



2010

WEDDING HANDBOOK

Consolidated Baptist Church

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Consolidated Baptist Church
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Lexington, KY 40505
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www.consolidatedbaptist.org

Our Mission

The mission of the Wedding Ministry at Consolidated Baptist Church is to communicate the priority of a Christ-centered marriage, to encourage couples to gain an understanding of the principles and guidelines of marriage as taught in the Bible, and to provide assistance to couples in planning their wedding ceremony, making it a joyous, meaningful, and worshipful celebration signifying a new beginning of a man and woman joining their lives together for a lifetime.

Your Wedding at Consolidated Baptist Church

Pastor Gaines and the staff of Consolidated Baptist Church wish to extend assistance to you so that your wedding ceremony will be a beautiful and memorable event. Care is taken to ensure that individuals are prepared spiritually and practically for their marriage. Believing that God has ordained marriage and that every wedding performed at Consolidated Baptist Church should be Christ-honoring, the following policies have been established with regard to weddings held at Consolidated.

General Information

- All weddings are scheduled through the Special Events Leader. Weddings are to be scheduled at least three months in advance, and a wedding liaison will confirm the exact date when the pastor or minister has agreed to officiate the wedding.
- Consolidated members may schedule the sanctuary up to nine months in advance. Non-members are permitted to schedule the sanctuary up to six months in advance. To qualify for reserving the facilities as a member, you (bride/groom/parents) must have been a member of Consolidated for a minimum of three months prior to making the reservation.
- Due to seasonal demands on the church facilities, wedding rehearsals, wedding ceremonies, or wedding receptions will not be scheduled on the following holidays: Easter weekend, Memorial Day, Independence Day, Labor Day, Thanksgiving weekend, Christmas Eve, Christmas Day (and the day after Christmas), New Year's Eve, and New Year's Day. Wedding ceremonies and wedding rehearsals will not be scheduled on Sundays or at times that will conflict with church services or special church events. Worship services and general programs of our church will have first preference for calendar dates.
- While weddings are joyous celebrations, they are also worshipful and sacred. The staff of Consolidated requests that the bride and wedding party select attire that is appropriate and tasteful for the wedding rehearsal and the wedding ceremony. All parties involved in the wedding, including vendors and guests, should abide by the guidelines pertaining to conduct outlined in these policies.
- Smoking, alcoholic beverages, and drugs of any kind are not allowed anywhere on the church property, including parking lots, dressing rooms, etc. Any member(s) of the wedding party found to be under the influence of alcohol or drugs will be removed from the church property.
- Childcare is not provided for wedding rehearsals, wedding ceremonies, or wedding receptions.
- The bride and groom are responsible for all personal items of the wedding party brought to the church. If rented or borrowed property is used, it is the responsibility of the bride and groom to see that the items are removed from the sanctuary immediately after the ceremony. Also, all items in dressing room areas should be removed before leaving for the reception. The church will be cleaned and secured immediately after the wedding party vacates the premise.
- The bridal party and wedding guests must remain on the sanctuary side of the church. No one should enter the Andrew Center.
- The laws of the state of Kentucky require that each couple wishing to be married obtain a license from the County Clerk's office. We encourage you to deliver the license to the Pastor or officiating minister at least three days prior to the wedding.

Frequently Asked Questions

Q. Do I have to be a member to have my wedding at Consolidated?

A. Both members and non-members may schedule weddings at Consolidated. To qualify for reserving the facilities as a member, you must have been a member of the church a minimum of three months prior to submitting a request for a wedding date. The bride, groom, and/or parents of the bride or groom may reserve the facilities for the wedding.

Q. How far in advance can I schedule a wedding at Consolidated?

A. Due to the vast number of events and ministries that take place in our church, we can take reservations for the facilities no more than nine months in advance for members and no more than six months in advance for non-members. We do not keep a waiting list or receive applications earlier than nine months before the desired date of your wedding.

Q. How do I schedule a wedding at Consolidated?

A. To schedule a wedding at Consolidated, you will need to contact the Special Events Leader and complete the Wedding Application. Please bring the application to the church with an application deposit of \$200.00. Upon receipt of your application and the deposit, your application will be submitted for staff and calendar approval. After your wedding date has been confirmed, you will then have an appointment with the appointed wedding liaison to discuss church policies and procedures. Each couple desiring to be married at Consolidated must complete the pre-marital classes prior to the wedding.

Q. Can I have a minister who is not on the Consolidated staff perform a ceremony?

A. Our Consolidated ministers do wonderful wedding ceremonies. However, we do permit ministers who are not on staff to officiate weddings. All outside ministers must be evangelical, ordained ministers of like faith and practice. Pastor Gaines calls each minister who is not on the Consolidated ministerial staff to approve his participation. To facilitate approval we ask that the visiting minister complete the Visiting/Officiating Minister's form and return it to Consolidated Baptist Church (ATTN: Special Events Leader) within 30 calendar days after submitting the wedding reservation form and deposit. A judge or justice of the peace is not allowed to officiate a wedding at Consolidated.

Q. When do weddings take place at Consolidated?

A. Weddings are scheduled in the sanctuary at the following times:

- 6:00 p.m. through 8:00 p.m. (Fridays)
- 11:00 a.m. through 7:00 p.m. (Saturdays)

The wedding rehearsals usually occur the day before the wedding. Weddings are not scheduled on Sundays, during church-wide events, or on holiday weekends.

Q. How much does it cost to have a wedding at Consolidated? What is included in the fees?

A. There are different fees depending upon member or non-member status. Please see the pricing page for the standard fees. The fees include the following services:

- Wedding liaison who will provide guidance in the usage of the facilities (She can also assist your wedding coordinator in organizing and facilitating your wedding rehearsal and ceremony. Your assigned wedding liaison is NOT a professional wedding coordinator. If you are in need of a wedding coordinator, please feel free to discuss this with your liaison.)
- Facilities for your wedding rehearsal
- Facilities for your wedding ceremony
- Facilities for your reception (if taking place at Consolidated Baptist Church)
- Lighting and sound technician (You must use a Consolidated Baptist Church sound technician.)
- Personnel for cleaning before and after your wedding (You must use Consolidated custodians.)

Please call your wedding liaison to discuss the details of your wedding. For additional information regarding fees, please see the pricing page.

Q. Can I have my reception at Consolidated following my wedding ceremony?

A. Yes. You are welcome to have your wedding reception in the Arnold-Jones Fellowship Hall. Because of limited space, the space is reserved on a first-come, first-served basis, and there is an additional fee required when having a reception at the church (see pricing page). Consolidated does not provide catering services. You may use the caterer of your choice.

Q. Do you have music policies for wedding ceremonies?

A. Yes. Your church wedding should be a worship service in every sense. Marriage is an ordinance of God, and the ceremony at the altar places the marriage under the blessing and command of God. Therefore, careful consideration should be given to the selection of all vocal and instrumental music to be used in your wedding so that it is appropriate for a Christian worship service. Music used in your ceremony should glorify and honor God and reflect the message of Jesus Christ and His love.

Only instrumental music is allowed during rehearsal dinners and receptions, and dancing is not permitted in the fellowship hall.

Q. Can outside musicians render the music for my wedding ceremony?

A. Yes. Outside musicians are allowed to render music. You must obtain prior approval from our Worship & Arts Director. Please contact him as soon as possible after your wedding date has been set to discuss outside approval and/or any plans you may have for his participation in your wedding ceremony.

Getting Started

Procedures for Scheduling Your Wedding

Initial Contact

- Contact the Consolidated Special Events Leader. She will assign your wedding liaison. The wedding liaison will then become the person you will work with throughout your planning process. She will assist you in confirming the date and time for your ceremony. Every effort will be made to schedule your wedding on the date you desire. However, due to the large number of weddings, we suggest that you have several options in mind.
- Your desired wedding date will be forwarded for approval to the ministerial staff and the church calendar will be reviewed for availability. Weddings are not scheduled on Sundays, during church-wide events, or on holiday weekends.

Wedding Reservation

- Fill out a wedding reservation form. Return the form to the church with a \$200 deposit to secure your reservation on the church calendar.
- The form and the deposit can be turned in at the Andrew Center Welcome Center.

Appointment with Your Wedding Liaison

- You will need to arrange an appointment with your wedding liaison at least six months prior to your wedding date to discuss the details relating to your ceremony at Consolidated. The wedding liaison will assist you with the following:
 - Calendar Reservations
 - Facility Reservations
 - Security Deposits/Payments/Fees
 - Audio-Visual or Technical Needs

At this appointment, important information relating to church policies, floral policies and agreements, and photography/videography policies and agreements will be explained, and you will be asked to sign the Wedding Policy Agreement. The wedding liaison will answer any questions you may have and address any needs concerning your special day.

Conference with a Consolidated Minister

- Following your date approval and your appointment with your wedding liaison, a conference must be arranged with the Consolidated minister who will be performing your ceremony.
- Please understand that the wedding liaison cannot complete the final confirmation of your wedding until a minister has agreed to officiate. Because of our commitment and desire to build faith-based Christian homes, Pastor requests an appointment with each couple. These meetings should be scheduled directly through the church office.
- In the event that you should desire someone other than a Consolidated minister to perform your ceremony, you should discuss this with your wedding liaison. Only ordained, evangelical ministers of like faith and practice will be permitted to perform a wedding ceremony at Consolidated Baptist Church. Pastor Gaines will contact the visiting pastor to confirm his/her participation.

Pre-Marital Counseling

- All couples are expected to participate in pre-marital counseling. These are group sessions (with other engaged couples) with one session being held privately (with Pastor or an associate minister and the engaged couple). These sessions are designed to build a biblical Christ-centered marriage. Those couples whose wedding ceremony will be officiated by a non-staff minister will be required to provide proof of pre-marital counseling.

Rehearsal and Wedding Ceremony

- Rehearsals may not be scheduled before 5:00 p.m. or after 7:00 p.m.
- You are allowed 1 hour and 30 minutes for the rehearsal and an additional 1 hour and 30 minutes for the rehearsal dinner. Please encourage your participants to be on time. Should you run over the allotted time, an additional fee will be assessed. For the first half hour, an additional fee of \$75 will be assessed. After the first half hour over the allotted time, you will be assessed a \$100 fee. If the rehearsal or the rehearsal dinner exceeds the allotted time by one hour or more, then you will be assessed \$200. (i.e., Rehearsal time is 5:00 p.m. to 6:30 p.m. At 6:31 p.m., you will be assessed a \$75 fee. At 7:01 p.m. your fee will be increased to \$100. At 7:30 p.m., your assessment would increase to \$200.)
- Additional fees over the \$200 deposit must be paid in full before your marriage license will be submitted to the Fayette County Clerk's office.
- You are allowed to use the sanctuary for 4 hours on your wedding day. This will allow approximately 2 hours for decorating and photographs prior to the ceremony and 1 hour after the ceremony for additional photographs and cleanup.

Small Weddings

- Member weddings with a guest list of 25 or less will be assessed a fee of \$200. This fee includes the use of the sanctuary on the day of the wedding only. If there are more than 25 guests in attendance, you will be assessed an additional fee of \$50 for the sound technician.

Receptions/Rehearsal Dinners

- Rehearsal dinners and/or wedding receptions may be held in the Arnold-Jones fellowship hall. The maximum capacity is 250.
- You will be allowed 1 hour and 30 minutes for your rehearsal dinner, and it must begin immediately following the wedding rehearsal. (You will be allowed two hours for your reception.)
- The kitchen and the fellowship hall must be cleaned at the conclusion of the rehearsal dinner/reception, and all materials/equipment must be removed immediately from the fellowship hall.

Pricing - Deposits and Fees

Application Deposit

A deposit of \$200 is required with your wedding application to secure your reservation on the church calendar.

Fee Types

Member Fees: To qualify for reserving the facilities as a member, you must have been a member for a minimum of three months prior to the date of your initial request. If neither the bride nor the groom is a member, the couple may still receive the member rate providing that one of their parents has been a member of Consolidated Baptist Church for at least three months.

All other persons will be considered non-members.

Facilities Fees

	<u>Member Fees</u>	<u>Non-Member Fees</u>
Sanctuary (Wedding Rehearsal and Ceremony)	\$0	\$500
Fellowship Hall (Rehearsal Dinner)	\$100	\$100
Fellowship Hall (Reception)	\$150	\$150

The Facilities Fees cover:

- Facilities for the wedding rehearsal and ceremony
- Facilities for the rehearsal dinner and/or reception

Personnel Fees

Personnel fees are the same for members and non-members, and the use of Consolidated Baptist Church personnel (including the wedding liaison and the sound technician) is **not** optional.

	<u>Rehearsal and Ceremony</u>	<u>Rehearsal Dinner</u>	<u>Wedding Reception</u>
Minister	\$150	N/A	N/A
Wedding Liaison	\$150	\$50	\$100
Sound Technician	\$100	N/A	\$50

Please note Consolidated does not provide catering services. Please contact an outside caterer for your food service needs.

Decorating Policies

The flower arrangements, bouquets, and greenery that you choose will enhance the beauty of your wedding and create the atmosphere that you desire for this special occasion. The following policies will ensure a beautiful wedding and will also preserve the beauty and furnishings of our facilities.

1. The church will be available for decorating two hours prior to the scheduled time of your wedding.
2. If fresh greenery is used, all preparations are to be made prior to arriving at the church.
3. The church will be ready for the wedding ceremony when the florist arrives at the church. The florist is responsible for cleaning up any debris in the sanctuary or other areas that resulted from his/her decorating.
4. The florist must remove all flowers and decorations within one hour following the ceremony. The church does not store any wedding decorations. The church property must be left clean and ready for the next event after removal of flowers and decorations.
5. No tacks, pins, nails, glue, tape, staples, or gum should be used to fasten any decorations to the furniture, walls, or carpet. Only plastic clips, ribbon, or materials that will not mar the pew ends should be used to fasten bows.
6. Candles on all candelabras must be metal-sheathed candles. When using florist's candelabras, the florist is required to use dripless candles and a plastic sheet. No candles may be placed in the choir loft.
7. Confetti, rice, birdseed, bubbles, etc. may not be used inside the building. Birdseed and bubbles may be used outside.
8. The bride and groom will be held responsible for any damage to the carpet or furniture that may have resulted from the wedding.
9. All hymnals and Bibles placed in the pew racks are to remain in place.
10. The only floral arrangements belonging to the church that may be moved are the arrangements on the steps leading up to the pulpit. No other church facilities or furniture may be altered or moved. Please discuss your requests with your wedding liaison.
11. Aisle runners may be used. For safety reasons, they should be approximately 80 feet long.
12. Smoking, alcoholic beverages, or drugs of any kind are not allowed anywhere on church property. Should anyone be found in violation, he/she will be asked to leave the property IMMEDIATELY (this includes members of the wedding party).
13. You are welcome to use stationary Consolidated seasonal decorations. Should you desire not to use these decorations, they can be removed by Consolidated personnel only.
14. Consolidated Baptist Church is not responsible for any loss or damage to equipment. We are also not responsible for anything left at the church by the florist or members of the wedding party.
15. Your assigned wedding liaison is available to meet with you, either personally or by phone, prior to the date of the wedding to discuss any further questions/concerns.

Photography, Video and Sound

The staff of Consolidated recognizes the importance of wedding photography and videos as lasting remembrances of your wedding day. The following policies are designed to give the bride, the groom, and their families lifelong memories of this special occasion, and also to preserve the dignity of the wedding ceremony. Because the wedding ceremony is a religious service, all photographers (amateur and professional) are asked to reverence the ceremony and the church. We ask that the photographer be as unobtrusive as possible, and that he or she be dressed appropriately for a wedding. The photographer may take pictures before or after the ceremony in several areas of the building-Bride's Room, Groom's Room, outside areas, Fellowship Hall, and Sanctuary.

1. Pictures are permitted freely in the vestibule of the sanctuary, and as the bride walks down the aisle.
2. No flash pictures shall be made during the ceremony, whether it is in the sanctuary, vestibule, or elsewhere in the church. Pictures of the bride entering and exiting the sanctuary may be made with a flash.
3. Pictures are permitted during the recessional.
4. The bridal party may regroup in the sanctuary after the ceremony for final pictures. The wedding party is requested to spend no more than thirty minutes for final pictures. Remember, guests will be waiting. The photographer and the bride should plan in advance the list of shots to be made.
5. Please do not move any furniture or accessories in the church.
6. Please do not stand on the furniture.
7. The pastor will be available for pictures following the ceremony. Please see that pictures involving him are taken first.

Videography

If the bride hires a videographer (professional or amateur), he/she must adhere to the following guidelines.

1. Videographers must use their own equipment. Consolidated equipment is not available for use.
2. Videographers may not walk around the sanctuary during the ceremony.
3. Videographers are not permitted to stand on pews or furniture.
4. The projector screen will only be operated by Consolidated Baptist Church trained technicians.

Sound

Sound and lighting technicians are assigned and approved by the Worship & Arts Director.

Consolidated Wedding Handbook Forms

WEDDING RESERVATION FORM

(To be completed and returned to your Wedding Liaison)

Please PRINT.

Wedding Date Requested: _____ Time: _____ # of Guests: _____

Rehearsal Date Requested: _____ Time: _____

Rehearsal Dinner Date: _____ Time: _____ # of Guests: _____

Reception Date Requested: _____ Time: _____ # of Guests: _____

Bride's Information

Bride's Name: _____

Address: _____

Home Phone: (____) _____ - _____ Work Phone: (____) _____ - _____ Cell Phone: (____) _____ - _____

E-mail Address: _____

Consolidated Baptist Church Member? Yes No If not, where? _____

Parents' Names: _____

Parents' Address: _____

Parents' Phone: (____) _____ - _____

Groom's Information

Groom's Name: _____

Address: _____

Home Phone: (____) _____ - _____ Work Phone: (____) _____ - _____ Cell Phone: (____) _____ - _____

E-mail Address: _____

Consolidated Baptist Church Member? Yes No If not, where? _____

Parents' Names: _____

Parents' Address: _____

Parents' Phone: (____) _____ - _____

Address after Marriage: _____

Home Phone: (____) _____ - _____ E-mail: _____

Your wedding date is not confirmed until this form is returned to the church office with your reservation deposit of \$200.00. You must also have had your requested date cleared through the church calendar. The deposit and other fees may be paid by check until 30 days prior to the wedding.

Any fees paid less than 30 days prior to the wedding must be in the form of cash or a postal money order.

Cancellations made sixty (60) calendar days prior to the wedding will result in a full refund of the deposit.

No part of the deposit will be refunded when cancellations are made less than sixty calendar days prior to the wedding date.

After the ceremony, our facilities will be inspected by the Wedding Liaison and the Special Events Leader.

If you wish, you or a designee may arrange to be present during the inspection. If no damage is noted, you shall receive your refund within two (2) weeks of your wedding ceremony.

By my signature, I:

- Verify that I have read the Pricing-Deposits & Fees Standard Fees page and I am willing to pay said fees for use of the facilities and services utilized;
- Accept full financial and legal responsibility for any accident that might damage the facility and understand that I alone must make restitution to Consolidated Baptist Church, should the facility be damaged in any way;
- Understand that no wax candles may be used in the facility and no decorations may be nailed, screwed, clamped, glued, or taped to any surface in the facility, including PUSH PINS, especially in the CHURCH PEWS.
- Agree to accept the report of the inspection team.

Bride's Signature: _____ Date: _____

Groom's Signature: _____ Date: _____

Office Use Only

Calendar Approval: _____ Date: _____

Assigned Wedding Liaison: _____

MARRIAGE & WEDDING CEREMONY HANDBOOK ACKNOWLEDGEMENT & DISPUTE RESOLUTION AGREEMENT

Please PRINT.

We, the undersigned have received a copy of the Consolidated Baptist Church Marriage & Wedding Ceremony Handbook. We agree to abide by the terms and conditions of the Handbook and Consolidated's administration in the planning and implementation of our wedding on

_____, _____ 20____ at _____ o'clock.
(Day of week) (Month) (Day) (Year) (Time)

We further acknowledge Consolidated's commitment to biblical reconciliation and agree when possible, to restore any broken bonds of peace by adhering to 1 Corinthians 6:1-8. As such, any disputes between us and Consolidated Baptist Church, arising out of or in connection with the use of the church facility, the wedding planning, or the implementation of the wedding ceremony, shall be resolved through mediation and binding arbitration using the *Rules of Procedure for Christian Conciliation* and an agreed upon neutral mediator or co-mediators skilled in biblical conciliation. Each party shall bear their own costs, including attorney's fees, related to any mediation or arbitration. Matters involving the possibility of an award of monetary damages will be subject to acceptance of the mediation procedure by Consolidated's liability insurer and the insurer's agreement to honor any mediation or arbitration award up to any applicable policy limits. We understand and agree that irrespective of whom we may hold financially responsible for our wedding expenses, Consolidated Baptist Church is only responsible to us regarding any and all understandings related to our wedding and our use of the church facility.

Bride's Signature: _____ Date: _____

Groom's Signature: _____ Date: _____

VISITING/OFFICIATING MINISTER'S FORM

Please PRINT.

Wedding Information

Bride's Name: _____ Groom's Name: _____

Wedding Date: _____

Minister's Information

Name of Minister: _____

Address: _____

City: _____ State: _____ ZIP: _____

Home Phone: (____) _____ - _____ Work Phone: (____) _____ - _____

Ordained Minister? Yes No Licensed Minister? Yes No

Denomination of Ordination: _____

Present Ministry Level: Pastor Associate Minister Staff Other _____

Church where minister serves or currently attends

Church Name: _____

Pastor: _____

Address: _____

City: _____ State: _____ ZIP: _____

Church Phone: (____) _____ - _____

Notes: _____

Please return this form and a copy of the minister's license or ordination certificate to
Consolidated Baptist Church
Attn: Special Events Leader
1625 Russell Cave Rd.
Lexington, KY 40505
Phone: (859) 299-8559
Fax: (859) 299-8264

If you have any questions, please contact
Minnetta Hatchett
Special Events Leader
(859) 299-8559

PRE-MARITAL COUNSELING FORM

Please PRINT.

Wedding Information

Bride's Name: _____ Groom's Name: _____

Wedding Date: _____

Counseling Information

Session #	Date	Topic
1		
2		
3		
4		
5		

If someone other than the Pastor or an associate minister of Consolidated Baptist Church conducted the pre-marital counseling, please complete the following:

I verify that _____ and _____
(Bride's Name) *(Groom's Name)*

have satisfactorily completed _____ pre-marital counseling sessions.

I am an ordained minister of the _____ denomination, and I serve as
_____ at _____.
(Position) *(Church)*

Printed Name: _____ Title: _____

Signature: _____ Date: _____

Photographer Instructions

Because the wedding ceremony is a religious service, all photographers (amateur and professional) are asked to reverence the ceremony and the church. We ask that the photographer be as unobtrusive as possible, and that he or she be dressed appropriately for a wedding. The photographer may take pictures before or after the ceremony in several areas of the building- bride's room, groom's room, outside areas, fellowship hall, and sanctuary.

1. Pictures may be taken freely in the vestibule of the sanctuary, and as the bride walks down the aisle.
2. No flash pictures shall be made during the ceremony, whether it is in the sanctuary, vestibule, or elsewhere in the church. Pictures of the bride entering and exiting the sanctuary may be made with a flash.
3. Pictures are permitted during the recessional.
4. The bridal party may regroup in the sanctuary after the ceremony for final pictures. The wedding party is requested to spend no more than thirty minutes for final pictures. Remember, guests will be waiting. The photographer and bride should plan in advance the photographs to be made.
5. Please do not move any furniture or accessories in the church.
6. Please do not stand on the furniture.
7. The pastor will be available for pictures following the ceremony. Please see that pictures involving him are taken first.

Catering Instructions

The Arnold-Jones Fellowship Hall at Consolidated Baptist Church is available for rehearsal dinners and wedding receptions. We ask that the caterer make all arrangements through the wedding liaison.

1. Please coordinate your arrival and departure time through the wedding liaison.
2. The refrigerator/freezer may be used to store cold items. Please remove ALL items from the refrigerator/freezer, once the rehearsal dinner/reception is over.
3. The stove may be used to maintain hot items. Please ensure burners/oven is off, and the entire stove is cleaned after using it.
4. Consolidated kitchen equipment including chafing dishes, forks, spoons, knives, etc. is not available for use by outside caterers.
5. You are welcome to decorate the facility. However, you may NOT pin, tack, glue, nail, tape, staple, or fasten decorations to the walls, floors, or furniture. The bride and groom will be held responsible for any damage to the walls, floor, or furniture that may have resulted from the rehearsal dinner/reception. Please see the Decorating Policies page in the Wedding Handbook for further details.
6. Please leave the facility as you found it.