



Wedding Policies

for

Huguenot Road Baptist Church

10525 W. Huguenot Road
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WEDDING POLICIES

(Updated: March 2015)

To the Bride and Groom:

Your wedding is one of the happiest experiences of your life. We at Huguenot Road Baptist Church want to aid you in making it so, and our staff is here to help you and your wedding party have a meaningful and memorable experience.

We are providing this booklet so you will know the policies and procedures established by our church. It also lists the accommodations available for weddings and receptions. We hope that it will answer most of the questions you have as you make plans for your wedding day.

We are pleased to be part of your life, and we celebrate with you on your special day.

HRBC Staff

CHURCH STAFF

Pastor	Dr. Robert. E. Lee, IV
Associate Pastor-Music & Worship	Rev. Phillip Brown
Associate Pastor-Discipleship & Missions	Rev. Matthew Hensley
Associate Pastor-Children	Amanda Lott
Associate Pastor-Youth	Jon Greenhill
Child Development Center Director	Tanja Cottrell
Organist	Dr. Dennis Nofsinger
Pianist	Jeff Parker
Church Administrative Asst.	Donna Earley
Church Receptionist	Darcie Trexler
Financial Administrator	Karen Upson
Senior Custodian	Doug Oliver
Custodian	Vince Gray

Wedding Preparations

Accommodations & Reservations

A wedding at Huguenot Road Baptist Church is intended to be an act of worship, a religious covenant whereby the union of the couple is affirmed within the context of their relationship with God. When a man and woman express their desire for their marriage to be solemnized by a church wedding, the church immediately becomes a part to the wedding and a participant in the formulation of plans affecting the wedding.

To confirm the date you have chosen, you must return the completed HRBC Wedding Form with the appropriate deposit to the church office. The church secretary will submit your date to the church staff for final date approval. The church secretary will confirm your wedding date with you after approval by the church staff. Do not make any commitments to caterers, photographers, florists, etc., until your wedding date has been confirmed on the church calendar.

HRBC will not schedule weddings on Sundays or major holiday weekends. December weddings will be considered on a case by case basis. Only one wedding will be scheduled on a given Saturday; however, other church events may be scheduled on the same day as your wedding. No weddings may be scheduled after 6:00 PM.

The church sanctuary seats 800 people and is available for the wedding ceremony and rehearsal. It is not necessary to extend wedding invitations to members of the church staff and their families unless they would otherwise be invited as personal acquaintances.

Premarital Counseling

As soon as the wedding date has been approved, the couple should arrange for counseling conferences with the officiating minister. Premarital counseling with a couple prior to the wedding ceremony is considered a requirement by the church. The times and duration of counseling sessions will be negotiated by the officiating minister with the couple.

Music

As an integral part of the wedding ceremony, appropriate musical selections can help to place the wedding in the proper context of worship and give meaningful expression to God's place in this event. The program of wedding music is usually scheduled during the 20 to 30 minute period prior to the appointed hour for the wedding. The processional will begin at the appointed hour.

All music should be planned in consultation with the officiating minister. Musical selections must be approved by an HRBC staff minister. Dignity and reverence is of utmost importance in a church wedding. Love songs, show tunes, movie themes and

popular music are much better used at the wedding reception than during the service. All music should be performed with live accompaniment (not pre-recorded music using tapes, CD's or other digital devices).

Decorations

The sanctuary of Huguenot Road Baptist Church is a place of unusual beauty. The sacred atmosphere that has been created in this place of worship cannot be enhanced by elaborate decorations. To maintain the atmosphere of sanctity already created and to safeguard the chancel and the furnishings, decorative treatment should be limited.

The following policies apply to the use of Huguenot Road facilities for a wedding:

- 1. Smoking is not permitted in the sanctuary or any other buildings. Alcoholic beverages are not permitted on the premises.**
2. The throwing of confetti is not permitted inside OR outside the building. Bird seed or rice may be used on the outside only.
3. There shall be no dropping of live flower petals in any area.
4. The florist and family of the bride are responsible for decorations and removing decorations without interfering with scheduled activities. The church assumes no responsibility for decorations left following the service. Nails or tacks may not be used in the building, the carpet, or in any of the furnishings. Leaving flowers for the Sunday worship service needs to be arranged in advance with the church secretary.
5. All paper or other "dressing up" of the wedding car must be removed from the parking lot by the wedding party.
6. No wire, masking tape or Scotch tape may be used on the pews. A strong rubber band or ribbon works nicely. Also, no floral clay may be used on the woodwork or furniture.
7. The church has a pair of seven candle candelabrum, a unity candle candelabra, electric candles for the windows, a kneeling bench, and four plant pedestals (two 48" tall and two 30" tall) for use upon request. A fee of \$20.00 is expected for use of the candelabrum, to defray the cost of replacement candles.
8. Protective coverings will be placed beneath candelabra and should also be placed under floral arrangements, as well. Only dripless candles provided by the church may be used.

9. Candles cannot be lit in windows or used on pews (according to the Chesterfield County Fire Safety Guidelines). The florist and family of the bride will assume the responsibility of being certain pews are not scratched.
10. The family of the bride is responsible for any damages that might occur while using the church facilities for a wedding.
11. Christmas, Easter, and other decorations that the church has placed in the sanctuary for worship and church musical programs may not be moved or removed by the wedding party.
12. Orchestra equipment, including chairs, music stands, and instruments, may not be moved or removed from the sanctuary during a wedding. It will be the responsibility of the orchestra members and Associate Pastor for Music and Worship to organize the orchestra area and place music stands at a uniform height.
13. The communion table and chairs, and pulpit benches can be moved, but the pulpit **WILL NOT** be moved off of the platform in the sanctuary. It can be moved back to the choir rail.

Photographs and Videos

1. Photographs may not be made by anyone other than the official wedding photographer and no flash photography is permitted during the ceremony. It is the responsibility of the bridal party to see that no photographs are made by the wedding guests during this time. (However, time-exposures are permitted during this time provided they are taken from behind the congregation.) Following the ceremony, photographs may be taken in the sanctuary. The bride is requested to pre-determine, through consultation with the photographer, the desired groupings for photographs to follow the ceremony.
2. The photographer, if necessary, may stand on the pew for additional height, but in all instances must remove shoes so as not to scratch the pews.
3. Photographs taken prior to the wedding ceremony must be completed 30 minutes before the service.
4. If the ceremony is to be videotaped, the video camera must be in a stationary position. Video cameras shall be restricted to designated areas as indicated by the wedding director.

5. As a courtesy to the officiating minister, plan any pictures in which the minister is to be included immediately following the ceremony and before the other photographs are made.
6. Two complementary CDs are provided to the bride and groom. Additional copies will be provided at a cost of \$3.00 each, if the request is made in advance.

Wedding Director

Each couple is required to use one of HRBC's approved wedding directors (please see director's responsibilities on page 7). This person must be secured within 30 days after the use of the sanctuary has been approved. The wedding director will manage the wedding party from the back of the sanctuary. The officiating minister will direct the actual service.

The Rehearsal

If there are to be attendants, it is necessary to schedule a rehearsal. Even the simplest wedding ceremony requires planning and preparation. The rehearsal time should be arranged when facilities for the wedding are initially reserved, in order that the various members of the wedding party can structure their schedules accordingly. In fairness to the minister and all those involved, the rehearsal must begin promptly as scheduled and should proceed without unnecessary delay.

Photographers are permitted to take candid shots during the rehearsal, but only so long as their presence and their photography does not interfere with or delay the progress of the rehearsal.

At the rehearsal, the time schedule for members of the wedding party to arrive for the wedding ceremony will be given by the wedding director.

Personal Preparations

The bride's dressing area is in room 102 on the first floor of the Wallis Building. The groom's dressing area is located behind the sanctuary in the choir room. Clothing and other personal items should be brought the day of the wedding. The church cannot assume responsibility for the security of personal items left overnight. The bride may bring an ironing board for last minute touch ups. Safety pins, thread, needles, and scissors may be needed for mishaps.

The Reception

The Family Life Center (gym) is available for receptions after the wedding. This facility should be reserved at the same time that the sanctuary is reserved; however, from January through mid-March, the gym will not be available for reception setups before 2:00 p.m. on Saturdays. No wedding receptions are permitted in the sanctuary parlor.

The following guidelines must be adhered to for wedding receptions and rehearsal dinners in the church's Family Life Center:

1. The couple must arrange a conference with the caterer and the director of the Church Fellowship Group to become acquainted with regulations and facilities. Call the Church Office (272-2072) to obtain the name and phone number of this person.
2. All supplies, linens and equipment must be provided by the Caterer.
3. Church tables and chairs may be used.
4. Please present to the church office a diagram of how you want the fellowship hall set up for the reception or the rehearsal dinner at least one week before the rehearsal date.
5. The Caterer MUST CLEAN UP THE KITCHEN FACILITIES AFTER USE AND LEAVE IT IN THE SAME CONDITION AS BEFORE IT WAS USED.
6. You may request the musical equipment near the stage in the Family Life Center be moved onto the stage behind the stage curtain for a fee of \$50. Under no circumstances should the wedding party or guests move the musical equipment. Any damages to the equipment during a wedding reception will be the responsibility of the bride's family.
7. If the wedding party has need of sound equipment (microphones, CD/iPod player), a HRBC Sound Engineer may be hired for \$75 per hour. Under no circumstances is the wedding party or guests to operate the sound board. Any damages to the equipment during a wedding reception will be the responsibility of the bride's family.

Custodial Staff Responsibilities

The responsibilities for our custodial staff extend ONLY to general clean up of the facilities following the wedding, and to setting up and removing tables and chairs as you may require for the reception. The custodial staff is NOT responsible for washing dishes and utensils, or for cleaning up the kitchen.

The custodian will be responsible for cleaning up the Sanctuary after the wedding and resetting the Sanctuary for Sunday services.

The custodian is responsible for placing candelabrum, kneeling bench, plant pedestals, and stand for guest book, if requested.

Wedding Director Responsibilities

1. Pre-rehearsal planning with the bride and groom.
2. Coordination of preparation for the rehearsal and ceremony (i.e. audio equipment, heating, cooling, etc.). Convey to the church secretary any items needed to be placed in the sanctuary such as candelabrum, kneeling bench, flower pedestals, etc.
3. Direction of the rehearsal in close cooperation with the officiating minister.
4. Direction of the wedding party at back of sanctuary prior to the processional.
5. Opening and closing of building(s) for the rehearsal and opening and closing of the building for the wedding. The building will be opened three (3) hours before the wedding and closed one (1) hour after.
6. If reception services are requested, there will be an additional fee of \$100.00. Please notify director at initial planning.
7. Distribution of checks to the custodian, sound technician, musicians, minister, etc.

HRBC Approved Wedding Directors

If you have difficulty enlisting one of these wedding directors, the church office will assist you in this process.

Mrs. Michelle Graham	378-4463	Mrs. Barbara Perrin	378-8084
Mrs. Kay Griffin	794-7006	Mrs. Mollie Greenhill	370-9840
Mrs. Julie Agee	399-7563		

WEDDING FEES

FOR HRBC MEMBERS

Made payable to HRBC:

Facilities:	Sanctuary	NONE
	Family Life Center	NONE
Candles for Candelabra:		\$20.00

FOR NON-MEMBERS

Made payable to HRBC:

Facilities:	Sanctuary	\$500.00	(1/2 due to reserve sanctuary)
	Family Life Center	150.00	
Candles for Candelabra:		\$20.00	

FOR HRBC MEMBERS AND NON-MEMBERS

Made payable to the individual:

Officiating Minister: The minister's honorarium is left to the discretion of the bride and groom.

Wedding Director:

Wedding only:	\$150.00
Wedding & Reception:	\$250.00

Organist: Negotiated

Pianist: Negotiated

Soloists: Negotiated

Sound Technician: \$75.00

Custodian: Sanctuary Wedding \$125.00*

Reception held in

Family Life Center \$200.00*

Rehearsal Dinner held in

Family Life Center \$200.00*

*Additional custodian fees will apply if the wedding or reception set up or clean up are more extensive than what is deemed customary or standard. This determination will be made by the church staff.

NOTE: Final payment for the facilities is made in the Church Office at least two weeks prior to the wedding ceremony (made payable to Huguenot Road Baptist Church). Checks for the **accompanist, soloist, wedding director, custodian, sound technician** and **ministers** are made payable to the individual involved and given to the wedding director by the week preceding the wedding.

APPROVED ORGANISTS/PIANISTS

The following organists have permission to use our pipe organ. If you have difficulty enlisting one of these to play for your wedding, the church office will assist you in this process.

Dwight Graham, 378-4463
Organist, St. Mary's Episcopal Church
[Member of HRBC]

Phillip Brown, 272-2072
Assoc. Pastor for Music and Worship
Huguenot Road Baptist Church

Paul Honaker, 272-0036
Organist/Pianist

Elliott Bromley, 741-5607
Organist
Bon Air Baptist Church

Michael C. Simpson, 288-2867
Organist
St. Stevens Episcopal Church

Jeff Parker, 539-7550
Pianist
Huguenot Road Baptist Church

Check Sheet for Bridal Party

6-24 Months Before the Wedding

- Call the church office and request a "Request for Wedding Reservations" form and "Wedding Policies."
- Review policies and fee schedule.
- Submit the "Request for Wedding Reservations" form to the church office.
- If request is approved, the appropriate deposit must be paid to secure the date on the church calendar.
- Secure minister for premarital sessions and to perform the ceremony.
- Secure a wedding director from the approved list in this booklet within 30 days of reserving the use of the sanctuary.
- Enlist an organist from the approved list in this booklet.
- Secure other musicians as needed (vocalist, pianist, etc.).
- Meet with the wedding director as needed to plan.

2 Weeks Prior to Wedding

- Pay remaining fees for the use of the facilities at least two weeks prior to the wedding date.
- Determine if church candelabra will be utilized and pay the \$20.00 fee for the candles.

1 Week Prior to Wedding

- Give checks to the wedding director for the custodian, sound technician, organist, musicians, minister, wedding director, etc. one week prior to the wedding.

Before or at the Rehearsal

- Advise photographer, video technician, and florist of church policies contained within this booklet.
- Share policies regarding the use of the buildings with the wedding party, i.e. no smoking in buildings, no alcoholic beverages on church property, no live flower petals to be dropped, no throwing of rice or bird seed, no flash photography during the ceremony, etc.

HUGUENOT ROAD BAPTIST CHURCH
10525 W. Huguenot Road, Richmond, VA 23235
Telephone: (804) 272-2072, FAX: (804) 323-1103
E-mail: donna@hrbcrichmond.org

REQUEST FOR WEDDING RESERVATIONS

Date of Wedding _____ Time _____

Date of Rehearsal _____ Time _____

BRIDE:

Name _____ Birth date _____

Residence _____ Phone _____

Place of Employment _____ Phone _____

GROOM:

Name _____ Birth date _____

Residence _____ Phone _____

Place of Employment _____ Phone _____

Couple will reside at _____

INFORMATION ABOUT YOUR WEDDING

Will the reception be held at Huguenot Road? ____ If not, where? _____

Officiating Minister _____ Phone _____

Assisting Minister, if any _____ Phone _____

Wedding Director _____

Name of Organist _____ Vocalist _____

Florist _____ Phone _____

Caterer _____ Phone _____

Photographer _____ Phone _____

Video Technician _____ Phone _____

GROOM: Church member: Yes ____ No ____ If so, where? _____

Previous marriage: Yes ____ No ____ If yes, how did marriage end?

Divorce ____ Death ____ How many years married? ____

If divorced, when was your divorce final? _____

Names & ages of any children from a previous marriage:

BRIDE: Church member: Yes ____ No ____ If so, where? _____

Previous Marriage: Yes ____ No ____ If yes, how did marriage end?

Divorce ____ Death ____ How many years married? ____

If divorced, when was your divorce final? _____

Names and ages of any children from a previous marriage:

No date is confirmed until this request form is returned to the Church Office.

For persons who are not members of HRBC, a **\$250.00 deposit** (to be applied toward facilities fee) is also required as soon as your date is confirmed. Your deposit is fully refundable up to 90 days prior to the wedding date. **Your signature below is an agreement to comply with the policies and regulations of the Huguenot Road Baptist Church of Richmond, Virginia, regarding church weddings and church receptions.**

Bride's Signature _____ Date _____

Groom's Signature _____ Date _____

=====

CHURCH OFFICE USE ONLY

- Deposit received with application. Date received: _____
 - Date approved by staff: _____
 - Wedding party notified of date approval. Date: _____
 - Remaining fees due on _____
 - Candle fee paid: _____
 - Officiating minister secured: _____
 - Wedding director secured: _____
 - Custodian secured: _____
 - Sound technician secured: _____
 - Notified worship minister that flowers will be left for worship service.
-

**PLEASE MAIL THIS FORM TO YOUR WEDDING DIRECTOR
AS SOON AS POSSIBLE!
(Please make a copy for yourself.)**

HRBC WEDDING FORM

BRIDE: _____ Groom: _____
Home #: _____ Home #: _____
Work #: _____ Work _____
#: _____

WEDDING DATE & TIME _____

REHEARSAL DATE & TIME _____

REHEARSAL DINNER LOCATION _____

RECEPTION LOCATION _____

NUMBER OF GUESTS EXPECTED _____

CANDLES: Candelabrum _____ Window _____ Unity _____ Lighters _____

KNEELING BENCH: Yes No PLANT PEDESTALS: __2__ __4__

NAMES:

ESCORTED BY:

Grandparents of Groom _____

Grandparents of Bride _____

Parents of Groom _____

Parents of Bride _____

Others (Great Aunt, sister, brother, step..., Honorary, etc.)

SOLOIST: _____

MUSICIANS: _____

MINISTER: _____

BEST MAN: _____

GROOMSMEN (short to tall)

BRIDESMAIDS (short to tall)

CHILDREN IN CEREMONY: _____

PERSON WHO GIVES BRIDE AWAY

RELATIONSHIP TO BRIDE

PREFERRED GROUPING FOR PROCESSIONAL:
(circle your preferences)

Men in Pairs
Men Singly
Women Singly
Couples

Men on Right
Women on Left
Mixed

GUESTBOOK _____ ATTENDANT _____

PROGRAMS _____ ATTENDANT _____

PHOTOGRAPHER _____ PICTURES BEFORE _____ AFTER _____

EASEL FOR WEDDING PORTRAIT? YES _____ NO _____

VIDEOGRAPHER _____

CATERER (if using Family Life Center) _____

FLOWERS:

Bride _____
 Bridesmaids _____
 MOH _____
 Groom _____
 Best Man _____
 Fathers _____
 Mothers _____
 Grandfathers _____
 Grandmothers _____

Soloist _____
 Organist _____
 Other Musicians _____
 Minister _____
 Director _____
 Cake Cutters _____
 Punch Servers _____
 Reception _____
 Other _____

ARRIVAL TIME:

BRIDE _____
 BRIDESMAIDS _____
 GROOMSMEN _____

GROOM & BEST MAN _____
 PARENTS & GRANDPARENTS _____
 GUESTBOOK & PROGRAM ATTENDANT _____

Information required if wedding director assists with reception:

RECEPTION:		<u>Time</u>
ANNOUNCEMENTS OF ARRIVAL	___ Yes ___ No	_____
RECEIVING LINE	___ Yes ___ No	_____
THROW BOUQUET & GARTER	___ Yes ___ No	_____
ENDING TIME	___ Yes ___ No	_____

OTHER DETAILS:
 (ie. persons participating in wedding such as readers, etc.)

REMINDER: Designate someone to be sure clothing items, etc., in dressing areas are removed.