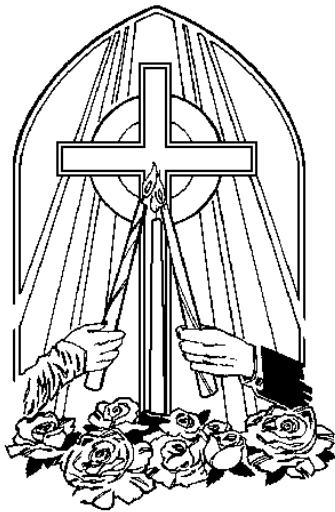


Tabernacle Baptist Church



Wedding Policy

*8304 Leeville Road
Raleigh, NC 27613
919-781-4600*

www.tabernacle-raleigh.org

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The Tabernacle Baptist Church family joins you in this exciting and happy time as you prepare for your life together in marriage. We want to be of assistance to you as you make your plans, in order that the occasion be not only a happy one, but also one with deep spiritual meaning.

As Christians, we believe that Christian marriage is a solemn and sacred covenant. The laws of Christ govern a church marriage, contrasted with a civil marriage by state laws. The focus should be on Christ, not the bridal couple. A church wedding indicates the public sanction and approval of the church upon the marriage

Wedding Policy

The Church and Wedding Committee make the following requests:

1. The bride and the groom are responsible for contacting the church to make arrangements for the wedding. Contact the Pastor first for a premarital conference and counseling. If the bride and groom wish to invite other clergy to assist in the ceremony, they will make it known to the Pastor who, in turn, will extend the invitation to the guest minister.
2. The couple will need to fill out a Wedding Application Form (obtained from the Pastor or church office) and return it to the church office. Only then will a wedding be placed on the church calendar.
3. The Wedding Committee has the responsibility of meeting with the couple to review the Wedding Policy and helping the bride and groom in any way possible. The bridal couple should select a qualified director to assist them with the wedding ceremony.
4. The bridal couple should bring the marriage license, issued in Wake County, to the church office twenty-four hours prior to the wedding if the pastor is doing the wedding.
5. It is a policy of the church that no weddings or rehearsals be scheduled for the church Chapel during the time from the Living Christmas Tree construction (following Thanksgiving) until after the LCT performances (in mid-December). Also, no weddings will be scheduled during Holy Week (Palm Sunday weekend through Easter weekend.)
6. It is strongly suggested that no weddings take place on a Sunday.
7. The bride, groom, or an immediate family member must be a member of Tabernacle Baptist Church.

Notes:

Wedding Rehearsal and/or Reception

1. The rehearsal dinner and/or reception are the responsibility of the bride and groom and their respective families. Food may be prepared in the kitchen using the kitchen equipment (e.g. oven, refrigerator, ice machine). If the kitchen is used, the Church Housekeeper must be present.
2. Kitchen utensils and dishes are not available for use.
3. The Multi-purpose Room is the area designated for receptions. The church requests that no food or drinks be available in the Gathering Place.
4. Please have permission from the Wedding Committee before moving furniture in the Multi-purpose Room. This includes bookcases, podiums, etc. Tables and chairs may be rearranged. Only the custodian may move the steam table.
5. The multi-purpose room and kitchen are to be left in “broom clean” condition upon the end of all festivities. This means tables and chairs should be returned to their original configuration, floors and carpets swept, and garbage taken out. If you wish to have the custodian clean up after your Rehearsal Dinner or Reception, you will need to contract with the custodian directly (see attached fee schedule).

Notes:

Music

1. The bride or groom should contact the Minister of Music, after the initial meeting with the Pastor, to discuss the use of the musical instruments and the church sound system. No person other than the Church Organist or Minister of Music may use the musical instruments without the permission of the Minister of Music.
2. The church wedding is a sacred rite involving the blessing of God on the founding of a home; therefore, it is strongly suggested that the music accompanying the ceremony be sacred and appropriate to the Christian marriage.
3. The bride and groom are requested to select music for their wedding that meets the above criteria. The Minister of Music will be glad to offer suggestions and assist in planning the musical selections.
4. If the Church Organist is to be used, an appointment must be made to discuss music plans, including finances, with the organist.
5. If a guest musician is to be used, the person must secure permission from the Minister of Music concerning practice schedule and use of musical instruments.
6. Use of the sound system, requires a TBC sound technician. The couple must contact the AV Contact (listed at the back) for a list of qualified individuals with which to contract.
7. If there is to be music at the reception, no DJ or dancing is allowed in the church buildings.

Notes:

Florists & Decorations

1. Flowers should be delivered the day of the wedding. Unless the bride desires that the floral arrangements remain in the church for other use, these should be removed immediately after the ceremony. If flowers are to remain in the church, the bride should notify the church office.
2. Flowers should be in containers that will not stain the carpeting or the furniture.
3. Any floral arrangements attached to the pews should not leave holes or cause permanent damage to the wood or upholstery.
4. Nails, tacks, tape or screws may not be put into the furniture, walls, or floor.
5. The church custodian must move all furniture.
6. Decorations must be removed immediately following the wedding and the church facilities are to be left in "broom clean" condition.
7. Candles shall be drip-less, and extinguished by use of brass snuffers. Attendants may not carry bouquets or baskets with lighted candles.
8. Decorations, including flowers, candelabras or potted plants may not be placed on the piano or organ console.
9. Hurricane lamps (holding drip-less smokeless candles) are available for use on the windowsills.

Notes:

Photography & Recordings

Weddings held in a church are of a religious nature and are not to be a photographic production. All photographic records of the wedding should be dignified and professional.

1. Video cameras may be used ONLY in the side aisle or back of the chapel. No one is permitted on the pulpit area or in the baptistery area for recording.
2. The wedding photographer and others are to be instructed that flash pictures will not be permitted in the Sanctuary during the processional, the ceremony or the recessional. Such pictures are permitted when the wedding party assembles before or after the ceremony.
3. Only the church sound technician may use the audio equipment during the rehearsal or the wedding.
4. Arrangement shall be made in advance if an audio recording is desired. The bride should provide the cassette or CD for this purpose. This should be discussed with the church sound technician.

Notes:

Other Concerns

1. Do not use rice, glitter, or confetti anywhere on church property. Flower petals, bubbles or birdseed may be used **outside** of the church building **beyond the covered walkway entrance to the church.**
2. Smoking is not permitted anywhere inside the building. Drinking of alcoholic beverages is not permitted anywhere on the church grounds or in church buildings. Violation of these rules will result in the Wedding Committee asking offenders to leave the premises.
3. A Wedding Committee member **MUST** be present at the rehearsal, the wedding ceremony and reception to assist in any way possible. A Wedding Committee member will remain until everything is cleaned up to see that the church is back in order and the bridal party or caterer has left nothing. The Custodian will clean up, and put furniture back on the pulpit area and vacuum as needed. Those responsible for the wedding will pay the Custodian and Housekeeper (if she is needed).
4. If a tent is used for the reception, it needs to be placed in the courtyard area not in the parking lot or anywhere where the asphalt will be damaged.
5. Any damage to the building, furniture or fixtures shall be the responsibility of the bride and groom.
6. Dressing Room Availability & Recommendations: Bride & bridesmaids in the Choir Room with groom and groomsmen in A-020 & A-021.

Notes:

Fees

There are no fees involving the use of the church buildings, grounds, or room, but, since weddings require special services on the part of the church staff below are listed fees for necessary services rendered:

Security Deposit.....	\$200.00
Custodian (Chapel).....	\$150.00 (paid directly)
Custodian (Dining Room)	\$75 per Rehearsal Dinner or Reception (paid directly)
Housekeeper	\$50.00* rehearsal dinner (paid directly)
Housekeeper	\$50.00* reception (paid directly)
Wedding Committee	no charge
Minister	Arrangements should be made personally
Organist	Arrangements should be made personally
Minister of Music/Musicians.....	Arrangements should be made personally
Sound Technician.....	Arrangements should be made personally

The security deposit is a check separate from the fees. It will not be deposited unless there is damage that necessitates repair, replacement, or cleaning. This security deposit check will be returned approximately one week after the wedding.

The church will not be responsible for any articles lost, stolen or damaged.

*Max of 5 hours – billed at \$10.00 per hour after that.

Notes:

Wedding Committee Members (2009) & Contacts

Cindy Edwards..... (919) 761-1067
Barbara Webb, Chair (919) 876-8240
Joyce Rose(919) 787-5277
Kathy Sorrels (919) 552-4775

Pastor

Dr. Wayne Hager(919) 781-4600 ext. 28

Interim Minister of Music

Peggy Holland.....(919) 781-4600 ext. 27

Minister of Education

Rev. Phyllis C. Crane.....(919) 781-4600 ext. 26

Church Organist

Audio-Visual Contact

Ray Kohring (919) 848-3514

Custodian

John Cunningham..... (919) 781-4600

Hostess/Housekeeper

Willie Thorpe (919) 781-4600

Wedding Application Form

Bride: _____ Home Phone: _____

Present Address: _____ Cell Phone: _____

_____ Work Phone: _____

Groom: _____ Home Phone: _____

Present Address: _____ Cell Phone: _____

_____ Work Phone: _____

Address After Marriage: _____

Rehearsal: Date: _____ Time: _____

Wedding: Date: _____ Time: _____

Minister: _____

Musicians: _____

Vocalists: _____

Director: _____

Florist: _____

Caterer: _____

Photographer: _____

Video Tech: _____

Please check the church facilities you will need to use:

Rehearsal:

- _____ Chapel
- _____ Multi-purpose Room
- _____ Kitchen

Wedding:

- _____ Chapel
- _____ Multi-purpose Room
- _____ Kitchen
- _____ Dressing Rooms

Policy Agreement:

I have read the Wedding Policy relating to this request and agree to abide by them if I am allowed to use the facilities. I will make every effort to insure that my guest do the same.

_____ Bride's Signature

_____ Groom's Signature

Payment is payable to Tabernacle Baptist church and should be made to the Administrative Assistant one week prior to the wedding date>

Amount received: \$ _____

Received by _____

Date received: _____

Wedding Application Form

Bride: _____ Home Phone: _____

Present Address: _____ Cell Phone: _____

_____ Work Phone: _____

Groom: _____ Home Phone: _____

Present Address: _____ Cell Phone: _____

_____ Work Phone: _____

Address After Marriage: _____

Rehearsal: Date: _____ Time: _____

Wedding: Date: _____ Time: _____

Minister: _____

Musicians: _____

Vocalists: _____

Director: _____

Florist: _____

Caterer: _____

Photographer: _____

Video Tech: _____

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