

# +Wedding Policies

Longview Baptist Church

There are not many things more beautiful than a Christian wedding or more wholesome than a Christian home. This can be attributed to the fact that it was God who established the rite of marriage and authored the Christian home. Jesus sanctioned marriage by His presence at the wedding in Cana of Galilee. Even the Apostle Paul declared marriage to be honorable in all. Therefore, your wedding in this church is considered a sacred occasion. It is our conviction that all elements of the service should be in keeping with that purpose.

We at Longview Baptist Church, wish to extend to you every possible assistance to help make your wedding that sacred, dignified, and memorable experience in your Christian life that you want it to be. Therefore, we have given serious study and carefully prepared the following policies and information to establish a helpful and uniform practice in regards to weddings in this church. We sincerely believe these policies are the most suitable and practical for all concerned and therefore urge you to read the following materials carefully and insist upon your full cooperation that the desire and purpose of the Longview Baptist Church to make every wedding ceremony a memorable and beautiful worship experience.

## 1. Scheduling the Wedding

Members of Longview and their immediate families (Grandparents, Parents, Children, and Grandchildren) are eligible to use the church facilities for their wedding.

Careful planning is necessary in all wedding. When a couple plans to be married in the church, the bride or groom should contact the Pastor's secretary and set up a conference with the pastor. (She can be contacted by calling the church (318-466-5313) Monday through Thursday, 8:00-4:00. At that time, a date for the wedding can be temporarily calendared. However, it would be well to remember that no calendar date can be confirmed until they have met with the pastor and all necessary forms have been filled out, signed, and returned to the Pastor's secretary. Also, no facilities can be reserved more than 1 year in advance for members, 3 months for non-members. It would **NOT** be wise to make any announcements or specific plans until the dates have been confirmed.

No formal weddings may be scheduled on Sundays or Wednesday evenings. Because of the difficulties involved, we do not schedule weddings, rehearsals, or wedding receptions on the following days: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Eve or Christmas Day. Also, due to the many activities and extensive decorations during the month of December, weddings are discouraged during this time period. If a couple wishes to use the facilities in December, all decorations must be left as is.

## 2. Working With the Pastor

We encourage the Pastor of Longview Baptist Church to officiate all weddings conducted at Longview Baptist Church. Any exception to this rule is to be approved by the pastor. (An example of an exception would be when the bride or groom has a close relative such as father or brother or uncle, or family friend who is an ordained minister and they desire him to marry them.) Even then, their doctrinal position must be compatible with the Christian faith and they must be legally registered in the State of Louisiana to perform weddings.) In the absence of the pastor, the request must be submitted to the Deacons in a regular scheduled Deacons meeting. They will make the decision.

## 3. Use of Church Buildings and Facilities

All facilities used must be placed back in order as they were found. No unclean dishes can be left in the kitchen or food left in the refrigerator. All garbage must be placed in the dumpster provided outside. The throwing of rice or birdseed in the building is prohibited. The grounds must be cleaned from paper, cans, etc. that are left as a result of the wedding. At no time, under any circumstances will smoking be allowed in any of the buildings. Alcoholic beverage is absolutely prohibited on the grounds and in the buildings of this church.

Building access should be coordinated through the Facilities Coordinator.

**NO KEYS ARE AVAILABLE AT THE PASTOR'S NOR THE SECRETARY'S HOME AFTER HOURS OR OVER THE WEEKEND.**

## 4. Flowers and Decorations

The auditorium of Longview Baptist Church provides a beautiful and dignified setting for a sacred service. A minimum of decoration is required and this should be carefully planned.

When candles are used, they must be of the drip-less variety and placed in candelabra, which will catch and contain all drippings. The floors must be thoroughly protected by placing a piece of clear plastic under the candelabra. No candles may be placed where drippings would be on woodwork, cushions, or furniture. No staples, tacks, or nails can be used in the walls or furniture and at no time can anything be placed on the piano or other musical instruments that might be in the auditorium.

Air conditioning or heating will be turned on only at a reasonable time before any scheduled event (in any case, not more than four hours in advance.) The Florist should be aware of this and not bring flowers too early.

Florist delivering flowers after office hours or over the weekend is responsible to make arrangements with the family of the wedding party securing the church for opening and closing the church for delivery.

## 5. Your Wedding Music

The sound of music, perhaps more than any other one element of your wedding, will create the atmosphere and establish the “personality” of your wedding. Therefore, the selection of good and appropriate music and good musicians is of tremendous importance to the beauty and significance of your wedding.

If you will keep in mind that a wedding in Longview Baptist Church is a service of worship, then the criteria for music is already set. While we do not attempt to dictate what music must be used, we do insist that the music used in connection with the ceremony should be in keeping with the sacredness and dignity of the wedding service. Copies of the words of the music should be given to the pastor prior to the rehearsal. **We do reserve the right to veto musical selections if they are, in our opinion, out of focus with a Christian wedding.**

The Minister of Music is prepared to counsel with the Bride regarding the availability of musicians, as well as music selections, etc. He is very interested in your wedding and anxious that the music selected in this significant hour be worshipful and meaningful to the bride and groom as well as the friends that share this experience.

Any live music used at the reception held in this church must be likewise approved by the Minister of Music and at no time, under any circumstances is dancing permitted on church premises.

When there is a soloist, it is the responsibility of the bride to see that the soloist contacts the pianist. Any rehearsing of the music that needs to be done at the church must be done during regular office hours or special arrangements must be made through the Minister of Music.

## 6. Your Wedding and Sound

The Sound system of this church is a sophisticated system designed to give the best in sound reproductions. It requires a trained person to operate properly. No one else will be allowed to operate the system. These arrangements must be made between the bride’s family and the sound technician. A fee is involved.

## 7. Wedding Fees

Church facilities may be used by members of the church for weddings without any charge for the building. However, there are some fees involved and are listed below for your convenience. Non-members may also use the facilities but there is a charge for use of the buildings. These fees are listed as well.

- Security Deposit – A deposit is required to cover any damage to the property, removal of property, failure to adhere to this policy, failure to clean up, or cancellation. Refund of deposits will be determined by the Facilities Coordinator. Deposit Fees are:

Members: \$200

- Sound Technician: Only our church approved sound technicians are allowed to manage the sound systems. Since he is not a paid employee of the church, a fee of \$100 is involved.
- Pianist: If our regular church pianist is used, it is to be remembered that this work is over and above her church responsibility. Therefore a fee of \$100 is involved. If another pianist is used, this is an arrangement made entirely between the Bride's family and him/her and the church has no responsibility for any fees in this situation.
- Organist: If our regular church organist is used, it is to be remembered that this work is over and above her church responsibility. Therefore a fee of \$100 is involved. If another organist is used, this is an arrangement made entirely between the Bride's family and him/her and the church has no responsibility for any fees in this situation.
- Facilities Coordinator: All weddings must use one of Longview's Facilities Coordinator's. The Facilities Coordinator is responsible for assisting the family in the use of the facilities, opening and securing facilities, making sure air conditioning and heating are turned on at the appropriate times, inspection of facilities at the conclusion of the wedding to determine if facilities have been left as found and amount of deposit due family. Fees are as follows:

Members: \$200

## 8. General Regulations for Weddings (Summary)

- No wedding or rehearsal will be conducted when any member of the wedding party is under the influence of alcoholic beverages or non-prescriptions drugs.
- No rice, or confetti may be thrown inside or outside the church buildings. However, birdseed may be thrown **outside** of the buildings only.

- The dress of the wedding party shall be in good taste and should conform to suitable clothing for a Christian service.
- Please request all members of the wedding party to refrain from smoking inside the buildings (including bathrooms). The use of vile or profane language while on church property is prohibited.
- The church will not be responsible for personal items such as wedding gowns, wraps, purses, silver, and glassware brought to the church for use in a wedding or a wedding reception; nor be liable for such items if lost, stolen, or damaged. However, it will use every reasonable effort to assist the wedding party in protecting such property.

The Pastor, Church Staff, and members of the Longview Baptist Church wish for you the kind of church wedding you can remember with real happiness through the years. It is our desire that these suggestions will help guide you're planning toward that goal.

**REQUEST FOR WEDDING RESERVATIONS**  
**Longview Baptist Church**

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

Name of Bride \_\_\_\_\_

Address: \_\_\_\_\_ Cell# \_\_\_\_\_  
Phone \_\_\_\_\_

Name of Groom \_\_\_\_\_

Address: \_\_\_\_\_ Cell# \_\_\_\_\_  
Phone \_\_\_\_\_

New Address \_\_\_\_\_ Phone \_\_\_\_\_

Is either a member of the Longview Baptist Church? YES \_\_\_ NO \_\_\_

Has either a parent who is a member of Longview? YES \_\_\_ NO \_\_\_

Please reserve for us (Check One)

Building "A" Auditorium

Building "B" Family Life Center

Time of Rehearsal: Date \_\_\_\_\_ Hour \_\_\_\_\_

Time of Wedding: Date \_\_\_\_\_ Hour \_\_\_\_\_

Minister: \_\_\_\_\_

Pianist: \_\_\_\_\_

"We agree to comply with the rules and regulations of the Longview Baptist Church, regarding church weddings and church receptions."

Signed: \_\_\_\_\_ Bride

Signed: \_\_\_\_\_ Groom

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

(Please return to church offices as soon as possible)

## MUSIC CHECKLIST FOR WEDDINGS

Bride: \_\_\_\_\_

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

City, State, Zip: \_\_\_\_\_

Home Number: \_\_\_\_\_ Business Number: \_\_\_\_\_

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

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

**The following items must be approved by the Minister of Music and the Pastor of Longview Baptist Church. This form must be returned to the church office 2 weeks prior to the wedding date.**

Soloist(s): \_\_\_\_\_

Accompanist(s): \_\_\_\_\_

**Selections to be used**

TITLE	PIANO, ORGAN, TAPE, CD	COMPOSER
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TITLE	PIANO, ORGAN, TAPE, CD	COMPOSER
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TITLE	PIANO, ORGAN, TAPE, CD	COMPOSER
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**PROCESSIONAL:**

TITLE	PIANO, ORGAN, TAPE, CD	COMPOSER
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**RECESSIONAL:**

TITLE	PIANO, ORGAN, TAPE, CD	COMPOSER
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**OTHER:**

TITLE	PIANO, ORGAN, TAPE, CD	COMPOSER
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**Signed:** \_\_\_\_\_

Minister of Music

**Signed:** \_\_\_\_\_

Pastor / Associate Pastor



## POLICIES GUIDING USE OF BUILDINGS AND EQUIPMENT

### Longview Baptist Church

1. **Purpose:** These buildings are set aside for worship, evangelism, Christian education, world missions, recreation, and the development of Christian character and life. Any use of the property should reflect this purpose to the glory of God.
2. **Conduct:** Reverence and respect should be shown by all people using the buildings. Conduct should be confined to uncarpeted areas. No food or drink is allowed in carpeted areas unless carefully protected by plastic sheets. The use of tobacco in any form as well as the use of alcoholic beverages is not permitted in any place in any of the buildings.
3. **Schedules:** To avoid conflicts, those wishing to reserve any part of the buildings will arrange for the same through the church office. Assignments will be made with convenience and economy as to air-conditioning and heating and additional use of buildings. The regular activities and ministries will take precedence over all other types of activities when scheduling. However, once scheduled, no changes are to be made except in the event of an emergency.
4. **Lending:** Borrowing church property is discouraged and most of it cannot be loaned at all. The use of chairs, tables, etc. by our church family for church related meetings must be arranged through the church office. Arrangements for the pick up and return of such property must be so as not to interfere with its use in regularly scheduled meetings.
5. **Signs:** If signs or posters are used, they should be applied with plastic-tac or some similar adhesive. Scotch tape should never be used on painted walls. No tacks, nails, etc. may be driven into walls or woodwork except for permanent installations such as bulletin boards, etc. Those using signs, decorations, etc. must remove them immediately following activity.
6. **Wax on carpet:** The heat/air conditioning fans will cause the wax from candles to fall on the carpet in some instances. In order to insure that this does not happen. Plastic or some protective item must be placed on the carpeted floor. Persons placing candles in the church are responsible for removal of any wax dropped on the carpet.
7. **Kitchen Facilities:** If kitchen facilities and /or fellowship area is used for any kind of activities, the person in charge is responsible for seeing the area is cleaned up and putting facilities back in order. This means that dishes must be washed and placed back in their proper place, no unused food is left in the refrigerator, and all garbage is removed and placed in the dumpster provided for that purpose. No kitchen equipment or utensils are to be taken from the premises of the church.

8. **Records, tapes, books, etc.** are not to be sold in the sanctuary while used as a place of worship. Other places will be designated for that purpose.
  
9. **Other:** Persons using the buildings for class parties or other meetings are responsible for cleaning the kitchen when used, turning out the lights, turning off the heating and air-cooling units, removing garbage by placing it in the dumpster, and securing the building by making sure all doors are. The use of the kitchen and fellowship hall must be scheduled in advance with the church office. All members are urged to take pride in the appearance of all church buildings and guard them from abuse and misuse. Adults should instruct children in the proper use of church facilities.