



Wedding

GUIDELINES & POLICIES



4625 Waters Avenue Savannah GA 31404
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PLANNING A CHRIST-CENTERED WEDDING

Calvary Baptist Temple is pleased to offer its facilities to make your wedding ceremony a beautiful and inspirational event. It is a time of reflection, a time of celebration, and a time of worship as a man and a woman come together for the purpose of invoking the blessing of God on their physical and spiritual union. Nothing in your life is more sacred than your relation to God and each other.

**A man shall leave his father and mother
and be joined to his wife;
and the two shall become one flesh.
Genesis 2:24**

Weddings that glorify the Lord and encourage others are carefully planned. To that end, we require that all weddings and related activities taking place at Calvary Baptist Temple make use of our official Wedding Coordinator, hereafter referred to as WC. This does not mean that you may not have your own wedding director, but all will be done under the supervision of our WC.

Remember that in everything Jesus stands at the center. A Christian wedding is more than a civil ceremony. It is sacred and holy unto the Lord. In order to extend every help and courtesy to you, our guidelines and policies are outlined in this brochure/booklet.

**“Husbands ought to . . . love their own wives as their own bodies.
He who loves his own wife loves himself;
for no one ever hated his own flesh,
but nourishes and cherishes it,
just as Christ does also the church.”
Ephesians 5:28-29**

PROCEDURES FOR THE WEDDING

WHO MAY USE THE FACILITIES FOR A WEDDING AT CALVARY BAPTIST TEMPLE?

Members in Good Standing

The Children or Grandchildren of Members

Non-Member Graduates of Calvary Day School



TO RESERVE DATES AND FACILITY AREAS*

1. CONTACT THE CHURCH OFFICE FOR AN APPLICATION FORM.
2. COMPLETE THE FORM AND RETURN IT TO THE CHURCH OFFICE FOR DATE AND AREA VERIFICATION (APPROVAL COULD TAKE FIVE TO SEVEN DAYS).
3. FOLLOWING VERIFICATION, A 50% DEPOSIT OF ALL FEES WILL BE DUE. UPON RECEIPT OF THE DEPOSIT, THE DATE IS ENTERED ON THE OFFICIAL CHURCH CALENDAR. THE DEPOSIT WILL BE REFUNDED IN THE EVENT OF CANCELLATION.

* BECAUSE CALVARY IS A MULTI-PURPOSE FACILITY, THERE MAY BE OTHER EVENTS HELD ON CAMPUS THE NIGHT OF YOUR REHEARSAL OR THE DAY OF YOUR WEDDING.

PREMARITAL COUNSELING


Marriage is a holy estate and should not be entered into unadvisedly or lightly; therefore, it is necessary for the bride and bridegroom, prior to the wedding, to set up a counseling appointment or appointments, as required by the pastor who is performing the ceremony.

The Minister . . .

Use of any minister other than the present staff of Calvary Baptist Temple must be approved by our Senior Pastor. The presiding minister will have final approval on all details of the wedding ceremony. When a minister other than the present staff of Calvary Baptist Temple is presiding, the WC has final approval of details.

When you meet with the presiding pastor, be prepared to discuss particular plans you have for the wedding ceremony, including the order of service, Scripture selections, personally written vows or pledges, whether or not you will make use of a unity candle, and if you desire to have communion during the ceremony.






WEDDING FEES

Fees that apply to your particular needs are to be paid in full to Calvary Baptist Temple. The honorarium for the presiding pastor is left to your discretion, as are the honorariums for non-Calvary personnel. However, the fees listed below are required as a minimum honorarium for Calvary staff. A deposit of \$100 is due upon approval of reservation. Balance is due 30 days prior to wedding event.

Fees effective as of January 1, 2012:

	Personnel Fee	Custodial Fee	Area Fee Members & CDS Graduate	Area Fee Non-Members
Wedding Coordinator	\$250*			
Pianist	\$150			
Organist	\$150			
Worship Center		\$100	\$300*	\$750
Bride's Room		\$25	N/C	N/C
Wilder Chapel		\$50	\$200*	\$500
Savannah Room		\$50	\$100*	\$250
Fellowship Hall		\$100	\$100*	\$250
Commercial Kitchen		\$75	\$75*	\$75
Outdoor Clean-up (per area)		\$25		
Sound Technician - Worship Ctr.		\$150		
Sound Technician - All other areas		\$40/hour		
Soloist (per singer)		\$75		

**Fee Waived for Active Members in Good Standing.*
 Per By-Laws, a member in Good Standing is active in Attendance Participation and Tithing to the General Budget. If need be, please contact the Finance Office to determine "Standing."



MUSIC AND SOUND

A church wedding is a religious service and all music should be in keeping with the reverence and spiritual nature of a worship service. Selections of current or past popular hits are usually inappropriate, and music of this type is not allowed in the service or as pre-nuptial music in the Worship Center.

At the time of application, all music and lyrics are to be submitted for review and approval by the presiding pastor, minister of music, or WC, which ever is applicable. We recommend that one of our accompanists be used for the wedding since they have a working knowledge of our instruments. A guest accompanist may be used, however, our music and worship pastor must give approval, and a time of instruction may be required of the guest accompanist. The organ is kept locked, and unless arrangements are made in advance with the Music Office, we cannot be responsible for the unavailability of this instrument.

The Music Office will be glad to assist you in selecting one of our soloists. Use of a guest soloist is permissible, but he or she must be approved by our Pastor of Music & Worship. A copy of all live music must be submitted to the accompanist at least one month prior to the date of the wedding; and at least two weeks prior to the wedding date the vocalist is responsible to contact the accompanist to arrange rehearsal times.

The sound system must be operated by an official audio technician of Calvary Baptist Temple. He/she will need to know the number of mics needed, as well as the location where each mic is to be utilized. Use of any taped music must be submitted to the technician prior to the time of the wedding rehearsal. At least two weeks prior to the date of the wedding, the vocalist(s) is/are responsible to contact the technician to set up rehearsal times.

WEDDING RECEPTION

Your Wedding Reception may be held in the Fellowship Hall or Savannah Room. Please request the location for the reception at the time of application for the wedding date. When school is in session, there is no access to the Fellowship Hall until 5:00 p.m. on Friday. A detailed diagram of room set-up should be attached to your application form indicating the location of tables, chairs, etc. Our Maintenance staff will set up the room for you.

Wedding Receptions that take place after 6:00 p.m. should be ended as soon as possible, so our Maintenance personnel can prepare the room for Sunday morning.



REHEARSAL DINNER

The Fellowship Hall or Savannah Room may be used for Rehearsal Dinners if there is no conflict with other church activities on the Church Calendar. A diagram for Rehearsal Dinner seating and the number of tables should be submitted three weeks prior to the event in order for our maintenance personnel to set-up the room.

USE OF KITCHEN AND EQUIPMENT

We gladly allow you to have access to the kitchen and equipment (see fee schedule). However, we do require that it be left in an orderly fashion and everything needs to be cleaned up. It is the responsibility of the caterer, or the person in charge of the wedding to remove all items used for the reception and to have all trash put in trash cans. All kitchen utensils and equipment are to be used in the church facilities only.

DRESSING ROOMS

The Bride and Bride's attendants may use the Bride's Room, located in the front hallway of the Worship Center for dressing. The men can dress in the Usher's Room or other rooms located in the rear hall of the Worship Center. No valuables should be left overnight after the rehearsal or during the wedding ceremony and reception. **THE CHURCH IS NOT RESPONSIBLE FOR LOST OR STOLEN ITEMS.** You are responsible for removing all personal items and leaving the room as tidy as possible.

FURNITURE

The rearranging of furniture in all areas shall be performed by the maintenance personnel of Calvary Baptist Temple or, at least, under the supervision of the WC. **Please note:** Immediately following the wedding/reception all furniture must be put back in its appropriate place. All areas must be cleaned and ready for immediate church use. All lights must be turned off; all doors and windows must be securely locked. **Please note:** Chairs in the choir loft and orchestra pit and the Ministry tables in the rear of the worship center are not to be moved.

CATERING

Caterers must be approved by the WC of Calvary Baptist Temple. All caterers are responsible to leave the facilities clean and ready for immediate use by Calvary Baptist Temple.



PHOTOGRAPHY

Photographer's movement during the ceremony are at the discretion of the presiding pastor. Photographers should not stand on pews.

SECURITY OF BUILDINGS

The WC is responsible for the security of the buildings which includes unlocking and locking the facilities for the rehearsal, wedding, and reception. The WC does not have the authority to loan or check out keys.

FLORIST

To help preserve the beauty of our buildings, please observe the following guidelines:

- No nails, tacks, pins, staples, tape, glue, or adhesive shall be used to attach any decorations or equipment on any wall, rail, furniture, or fixture.
- Only driplless candles are to be used. Even so, precautions must be taken to guard against fire hazards and wax drips.
- No containers holding water or moisture may be used unless they are leak proof and placed upon a protective device.
- No flowers or candles are to be placed on the piano or organ.
- Flowers and other decorations shall be removed immediately following the wedding. The florist and/or wedding applicants shall be responsible for damage if these precautions are not followed.
- Approval must be made in advance by the Pulpit Flower Coordinator of Calvary Baptist Temple if flowers are to be left and used for an upcoming worship service.

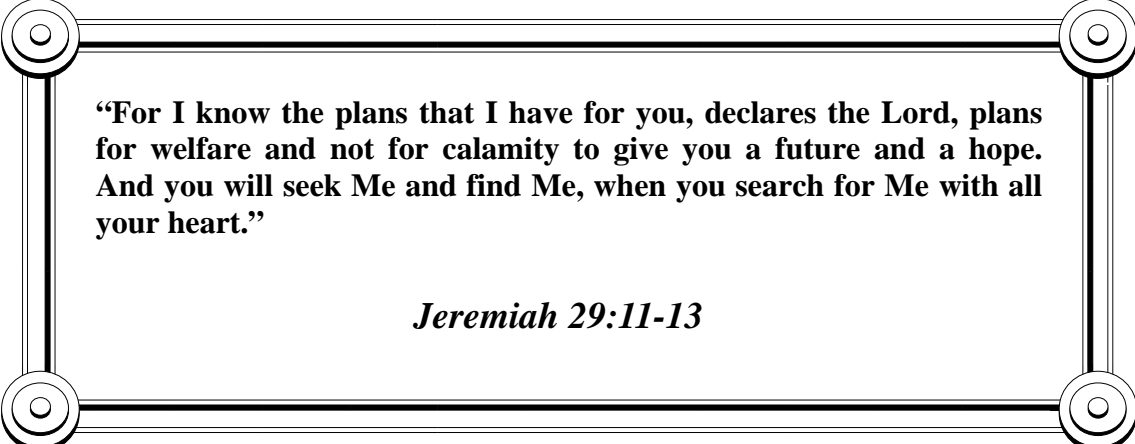
PROGRAMS FOR WEDDING

You must provide your own programs and printing. If programs are used, please be sure your ushers remove any programs left in the pews following the wedding.



MISCELLANIOUS INFORMATION

1. Weddings or rehearsals will not be held on Sundays or Holidays.
2. No wedding will be scheduled that will conflict with any worship service or event involving the whole church.
3. No wedding will be scheduled after 6:00 p.m. on Saturdays.
4. The bride and her family are responsible for all personal items of the wedding party brought to the church. If rented or borrowed property has been used, it is the responsibility of the bride's family to see to it that it is returned immediately after the wedding. The church is not responsible for any of these items in any manner.
5. Alcoholic beverages and smoking are not permitted anywhere in the church buildings or premises at any time.
6. Any member of the wedding party who is under the influence of alcohol will not be permitted to participate in the rehearsal or wedding.
7. The church will not be responsible for personal items such as wedding dresses, wraps, purses, silver and glassware brought to the church for use in the wedding or reception. Nor shall the church be liable for such items lost, stolen or damaged.
8. No rice or confetti may be thrown anywhere in the church buildings. Bird seed may be utilized at a designated area as approved by the WC.
9. Furniture, plants, and flower arrangements borrowed from anywhere in the church buildings, including the worship center, must be approved by the WC.
10. The church is not responsible for making signs indicating the location of wedding service or reception.
11. We do not provide table linens, dishes, paper products, utensils, etc.
12. Calvary Baptist Temple is not responsible for renting additional plants or greenery.



“For I know the plans that I have for you, declares the Lord, plans for welfare and not for calamity to give you a future and a hope. And you will seek Me and find Me, when you search for Me with all your heart.”

Jeremiah 29:11-13