

Central Baptist Church

6405 Courthouse Road
Church Road, Virginia 23833

Wedding Policy

Your wedding is a sacred occasion. It will be most meaningful to you, your family, and friends, when there is careful planning. The following policy will help you understand the requirements for use of the church facility and assist in your planning. Central Baptist Church does not charge for the use of the facility. The church does require respect for its property and courtesy in its use.

RESERVING CHURCH FACILITY

1. A formal request for use of church facilities must be made through the Pastor. A wedding date and rehearsal time will be placed on the church calendar only after this request is made.
2. The Pastor will officiate at all weddings, except when a couple requests a guest minister and the Pastor invites him.
3. Generally, Tuesday and Wednesday evenings are unavailable for weddings.
4. Weddings may not be scheduled to begin after 8:30 p.m. Receptions held in the Fellowship Hall must be concluded by 10:30 p.m.
5. Rehearsal for the wedding should be scheduled the day or evening prior to the wedding at an agreed upon time.

USING CHURCH FACILITIES

1. The consumption of alcoholic beverages is prohibited in or on church property.
2. Smoking is prohibited in the church building.
3. Decorations may NOT be glued, tacked or nailed to any church furniture or fixture, including the church candelabra. No decoration may be attached to any painted surface in the sanctuary.
4. The wedding party must obtain all additional furniture or equipment (candelabras, stands, kneeling benches, etc.) and they will be responsible for their return. The church cannot be responsible for ANY equipment left in the facility.
5. Food and drinks are prohibited in the sanctuary.
6. Rice/birdseed may be thrown outside the church only.

Wedding Policy (continued)

7. Candles should be the dripless variety and must be in candelabras that will catch and contain all drippings. The floor must be protected at all times.

REHEARSAL and WEDDING

1. It is expected that members of the wedding party will recognize the fact that the church is the "House of the Lord" and will conduct themselves at all times in an appropriate manner.
2. The photographer may take pictures before and after the ceremony in any part of the building. Pictures without flash may be taken from the back of the Sanctuary during the ceremony. The photographer may take a flash picture of the bride and her escort as they begin down the aisle and as the couple leaves. No flash pictures are to be taken during the ceremony by photographer or guests.
3. The marriage license should be delivered to the Pastor at least three days prior to the wedding date.
4. The Pastor will lead the rehearsal and will work with any designated Wedding Director.

MUSIC

1. The Pastor must approve all music used for the wedding.
2. The church organist may be available to play for weddings and the couple should contract with her directly for this purpose. The Pastor must approve any other organist.
3. It is the responsibility of the couple to contract with any soloist desired. It will be the responsibility of the couple to see that the soloist contacts the organist so that they might plan together.
4. The church organ and piano may not be moved from their positions in the sanctuary.
5. Arrangements for live music to be played at the reception held in the church Fellowship Hall must be approved by the Pastor.

CLEAN-UP

The Church will be clean prior to your wedding. It is the responsibility of the wedding party to designate an individual to ensure that the facility is completely cleaned following the wedding. The Pastor will obtain the name and telephone number of the designated person. A thorough cleaning of the facility to ensure that it is ready for Sunday services

Wedding Policy (continued)

may require several hours. It is the responsibility of the wedding party to designate an individual who will take the time to ensure that this is done.

Clean-up of the church, following the wedding, will include the following:

1. Proper placement of all church furniture and removal of any decorations and wedding items.
2. Vacuuming of all carpeted areas.
3. Sweeping porches and walks of rice and birdseed.
4. Sweeping of all non-carpeted areas used by the wedding party. If food has been served in the fellowship hall, the floor should be mopped as well.
5. All trash is to be removed from the property and replacement liners placed in trash cans.
6. Air conditioning and heating are to be turned off.
7. Lights are to be turned off and the facility locked.

IT IS THE RESPONSIBILITY OF THE COUPLE TO ENSURE THAT THESE GUIDELINES ARE COMPLIED WITH BY THE WEDDING PARTY AND GUESTS. THE PASTOR CANNOT APPROVE EXCEPTIONS TO THIS POLICY.