

# *Dunkirk Baptist Church*

## MEMBER: Wedding Policies

(Revised MARCH 2010)

The wedding ceremony is one of the most sacred moments in the life of any person. It is not a social event, but a religious ceremony in which a man and a woman invoke the blessings of God in holy wedlock.

In order for Dunkirk Baptist Church to be of the greatest assistance at this important and sacred time the following procedures have been instituted with regard to weddings.

### 1) *The Wedding Date*

- a) It is important that arrangements be made for rehearsals and for the ceremony so that neither will conflict with other scheduled activities of the church.
- b) The date and the hour of the wedding rehearsal as well as date and hour of the wedding ceremony must be cleared with the pastor or his representative
- c) If neither the bride nor the groom is a member of Dunkirk Baptist Church, approval for the wedding will not be given until both have had a personal conference with the pastor prior to setting a wedding date.
- d) The date of the wedding must be determined three months in advance. Arrangements must also be made at this time if the reception is to be held at the church.
- e) No wedding will be scheduled on holidays or on Sundays unless authorized by the pastor. Saturday weddings must not be scheduled later than 7 p.m. due to the use of the church building on Sunday.

### 2) *The Minister*

- a) It is recommended that the pastors of Dunkirk Baptist Church conduct weddings in the church. The bride and groom must arrange the initial conference with him at least six weeks in advance of the ceremony.
- b) Couples who wish the services of a minister other than a pastor of Dunkirk Baptist Church must consult with the pastor for his approval and recommendations regarding the wedding and the use of the church building.
- c) If an outside minister performs the ceremony, our church requires that a member of our staff be present during the rehearsal and wedding.
- d) Due to the schedule of the senior pastor, he may assign another ministerial staff member to officiate the wedding and to conduct the premarital counseling sessions with the consent of the couple.
- e) Couples who wish the services of the pastor of Dunkirk Baptist Church are encouraged to

attend at least one of the regular worship services of the church prior to the wedding.

3) *The Church*

- a) Access will be granted to the church 1 hour prior to wedding rehearsals and 2 hours prior to weddings, without exception.
- b) Access is also granted during normal business hours which are 8:30 a.m. to 3:30 p.m., Monday – Friday.
- c) Floral deliveries, decorating and other visits must occur during the hours stated above, without exception.

4) *Premarital Counseling*

- a) Couples are required to attend a 1 ½ hour premarital orientation and at least three 1 hour counseling sessions prior to the wedding. Additional sessions may be required. The fee for three counseling sessions is included in the fee for the pastor listed below
- b) Couples will be required to complete a premarital inventory and purchase a premarital workbook as included in the fee schedule. .
- c) Both the groom and the bride must be present for the counseling sessions.
- d) Depending on the number of weddings that are scheduled, group counseling may be done in conjunction with the other wedding candidates.
- e) The pastor reserves the right to withdraw from performing the ceremony should he conclude that a significant issue affecting the marriage remains unresolved.

5) *The Music*

- a) Music used in connection with the ceremony must be in keeping with the sacredness and dignity of the wedding service.
- b) It is recommended that the church pianist be used when available. They may be scheduled through the pastor or through the church office.
- c) When the wedding party makes its own arrangements for an accompanist or soloist, they must have the approval of the pastor.
- d) Fees for other accompanists and/or soloists, other than the church pianist and/or soloist, are to be privately arranged and are not the responsibility of the church.
- e) Church pianist, if used, is required to attend both the rehearsal and the wedding.

6) Receptions

The kitchen and facilities of the church are available for receptions following the wedding ceremony, subject to the following conditions:

- a) All receptions must be terminated and the church premises vacated by 10 p.m.
- b) No reservations will be accepted for a time when the facilities are needed for some regularly scheduled church activity.
- c) The kitchen and facilities must be left clean by the person(s) providing refreshments. If dishes or utensils owned by the church are used, they must be washed, dried, and returned to their proper place in the kitchen.

7) Photographs and Videotaping

- a) Pastoral staff will review these items during counseling sessions.

8) Decorations

- a) The church may be decorated only at times suitable to the schedule of the church.
- b) The person(s) decorating the church are responsible for removing the decorations after the ceremony.
- c) Only driplless candles can be used and must be placed in candelabra to prevent dripping on the floor.
- d) Decorations may not be attached to any part of the building or furniture with nails, staples, screws, thumbtacks, glue, etc. No furniture may be moved or rearranged without specific permission from the pastor or a staff member.

9) Sound System

- a) A DBC Audio/Visual Team member will operate the sound and video equipment.
- b) A DBC Audio/Visual Team member will control all electric lighting.
- c) A DBC Audio/Visual Team member is required to attend both the rehearsal and the wedding.

10) Regulations

- a) No alcoholic beverages in any form may be served or consumed on the church premises.
- b) No person under the influence of alcohol may participate in the wedding ceremony. The pastoral staff reserves the right not to perform the ceremony if members of the wedding party are intoxicated.
- c) No dancing or dances are permitted in the church.
- d) Birdseed must be used instead of rice and may not be thrown inside the church building.

11) Wedding Reservation Form

- a) The bride and groom are required to sign the attached reservation form agreeing that they will comply with the regulations listed above. The reservation will be considered firm when the pastor has approved the wedding.
- b) If the wedding is called off, the church must be notified no later than one week prior to the wedding date. The deposit is non-refundable.

12) Payment

- a) A non-refundable deposit of \$250.00 is required to reserve the facilities of Dunkirk Baptist Church. The deposit must accompany the completed Wedding Reservation Form and will be credited to the total fee.
- b) The balance is due on the final pre-marital session and the church will be responsible for distributing the fees to the appropriate people.

c) Checks should be made out to “Dunkirk Baptist Church.”

13) Fees

- |   |   |
|---|---|
| a) Sanctuary.<br>sessions) .<br>i) Member: Free                                 | f) Soloist (Up to 2 songs, includes 2<br>i) Member: \$100.00<br>ii) Each additional song: \$25.00 |
| b) Kitchen/Fellowship Hall.<br>i) Member: Free                                  | g) Audio/Visual. (includes 2 sessions required)<br>i) Member: \$60.00                             |
| c) Pastor.<br>i) Member:\$250.00<br>ii) Premarital counseling materials:\$15.00 | h) Cleaning Services.<br>i) Member: \$60.00   |
| d) Staff (only if outside minister officiates)<br>i) \$125.00                   |   |
| e) Pianist. (includes 2 sessions)<br>i) Member: \$125.00                        |   |

# WEDDING RESERVATION FORM

## Dunkirk Baptist Church

### Bride's Information

Bride's Name: \_\_\_\_\_ Church Member: Yes or No  
(circle)

If not a member, what church are you a member of?

\_\_\_\_\_

Bride's Address:

\_\_\_\_\_

Home Phone#: \_\_\_\_\_

Work Phone#: \_\_\_\_\_

### Groom's Information

Groom's Name: \_\_\_\_\_ Church Member: Yes or No  
(circle)

If not a member, what church are you a member of?

\_\_\_\_\_

Groom's

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

Home Phone#: \_\_\_\_\_

Work Phone#: \_\_\_\_\_

### Wedding Information

Does either have a parent who is a member of Dunkirk Baptist Church? Yes or No (circle)

Wedding: Date \_\_\_\_\_ Time \_\_\_\_\_

Wedding Rehearsal: Date \_\_\_\_\_ Time \_\_\_\_\_

Please check the requested services:

\_\_\_ Sanctuary      \_\_\_ Kitchen/Fellowship Hall      \_\_\_ Pianist (2 sessions)

\_\_\_ Soloist (2 sessions)      X A/V (Required)(2 sessions)      X Cleaning Services(Required)

The fees for the pastoral staff (if used), audio/visual and the cleaning services are

automatically required.

Wedding Reservation Form

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Please return the *Wedding Reservation Form* to the church office at your earliest convenience as your reservation can be confirmed only upon receipt of the above information. Keep the *Wedding Policies* for your records and only return the *Wedding Reservation Form*.

I have read and accepted the *Wedding Policies* of Dunkirk Baptist Church and will cooperate accordingly to have a meaningful and well-planned wedding. I understand that I am responsible for all damage occurring to the building and property as a result of my (or any of my guests) usage of the facilities.

Signature of the Bride: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of the Groom: \_\_\_\_\_

Date: \_\_\_\_\_

Note:

1. A \$250.00 deposit is required to reserve the facilities of Dunkirk Baptist Church. The deposit must accompany the completed Wedding Reservation Form.
2. The balance is due on the last day of premarital counseling and the church will be responsible for distributing the fees to the appropriate people.
2. Checks should be made out to "Dunkirk Baptist Church."