



Wedding Policy



SIXTEENTH STREET BAPTIST CHURCH
1530 SIXTH AVENUE NORTH
BIRMINGHAM, ALABAMA 35203
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REV. ARTHUR PRICE, JR., PASTOR



**EXCEPT THE LORD
BUILD THE HOUSE,
THEY LABOR
IN VAIN
WHO BUILD IT.**

PSALM 127:1

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Wedding Policy

Sixteenth Street Baptist Church is pleased to offer you its wedding facilities and services. Marriage is a sacred act, entered into by two individuals in a covenant relationship with God; therefore, your wedding day, whether simple or ornate, is a very important day in your life. God's intention is that marriage be a picture of Christ and His church. We believe that the term "marriage" has only one meaning and that is marriage is sanctioned by God which joins one man and one woman in a single, exclusive union, as delineated in Scripture.

The husband is to the wife what Christ is to the church. The wife is to the husband what the church is to Christ. This is a part of the profound mystery spoken of in Ephesians 5:21-23. God's plan followed is a marriage fulfilled.

Your celebration is precious in His sight and should be conducted with reverence to Him. We, at Sixteenth Street, are available to you to do everything possible to help make this special day a pleasant, memorable, and God-glorifying experience.

Weddings may be held any day of the week except on Sunday and on holidays observed by the church. Every effort will be made to accommodate your desired date around scheduled church activities. Schedule your wedding by first completing a [Wedding Information and Schedule Application](#) and submitting it to the church office.

We are not able to recommend photographers, florists, caterers, etc., however, you may want to try obtaining a copy of a Christian Business Directory.

Available Facilities

The main sanctuary is available and is used for most weddings, when one member of the couple or at least one of the parents of the couple, is a member of Sixteenth Street Baptist Church. Small private weddings may be held in the Pastor's study. Attendance in private weddings is limited to a dozen or fewer people.

Fees

The costs for usage of the Sixteenth Street Baptist Church facilities and services are as follows:

- | | |
|--|--|
| • Fee for wedding in the Sanctuary
¹ (Member in good standing) | \$-0- |
| • Janitorial Services | \$300.00
(includes rehearsals,
rehearsal dinner, set up and
clean up for wedding party) |
| • Fee for use of Fellowship Hall | \$250.00 |

¹ A member in good standing is one who regularly attends Worship service, partakes of the Lord's Supper, and pays tithes (10% of their income) to Sixteenth Street Baptist Church.

These fees are due two weeks prior to your wedding; however, the **non-refundable** fee of \$100.00 is payable at the time your application is submitted for review and will be counted toward your total expenses. If for any reason other than the wedding cancellation or some unforeseen event, the application fee will be non-refundable.

Honorariums for the officiating minister, coordinator etc. are often given, as they are customary and appropriate but not required.

Scheduling

- Because of heavy church programming, weddings or rehearsals may not be held on Sundays, holidays or Wednesday evenings. Holidays are those days the church offices are closed for observance.
- Weddings that conflict with any worship service or event involving the membership as a whole will not be scheduled.
- Weddings will not be scheduled more than 12 months in advance.
- During special celebrations – times such as Christmas and Easter, the Sanctuary will be specifically decorated. It is understood that these special decorations will not be removed or disturbed until the end of the time of celebration. Weddings during these times need to be planned with these decorations in mind.
- Multiple weddings on the same day cannot be accommodated.
- At the time the Wedding date is placed on the calendar, the deposit fee and a signed Application will be due.
- Your wedding application will be reviewed by the ministerial staff for completeness and upon their acceptance you will receive a confirmation letter (usually two weeks after the application has been submitted).
- At the time your date is placed on the Church calendar and the application is accepted, a church wedding coordinator will be assigned to work with you to make your plans. This coordinator will direct your rehearsal and wedding. The coordinator is assigned to assist you and ensure that your day goes as planned.
- You may choose to employ, at your expense, an outside wedding coordinator. The church assigned coordinator will serve as a consultant to the employed coordinator, be present at the rehearsal and wedding, and have final authority in all matters concerning the use of the Sixteenth Street Baptist Church facilities and policies.
- Once the date is confirmed on the calendar, a date and time will be selected for the rehearsal. A maximum of 2 hours will be allotted for the rehearsal.

Wedding Rehearsal

The wedding rehearsal is typically scheduled the day before the wedding, to accommodate out of town participants. The officiating minister or Sixteenth Street Baptist Church Wedding Coordinator is in charge of the rehearsal.

If the bride chooses to hire a Wedding Coordinator to coordinate the wedding, the hired coordinator should contact the Sixteenth Street Baptist Church Wedding Coordinator, in advance, to discuss special arrangements for the rehearsal.

All members of the wedding party, including musicians, are expected to attend.

Rehearsals can be held between the hours of 5:30 p.m. and 9:00 p.m. It is the couple's responsibility to ensure that all members of the wedding party are informed of the rehearsal time, and arrive promptly.

Ministers

Selection of the minister is usually correlated with the selection of the wedding date.

Pre-marital Counseling

Pre-marital counseling is required for both the bride and groom. Commitment to counseling is necessary to ensure that your life-long commitment is made with forethought and knowledge of the biblical basis for marriage. Counseling begins with the first meeting with a minister. The minister will determine, from this meeting, whether additional sessions are needed.

Decorations

Your wedding décor should be special, unique and individually yours. One way it can be different from other weddings will be the flowers and colors you choose; however, the sanctuary is designated as a place of worship and should be respected as such when decorating. No devices, decoration or equipment should be used that will mar or damage the church facilities. The requesting couple is responsible for damage requiring repair or replacement. The following is a list of practicable ways to protect the finish and fabric of the church.

- Prior to commencement of decorations, contact the church office to ascertain who is assigned custodian for the wedding.
- Only use non-drip candles.
- Do not affix by nail, screw, tape or other attaching device any decoration to walls or furniture.

- Fresh flower petals cannot be strewn in the aisle, unless an aisle runner has been placed before hand.
- Do not use chemical preservatives for flowers.
- Immediately notify the custodian for water or any other liquid spills.
- The florist and decorator are responsible for damage due to wax or water and are expected to take actions to clean up the spills.
- All decorations must be removed immediately following the ceremony.

Violations of any of the above regulations will restrict the rights of the use of the church facilities. Expenses related to the repair of any damage will be deducted from the deposit.

Furniture and Fixtures

Rearrangement or removal of furniture, fixtures, promotional materials, signs, or other church program materials is prohibited. The church facility has been designed and decorated with care and should be a suitable backdrop for your wedding decorations. Every effort to maintain the primary purpose of the facility as a place of worship should be considered.

Music

The selection of appropriate music is an important part of the wedding ceremony. Music that is in good taste and glorifying to the Lord Jesus Christ is essential.

- The bride and groom are to consult with the Minister of Music concerning organist or accompanists. He will also gladly assist in the selection of music.
- One of Sixteenth Street's organists may be available to play for your wedding. There will be an additional fee for the organist. A guest organist or accompanist may play the sanctuary organ, provided they have been trained to do so and have been approved by the Minister of Music.
- Sixteenth Street Baptist Church does not set fees for musicians. Musicians and vocalists are hired independently and fees vary according to experience, type of music, instrument played, whether the musician is "union", etc. The Minister of Music will be glad to assist you in determining the proper fee for your musicians.
- All selected music must be approved no later than two weeks prior to the wedding rehearsal. Sixteenth Street Baptist Church reserves the right to refuse any music deemed inappropriate.

Sound

Sound amplification may be necessary for weddings in the sanctuary. A member of the sound crew of Sixteenth Street Baptist Church will serve as the operator. He will assist you by assuring that adequate microphones are provided.

Photography

The wedding ceremony is a worship experience; as such nothing should detract from this sacred event. Shots from any area that would impact the sacredness of the event, such as the altar area, must be avoided.

Concerning Decorum

The wedding ceremony, use of the church facilities, and all activities held at the church should be conducted with reverence to God. Alcoholic beverages, smoking, mischief, dancing or any activities that do not glorify Him are not allowed. Your attire and the attire of your party should exhibit the religious character of the wedding ceremony. Representatives from Sixteenth Street Baptist Church will be available to assist in every way possible. Your cooperation in following these guidelines will help to ensure that your special event is carried out beautifully.

Sixteenth Street Baptist Church is not responsible for materials, equipment or personal items left behind. All items must be removed from the facility immediately following the wedding.

Miscellaneous Information

- **Alcoholic Beverages and Controlled Substances are not permitted anywhere in church building or on the church grounds.**
- **No alcoholic beverages or controlled substances will be served on the church premises at any time.**
- **Smoking is NOT permitted anywhere in the building of Sixteenth Street Baptist Church and preferably not on any of the church grounds.**
- **Food and drinks are NOT allowed in the Sanctuary.**

The Ceremony

“Planning Questions to Remember”



Listed below are questions that should be answered and discussed with the minister performing the ceremony two weeks prior to the scheduled rehearsal:

☒ Do you want the traditional ceremony?

On the following pages are samples of orders of service.)

- a. Explain any variations
- b. Explain any additions

☒ Will you write any personal or special vows to be used in addition to the regular vows? If yes, a written copy should be brought to this meeting.

☒ Do you plan to say anything to each other?

☒ Do you plan to have a candle ceremony?

☒ Will there be an exchange of rings for both parties?





Sample Ceremonies

Baptist Order of Service

Prelude
Solo(or special music)
Processional
Charge
(Minister's introductory remarks that describe the nature of Christian marriage)
Presentation of the Bride
Homily
Prayer
Hymn (or solo or special music)
Exchange of Vows
Exchange of Rings
Reading of Scripture (Ruth 1:16)
Pronouncement of Marriage
Prayer
The Lord's Prayer
Hymn (or solo or special music)
Benediction
Kiss
Processional
Postlude

Interdenominational Order of Service

Prelude
Solo (or special music)
Processional of Bride
Call to Worship
Hymn (or solo or special music)
Charge
(Minister's introductory remarks that describe the nature of Christian marriage)
Prayer
Hymn
Reading of Scripture
Homily
Exchange of Vows
Exchange of Rings
Prayer
Pronouncement of Marriage
Christ Candle
Vows of the Christian Home
Prayer for the Couple
Solo (or special music)
Kiss
Presentation
Recessional
Postlude

NOTE: All variations from the traditional ceremony must be approved prior to the schedule rehearsal. When considering options, make sure your selection reflects your personal worship and commitment. Don't add options just because it's new and unusual.



...is so patient and so kind.
...never boils with jealousy.
never boasts,
is never puffed with pride.

...does not act with rudeness
or insist upon its rights.
...never gets provoked,
never harbors evil thoughts.
...is never glad when wrong is done,
but is always glad when truth prevails.

...bears up under anything
...exercises faith in everything
...keeps up hope in everything
...gives us power to endure in anything.

Love is forever



Sixteenth Street Baptist Church

Fee Schedule

The cost for usage of the Sixteenth Street Baptist Church facilities and services, as well as other outside fees that may be incurred, are as follows:

<u>FACILITY OR SERVICE</u>	<u>COST</u>	<u>DUE</u>
Fee for Wedding in Sanctuary (member in good standing)	\$-0-	N/A
Fee for Wedding in Sanctuary (other standing)	\$1,000.00	Two weeks prior to wedding
Fee for Application (non-refundable & counted toward expenses)	\$100.00	When application is submitted
Use of study for small weddings	No charge	N/A
Honorariums for Officiating Minister and Coordinator	Appropriate but not required	
Premarital Counseling	Not set by Sixteenth Street	
Musicians	Not set by Sixteenth Street See Page	



WEDDING INFORMATION AND SCHEDULE APPLICATION

This application is to be completed and presented to the Pastor's Administrator.
Your wedding date and time will be confirmed two weeks after your application is approved.

BRIDE:	Phone:
Address:	
Parent/Guardian:	Phone:
Church Membership:	Age:
GROOM:	Phone:
Address:	
Parent/Guardian:	
Church Membership:	Age:
Planned Address after Wedding:	
Requested Wedding Date:	Time:
Requested Rehearsal Date:	Time:
Is this the first marriage for both of you? (Please circle answer) Yes No	
If No, please schedule an appointment with Pastor Price before submitting this application for review.	
Organist:	Pianist
Soloist and Song:	
Other Musicians and Selections:	
Photographer:	Phone:
Florist/Decorator:	Phone:
Do you plan to leave flowers for Sunday service? (Please circle answer) Yes No	

**The selection of appropriate music is an important part of the wedding ceremony. Music that is in good taste and glorifying to the Lord Jesus Christ is essential.*

We have read and accept the "Wedding Policies and Procedures for Brides and Grooms" of Sixteenth Street Baptist Church and we will cooperate accordingly to have a meaningful and well-planned wedding. Please sign.

Bride:

Groom:

Date:

Date:

CHURCH STAFF USE:

Received By:	Date:
Approved Wedding Date:	Time:
Minister(s):	
Rehearsal Date:	Time:
Coordinator Assigned:	
Application Fee: \$	Date:
Wedding Fee: \$	Date:
Premarital Counselors Assigned:	
Custodian Assigned:	
Kitchen Maid Assigned:	

Please submit \$100 non-refundable deposit with this application.