Baptist Church, we welcome you to our spiritual home and for the opportunity to host your wedding and this special occasion in your lives! We invite you to use the sacred space where we worship God, and do so with the trust that you will respect and value this setting (as we do) in the preparation and execution of your wedding ceremony. The setting is simple, yet beautiful, and we want you to feel at home and comfortable in working with our staff to make your wedding day as special and meaningful as possible.

The following guidelines are designed to help you know how to make your plans in accordance with this setting. If you have any questions or concerns, please speak with the Pastor, who will be happy to assist you or your wedding consultant.

1. In making your plans, please make an appointment to meet with our Pastor, hopefully several months in advance of the anticipated ceremony to:
 - a) review these guidelines
 - b) reserve the dates, set the times for the ceremony, and its rehearsal
 - c) participate in counseling focusing on relationship-building, as needed.It is not necessary for you to use the services of our Pastor, but he/she must be consulted initially in planning your wedding. The Pastor (or designated staffperson, as the case may be) is responsible for scheduling the use of the Meeting House (Sanctuary, Chapel, Parlor, or Vestry) or the gardens for the reception, rehearsals, etc. A Minister or Officiant outside of our church must consult with our Pastor soon after a wedding is booked to go over logistics of using our Meeting House.
2. Application for a Marriage License can be made at any Town Hall in the state of Connecticut, but typically is done in the town where the ceremony will take place. In the case of Noank, go to the Groton Town Hall. The license must be given to the presiding Minister or Officiant at the rehearsal. The Minister/Officiant will complete the license and return it to the Town Hall.
3. The ceremony will normally be held in the Sanctuary or Chapel of the Meeting House. If another location is desired, this must be negotiated with our Pastor. The ceremony is developed with the interests and background of the couple in mind, but usually will be considered a religious service, respecting the sacred setting in which the ceremony takes place. Though the details are worked out in advance with our Pastor or the one presiding, it is expected that selected readings, music, spoken words, and attire will be appropriate to the setting.
4. Floral arrangements are to be made in consultation with our staff. Most local florists are familiar with this setting and plan accordingly. If a florist is not used, the Church's silver, milk glass, or pottery flower holders may be used, upon request. No staples or tape are permitted on the pews, but flowers or bows may be attached to holders that the church provides. If a candlelight service is desired, consult with the Pastor or staff about the use of the Church's candelabras. The couple is responsible for purchasing the requisite number of "dripless" candles (7 for each standing candelabra, 3 for each of the 6 aisle candelabras). Please notify our Pastor in advance if flower

arrangements are to be left in the Meeting House after the ceremony, so our Flower Committee can take this into account when planning arrangements for Sunday services.

5. Wedding ceremonies typically require rehearsals, which require the attendance of everyone in the wedding party and those involved in the ceremony on any level of participation, including the parents of the couple. Unless the ceremony is extremely small and informal, a rehearsal is expected and should be scheduled. All participants are expected to be prompt in attendance in order to make best use of the time.
6. Photography and videotaping are allowed during ceremonies under the following guidelines. During the processional, and later with the recessional, flash photography is allowed. However, during the “spoken” part of the ceremony (from the opening to the final blessing), no one except the official photographer and/or video persons may take pictures, using only available light. The printed program or ushers are to inform guests of this practice. The official photographer should consult with the presiding Minister or Officiant before the ceremony. Again, no flashbulbs or floodlights will be allowed during the ceremony. The official photographers are requested to be discreet and to photograph away from the participants. Photographs, including formal shots, may be taken by anyone who wishes to do so in the Sanctuary once the ceremony is over and the congregation has departed.
7. There is no fee for the use of the Meeting House and its facilities for those families or individuals who are regular in their financial support of the Church. For all others there shall be a fee of \$750, two-thirds (\$500) of which shall be payable when the ceremony is scheduled and the remainder at the rehearsal. If there are any questions or concerns regarding the determination of fees, please speak to our Pastor.
8. It is normal practice for the Church Organist to be used at all ceremonies in the Meeting House. An organist is not required for the ceremony, as other musicians may be used instead. That is up to the couple. However, if the Church Organist is requested, the fee will be \$250 for the ceremony. The fee must be paid prior to the ceremony itself. There shall be an additional fee if special rehearsals with soloists or instrumentalists are required. It is *essential* for the couple to meet with the Organist at least one month in advance of the ceremony to discuss and choose the music to be used. In the event that a guest organist is requested, permission must be given by our Organist or Music Committee. There is a “bench fee” of \$100 to be paid to the Church Organist, should another organist be used for the wedding. If the organ is not used, no bench fee is required.
9. The presence of the Church Sexton is required at all ceremonies held in the Meeting House. Because weddings are outside of the Sexton’s normal working hours, a fee of \$125 is required for this service, which must be paid in advance of the wedding. If the Meeting House is used for more than three (3) hours on the day of the ceremony, there shall be an additional fee of \$25 per hour.
10. Officiating at ceremonies is part of the regular responsibilities of our Pastor, who does not require a fee from members nor from those who regularly contribute to the church. The fee for all others is \$400, which includes the time associated with meetings prior to the wedding itself.
11. The use of rice, confetti, birdseed, or alcoholic beverages is not permitted on Church premises.
12. All other questions regarding the ceremony should be directed to the Pastor of the church.

The congregation and Pastor of Noank Baptist Church consider it a privilege to serve you in your plans for a wedding. If possible, we hope to maintain ties with you in the future, and want you to feel welcome to participate in any of the activities and worship opportunities at Noank Baptist.

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