



Meadow Brook

BAPTIST CHURCH

Wedding Policy and Procedures

Congratulations on your decision to seek God's blessing on your upcoming marriage. We, as members of Meadow Brook Baptist Church, are pleased that you have elected to have a church wedding. Our desire for you is a happy and blessed Christian marriage.

This policy was adopted by our church in an effort to effect good communications between the church and the wedding party and to assure a special worship experience for all who may wish to attend your wedding.

Attached are the wedding policies and forms required for weddings at Meadow Brook Baptist Church. We ask you to read them carefully and to complete any necessary forms or agreements before any public announcement of your wedding plans are made.

Meadow Brook Baptist Church
4984 Meadow Brook Road
Birmingham, Alabama 35242
(205) 991-8384

A church wedding, by the very nature of the fact that it is solemnized in the church's place of corporate worship, led by a minister, and accorded the church's approval, is a sacred and important service of worship. The bonding of a man and woman together is an occasion that should be approached with seriousness and joy by those involved as participants and by those friends and family members who make up the congregation.

“For this reason, a man will leave his father and mother and be united to his wife, and the two will become one flesh.” Ephesians 5:31

We believe that God sanctions only the union in marriage of a man to a woman. Due to our belief in the biblical teachings about marriage, same sex couples will not be married in any facilities on or any properties owned by the church.

Procedures:

- A. Familiarize yourself with our Procedures, Reservation Policies, Rehearsal and Service Policies, Wedding Music Policies, Responsibilities of Required Service Personnel, Fee Structure for Weddings and Forms.
- B. Be sure to arrange with your pastor and/or pastoral staff to officiate your wedding. If the pastor or pastoral staff member is not a member of Meadow Brook Baptist Church the officiant must affirm the *Baptist Faith and Message 2000*,¹ be approved by a Pastor of Meadow Brook Baptist Church, and must submit a copy of their ordination within 30 days of securing the requested date on the church calendar.
- C. After completing the application make an appointment with the Administrative Pastor and Church Wedding Coordinator to turn in your application and review the wedding policy. The wedding will be tentatively added to the Church Calendar at this time pending coordination with the staff and approval of officiant.

¹ *The Baptist Faith and Message* (Nashville, TN: Lifeway Press, 2000).

- D. Couples married at Meadow Brook Baptist Church must undergo premarital counseling. The pastor, or a person designated by him, must approve the program of counseling. The counseling must be completed one month prior to the wedding. If the premarital counseling is done by someone other than a member of the Meadow Brook Baptist Church Staff, please have the Premarital Counseling Certificate (see form in the back of this booklet) completed and return to the Wedding Coordinator no less than 30 day prior to wedding. If the couple fails to have premarital counseling and/or return the Premarital Counseling Certificate, the wedding will be canceled.
- E. If the couple fails to have premarital counseling and/or return the Premarital Counseling Certificate, the wedding will be canceled.
- F. The Senior Pastor, as the divinely chosen leader, shall have the final say about matters in the wedding program (music, vows to be taken and form of ceremony).
- G. You must use the Meadow Brook Baptist Church wedding coordinator, sound technician and custodian (for their duties, see responsibilities of required service personnel). Services of an organist, pianist and /or vocalist(s) may be scheduled through the wedding coordinator.

CHURCH INFORMATION

Church Office Phone: 205-991-8384

Ministers: Our ordained ministers can officiate your wedding as their schedule permits. Please contact the minister of your choice at the Church Office.

Chris Jones, Senior Pastor
David Vaughan, Worship Pastor
Kevin Bolin, Discipleship Pastor
Austin Burch, Student Minister
David Eanes, Children's Minister
John Laing, Senior Adult Minister

Office Coordinator: Stacey Sciandra	205-991-8384
Worship Pastor (Music): David Vaughan	205-991-8384
Facilities Coordinator:	205-991-8384
Technical Director: Pete Collins	205-991-8384
Church Pianist: Nick Robertson	205-914-8523
Church Organist: Karen Allen	205-862-0412

Meadow Brook Wedding Coordinators:	205-991-8384
Ashley Gregory	
Stacey Higgins	
Cammie Eanes	

WEDDING POLICIES

Please review the following policies carefully. It is the responsibility of the wedding party to notify all participants (wedding party, photographer/videographer, caterer, etc.) of these policies. **Failure to comply with any of the wedding policies of Meadow Brook Baptist Church will result in cancellation of your wedding and/or forfeiture of damage deposit.**

Reservation Policies

- A. The Worship Center is available to members, their children and non-members for weddings; however, non-members will be charged a fee.
- B. The Worship Center may be used for weddings at most times other than Sundays and Wednesdays and providing such use does not conflict in any way with previously scheduled services or meetings at the church. During special events, the Worship Center may be decorated for these events and these decorations cannot be removed or changed in any way. Weddings cannot be scheduled in the month of December, during Easter (the weekend before through Easter weekend), and the weekends before and after Vacation Bible School (usually in June).
- C. The Fellowship Hall/Arch Room is available on a limited basis for receptions and rehearsal dinners. Please check with the church office to reserve these spaces. You may use your caterer. No alcoholic beverages are allowed on the premises.
- D. Only one wedding can be scheduled per day.
- E. Reservations for the church cannot be made more than twelve months prior to the wedding date. **Reservation dates cannot be held longer than one week after you are notified of the approval of your date without the reservation/deposit fee** (see Fee Structure for Weddings)
- F. Both members and non-members must complete, sign, and return to the church office the “Application for Use of the Meadow Brook Baptist Church Facilities for Weddings” and the reservation/deposit fee. After approval by the pastoral staff, the date can be confirmed.

Rehearsal and Service Policies

- A. Behavior at rehearsals, rehearsal dinners, weddings and receptions within the church shall be in accord with Christian decorum as interpreted by the church. **Smoking, alcoholic beverages, or any illegal drug of any kind will not be tolerated on any part of the church property.**
- B. **The wedding party is solely responsible for the conduct and welfare of all persons assisting the wedding party while on the premises of Meadow Brook Baptist Church. The wedding party will be responsible for all children or minors attending any function or event and as best practice, will properly supervise in an appropriate adult-to-child ratio, any children or minors participating in and/or attending the event.**
- C. **Floral and decorative plans MUST be approved by the church wedding coordinator.** This should be done before ordering to prevent costly mistakes. Below are some guidelines, but these may not cover all situations. If part of your plan is not addressed, talk with the wedding coordinator.
- The Worship Center is not available until 3:00 PM the day before the wedding. Decorations may not be brought into the building until this time.
 - **All candles used within the church must be non-drip and must be placed in a container so that if drips do occur, they are contained.** An example would be hurricanes for pillar candles. Battery operated candle flames may be placed in indentions of regular pillar candles or battery-operated candles may be used. **No candles or decorations may be placed on the baptistry ledge.**
 - Metal candles holders, metal pew markers and other paraphernalia to be used over the ends of/standing beside the pews is strictly forbidden. Flowers to mark pews may be attached to the pews with ribbon.
 - No adhesives (including glue or clay), nails or any other attachment that would mar may be used on pews, the modesty railing, the walls or any other surface in or out of the church. Use only existing nails on doors for wreaths, bows, banners, etc.

- Only silk or paper petals may be dropped by a flower girl.
No fresh petals may be dropped.
- **No aisle runner may be used.**
- Bubbles or shakers may be used outside of the church facility when the couple leaves. The use of rice, confetti (candy and paper), birdseed and sparklers are not allowed on the church property.
- The church will be honored and will gladly use flowers from the wedding for Sunday worship; however, the church office will need notification well in advance so that regular arrangements can be cancelled.
- The florist should remove all equipment immediately after the wedding unless some equipment is being utilized in the flower arrangements for Sunday morning. Any equipment used on Sunday morning must be removed by Monday after the wedding. The church will not be responsible for any equipment left after the Monday after the wedding and the equipment will be disposed of as necessary.
- In the sanctuary, no decorations may be placed in the baptistry. Choir chairs and orchestra equipment are not to be moved. The pulpit is removable, and a modesty rail can be installed if requested. Any church equipment is to be moved by church personnel only.

D. We welcome both photographers and videographers and encourage the use of both. Please advise both of the following:

- Be respectful of the ceremony and be as unobtrusive as possible.
- **Photographers or videographers are not allowed in the sound booth** and may not attach/plug-in any equipment into the church's sound system. The church's video equipment is not available for use.
- **Photographers may not go past the front row of pews during the wedding** except to photograph the bride coming down the aisle.

- We encourage you to have all photographs made before the wedding. **Any photographs in the Worship Center, foyer, and on the grounds must be completed one hour prior to the wedding time.** Photos may be made in the bride's and groom's areas during the hour before the wedding.
 - Videographers are not allowed to walk around with a camera during the ceremony. There is a niche in the rear of the Worship Center near the center entrance for the videographer.
 - A videographer may stand in the choir loft to video the wedding as long as the camera is on a tripod. Only the camera may be moved during the wedding. The videographer must remain still. Also, this videographer must wear black clothes.
- E. Please bring all wedding attire the day of the wedding. The church assumes no responsibility for items placed in the church before, during or left after the wedding. Also, please have all wedding party members' possessions removed from the bride's and groom's rooms **BEFORE** the wedding as these rooms will be unattended during the wedding.

Music Wedding Policies

- A. At least one consultation meeting for selecting/approval of wedding music is required with the Worship Pastor who is available by appointment. **All music must be appropriate for worship.** All wedding vocal music, pre-service music, instrumental music, processional and recessional **music must be approved** by the Worship Pastor one month prior to the stated wedding date. It is the responsibility of the bride or a member of the marriage family to ensure this has been done.
- B. The use of pre-recorded music and accompaniment tracts may only be used when approved by the Worship Pastor.
- C. The church organist may perform at wedding ceremonies in which the organ will be used. If a guest organist is used, they must schedule an appointment with the church organist for review of the instrument and must be approved by the Worship Pastor. If the organ is not needed in your wedding ceremony, a church pianist may be used. The same fee schedule would apply (\$300).

D. Questions concerning music should be directed to the Worship Pastor for further clarification.

Responsibilities of Required Service Personnel

A. Wedding Coordinator

- Meets with the bride/family to go over wedding plans.
- Makes sure plans are consistent with church wedding policies.
- Secures and coordinates the services of sound technician, custodian, organist, vocalist(s), minister (if needed) and any other services needed from the church staff.
- Assists the bride with the order of the service.
- Assists the bride with the placement of wedding party members.
- Required to be in the church from the time the first person associated with the wedding arrives until the last leaves after the wedding and/or reception/rehearsal dinner.
- Organizes and directs the rehearsal and wedding
- Distributes bouquets and boutonnieres.
- Assists the bride/family the day of the wedding
- Directs the activities of the reception (if held on church property) and assists the bride and groom in leaving the church.

B. Sound Technician

- Attends rehearsal and wedding.
- Provides and sound checks necessary microphones for minister, groom, piano, and vocalist(s).
- Runs the sound system during the rehearsal and wedding.

C. Custodian

- Prepares all areas of the church to be used for the wedding.
- Cleans and prepares all areas used for the wedding for Sunday Morning Worship.
- Disposes of all trash.

NOTE: If areas of the church are left unusually messy and /or an unusual number of scuff marks are left in the downstairs hall requiring the hall to be buffed before Sunday morning, your deposit will be kept paying for the extra time it takes to clean.

Fee Structure for Weddings

Weddings

A. Use of the building

- **Church Members**.....**None**
Reservation/Deposit Fee (This will be refunded if no damage occurs)..... \$200.00
- **Non Members**.....**\$1600.00**
Reservation/Deposit Fee (This will be refunded if no damage occurs).....\$250.00

**Deposit Fees due with submission of application.

B. Music

- Vocalist (includes 2 selections)..... \$100.00 per person
- Each additional selection.....\$25.00 per person
- Organist/Pianist.....\$300.00 per person
- Bell Ringers (2 required)..... \$25.00 per person

C. Wedding Coordinator.....\$500.00 primary coordinator
\$250 for secondary coordinator (if needed/desired)

D. Sound Technician (includes 2 hours).....\$200.00
Each additional hour.....\$25.00

E. Custodial (Worship Center work only).....\$250.00

Reception/Rehearsal Dinner

A. Wedding Coordinator

Reception and/or Rehearsal Dinner (held at church)\$200.00

B. Custodial

Rehearsal Dinner.....\$200.00

Reception.....\$300.00

All above fees minus deposits must be paid to the wedding coordinator prior to the rehearsal.

Premarital Counseling Certificate

Couples married at Meadow Brook Baptist Church must undergo premarital counseling. The pastor, or a person designated by him, must approve the program of counseling. The counseling must be completed one month prior to the wedding. If the premarital counseling is done by someone other than a member of the Meadow Brook Baptist Church Staff, please have the Premarital Counseling Certificate completed and return to the Wedding Coordinator no less than 30 day prior to wedding.

Wedding Date: _____
Bride: _____
Groom: _____
Minister/Counselor: _____

This couple has completed premarital counseling with me.

Signature/Date

MBBC Staff Approval:

Signature/Date



MEADOW BROOK BAPTIST CHURCH

WEDDING APPLICATION

Bride _____ Groom _____

Address _____

Address _____

City, State _____ Zip _____

City, State _____ Zip _____

Phone _____

Phone _____

Christian? _____ Church member? _____

Christian? _____ Church member? _____

Where _____

Where _____

Parents _____

Parents _____

Parents Phone _____

Parents Phone _____

Rehearsal Date _____ Time _____

Wedding Date _____ Time _____

Church Facilities Desired (check appropriate spaces)

Worship Center _____

Rehearsal _____

Wedding _____

Kitchen _____

Rehearsal Dinner _____

Wedding Reception _____

Fellowship Hall _____

Rehearsal Dinner _____

Wedding Reception _____

Arch Room _____

Rehearsal Dinner _____

Wedding Reception _____

Deposit should be returned to:

Name _____

Address _____

City, State & Zip _____

*****Please attach copy of Minister's ordination if other than a member of our Pastoral Staff.**

I have read the Meadow Brook Baptist Church Wedding Policy and hereby agree to abide by all of its requirements. I further understand that failure to abide by these policy requirements by myself or any persons associated with this wedding may result in the cancellation of permission to use the church facility and/or forfeiture of the security deposit.

Accompanying this application are the required usage fees (**non-members only**): Facilities - \$1600 (which includes a \$250 refundable deposit). Accompanying this application for **members** will be \$200 refundable deposit).

Signature of the Bride: _____ **Date:** _____

Signature of the Groom: _____ **Date:** _____

Permission to hold their wedding at Meadow Brook Baptist Church on the date listed is granted to the above-named bride and groom subject to the rules and regulations as written in the Wedding Policy.

Signature of the Pastoral Staff