

*Your Wedding*  
*at*



EMERYWOOD BAPTIST CHURCH

*A Place for You in God's Family*

1300 Country Club Drive

High Point, NC 27262

Wedding Policy  
revised  
March 2011



Emerywood Baptist Church considers it a privilege to be involved with you in this primary experience in your life and hopes to be able to serve you in such a way as to enrich this experience.

Because the Church believes the home to be sacred and considers a wedding to be an act of worship, we have tried to plan our ministry to you at the time of your wedding as thoughtfully and prayerfully as possible.

The Church Staff and a trained and experienced Wedding Ministry Team stand ready to assist you in every way possible. Anyone planning to be married at Emerywood Baptist Church is required to consult with the Wedding Ministry Team and with the appropriate members of the Church Staff. This Team has the responsibility of assisting and planning the directing of all rehearsals and weddings held in our Church.

## FACILITIES:

The Church Sanctuary provides a beautiful and sacred setting for a formal or semi-formal wedding, seating approximately 265 guests. The Parlor is lovely and most appropriate for a smaller, more intimate and less formal ceremony for a group of 20 or less. The Gathering Area accommodates a maximum of 50 guests.

If you wish to use Church facilities for a reception, please contact the Church Administrator, who will notify the House and Grounds Team to arrange a meeting with you. At that time you should ask about any restrictions on time, number of guests, etc., which might apply to the reception area you choose.

A member of the House and Grounds Team (or a custodian appointed by them) will be responsible for meeting the caterer at an appointed time, being available during the reception and locking up the facilities afterwards.

The Wedding Ministry Team is not responsible for planning nor participating in receptions.

## MINISTERIAL ETIQUETTE:

The church permits ministers from other churches to conduct weddings at Emerywood. However, such requests must first be approved by one of the ministers of Emerywood Baptist Church. The minister will then extend a written invitation to the guest minister to perform the ceremony at Emerywood.

## COUNSELING:

Because we do everything possible to help establish a firm foundation for a happy, successful marriage, our minister requires the couple to have pre-marital counseling with the minister performing the ceremony. The bride and groom should make arrangements with the officiating minister to receive this counseling no less than two weeks prior to the ceremony. In rare cases, when the officiating minister lives a great distance from, or has infrequent contact with the bride and groom, an alternate counselor or minister may be seen for counseling. The minister of Emerywood Baptist Church who authorized the wedding should be notified in advance of such alternate arrangements.

## ARRANGEMENTS:

- A. The bride should first confirm the date for the wedding on the Church calendar with the Church Administrator.
- B. The Church Administrator will confirm the wedding date with the Emerywood Baptist Senior Minister.
- C. When the date is set, the bride should complete and return the following forms to the church office:
  - a. Wedding Form
  - b. Photography/Videographer
  - c. Florist
- D. A Wedding Director will contact the bride to schedule an initial meeting to discuss details of the wedding.
- E. The bride will make an appointment with the Minister of Music to plan musical/vocalist selections.

## DECORATIONS:

- A. As the Sanctuary is already a furnished place of dignity, it should be decorated accordingly for a wedding. Moving Church furniture should only be done following approval of the Wedding Director. No tacks, tape, pins, glue, screws or nails may be used to fasten decorations to the furniture or building. Only non-drip candles are to be used in the church building.
- B. The florist must complete decorating two hours prior to the wedding. No flowers should be provided for the ministers, musicians or soloists, as they will wear robes during the ceremony. Also, the bride is not expected to provide flowers for the wedding director. The florist engaged by the bride is required to remove all decorations from the building immediately following the wedding. The bride and florist are responsible for any damage caused by the use of decorations.
- C. Christmas brides must use the Sanctuary as decorated for Christmas.
- D. Only silk petals may be dropped on carpet.
- E. Only tied ribbons may be placed on the reserved pews. Nosegays, greenery or hurricane candles/lamps are not permitted on pews.
- F. All corsages and boutonnieres should be labeled by the florist and left in the Parlor or in the area just outside the Parlor.
- G. Steps are available to be placed on the floor leading to the platform.
- H. No more than three (3) floral arrangements may be placed in the altar area.
- I. No decorations are permitted on the outside of the building.
- J. The florist must read, sign and return the "For the Florist" form to the Church office.

## MUSIC:

- A. The Minister of Music of Emerywood Baptist Church must be consulted in the planning of the music. The Minister of Music will also consult with the Church Organist.
- B. The Minister of Music must approve all guest organists.

- C. Music selected for the wedding ceremony should be chosen with the concept of Christian worship in mind. The Minister of Music is available to assist with selecting worship appropriate for a Christian marriage ceremony.
- D. All musicians should wear appropriate attire that compliments the attire of the wedding party. Church robes are available as needed.
- E. No pre-recorded music may be used.

#### PHOTOGRAPHY/VIDEOGRAPHY:

- A. Pictures may be taken before or after the ceremony, according to the wishes of the bride; however, the groomsmen must be in the sanctuary at least forty-five minutes prior to the ceremony.
- B. No photography is allowed during the ceremony. This also applies to guests, with or without flash. Please make a note in the wedding program: "Photography is prohibited in the Sanctuary during the ceremony."
- C. The photographer may take one picture from the narthex, a timed exposure, after the bride and her escort reach the front. The doors leading into the Sanctuary will then be closed and the photographer must remain in the narthex. When the doors are re-opened at the end of the service, the photographer may take a picture from the narthex of the couple returning down the aisle, if it does not interfere with the recessional.
- D. If the wedding is being videotaped, the videographer must tape inconspicuously using the back corners of the church (if space permits) or with the screen, which is provided by the church.
- E. The photographer and videographer must read, sign and return the "For the Photographer/Videographer" form to the Church Office.

#### EMERYWOOD POLICIES:

The bride and groom should communicate the following guidelines to the entire wedding party:

- A. Use of camera or other electronic equipment is not allowed during the ceremony.
- B. No smoking is permitted in the building at any time.
- C. No rice may be thrown; however, bird seed may be thrown outside the building.
- D. No alcoholic beverages are to be served on church premises.
- E. Any member of the wedding party who attends the rehearsal or wedding ceremony under the influence of drugs or alcohol will be required to leave.
- F. Damage to the church facilities or loss of personal effects during the rehearsal, wedding or reception is the responsibility of the bride.
- G. Secure all personal items and do not leave money or valuables unattended.
- H. It is suggested that children participating in the ceremony be at least five years of age.

## FEES:

- A. The House and Grounds Team has established a Fee Schedule for weddings to defray the cost to the Church.
- B. There are no fees for use of the Church facilities when either the bride or the groom is a member of this Church, or for the children of a Church member.
- C. Custodial, Organist, Supplies and Use of Equipment Fees apply to everyone.
- D. A deposit for one-half of the Custodial and Facility fees, if applicable, are due at the time the Church is reserved. The balance of these fees, and any additional fees for Supplies and Use of Equipment, are due in the Church office at least twenty-four hours prior to the ceremony. Please make checks payable to Emerywood Baptist Church.
- E. Honoraria for the professionals involved in the wedding should be discussed during the required conferences and made directly to the individuals.

### CUSTODIAL FEES:

Sanctuary	\$ 150.00
Gathering Area	\$ 100.00
Parlor	\$ 75.00
Fellowship Hall	\$ 200.00

### AUDIO EQUIPMENT FEE:

Use of equipment at Rehearsal & Wedding (Required)	\$ 75.00
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### FEES FOR OPTIONAL SUPPLIES AND EQUIPMENT:

Candelabra w/ dripless candles	\$ 10.00 each
Additional dripless candles	\$ 1.25 each
Hurricane globes w/ white pillars	\$ 2.00 each
Kneeling Bench	No charge
Screen for Video filming	No charge

### FEES FOR USE OF FACILITY BY NON-CHURCH MEMBERS:

(in addition to Custodial, Audio and Supplies & Equipment Fees)

Sanctuary	\$ 400.00
Gathering Area	\$ 200.00
Parlor	\$ 150.00
Fellowship Hall	\$ 300.00
Wedding Ministry Team	\$ 200.00

### Church Organist's Fee

\$175 (minimum)

### Minister's Fee

There is not a set fee, leaving to the discretion of the couple whether they wish to make a gift to the minister for his or her services.

*We hope that you will call on us for any assistance that has not been anticipated.  
It is our desire to serve you and our prayer is that God will bless your marriage.*



