

Calvary Baptist Church

Wedding
Packet

CONGRATULATIONS ON YOUR ENGAGEMENT!

Calvary is excited to hear that you are taking this important step in your life. Marriage is both a joyful and sacred occasion, during which two people declare before God, their family, and friends, their faith to each other and their desire to be united by the church in a new and lasting relationship with Christ as their partner.

PURPOSE OF THIS PACKET

Weddings can be joyful and yet very stressful! Experience has taught us that prior organization and clear communication can greatly reduce stress which can occur during this time. This packet will not only help you get organized, but it will create a great communication pathway between the wedding party and the hosting church. The primary purpose of this information is to help give you, the bride and groom, the greatest experience possible during your special time.

SCHEDULING YOUR WEDDING

We encourage you to schedule your wedding as soon as you know you plan to be married. Call the ministry assistant to request a tentative wedding date. She will review the church calendar and advise you if your date is available. Calvary has a maximum of 12 months for wedding date reservations and a minimum of four months. Exceptions are made only by the senior pastor.

Before your wedding date can be confirmed on the Calvary Baptist Church calendar, you and your fiancé must schedule an appointment with the pastor for a premarital interview.

Once the pastor gives his approval, you can confirm the date and time for your rehearsal and wedding. You will need to complete and sign Calvary's Wedding Agreement and return it to the Ministry Assistant.

SCHEDULING YOUR REHEARSAL

You need to reserve Calvary's facilities for your rehearsal when you schedule your wedding. Calvary's wedding hostess can be at your rehearsal if needed. The officiating pastor will be at your rehearsal.

MARRIAGE PREPARATION

Because of the concern of our pastors and deacons that your life together is Christ-centered, a prerequisite to being married at Calvary is your participation in premarital counseling. You may complete your counseling with the Pastor, one of the staff ministers, or an approved minister (minister must be approved by our Pastor). Both the bride and groom are required to attend. Appointments can be made through the church office.

WEDDING HOSTESS

After selecting a wedding date, a wedding hostess will either be appointed by Calvary Baptist Church to assist you in the details of the rehearsal and wedding day, or you can select your own ***Calvary approved*** hostess. Even though there is no set fee for Calvary members, we request that you honor her time investment in you by offering an appropriate financial love gift to her. There is a fee for non members (see fee sheet). She will call and make an appointment with you. She will go over the policies with you, and you will sign the data form. If you have chosen a wedding coordinator, then the role of the hostess will be to work with your coordinator. Our hostess is not

a wedding coordinator or wedding planner. The church hostess will serve as your primary contact regarding building, equipment, and other operational aspects of the wedding. The hostess will represent and fulfill all of Calvary's responsibilities and interests related to your wedding. She can be present at the rehearsal and wedding if needed. She will be responsible for the unlocking and locking of the building and the use of the heat and air. She will tell you locations of rooms or buildings you will use.

FACILITIES

Calvary's facilities are here for your use. We have found the following to be helpful as you plan your wedding:

DATE: While the facilities are generally available for your wedding each day of the week, due to Calvary's busy Sunday schedule of ministries, we are unable in most instances to perform weddings on Sundays, Wednesday, and holidays. As Calvary is an active evangelical church, ministry events occur constantly. This is why it is best to reserve your wedding date as soon as possible.

TIME: Weddings may be held between the hours of 9:00 a.m. to 6:00 p.m.

CAPACITIES

The Calvary Baptist Church worship center seats 350 in fixed seating. Seating cannot be increased with the use of folding chairs. The Fellowship Hall has a seating capacity of 175, and the Student Building has a seating capacity of 150.

DECORATIONS

The Hostess is responsible for approving all facility decorating activities. All decorations (including candelabras, candles, greenery, etc.) must be removed from the sanctuary within two to three hours of the end of the wedding ceremony. The only exception to this is if the wedding is later than 4 p.m. on a Saturday. Then the decorations would need to be removed within one hour from the end of the wedding ceremony. We recommend that a designated person be assigned to remove decorations at the completion of the ceremony. If the wedding party would like to leave some or all of the flowers for the church's use following the wedding, prior arrangements for this should be made with the hostess. During December, all Christmas decorations or furnishings provided by Calvary must remain as originally located. Weddings or other events must use or incorporate any décor preferences into Calvary's existing decorations during December.

The sound technician is responsible for removing or supervising the removal of all non-fixed sound equipment items from the stage area following completion of the wedding. All furniture placement/relocation plans should be discussed with the hostess. She will arrange to have the furniture moved by the custodial team.

Furniture located in the church lobby and hallways must remain in their existing location. Please refer any questions concerning this to the hostess.

If the use of flower petals is planned, please use only artificial petals that will not stain the carpet.

Dripless candles only (special candles with a hard outer shell and an enclosed spring-raised wick) are to be used in the church. These may be rented from a florist or rental stores. We also have several that you can use. You would need to purchase the inner wax. Protective floor coverings must be placed around all candelabras and under live plants (such as ferns)

Please do not use pew Bibles to prop or support any decorations.

Birdseed and bubbles are permitted to be used at Calvary but only outside the building. No rice permitted.

Calvary is a smoke-free facility.

Calvary is an alcohol-free facility. No alcoholic beverage of any kind may be served or consumed on any part of Calvary's premises. Guests under the influence of alcohol will be asked to leave.

Caution should be used to prevent damage of any kind to the carpet and church furnishings. Nails, tacks, staples, pins, and anything else that could potentially mar the woodwork or furnishings may not be used in decorating. The wedding couple is responsible for any damage to church property. Please consult the hostess regarding the best way to attach decorations. Decorating for the wedding and reception may begin the day before the wedding. Decorating for the rehearsal dinner may begin the day of the dinner.

DRESSING ROOMS

The Bride's Dressing Room is located below the Worship Center, in class # 131. There is ample room for the bride and her attendants to dress.

The groom and groomsmen may use one of the Bible Study classrooms on the hallway to the side of the worship center.

Please remove all personal items from the dressing rooms prior to leaving for the reception. It is recommended that someone be specifically assigned to do this. Nothing of value should be left in the dressing rooms. Calvary Baptist Church is not responsible for the loss of property or valuables that may occur at the church during the rehearsal, wedding, and/or reception.

MUSIC AND SOUND

Our trained technicians are the only people approved to operate the sound system in the worship center. The sound technician clears the stage of all musical equipment for you. This person will attend your rehearsal as well as your actual wedding. Since this role is a labor and time intensive activity, a fee is assessed. (Please see fee sheet.)

A listing of all musical selections must be provided to the church one month in advance of the wedding for approval by the worship pastor. All music and an outline of the ceremony should

also be provided to the church office one week prior to the wedding so that it can be distributed to the technical personnel who will be used for the wedding.

REHEARSAL

Rehearsals generally are scheduled at 6:00 p.m. the day before the wedding and typically last about an hour. Unless otherwise specified by the wedding party, the officiating minister will be in charge of the rehearsal and will be assisted by your coordinator. The following are some suggestions that will help your wedding rehearsal go smoothly:

- Be prompt. All members of the wedding party and both sets of parents should be present at the rehearsal. All participants should be encouraged to arrive at the designated time.
- Discuss any special ideas that you may have for your ceremony with the minister and wedding hostess BEFORE rehearsal time.
- THE BRIDE AND GROOM SHOULD DELIVER THE MARRIAGE LICENSE TO THE MINISTER AT THE REHEARSAL.

RECEPTION

Areas available for receptions include: Student Building and the Fellowship Hall. If you are planning a reception at Calvary Baptist Church, please provide that information on the wedding reservation request. To facilitate your wishes regarding the reception, a meeting should be scheduled with you, the hostess, and your caterer (if applicable) to discuss reception set-up details. Please bring along a drawing of your ideas.

USE OF CHURCH EQUIPMENT

Tablecloths are available for use. Please return them clean per church policy. If they are stained or damaged, we will ask you to replace them. They are machine washable. Candelabras, single candle stands, columns, lattice and an arch are available. There are no fees to use them, but we do ask that you make a donation to missions if you use these items.

MISCELLANEOUS INFORMATION

Smoking or the use of tobacco products in any form are not allowed in any part of the church facility at any time. Alcohol or illegal narcotics are not permitted in the building or on the grounds.

There is no childcare. Dancing is not permitted. Please use only the rooms you have reserved. Food is only permitted in the fellowship hall and student building. Please no pets.

PERSONAL PROPERTY LIABILITY

Calvary Baptist Church will not be liable for dresses, silver, jewelry, purses/billfolds, or any personal items lost, stolen, or damaged at any event related to this wedding.

MARRIAGE LICENSE

The marriage license should be given to the pastor at the rehearsal. The officiating pastor is responsible for signing it and returning it to the issuing officer.

CALVARY BAPTIST CHURCH

WEDDING HOSTESS

The Wedding Hostess serves as the representative for the church to assist the bride and groom. It is required for members and non-members to use our wedding hostess. She is a member of the Calvary Baptist Church and will be available to attend the rehearsal and the wedding if needed. She is knowledgeable and familiar with Calvary's wedding manual. She is aware of the church's policies concerning the use of candles, appropriate music, photography, and even any cleanup that is expected. She is familiar with all of the facilities available. She knows which rooms are used for dressing rooms and will be able to show you the church's wedding provisions (candelabras, arches, etc.).

Job Description:

- Meet with the bride and groom.
 1. Review hostess duties and responsibilities
 2. Tour facility, if needed.
 3. Answer any questions about the wedding packet.
 4. Review bride's design plan for the ceremony.
 5. Show the bride the items that may be needed such as tablecloths.
 6. Meet with the bride to be and the caterer if necessary to discuss reception set up ideas.
- Coordinate with custodian and sound technician times for clean up and set up before and after rehearsal, wedding, reception.
- Open and secure the building facilities for all rehearsals and the wedding/reception.
- Make sure lights are turned on and AC/Heat is on in all rooms used.
- Make sure all items used (tables, candle lighters, etc.) are clean and returned to their proper places.

The bridal party must submit a diagram for the room set-up to the Wedding Reception Hostess no less than 2 weeks prior to the reception.

You may choose to use one of the blank diagrams in the back of this handbook for your set-up drawing.

Calvary Baptist Church

Wedding / Event Pricing Worksheet (Member)

Name of Event:

Date of Event:

Custodial & Set-Up Fees

Worship Center	\$75	
Student Building	\$35	\$-
Fellowship Hall	\$75	\$-

Non-Optional Skilled Worker Fees [if Worship Center is Used]

Wedding Hostess*	love gift	\$-
Sound & Lighting Technician (Set-up/Take Down Assist.)	\$75	\$-

Optional Fees Charged (Only if Service is Used)

Powerpoint / Video Technician	love gift	\$-
Candelabras	*** offering to missions	\$-

TOTAL PRICE:
less DEPOSIT

\$-
\$-

TOTAL DUE:

\$-

- Please make balance payable to Calvary Baptist Church.

*You may select your own Calvary approved wedding hostess or use one that we provide.

Calvary Baptist Church

Wedding / Event Pricing Worksheet (Non-Member)

Name of Event:

Date of Event:

Building Use Fee	\$100	\$-
Building (utilities)		

Wedding / Event

Worship Center	\$50	\$-
Fellowship Hall	\$50	\$-

Reception / Event

Student Building	\$50	\$-
Fellowship Hall	\$50	\$-

Rehearsal Dinner

Student Building	\$50	\$-
Fellowship Hall	\$50	\$-

Custodial & Set-Up Fees

Worship Center	\$75	
Student Building	\$35	\$-
Fellowship Hall	\$75	\$-

Non-Optional Skilled Worker Fees [if Worship Center is Used]

Church Event hostess *	\$75	\$-
Sound & Lighting Technician (Set-up/Take Down Assist.)	\$125	\$-

Optional Fees Charged (Only if Service is Used)

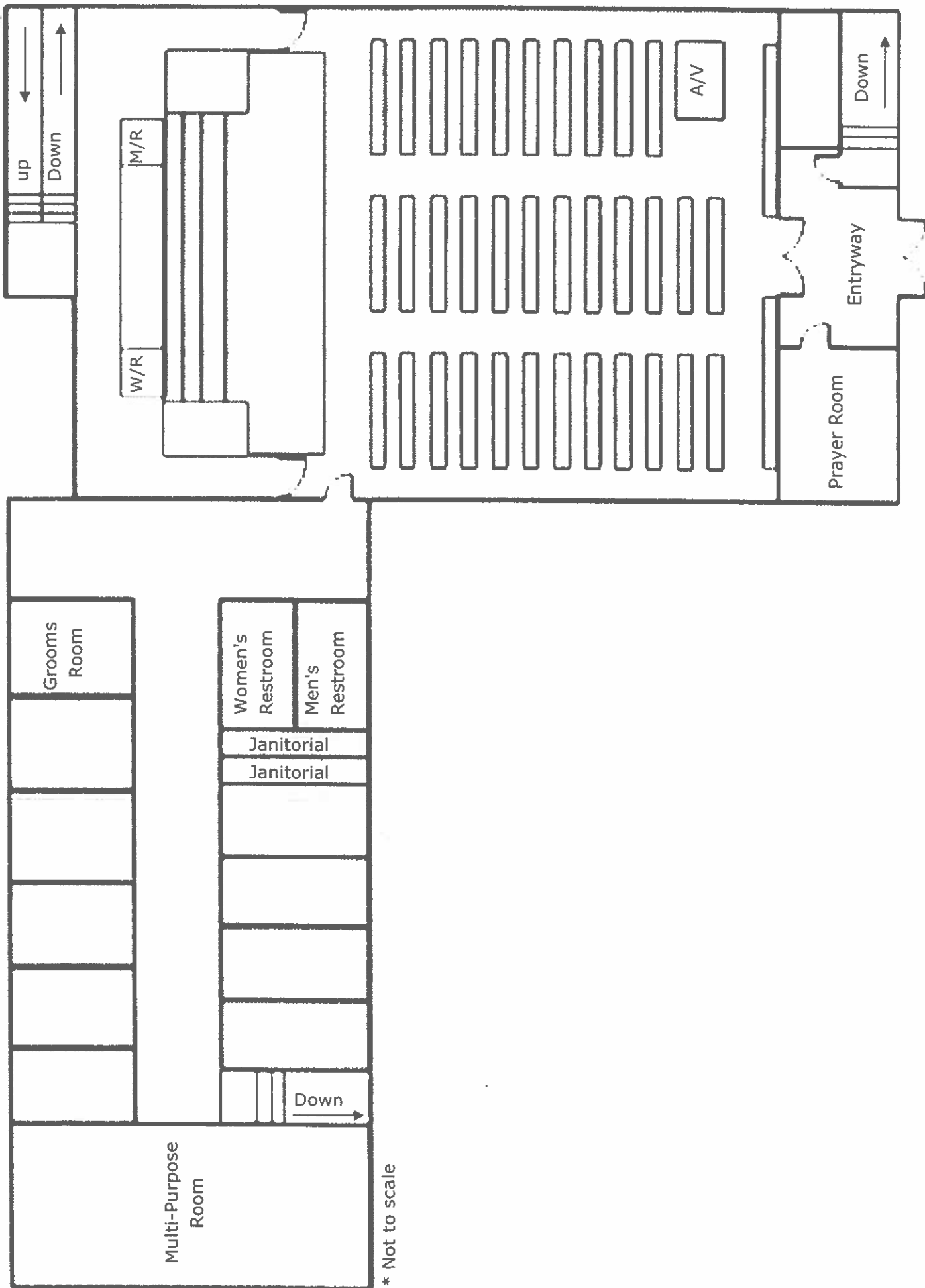
Powerpoint / Video Technician	\$50	\$-
Candelabras	*** offering to missions	\$-

TOTAL PRICE:	\$-
less DEPOSIT	\$-
TOTAL DUE:	\$-

- Please make balance payable to Calvary Baptist Church.

*You may select your own Calvary approved hostess or select one we will provide.

*** items were donated with a request for a donation to missions



* Not to scale

WEDDING DATA SHEET

Calvary Baptist Church – 5200 Hwy 167 Ruston, LA 71270

I understand FAILURE TO RETURN "DATA SHEET" within TWO WEEKS will release the tentative date originally scheduled for the use of another bride. Leave blank any information you have not decided on. It can be filled in later.

() Approved for Marriage by Calvary's Pastor (date) _____ () Member Of CBC () Non-Member

Wedding Date _____ Time _____ Rehearsal Date _____ Time _____

Reception at Calvary? _____. If not, where? _____

Rehearsal Dinner at Calvary _____. If not, where? _____

Wedding Coordinator: _____

Name of Bride _____ Name of Groom _____

Address _____ Address _____

City _____ State ____ Zip _____ City _____ State ____ Zip _____

Phone-home _____ work/cell _____ Phone-home _____ work/cell _____

EMAIL ADDRESS- _____ EMAIL ADDRESS- _____

Church Membership _____ Church Membership _____

Parent _____ Parent _____

Address _____ Address _____

City _____ State ____ Zip _____ City _____ State ____ Zip _____

Phone (home) _____ (work) _____ Phone (home) _____ (work) _____

Permanent Address after Wedding

City _____ State _____ Zip _____

Wedding Guests Expected to Invite _____ # Bride's Attendants _____ # Groom's Attendants _____

Flower Girls _____ Ring Bearer _____ It is strongly suggested both of these be at least 5 years old

Organist/Pianist _____ Soloist _____

Florist _____ Address _____ Phone _____

Caterer _____ Address _____ Phone _____

Photographer _____ Address _____ Phone _____

(Bride is responsible for giving florist, caterer and photographer a copy of policies)

Pastor(s) performing wedding

If not a Calvary Pastor, what is name of his church? _____

Address _____ Phone _____

We have read the wedding policies of Calvary Baptist Church and agree to abide by said policies. We understand we are responsible for any damage or destruction that may result to Church property related to the events of this wedding. We understand it is our responsibility to inform the wedding party, caterer, florist and photographer of the Calvary Baptist Church wedding policies.

Signatures of Bride & Groom _____ **Date** _____

WEDDING MUSIC APPROVAL SHEET

BRIDE: _____

PHONE: _____

GROOM: _____

PHONE: _____

WEDDING DATE: _____

TIME: _____

ORGANIST: _____

PHONE: _____

PIANIST: _____

PHONE: _____

VOCALISTS:

INSTRUMENTALISTS:

MUSICAL SELECTIONS

PRELUDE: _____

PROCESSIONAL: _____ (Wedding Party)
_____ (Bride)

RECESSIONAL: _____

POSTLUDE: _____

VOCAL SELECTIONS

PLEASE FURNISH COPIES

APPROVAL OF MINISTER OF MUSIC

Signature, Minister of Music Date