

Wedding Policies & Procedures

All of the wedding events to be held in any of the buildings belonging to Connell Baptist Church should reflect the spirit and good taste of a Southern Baptist Church. No beverages containing alcohol may be brought into or served on the premises. Violations will result in the immediate cancellation of the ceremony and/or reception.

Sacred Ceremony

Connell Baptist Church of Fort Worth, Texas is grateful for its staff and facilities and cordially offers them for use in ceremonies of Christian marriage. It is expected that those using the church's facilities for a wedding will have a relationship to Connell Baptist Church. The church is happy to offer you these resources: counseling, planning for music, the physical setting for the ceremony, and a coordinator to consult in use of property for your wedding. We encourage you to commit your marriage to God from the very beginning. It is hoped that your being a part of a wedding ceremony in our church will bring you abiding joy and result in many happy memories.

Connell Baptist Church shares your wish that your wedding ceremony reflect the joy that you feel on that important day. We believe that you will appreciate and share the church's conviction that the ceremony must reflect the spirit of Christ. In love and concern, the following guidelines are established for wedding ceremonies in Connell Baptist Church. These guidelines should be read carefully and relevant information should be shared with the caterer, florist, photographer, and others in the wedding party.

Scheduling

The first step in planning your wedding at Connell Baptist Church is to obtain a Wedding Packet from the church secretary. Please fill out the wedding request form and return it to the church secretary. The secretary will inform you of dates available to schedule your wedding. Once your name is tentatively on the church calendar you must contact the church wedding coordinator. Enclosed in the packet you will find the name and telephone number of the wedding coordinator. You must contact the coordinator as soon as possible to ensure that the date is okay with all church staff involved. Upon receipt of a deposit, and concurrence with the Wedding Coordinator these dates will be considered firm.

Only after the events dates are confirmed on the calendar, should any public announcement be made, or invitations sent. No wedding event will be scheduled when the church facilities are scheduled for church activities or on holiday weekends. Reservations may not be made more than eight months in advance of the calendar year.

Church Membership

To qualify for member fees you or your parent(s) must be member(s) currently and must have been members at least one year before requesting a date.

The Church Staff

Members of the church staff as well as the Wedding Coordinator are willing to assist you in ways that they can.

Pastor: _____

Connell's Pastor is available for counseling sessions and conducting the wedding ceremony.

If you choose to use Connell's Pastor you must schedule an appointment with him to discuss the pre-marital counseling sessions. This time must be at the Pastor's convenience. The Pastor will share some time with you in discussing the basic principles relating to Christian marriage. These counseling sessions usually occur over a span of at least three months. The wedding ceremony order will be discussed during the final session. If a minister other than the Pastor of Connell is to officiate, he must be approved by the Pastor of Connell.

Wedding Coordinator:

The Wedding Coordinator will be responsible for organizing all communications between bride and staff members for weddings performed in Connell Baptist Church. The Wedding Coordinator has the authority and responsibility to enforce all policies set forth in this brochure. The coordinator will make an appointment for you to tour the facilities you will be using. You are allowed 2 meetings with the coordinator before the rehearsal date. If you have further questions they may be answered by phone conversation. The Wedding Coordinator will be present during your rehearsal, wedding and reception. You must inform the coordinator of exact times you wish to have the building open.

The Wedding Coordinator from Connell Baptist Church is paid a nominal fee to act on behalf of the church and provide assistance to the wedding couple as it relates to use of church facilities. The fee paid to the church's wedding coordinator is not intended to cover services related to planning and consulting (flowers, photography, catering etc.).

The Hostess Committee of Connell Baptist Church is available to assist the Wedding Coordinator as necessary based on the discretion of the Wedding Coordinator.

Minister of Music: _____

Connell's Minister of Music is available to advise on music selections for your wedding.

Your wedding ceremony will include prayers to God and sacred vows will be taken. You have chosen a church as the setting for this holy event and it is most appropriate for the music to reflect this Christian theme. Many popular favorites have no relationship to the Christian wedding. We at Connell Baptist Church have established a guideline for selecting wedding music. At various times during the ceremony, the music may be serious, joyous or festive, but all of the music should have a Christian orientation. All selections must contain at least one of the names referring to the Holy Trinity (examples: God, Father, Lord, Holy Spirit, Jesus, Christ, Savior, etc.) or another name for the Holy Trinity must be included, or implied, in any piece of music to be a part of the wedding ceremony; or music may be submitted for consideration by the Minister of Music. All wedding music must be approved.

Organist/Pianist: _____

The regular church accompanist may be available for your wedding. Outside accompanists must be cleared with the Minister of Music. As soon as the church has confirmed your wedding it is your responsibility to contact the church accompanist and together determine the music to be used and the fees required.

Custodial Staff: _____

The Wedding Coordinator will be your link in communication between yourself and the church custodial staff. You will find our facilities clean for each wedding event. Special arrangements (such as setting up chairs, tables, etc.) should be communicated to the Wedding Coordinator 30 days prior to the wedding. Our custodial staff will set out chairs, tables, etc., but are not expected to help in decorating or removing decorations.

Nursery Workers:

The Children's Minister will be happy to arrange workers if needed, but the wedding party will be expected to pay the church at the established fee which allows for two workers. Inform the Wedding Coordinator if you desire this service.

Audio Technician:

The church has designated members who are authorized to operate the audio system. If you desire these services, you may so indicate on the list of Wedding Charges.

BUILDINGS

All of the wedding events to be held in any of the buildings belonging to Connell Baptist Church should reflect the spirit and good taste of a Southern Baptist Church.

1. No weddings will be performed on Sundays, Wednesdays or holidays.
2. **No beverages containing alcohol may be brought into or served on the premises. Violations will result in the immediate cancellation of the ceremony and/or reception.**
3. Smoking is prohibited in the church buildings. Violators will be asked to extinguish their cigarettes and/or leave.
4. Decorations may be fastened with qwik-tac. Decorations are not to be fastened with tape, tacks, or staples. Protective pads must be used under all vases, boxes, potted plants, candles, etc.
5. **Only silk flower petals may be used on floor.**
6. **Only votive cups or metal tapers are permitted. Protective cloths must be used under all candles.**
7. Eating is allowed only in Bentley Hall or Parlor.
8. In order to prevent any damage, please arrange chairs a reasonable distance from the wall in Bentley Hall.
9. If the wedding party desires, birdseed may be thrown outside the buildings. Other materials will be considered based on the discretion of the Wedding Coordinator. A \$20 fee will be applied for additional clean-up.
10. Special furnishings or decorations are to be removed immediately after the wedding, so that they will not interfere with the next regular church service.
11. Should furnishings or carpet be soiled or damaged beyond normal use, the wedding party will be notified, and will be billed by the Financial Secretary for damages.
12. There will be no electrical alterations.
13. No equipment belonging to the church may be taken from the premises.
14. The church sanctuary will seat 350 persons, and the balcony 150. The chapel will seat 150 persons. For receptions, the parlor will accommodate 50 and Bentley Hall 200.
15. The wedding coordinator will open the doors for the rehearsal and/or wedding at the time designated.
16. We recommend and encourage that the rehearsal be scheduled by 7:00 p.m. and be concluded within one and one-half hours. If a rehearsal dinner is also scheduled, the dinner should be concluded within two hours.
17. We recommend and encourage that the use of the buildings for the wedding not to exceed four (4) hours. This time frame allows for the facilities to be opened two hours before the scheduled wedding time and allows for two (2) hours for the wedding and/or pictures. If the wedding is over the allotted time an additional fee of \$100.00 per hour will be charged and payable to Connell Baptist Church and given to the Wedding Coordinator at the conclusion of the wedding. No weddings are to be scheduled after 7:00 p.m. on Saturdays.
18. Time allotment for reception is 2 hours. If the reception is over the allotted time an additional fee of \$100.00 will be charged and payable to Connell Baptist Church and given to the Wedding Coordinator at the conclusion of the reception.
19. You must discuss sanctuary and reception set up with the Wedding Coordinator 30 days prior to the wedding date.

TO FLORISTS:

This couple has chosen to have a Christian wedding ceremony in Connell Baptist Church. Since this is a religious ceremony, please be advised of the following:

1. Please check with Wedding Coordinator for door with best access.
2. It is suggested that you establish a delivery time with the bride so that she can communicate to the Wedding Coordinator to have the doors unlocked.
3. Please bring a protective cloth if you plan to stand on any of the furnishings while decorating.
4. Protective pads must be used under all vases, boxes, potted plants, etc.
5. No tape, tacks, or staples are to be driven into the furnishings, walls, or other woodwork. Decorations may be fastened with Qwik-tac.
6. **Only silk flower petals may be used on floor.**
7. **Only votive cups or metal tapers are permitted! Protective cloths must be used underneath all candles.**
8. Take extra precaution when moving the candelabra after a wedding event so that hot candle wax will not spill.
9. All decorations are to be removed immediately after the wedding and/or reception. Do not leave decorations to interfere with regularly scheduled church events.
10. Please put everything back in the order in which it was found.
11. If arrangements have been made for leaving any of the flowers for our worship service, please let the Wedding Coordinator know before leaving.
12. **No alcoholic beverages are allowed on the premises.**

13. Smoking is prohibited in the church buildings.
14. Eating is allowed only in Bentley Hall or Parlor.
15. Birdseed may be distributed and thrown OUTSIDE the building. Other materials will be considered based on the discretion of the Wedding Coordinator. A \$20 fee will be applied for additional clean-up.
16. There should be no electrical alterations.
17. Bring your own equipment (example: extension cords, tape, adhesive putty, scissors, lighter for candles, ladders, etc.).
18. No equipment belonging to Connell Baptist Church may be taken off the premises.

THE FAILURE OF ANY FLORIST TO COMPLY WITH THESE REGULATIONS WILL NECESSITATE THE CHURCH ADVISING FUTURE COUPLES THAT SUCH FLORIST IS UNACCEPTABLE TO CONNELL BAPTIST CHURCH OF FORT WORTH.

TO CATERERS:

If you have hired a caterer, the caterer should supply all dishwashers, servers, and food handlers. If you plan to ask friends to help in the kitchen, you should plan on two dishwashers, at least two servers (to circulate during a reception and gather used dishes and return them to the kitchen for washing), and at least two people to refill food trays, punch, coffee, etc. Neither the Wedding Coordinator nor the custodial staff wash dishes. Use of the dishwashing machine is not permitted.

This couple has chosen to have a Christian wedding at Connell Baptist Church. Being a church, certain regulations are advised:

1. It is suggested that you establish a delivery time with the Bride so that she can communicate it to the Wedding Coordinator and have the doors unlocked.
2. If you will need a refrigerator or freezer, please advise so that these will be left empty for your use.
3. You must use your own equipment (dishtowels, dishwashing soap, extension cords, pots, pans, long handled spoons, foil, plastic wrap, containers for leftovers, doilies, tablecloths, serving trays, plates, silverware, cups, saucers, coffee pots, filters, sugar, salt, pepper, creamers, toothpicks, pins, matches, etc.). No exception for non-church members. Church members may request use of church owned linens, serving pieces, silverware and dishes.
4. Use of the sanitizer is not allowed.
5. **Only votive cups and metal tapers are permitted.**
6. Take extra precaution when moving the candelabra so that hot wax will not spill.
7. No tape, tacks, or staples are to be driven into the walls, furnishings, or woodwork,.
8. All decorations and equipment are to be removed from premises immediately after the event.
9. Clean up! Please put everything back where it was found.
10. **No alcoholic beverages are allowed on the premises.**
11. Smoking is prohibited in the church buildings.
12. Eating is allowed only in Bentley Hall or Parlor.
13. Birdseed may be distributed and thrown OUTSIDE the building. Other materials will be considered based on the discretion of the Wedding Coordinator. A \$20 fee will be applied for additional clean-up.
14. There should be no electrical alterations.
15. No equipment belonging to Connell Baptist Church is to leave the premises.

THE FAILURE OF ANY CATERER TO COMPLY WITH THESE REGULATIONS WILL NECESSITATE THE CHURCH ADVISING FUTURE COUPLES THAT SUCH CATERER IS UNACCEPTABLE TO CONNELL BAPTIST CHURCH OF FORT WORTH.

PHOTOGRAPHS

The Bride and Groom are encouraged to have pictures made. Flash pictures, however, are not permitted during the wedding ceremony. The Pastor and others will be pleased to pose for pictures, either before or after the ceremony. If you wish to have a video tape made of the ceremony you must make these arrangements. Please make sure your photographer receives a copy of the policies concerning photographers made available in this packet.

TO PHOTOGRAPHER AND/OR VIDEO TECHNICIAN:

This couple has chosen to have a Christian wedding ceremony in Connell Baptist Church. Since this is a religious ceremony, please be advised of the following:

1. It is suggested that you arrange with the bride to take as many pictures as possible prior to the hour of the wedding.
 2. Pictures may be made at the rear of the sanctuary as the Bride goes down the aisle and as she and the groom come out.
 3. No flash pictures are to be taken during the ceremony proper (defined as from the kiss by the father until the kiss by the groom).
 4. It is the photographer's responsibility to see that the wedding party is informed about group pictures to be made after the ceremony so that they will stay together.
 5. It would be advisable to have a list on hand of the pictures to be made. Take larger groups first to release them sooner.
 6. Please bring a protective cloth or pad if you plan to stand on the furniture to take pictures. (This includes reception.)
 7. Do not rearrange the candelabra when taking pictures following the wedding, as this causes the hot wax to spill.
 8. **No alcoholic beverages are allowed on the premises.**
 9. Smoking is prohibited in the church buildings.
 10. No tape, tacks, or staples are to be driven into the furnishings, walls or other woodwork.
 11. Eating is prohibited in all areas except Bentley Hall or Parlor.
 12. Birdseed may be distributed and thrown OUTSIDE the building. Other materials will be considered based on the discretion of the Wedding Coordinator. A \$20 fee will be applied for additional clean-up.
 13. Do not leave special furnishings or decorations so they will interfere with the next regular church service.
 14. There should be no electrical alterations.
 15. Bring your own extension cords.
 16. No equipment belonging to Connell Baptist Church may be taken off the premises.
- THE FAILURE OF ANY PHOTOGRAPHER TO COOPERATE WITH THESE REQUIREMENTS WILL NECESSITATE THE CHURCH ADVISING FUTURE WEDDING COUPLES THAT SUCH PHOTOGRAPHER IS NOT ACCEPTABLE TO CONNELL BAPTIST CHURCH OF FORT WORTH.

REVIEW ORDER OF CEREMONY:

- LIGHTING OF CANDLES (children, youth, or adults)
- SEATING OF GRANDPARENTS
- SEATING OF MOTHERS
- LIGHTING OF CANDLES
- CHIMING OF HOUR
- SOLO
- PROCESSIONAL
 - Minister enters
 - Bridal Party enters from:
 - Men Organ Side, Women South rear
 - Rear: Men South, Women south
 - Rear: By couple, Alternating sides
 - Flower girl and ring bearer
 - Stand-in for Bride
 - Flower to Mother
- SOLO
- CEREMONY
 - Ceremony Content: Biblical Basis of Marriage
 - Vows Memorized or Repeated
 - Rings: Single Double
 - Ring vows
 - Pastoral Charge
 - Pronouncement
 - Prayer Kneeling
 - Solo
 - Embrace
 - Presentation of Couple
 - Unity Candle
- RECESSIONAL
 - Flower to Mother
 - Bridal Party
 - Usher out Parents
 - Usher out Grandparents
- ANNOUNCE RECEPTION

Name/Date

WEDDING CHARGES FOR NON-MEMBERS

Revised 1/03

A \$50.00 deposit is required to hold the dates firm on the church calendar and is non-refundable.
The balance is due 30 days before the wedding date.

<u>USE</u>	<u>FEE</u>	<u>PAYMENT</u>
Refundable Damage Deposit	\$100.00	\$ _____
Building Use;		
Sanctuary (Seating 350 / balcony 150) 1 ½ hrs rehearsal/ 4 hrs wedding	\$700.00	_____
Fellowship Hall (Seating 200) 2 hrs reception or other use	\$200.00	_____
Parlor & Kitchen (Seating 50-75) 2 hrs reception or other use	\$100.00	_____
Chapel (Seating 150) 1 ½ hrs rehearsal/ 4 hrs wedding	\$200.00	_____
Additional hours (per hour)	\$100.00	_____
Wedding Coordinator/Event		
Rehearsal/Wedding	\$120.00	_____
Reception or other use	\$40.00	_____
Additional Hours (per hour)	\$10.00	_____
Custodian's Service		
Rehearsal (Sanctuary/Chapel)	\$ 40.00	_____
Rehearsal Dinner (Fellowship Hall)	\$100.00	_____
Wedding (Sanctuary)	\$ 60.00	_____
Wedding (Chapel)	\$40.00	_____
Reception or other use (Bentley Hall)	\$100.00	_____
Reception/Wedding or other use (Parlor/Kitchen)	\$ 50.00	_____
Platform Assistance (As required)	\$50.00	_____
Audio Fee (includes 1 tape)	\$60.00	_____
Each additional tape	\$5.00	_____
Connell Minister's Fee	\$100.00	_____
Extra Clean-up for throwing material (other than birdseed)	\$20.00	_____
Nursery (2 workers)	\$65.00	_____
	TOTAL	_____
(due 30 days prior to wedding date)	BALANCE	_____

Initial \$50 deposit is non-refundable. In case of cancellation, for any reason, all other monies will be refunded only if 30 days notice prior to wedding date has been given. All charges payable to Connell Baptist Church.

Soloists and any others not on the Connell Staff should be paid their fees individually at the time of the Rehearsal and not through the Financial Secretary.

Other minister's honorarium or gift should be handled individually by the groom prior to the ceremony and should not be paid to the Financial Secretary. (A guideline would be \$100-\$150.)

All Non-Members must agree to abide with the policies and procedures set forth in this document without exceptions. Paying your deposit and scheduling your wedding is an affirmation of the agreement.

Name/Date

WEDDING REQUEST FORM

Connell Baptist Church /4736 Bryce Avenue/Fort Worth Texas 76107-4143

Please fill in the requested information and return to the church secretary. Date submitted: _____

BRIDE'S INFORMATION:

Name: _____

Address: _____

Employment: _____

Telephone(s): Home _____ Work _____ Cell _____

Age: _____ Marital Status: single [] divorced []

Church Affiliation: _____

Bride's Parent Information:

Name: _____

Address: _____

Telephone(s): Home _____ Work _____ Cell _____

GROOM'S INFORMATION:

Name: _____

Address: _____

Telephone(s): Home _____ Work _____ Cell _____

Age: _____ Marital Status: single [] divorced []

Church Affiliation: _____

Groom Parent Information:

Name: _____

Address: _____

Telephone(s): Home _____ Work _____ Cell _____

Couple's Address after wedding: _____

FIRST CHOICE OF DATES:

Rehearsal _____ Time _____

Wedding _____ Time _____

SECOND CHOICE OF DATES:

Rehearsal _____ Time _____

Wedding _____ Time _____

Church facilities desired: Sanctuary _____, Chapel _____, Fellowship Hall _____, Parlor _____.

Style (attire): formal _____ semi-formal _____ informal _____

Number of Attendants: Bride's _____ Groom's _____ Ushers _____

Expected Number of Guests _____

Officiating Minister: _____ Phone #: _____

Name of Florist: _____

Please list all types of candles to be used. _____

Name of Caterer: _____

Name of Photographer: _____

Name of Video Technician: _____

Name of Accompanist: _____

Name of Vocalist: _____

List of vocal music: 1. _____

2. _____

3. _____

Name of Wedding Consultant: _____

We agree to read the Wedding Booklet provided by Connell Baptist Church and abide by the policies and procedures set forth in this booklet.

Bride's Signature _____

Groom's Signature _____

Deposit Paid: Amount \$ _____ Date Received _____

Approved: _____ Notified _____