



The Wedding Policies
of
Highland Baptist Church
Laurel, Mississippi

Your Church and Your Wedding

Congratulations on your forthcoming marriage! Because you have chosen to have a religious ceremony celebrating the covenant marriage as designed by God in His Word, it is our desire to serve you in any way possible. The building and facilities of our church are made available to you at a minimal cost. There must be guidelines set forth where facilities are used by so many to insure fair treatment to all. So that you may be familiar with the Wedding Policies of Highland Baptist Church concerning weddings, the following suggestions are made.

Note: Our Associate Pastor of Music and Media is the staff representative for weddings. Therefore, each wedding party will be required to set an appointment with him to schedule wedding date, secure facility request, and make staff request.

Suggestions for Wedding Party's Consideration:

Calendar

It is best to work out a tentative date that is considerate of your entire wedding party prior to calling the Church to secure a date. (You may call the church office to check on available dates to assist with your planning.) Even though we shall work with you toward the accomplishment of your wishes concerning your wedding date, it is impossible for us to drop or rearrange previously scheduled church calendar events. Because of the amount of work involved and the normal rushed schedule of the Lord's Day, we discourage Sunday weddings.

All couples married by any Highland Baptist Church Pastor (Senior Pastor or Associate Pastors) are required to participate in pre-marital counseling sessions. These counseling sessions are to be set up with the Pastor performing your ceremony through their secretaries.

The Senior Pastor of Highland Baptist Church must be consulted before weddings of non-church members or any wedding officiated by someone other than a Highland Pastoral Staff Member can be scheduled.

No weddings will be scheduled during or on Memorial Day weekend, July 4th Holiday, Labor Day weekend, the week of Easter, Thanksgiving, Christmas or the New Year.

Since the entire facility must be reset and cleaned for Sundays, Saturday Weddings shall not be scheduled later than 4:00 p.m.

Music

It is the policy of Highland Baptist Church that the Associate Pastor of Music and Media be consulted relative to all music that is utilized in the church. Please keep in mind when planning your music that the wedding ceremony is one of the highest forms of Christian worship. The official ceremony begins with the entrance of the Mother's and ends when the Bridal Party has exited the Sanctuary. Music selected during the ceremony should be sacred in nature.

Music Continued

If the church musicians, organist, pianist, or soloist are used, **an honorarium is expected.** It is the privilege and responsibility of the bridal party to select and enlist instrumentalists and musicians. The organist should be entirely familiar with an organ and capable of rendering music that will be a credit to your wedding proceedings. We also expect your soloists to be capable of performing music that is in good taste for such an occasion.

A request for specific sound equipment needs (microphones, instrumental connections, etc.) should be completed and turned into the Music Ministry office prior to the rehearsal. A church sound technician will be secured for the rehearsal and the wedding.

Multimedia Projection System

The use of the multimedia projection system in the Sanctuary is available to those who wish to use it. The system may be used to project text (songs, Scripture, etc.) and/or graphics (photographs, etc.). If multimedia is to be used, you must consult with the Associate Pastor of Music and Media at least one month prior to the wedding to make sure that media is formatted properly for our equipment. If you need assistance in the programming or setting up of your media that service is available for a minimal fee.

A church media technician will be secured for the rehearsal and the wedding.

Note: It is becoming commonplace to have photo story DVD's prepared in advance to be shown of the Bride and Groom from the time of their birth until their wedding day. Due to the varied musical background choices and photo selections of the individual couples, the appropriate time for these to be presented is prior to the ceremony.

Buildings and Facilities

1. The Senior Adult Wing is available to those who prefer a smaller setting where a smaller attendance is anticipated. This will accommodate up to 40 people.
2. The Sanctuary is available to those who prefer and/or need this area. We suggest that a large wedding have a director.
3. It is your responsibility to leave the facility in first-class condition. Sometimes regularly services or special meetings follow soon thereafter will crowd you, so this should be considered in setting your time.
4. No furniture in the Fellowship Hall, Parlor, or the Sanctuary is to be moved without expressed permission or the assistance of the Janitor.
5. You will be completely responsible for any damage done to the property, either by the wedding party, florist, or decorators. The main areas of concern here are dripping candles and damage to furniture or instruments in moving.
6. Because of operational cost, our heating and cooling system is not on all over every building every day. If there are decorations or refreshments to be used that are dependant on this for safekeeping, consult with the church hostess as to when these facilities will be heated or cooled.
7. Decorations should be kept within the bounds of simplicity and good taste. The church has available candelabra, candle lighters, flowers, greenery, silver, china, kneeling benches, etc. Our church hostess will show you everything available, get it out, and be responsible for securing said accessories for a fee of \$100.00. She will be present for the rehearsal and the wedding to unlock and lock doors and to turn on and off lights and air conditioning. If you use the HBC candelabra,

Buildings and Facilities Continued

you must purchase the candle wicks from the church prior to the wedding. The decorator will be advised by the bride of the following:

- o No pins or tacks will be used to secure aisle cloths.
 - o No decorations of any kind will be nailed or tacked to the walls, pew ends, or woodwork.
 - o Adequate protection must be provided by the florist beneath all candelabras using real candles (the church's candelabra uses spring loaded dripless wicks).
 - o Exits will be left free of decorations because of fire code regulations.
 - o Spanish Moss **may not** be used in any form for decorating.
8. There are cubicle dressing rooms off the main vestibule. When these are not sufficient we suggest you use the choir room (located on the second floor behind the Sanctuary) because of its privacy, good lighting, and full-length mirrors.
9. There will be a room provided for the bridegroom and his groomsmen to wait in for the beginning of the wedding. The director/hostess will cue them when it is time to take their places at the Sanctuary entrance.
10. The Piano in the sanctuary is **not to be moved off** of the stage. (Since the Sanctuary renovation, there is a specific place to the side of the stage for the piano to be placed for weddings and other special events.)

Reception

The Fellowship Hall, Senior Adult Wing and Activities Building are available for receptions. Please note that these facilities are considered to be a part of Highland Baptist Church and they should be treated with the same respect and care as all other facilities.

The Senior Adult Wing is adequate for a small wedding and the Fellowship Hall is adequate for medium to large wedding. The Activities Building will accommodate up to 500 guests.

- A. **No beverage containing alcohol may be served.** No wedding or rehearsal will be conducted when any member of the wedding party is under the influence of alcoholic beverages.
- B. Highland Baptist Church is a **Smoke Free Facility**. Smoking is prohibited in all church facilities.
- C. The applicant will furnish caterer, professional or not, who shall be responsible for all details. The church cannot take responsibility of receiving cake or other items.
- D. **NOTE: Our church janitor is to be used to set up for your reception.** No one knows better where things are and where things are to be stored than he.
- E. The church will furnish the hall; and upon request, we can supply 2 glass punch bowls, punch cups, cake plates, tablecloths, folding dining room tables, table top for the serving table, a small table for the bride's book, and as many chairs as are desired. All additional equipment will be supplied by the caterer. The caterer will instruct the janitor in placing this equipment. Tablecloths and skirting are available for round and oblong tables.
- F. **A Church Kitchen assistant must be on duty during the reception.** She will be responsible for making sure the church kitchen and equipment are used properly and left in good condition.

Photographs

Plan this as you do the other parts of your wedding. Your guests are here to honor you. It is not thoughtful to make them wait an extended period of time while picture taking goes on and on. There should be no flash photography during the ceremony.

Throwing of Rice and Birdseed

Due to the hazard of falling created by trampled rice on waxed floors, as well as the problem of cleaning, we insist that **NO** rice or birdseed be thrown or distributed **INSIDE** the church buildings. We expect the rice or birdseed when thrown on walks and driveways outside to be cleaned up immediately to reduce this hazard.

Decoration of Automobiles

Due to unfortunate experiences we feel it best not to allow automobiles to be decorated on the church property. The exception to this would be for the applicant to give us, ahead of time, the name of someone who is to clean up our lawn and driveways immediately following the scene of the departure.

Invitation to Church Membership

When advised by applicant, we shall be happy to run a general invitation in the church newsletter, THE HIGHLAND FAMILY INFORMER. (Due to the Monthly publication of the Highland family informer, your information must be provided to the Media Secretary by the first of the month preceding the desired publication date.)

General

We want your wedding to be a beautiful experience that will fill you with tender and happy memories for all the years of your life.

Highland Baptist Church Wedding Policy - Fee Schedule

Weddings, Receptions, Anniversaries – Personnel

Minister: There is no definite fee, but the minister usually receives an honorarium.

Musicians: Some pianists, organists, and soloists have set fees for weddings and some do not.

Wedding Hostess: The church appointed wedding hostess fee is **\$100.00**

Janitor: Janitorial fees are as follows:

- Wedding using Sanctuary only is **\$125.00**
- Wedding and reception using the Sanctuary and Fellowship Hall is **\$150.00**
- Wedding using Sanctuary and Activities Building is **\$175.00**
- Wedding using Sanctuary and Fellowship Hall and Sr. Adult Wing is **\$175.00**
- Wedding using Sr. Adult Wing only is **\$25.00**
- Wedding using Sr. Adult Wing and reception is **\$50.00**
- Rehearsal Dinner at church also is an additional **\$50.00**
- If Nursery is utilized **\$25.00**

Kitchen Assistant: This individual will supervise the clean up of silver, china, kitchen and equipment, and run dishwasher. **\$30.00** Wedding Reception - **\$30.00** Rehearsal Dinner

Sound Technician: The Sound Technician will provide and operate the sound system for rehearsal and wedding. Fee - **\$80.00**

Multimedia Technician: The Multimedia Technician will provide the operation of the multimedia during the rehearsal and the wedding. Fee - **\$75.00**

Note: Programming assistance for Multimedia is available through the Music Ministry office for an additional fee of **\$50.00**.

Wedding Expense – Buildings

Church Members – None

(Church Members are considered to be current members or children and grandchildren of current members.)

Non-Church Members - \$450.00

(Non-Church Members are considered to be those who are not current church members or do not meet the criteria above for members.)

Wedding Expense – Equipment (This fee does not include any equipment that may get damaged as a result of use from the wedding party.)

Candelabra, kneeling bench, candle lighters, flowers, silver, china, greenery, etc.:

Church Members – None

Non-Church Members - \$250.00

Note: Wicks for church-owned candelabra are \$.75 each and must be purchased and paid for before wedding by all who choose to use them (members and non-members).

SPECIAL NOTE: ALL FEES SHOULD BE SETTLED UPON IN CONSULTATION WITH THE ASSOCIATE PASTOR OF MUSIC AND MEDIA. ALL FEES SHOULD BE PAID AS SOON AS POSSIBLE AFTER THE DATE HAS BEEN SECURED ON THE CHURCH CALENDAR. (All fees must be paid in full 30 days prior to wedding.)

Contact Numbers:

Rev. Timothy L. Hubbard, Associate Pastor of Music and Media – 601-428-8493

Music Secretary – 601-428-8493

Mrs. Carolyn Bradford, church Hostess – 601-649-2470

Sound and Media Request Form

(Please return this form to the Music Office. Form must be turned in no later than 30 days prior to Wedding date.)

Bride's Name _____

Address: _____

Phone: _____ (home) _____ (work) _____ (cell)

e-mail address: _____ (please print)

Groom's Name _____

Address: _____

Phone: _____ (home) _____ (work) _____ (cell)

e-mail address: _____ (please print)

Wedding Date: _____ **Time:** _____

Location: _____

Rehearsal Date: _____ **Time:** _____

Location: _____

Wedding Director: _____

Minister: _____

Musicians: Organ _____ Piano _____

Vocalists _____ Other _____

Order Of Service (Please include a copy or use the back of this form to write out your order of service.)

Accompaniment Tracks: _____

Specifications of Sanctuary Set-Up: microphones, stands, lapel microphone, lighting, etc.

Sign: _____

(Bride, Groom, or Director)

Wedding Facilities Request Form

(All facility requests must be received in the Church Office at least **two weeks** in advance of scheduled activity.)

Today's Date: _____

Contact Person: _____ Phone: _____

Date(s) Needed: _____ Time(s): _____

Purpose Of Activity _____

Area/ Room Needed: _____

Number of Chairs Needed: _____ Number of Tables Needed: _____

Other Furnishings or Equipment Needed: _____

Room Arrangement Instructions: _____

Draw Diagram Below If Necessary:

Miscellaneous Instructions: _____

Date Received At Church Office: _____

Date Received By Custodial Director: _____

Wedding Fees Worksheet

(All fees are to be discussed and settled upon with the Associate Pastor of Music and Media.)

In an attempt to make your wedding planning as simple as possible, we have provided this Wedding Fees Worksheet so that you can be sure to have all appropriate fees paid in advance as the policies state. A Copy of this sheet will be kept on file with the Associate Pastor of Music and Media and will serve as verification that all fees have been paid.

Fee Description:	Payable To:	Amount:	Applicable:
Member Facility Fee		No Charge	
Member Equipment Fee		No Charge	
Non-Member Facility Fee		\$450.00	
Non-Member Equipment Fee		\$250.00	
Candle Wick Fee (If Used)		\$.75 each	
Wedding Hostess		\$100.00	
Janitorial Fees			
Wedding Using Sanctuary Only		\$125.00	
Wedding Using the Sanctuary and Fellowship Hall		\$150.00	
Wedding Using Sanctuary and Activities Building		\$175.00	
Wedding Using Sanctuary, Fellowship Hall, and Sr. Adult Wing		\$175.00	
Wedding Using Sr. Adult Wing Only		\$25.00	
Wedding Using Sr. Adult Wing and Fellowship Hall		\$50.00	
Rehearsal Dinner at Church		\$50.00	
If Nursery is Utilized		\$25.00	
Kitchen Assistant			
Sound Technician		\$80.00	
Multimedia Technician		\$75.00	
Programming For Multimedia		\$50.00	

All Checks should be made out to the individual service providers listed above and turned in to the Associate Pastor of Music and Media. These checks will be in safe keeping until the wedding and will be given to the individuals by the Wedding Hostess following the wedding.

It is recommended that you also acknowledge their service by sending a "Thank You Note" following your wedding as well.