

Wedding Packet





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BYLAWS REGARDING MARRIAGE

Section 5. Statement on Marriage, Singleness and Sexuality

We believe the term “marriage” has only one meaning and that is marriage sanctioned by God which joins one man and one woman in a single, exclusive union, as delineated in Scripture. We believe that God intends sexual intimacy to only occur between a man and a woman who are married to each other. We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.

We believe the Bible teaches that some will have the gift of abstinence and should remain single (1 Corinthians 7:32-35), and Jesus taught that some will choose a life of abstinence as a way of honoring God’s word and focusing on his ministry. (Matthew 19:11-13). We acknowledge singleness is not always a choice and one may be single as a result of a divorce or the loss of a spouse. Scripture points to both singleness and marriage as acceptable in God’s eyes. Both have been declared “good” by God’s word (Genesis 2:18 and 1 Corinthians 7:1), and one way of life should not be exalted over the other. The church should promote the sacredness of marriage and family, and at the same time proclaim the wholesome and spiritually valid reasons for remaining single

We believe that any form of sexual immorality such as adultery, fornication, homosexuality, transsexual or bisexual conduct, bestiality, incest, pornography or any attempt to change one’s sex, or disagreement with one’s biological sex, is sinful and offensive to God. But with that in mind, we believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ.

We believe that God is the creator of all life, and that at the moment of fertilization, a new human life is created. God wonderfully, immutably, and sovereignly ordains each person as either male or female (Genesis 1:27). These two distinct sexes together reflect the image and nature of God.

We believe that all human beings are created in God’s image and worthy of dignity and our respect. Accordingly, our communication with all persons should reflect this. We also believe that any efforts to deny or change one’s gender violate God’s creational design. (Genesis 1:27; Genesis 5:2, Matthew 19:4; Psalm 139:13-16; Jeremiah 1:5; Acts 17:25)



BYLAWS REGARDING MARRIAGE (cont)

We believe that every person must be afforded compassion, love, kindness, respect, and dignity. Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of the church.

We believe that in order to preserve the function and integrity of the church as the local Body of Christ, and to provide a biblical role model to the church members and the community, it is imperative that all persons employed by the church in any capacity, who serve as volunteers, or are members of the church should abide by and agree to this Statement on Marriage and Sexuality and conduct themselves accordingly.

I have read, understand, and comply with the Bylaws of Council Road Baptist Church in regard to the definition of marriage.

Bride

Groom/Witness



WEDDING APPLICATION

SECTION 1

Name of Bride: _____

Cell Phone: _____ Email: _____

Name of Groom: _____

Cell Phone: _____ Email: _____

SECTION 2

Date: First Option _____ Second Option _____

Time: First Option _____ Second Option _____

Wedding Venue Requested: Worship Center, Chapel

Reception Venue Requested: Worship Center, Chapel, WC Foyer,

Maroney Hall, Missions Cafe

Size of Wedding Party : 1-3, 4-6 7-9, 10 up

Office Use Only:

Date Approved:

Outside Minister Approved:

Other:



MINISTER PAGE

CRBC minister who will perform ceremony: _____

Are you currently or will you be legally married before the CRBC wedding date?

YES / NO

Have you received marital counseling?

YES / NO

If NO, Would you be interested in setting up counseling with a CRBC staff member?

YES / NO

In the event that you should desire someone other than a CRBC minister to officiate your ceremony, please provide the Wedding Coordinator a copy of the pastor's ordination or credential information for your wedding file and for approval. The couple is also responsible for confirming that the outside pastor has the credentials needed to sign their marriage license.

Name: _____

Name of Church: _____

Denomination: _____

Contact phone number: _____



AGREEMENT OF TERMS

I have read, understand and agree to all terms in the Wedding/Reception Guidelines and will adhere to said terms.

Bride

Groom

Date

Staff Liaison



FACILITY ARRANGEMENTS

Arrangements

The booking process cannot move forward until the Wedding Application and signed Statement of Marriage and Sexuality is returned along with a deposit of \$200 to secure your reservation on the calendar. This deposit will apply to the total wedding reservation fee.

Because of other services and difficulty in arranging for and securing staff, it is not possible to schedule weddings or wedding receptions on Wednesdays or Sundays, Palm Sunday weekend, Easter weekend, Memorial Day weekend, July 4, Labor Day weekend, Thanksgiving Day and the following weekend, Christmas Eve, Christmas Day, New Year's Eve, New Year's Day and any additional days the church is closed or weekends of a church celebration service.

Because of other church activities the Chapel is not available for Friday weddings.

Saturday weddings can be scheduled in the afternoon hours with the understanding that all activities (Ceremony and/or Reception) shall be over by 7 p.m. and all wedding party and guests be out of the building by 8:00 p.m. This makes it possible for the facilities to be cleaned and returned to order for Sunday.

In the event of inclement weather it is the discretion of the CRBC Staff Liaison in communication with Church Leadership to decide if the wedding must be postponed/delayed.



COSTS and PAYMENTS

Ceremony Venue

Church members

Worship Center (1,000 Seats) \$1,000

Chapel (300 Seats) \$600

Non-church members

Worship Center (1,000 Seats) \$1,500

Chapel (300 Seats) \$800

All fees should be paid **in full** one week prior to the day of the event. Fees for the room rental, audio/media technician (\$175), staff liaison (\$175), and custodian (\$150) are included in the rental fee. Fees for the Pastor and musicians are extra.

The Bridal Suite and Arts Suite are available to the wedding party for changing areas and are included in the rental cost.

Receptions

Wedding receptions may be held in various rooms. Arrangements for receptions must be made at the time of the wedding request to insure there is no scheduling conflict.

The following rooms are available for the following fees:

Missions Cafe \$200, Half Foyer \$200, Full Foyer \$400, Prayer Garden \$400, Maroney Hall \$400

Arrangements for the wedding cake, room decor and table decorations are the responsibility of the wedding party. The church provides the tables and chairs only (on racks) wedding party is responsible to set up and tear down of the chairs and tables)

CANCELATION POLICY

If you need to cancel your date, you must do so at least 90 days before the reserved date in order to be refunded any fees other than the \$200 deposit.



STAFF LIAISON

A staff liaison is provided for you in the rental costs in order for your special day to run as smoothly as possible. The primary task of the staff liaison is to spend time with the bride working on the wedding ceremony and directing the rehearsal if there is not a wedding coordinator present.

Purpose: To organize and supervise the wedding event by relieving obvious pressures that go with a wedding and to offer guidance as needed. To represent the church and always keep its best interests in mind.

Line of Authority: The staff liaison is responsible to the Arts Team.

Responsibilities:

1. To schedule a meeting with the bride between booking and wedding date to do a walk-through and review timeline.
2. To meet with the bride two weeks before the wedding to discuss final details.
 - At the two-week meeting, the coordinator should be provided an order of service, list of media needs, names of bridal party, seating requirements for family, the call time, rehearsal schedule and photographer needs.
 - To prepare a schedule for the wedding day that clearly defines the wedding party's various responsibilities.
 - To assist the minister/ministers in the mechanics of the rehearsal to the satisfaction of everyone.
 - To be present on the rehearsal day and wedding day to see that everything is going as planned, and to see that everyone is attending to his or her assigned responsibilities.
 - To stay until the facility is vacated by the wedding party.



REHEARSAL

- Members of the wedding party should remember throughout the entire rehearsal that they are in a church complex dedicated to the worship of God.
- Rehearsal for a Thursday wedding in the Chapel must take place on the Tuesday evening before the service.
- Rehearsal for a Saturday wedding in the Chapel must take place on the Thursday evening before the service.
- Rehearsal for a Saturday wedding in the Worship Center can take place on the Thursday or Friday evening before the service.
- Rehearsals should begin on time. The rehearsal is recommended to begin at 5:30 or 6 p.m. but must begin no later than 7:30 p.m. (unless otherwise arranged through the wedding coordinator).
- The staff liaison and AV Tech will be on site during the rehearsal to help the event run smoothly.



FLORISTS AND DECORATIONS

It is recommended that the florist or wedding party have decorations set up no later than 1 1/2 hours before the ceremony and to have all decorations removed no later than three hours after the ceremony ends.

It is the responsibility of the wedding party to make arrangements with a florist for the wedding decorations and/or flowers.

You will be responsible for seeing that the person(s) in charge of decorating is made aware of the following policies:

- The church has no decorations, so any items desired to be used during the ceremony are the responsibility of the bride.
- The Chapel may be decorated the day before the wedding if the wedding is not on a Saturday or Thursday.
- The Worship Center may be decorated on Thursday or Friday for a Saturday wedding.
- Candles are to be used only in candelabrum or other approved holders. The furniture and floor must be fully protected at all times from candle wax. You must use a sheet under the candles to protect the carpet from wax.
- No tacks, pins, nails, tape or glue can be used to fasten any decorations to the furniture or building.
- Decorations cannot be hung or suspended from lighting fixtures or vents.
- No items can be hung on the walls unless when using Command Strips.
- All set-up of decorations is the responsibility of the bridal party.
- All decorations must be removed from the building immediately after the wedding unless special permission is given to postpone removal and cleaning until the following day. The church is not responsible for lost/stolen decorations or rental items. The building must be left in the condition in which it was found.
- Church decorations cannot be moved or altered in any way.



CATERERS/KITCHEN USE

- We expect caterers to arrive completely self-sustained. This means that every item that they need for an event will be provided by the caterer. We will provide counter space only. There will be a fee if any CRBC items are broken or lost.
- In the event that a caterer needs to use our refrigerator, prior approval is to be requested in advance. Only the right side of the right refrigerator may be used.
- If oven use is required, this is also to be requested in advance and only to heat food.
- The dishwasher and warmer are to remain closed and unused at all times.
- Please wash sinks after use and run the garbage disposal.
- Ice is available by using the kitchen ice machine only with supplied ice scoop
- Counters will be wiped clean. If a cart is used, please wipe it clean and return to the storage area.
- Trash cans will be emptied by CRBC maintenance staff. Please do not overload them.

Use this sheet as a checklist, and be sure to leave nothing behind when you leave.

We thank you for your cooperation!



MUSIC

Music is an important part of the wedding ceremony and should reflect the reverence observed in the House of the Lord. It should be an expression of dedication to God.

Our church upholds a very specific policy for songs sung and played during a wedding. Any song used during the wedding must have the lyrics approved by the CRBC wedding coordinator.

Music for weddings can be provided in the following formats:

1. Flash Drive with songs in .MP3 format
2. Emailed set list to nick@councilroad.org with Title, Artist, and URL of each song
3. Using a public playlist on Spotify

All music and media must be turned in to the CRBC staff liaison or AV Tech no later than one week prior to the wedding.

The bride, well in advance of the wedding date, should consult with any musicians desired for the wedding. Arrangements should be made with the soloist/singers/pianist/organist for adequate rehearsal time before the actual rehearsal. It is your responsibility to negotiate with all musicians, vocalists and ministers regarding their fees and to pay these individuals directly.

If you would like information about using a church organist or pianist, please inquire when scheduling the facilities. It is your responsibility to negotiate with all musicians, vocalists and ministers regarding their fees and to pay these individuals directly.



COUNCIL ROAD
baptist church
PHOTOGRAPHY AND MEDIA

You are responsible to notify all photographers before the wedding of the following church policies:

- It is recommended that the photographer should have all pre-wedding pictures completed 30 minutes prior to the wedding.
- The photographer should act in accordance with the wishes of the bride/groom and not be a distraction in doing so.
- All persons operating video cameras during the ceremony are to be inconspicuous and in no way detract from or disturb the wedding ceremony.
- The church video projector is not available for use by anyone other than one of our approved media technicians.

Videos for the wedding must be in the following formats:

1. .MP4
2. .MOV

*If assistance is needed to put the media in the required format, our AV Tech, if available, will be happy to assist at a cost of \$30 per hour.



MISCELLANEOUS

- No confetti, rice or birdseed can be thrown anywhere inside or outside the church facilities.
- Silk flower petals can be thrown on the bridal aisle without a runner. However, a runner is required for any real flower petals used in order to prevent staining of the carpet. Flower petals (real or silk) cannot be used to line each side of the bridal aisle or for decoration on floors other than that mentioned above.
- No glitter or confetti is allowed for decorating.
- Sparklers are an option but must be used strictly outdoors.
- The center stage wall and orchestra walls are not available to be moved
- Duct tape or Electrical Tape is not permitted on the carpet, floors, walls or chairs.
- Smoking anywhere inside the church facilities is forbidden. Please be sure that everyone involved in your wedding is informed of this.
- No alcoholic beverages are permitted on the church premises.
- If communion is a desired element of the service, all supplies, table and table cloth must be supplied by the wedding party.
- The air conditioning/heat is available only during the rehearsal and on the wedding day.
- Air-conditioning/heating is programmed to be on three (3) hours prior to the wedding and will be shut off three (3) hours after the wedding begins. The church endeavors to be a good steward of what God has given us, yet we aim to make this a comfortable climate for you.