



*Istrouma Baptist
Church*

Wedding Policy





Scheduling Your Wedding Date

1. If an Istrouma Baptist Church (IBC) staff minister is officiating your wedding, you must first confirm your wedding date with him **before** requesting that the date be placed on the IBC calendar.
 2. If someone other than an IBC staff minister is to officiate, you must get approval of this person from the Senior Pastor before requesting that the date be placed on the IBC calendar.
 3. After the above procedures are followed, the Bride-elect must bring the damage deposit fee to the IBC Office before the date can be placed on the calendar. The IBC staff will determine if the requested date conflicts with other scheduled events and, if not, notify the Bride-elect that the date has been approved. Your signature on the request form indicates that you have read, understood, and are willing to comply with all the policies of IBC regarding weddings.
 4. Because of regular IBC programming, weddings will **not** be scheduled on Sundays or Wednesdays, or on any holiday weekend (New Year's, Memorial Day, Easter, July 4th, Labor Day and Thanksgiving.)
 5. To allow the custodians time for routine clean-up procedures, Saturday weddings may not begin after 6 p.m. (if reception is offsite) or after 4 p.m. (if reception is onsite). Friday weddings may not begin after 7 p.m. (if reception is offsite) or after 6 p.m. (if reception is onsite).
 6. **No date is final until all forms are executed and the damage deposit fee is received in the IBC office.**
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Your Wedding Coordinator

1. Following approval of your wedding date, the Bride-elect must engage the services of one of IBC's qualified Wedding Coordinators. A list of these individuals is on page four of this wedding handbook.
 2. After selecting a wedding coordinator from page four, please contact Diane Friley at ext. 124 with the coordinator's name. The initial consultation with the Wedding Coordinator must be held at least eight weeks before your wedding.
 3. The Wedding Coordinator is responsible for contacting the sound technician, lighting technician and the Building Superintendent. Please submit any special set-up request in writing to the Wedding Coordinator as soon as possible.
 4. The Wedding Coordinator will ensure that every aspect of the rehearsal, wedding, and reception (if it is on-site) will be one that will honor our Lord.
 5. **All music used in the wedding MUST be pre-approved by the Wedding Coordinator. Please remember that a wedding is a worship service and choose music accordingly.**
 6. The Wedding Coordinator will consult with members of the wedding party concerning their wishes for the occasion and attempt to accommodate them in any way possible.
 7. The Wedding Coordinator will be in complete charge of the rehearsal and the wedding as she carries out the wishes of the wedding party. The Bride-elect must make sure prior to the rehearsal that everyone understands the role of the Wedding Coordinator. Any deviation from plans made with the bride prior to the rehearsal must come by request of the Bride-elect to the Wedding Coordinator.
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People You Should Know

These people are ready to assist you with every aspect of your wedding ceremony and reception. It is the responsibility of the Bride-elect to **contact a Wedding Coordinator** as soon as possible to prevent scheduling conflicts. After talking with a Wedding Coordinator, please contact Diane Friley with the name of Wedding Coordinator. Also, you **must** contact a certified minister for the required pre-marital counseling sessions.

IBC Office Contact Diane Friley, 295-0775, Ext. 124
Adult Ministries Assistant

Wedding Coordinators Karen Bush, 978-2437
Tara Sager, 295-0775 x120 (work), 751-7148, 335-0617 (cell)

Certified Minister for Counseling Mike Holmes, 295-0775, Ext. 124



IBC Facilities and Custodial Services

1. **The facilities available to you are** the Worship Center, Chapel, and Bride's Dressing Room. No other areas in the IBC buildings may be used except those designated above. Facilities will not be open earlier than six (6) hours before the wedding.
2. IBC is not responsible for valuables before, during or after the events connected with the wedding. IBC is not responsible for articles left on campus.
3. The following items are available for your wedding and reception:
 - 2 brass candelabras (each holds 15 candles)
 - 1 brass unity candle stand
 - 2 brass candle lighters
 - Round tables
 - 6 ft. rectangular tables

Note: All paper products and tablecloths must be furnished by the wedding party.

4. The stage area is to remain "as is" during your wedding. **Nothing will be moved or relocated on the stage area.**
 5. The Bride-elect must furnish her own work crew. The reception area will be cleaned and ready for you. The rooms **MUST** be left as they are found or your **deposit will be forfeited.**
 6. All vendors (florists, caterers, etc.) are responsible for removing their equipment immediately following the wedding or the reception. IBC is NOT responsible for items left overnight.
 7. IBC has personnel on staff for assistance in setting up the room for the reception. Your Wedding Coordinator will communicate your wishes to him and provide him with a diagram of room set-up two weeks prior to the ceremony. It is required that at least one of the custodial staff be at IBC for any events related to the wedding. The custodian will unlock and lock the building at appropriate times and ensure that the facilities are made ready for the next IBC event.
 8. **NO ALCOHOLIC BEVERAGES ARE ALLOWED IN OR ON IBC PREMISES AT ANY TIME. NO PROFANE LANGUAGE IS ALLOWED ON IBC PREMISES. NO SMOKING IN IBC BUILDINGS IS ALLOWED.**
 9. Any damage, breakage, theft or loss of IBC equipment or facilities used for the wedding are the responsibility of the Bride-elect.
 9. It is the responsibility of the Bride-elect to communicate these policies to all participants involved in her wedding.
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Wedding Fees For IBC Members

Members of IBC and members of their immediate family (grandparents, parents, children or grandchildren) are eligible for the following discounted fees. These fees include services rendered.

Required Fees:

Facility Fee	<u>\$100.00</u>
Wedding Coordinator	<u>\$200.00</u>
Candles	<u>\$ 50.00</u>
Sound Technician	<u>\$150.00</u>
Lighting Technician	<u>\$100.00</u>
*Security/Damage Deposit	<u>\$300.00</u>

*The damage deposit will be refunded within two weeks following the wedding if all policies are followed and there is no damage.

Please indicate to whom the deposit refund check is to be made:

NAME _____

ADDRESS _____

- If an IBC staff minister is officiating your wedding, you must first confirm your wedding date with him **before** requesting that the date be placed on the IBC calendar.
 - If someone other than an IBC staff minister is to officiate, you must get approval of this person from the Senior Pastor before requesting that the date be placed on the IBC calendar.
 - Once you secure your wedding coordinator, please contact Diane Friley at the church office.
 - **The Security/Damage Deposit of \$300 must be paid, forms completed and signed before your date is requested for approval on the IBC calendar.**
 - **Full payment of the remaining fee balance is due 30 days before the wedding.**
 - All paid fees are refunded if the wedding is canceled 48 hours prior to the scheduled date and time.
 - Minister honorarium is not included nor is required but is at the discretion of the bride and groom.
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Wedding Fees For Non-Members

Non-members include anyone other than a grandparent, parent, child or grandchild of an active member of IBC. These fees include services rendered, IBC equipment, and facilities.

Required Fees:

Facility Fee	\$<u>1,500.00</u>
Wedding Coordinator	\$ <u>200.00</u>
Candles	\$ <u>50.00</u>
Sound Technician	\$ <u>150.00</u>
Lighting Technician	\$ <u>100.00</u>
*Security/Damage Deposit	\$ <u>300.00</u>

*The damage deposit will be refunded within two weeks following the wedding if all policies are followed and there is no damage.

Please indicate to whom the deposit refund check is to be made:

NAME _____

ADDRESS _____

- If an IBC staff minister is officiating your wedding, you must first confirm your wedding date with him **before** requesting that the date be placed on the IBC calendar.
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Your Wedding Ceremony

1. Decorations: Remember that the Worship Center is a place of worship; therefore, decorations should be kept simple and tasteful. The following regulations must be observed:
 - a. Florists and others must make an appointment through the Wedding Coordinator to decorate. The facilities will not be opened earlier than six (6) hours prior to the wedding time.
 - b. No tape, nails, staples, thumbtacks, glue, etc., are to be used in the Worship Center or reception area.
 - c. IBC provides **ALL candles** for your wedding, including the unity candles. These are the **ONLY** candles that may be used on the stage area. If you wish to use aisle candles, they **MUST** have globes.
 - d. All flowers/ decorations must be removed after the ceremony. IBC will not be held responsible for any damage or items left overnight.
2. Sound Reinforcement and Lighting
 - a. Sound and lighting equipment is to be operated only by a Sound/Light Engineer of IBC. Recorded music is to be given to the engineer by rehearsal time.
 - b. Rehearsals by instrumentalists and vocalists, other than during the wedding rehearsal itself, must be during regular office hours (8 a.m.-4:30 p.m., Monday-Thursday.)
 - c. All music selected for the ceremony should reflect the sacredness of the occasion. Music should be selected with discretion and **MUST** be approved by the Wedding Coordinator in advance.
3. Enlistment and fees for instrumentalists, other musicians and/or vocalists are the responsibility of the Bride-elect. Fees for these parties are not part of the fees charged by IBC.
4. Photography/Videography: In keeping with the sanctity of the ceremony, the following procedures are required of the photographer:
 - a. Videos may be recorded if the video equipment is inconspicuous and stationary.
 - b. Posed pictures may be taken prior to the ceremony and for a maximum of 30 minutes after the ceremony.
 - c. Photographers' movements should be limited to minimize distraction.
 - d. Undue noise should be eliminated.

NOTE: It is the responsibility of the Bride-elect to make sure the photographer/videographer is aware of the policies regarding photography before, during, and after the ceremony.



Your Wedding Rehearsal

1. The Wedding Coordinator will organize and direct the rehearsal.
2. The music portion of the service should be rehearsed and prepared prior to the wedding rehearsal.

Your Wedding Reception

1. The Chapel is available for your reception. Maximum capacity of the Chapel is 150 individuals. Detailed use of the Chapel must be coordinated with the Wedding Coordinator. She will assist in determining table and equipment placement. Cleaning of the Chapel is the responsibility of the wedding party.
 2. No reception should last over two hours. If using a caterer, all food should be removed and tables cleared immediately after the two-hour period has elapsed (.e. if a wedding reception begins at 3:00, the caterer should begin breaking down the set-ups at 5:00). The custodial staff will wait until the caterer has removed all food and equipment before completing their routine clean-up.
 3. Florists and others must make an appointment through the Wedding Coordinator to decorate or set up. The facilities will not be opened earlier than six (6) hours prior to the wedding time.
 4. No rice or other articles are to be thrown inside the buildings. Birdseed may be thrown **outside** away and from the doors of IBC.
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Facilities Request Form: Weddings

Requested date _____ Time of Wedding _____

Bride _____ Groom _____

Bride's email _____

Address _____ Address _____

Cell Phone _____ Cell Phone _____

Other Phone _____ Other Phone _____

Officiating Minister _____ Phone _____

*If this minister becomes unavailable,
who will be your second choice?* _____

Events of Wedding taking place at IBC:

Rehearsal:

Date _____ Time _____

Reception:

Date _____ Time _____

The Security/Damage Deposit of \$300 must accompany this form.

I have read and agree to all IBC policies regarding weddings.

Bride's Signature _____ Date _____



Wedding Coordinator's Information

Officiating Minister(s): _____

Bride's Family

Father: _____ Mother: _____

Who is giving the Bride away _____

Step-Father: _____ Step-Mother: _____

Maternal Grandparents:

Grandfather: _____ Grandmother: _____

Paternal Grandparents:

Grandfather: _____ Grandmother: _____

Other special guests: _____

Groom's Family

Father: _____ Mother: _____

Step-Father: _____ Step-Mother: _____

Maternal Grandparents:

Grandfather: _____ Grandmother: _____

Grandfather: _____ Grandmother: _____

Other special guests: _____



Wedding Coordinator's Information Sheet

Attendants:

Maid/Matron of Honor _____

Best Man _____

Flower Girl _____ Age: _____

Ring bearer _____ Age: _____

Who is responsible for children? _____

Bridesmaids:

Groomsmen/Ushers:

Who escorts: Bride's Mother: _____

Groom's Mother: _____

Grandmother(s): _____



Wedding Coordinator's Information Sheet

Will there be an aisle runner? (120ft) _____ Will there be a unity candle? _____

Who will pull the aisle runner: _____

Who lights the candles? _____

Will the bride present her mother(s) with a rose or other honor? _____

Florists: _____

Photographer: _____

Videographer: _____

Caterer: _____

Pianist: _____

Other instruments: _____

Vocalist(s): _____

Reader(s): _____
