

**Wedding Policy/Procedure for
Greenlawn Baptist Church
6612 Garners Ferry Road
Columbia, SC 29209
803-776-4074**

CHURCH PURPOSE

We congratulate you on your forthcoming wedding. Greenlawn Baptist Church wants to make your wedding day a spiritually significant and joyful event. God alone can join two lives in a marriage that is truly sacred. Because Greenlawn believes God is involved in a marriage ceremony, the wedding is primarily a service of worship.

CHURCH POLICY

Use of the Church Sanctuary for weddings shall be limited to Church members and their immediate families (children and grandchildren), **only**. Members' extended families and distant relatives, as well as non-members, shall be prohibited from such use.

Wedding planners and florists shall be provided a copy of this "Policy/Procedure", prior to making final plans for the ceremony, and acknowledge receipt thereof. Furthermore, they shall agree to abide by all provisions, conditions and requirements contained therein.

DECORATIONS AND FLOWERS

Simplicity of decoration is highly encouraged. Flowers, palms, and candles should not be in such abundance as to distract from the religious ceremony and the central participants.

Florists shall only use "non-drip/dripless" type candles (i.e., "drip" type candles are expressly prohibited!). No "glitter" or similar decorative matter shall be permitted anywhere in the Church Sanctuary. Wedding planners and/or the wedding participants (bride and groom) shall be responsible for the condition of the Church Sanctuary/floors following the ceremony.

Movement or relocation of the pulpit podium furniture is highly discouraged. However, should one find it necessary to do so, the furniture may only be moved by, or under the direction of, the Church Maintenance Associate or Properties & Space Committee Chairman, to the Sanctuary chancel (floor) area.

MUSIC

Music for the wedding ceremony may be arranged through the Church Minister of Music or the Church Office. Music selections chosen for the ceremony shall be appropriate for a service of worship.

The Church does not set a fee for the services of an organist, pianist or soloist. It is the responsibility of the wedding party to contract with these musicians well in advance of the wedding date, secure their services, negotiate fees and pay the fees to the musicians in a timely manner.

If you desire to use the Church musicians, please contact the Church office. Information on how to contact the musicians individually will be provided. Fees for musicians will be determined by the musician.

Though the honorarium for a minister conducting the wedding ceremony is an individual matter, and no person will be denied ministerial services because of an inability to pay, the suggested honorarium for the Church's pastoral services is \$150-200.

SOUND SYSTEM

The Church sanctuary sound system is not necessary for any wedding ceremony. However, if use of the sound system is required, one of the Church sound technicians must be contracted at a fee of \$100.00 for the wedding, \$50.00 for the rehearsal and should be paid no later than the date of the wedding rehearsal.

CEREMONY AND RECEPTION REGULATIONS

One of the Pastors of Greenlawn Baptist Church shall be contacted regarding each wedding at the Church, whether or not he/she is performing the ceremony. An appointment must be made with him/her at least three (3) months prior to the wedding, to discuss and confirm wedding arrangements.

Wedding planners, florists and other related groups shall refrain from defacing the Church sanctuary building in any manner. Under no circumstances, shall decorations be attached to sanctuary walls, floors or furniture by nailing, tacking, pinning or gluing. Only appropriate types of tape may be used for attaching decorative materials, subject to the prior approval of the Properties & Space Committee Chairman. Adequate precautions must be in place to protect the buildings from dampness and/or other detrimental elements.

No flash pictures shall be taken during the wedding ceremony, that is, between the time the bride reaches the altar and the wedding party leaves the altar. Timed exposure(s), however, is permitted from the sanctuary balcony.

It is highly recommended that the wedding parties supply guests with individually wrapped portions of bird seed to be used, instead of "uncontained/unpackaged" rice, during the exit of the bride and groom.

Reception catering service providers are expected to leave the kitchen area of the Fellowship Hall, if reserved and used, in the same condition as they found it.

All decorations, flowers, and equipment must be removed from the Church campus buildings immediately following their use, unless prior alternate arrangements have been made through the Church office or the Properties & Space Committee Chairman.

Alcoholic beverages are prohibited on Church campus property.

Smoking is prohibited in any Church campus buildings.

Pets are prohibited in any Church campus buildings.

The Columbia/City Fire Code maximum rated capacities of the Church Sanctuary and Fellowship Hall are 483 and 190 persons, respectively.

FEES FOR WEDDINGS

Fees are intended for the purpose of offsetting the various expenses and utilities associated with use of the property. This allows Greenlawn to function without losing funds and to continue its Christian mission.

See **Wedding Facility Rental Worksheet** (separate document) for fee explanation.

WEDDING FACILITY RENTAL WORKSHEET

Use of the Church sanctuary for weddings is limited to Greenlawn Baptist Church members and their children or grandchildren. The individual signing the rental contract assumes full responsibility for all fees and charges, condition of the facility and key return to the Church office. All fees are due and payable at the time of key pickup from the church office.

Dates of facility usage _____

Security deposit (refundable) \$500

Key deposit (refundable) \$10

TIER 1: Use of Church Sanctuary and South Wing for wedding and rehearsal.
(2 locations, 2 events) \$300

TIER 2: Use of Church Sanctuary and South Wing for wedding and rehearsal,
as well as Fellowship Hall for the wedding rehearsal dinner/party.
(3 locations, 3 events) \$500

TIER 3: Use of the Church Sanctuary and South Wing for wedding and rehearsal,
as well as Fellowship Hall for both rehearsal dinner/party and wedding
reception.
(3 locations, 4 events) \$700

Custodial fee (\$75 base fee plus \$35 for each additional location) _____

(Optional) Sound system fee (\$100 for wedding, \$50 for rehearsal) _____

TOTAL _____

Do not forget fees for musicians and pastoral services. These are paid separately.

Signature of renter _____

Signature of Church official _____

Worksheet approved at Church Conference, November 16, 2014.