

## *Congratulations on your Engagement!*

We at Biltmore Baptist Church congratulate you on your decision to participate in God's covenant of marriage. Usually the next big decision is what kind of wedding you would like to have and where it will be held. Whether you're planning a large or small ceremony, it is our desire to help you make it an occasion that will honor God and accommodate your wishes during this exciting (and perhaps exhausting) time of your life!

To help in that process, we have prepared this comprehensive Wedding Policy at Biltmore Baptist Church. We are here to help you, so please do not hesitate to ask questions.

### *Scheduling Your Wedding Date*

1. The bride-elect must coordinate with the Event Coordinator at Biltmore Baptist Church.
2. The Event Coordinator will determine if the requested date conflicts with another scheduled event, and will notify the bride-elect to confirm or change the date.
3. Your signature on the request form indicates that you have read, understood, and are willing to comply with all the policies of the church regarding weddings.
4. **No date is final until all forms are executed and all fees are received in the church office.**
5. Because of regular church programming, weddings will **not** be scheduled on Sundays or Wednesdays, or on any holiday weekend (New Year's, Memorial Day, Easter, July 4th, Labor Day, Thanksgiving, and Christmas.) (Weddings will **not** be scheduled in December, unless approved by the Worship Leader.) There will be no weddings in the Worship Center in the months of November and December due to the set design for CMCS.
6. To allow the custodians time for routine clean-up procedures, Saturday weddings may not begin after 6PM (if reception is offsite) or after 4PM (if reception is onsite). Friday weddings may not begin after 7PM (if reception is offsite) or after 6PM (if reception is onsite).
7. Because of regular church programming, the worship center has limitations. Please refer to the set up section.

### *The Officiating Pastor*

1. It is the desire of the Ministerial Staff of Biltmore Baptist Church to make each wedding ceremony a worship experience where two lives are joined in Christ and He is honored.  
The Event Coordinator will collaborate with the engaged couple to decide which Pastor will officiate the wedding.  
Note: If you would like to have a Pastor outside of Biltmore Baptist Church to officiate at your ceremony, please advise the Event Coordinator so she can get final approval from the church office.
2. Care is taken to ensure that individuals are prepared spiritually and practically for their marriage. After you have made a request to be married at Biltmore Baptist Church, the Pastor you invite to facilitate the ceremony will require that you and your fiancée meet with him for an interview. His assistant will contact you to schedule the first meeting.
  - a. At that meeting, he will discuss the Biblical foundation for marriage, and the responsibilities of a Christian marriage. He will also give each of you the opportunity to share with him about your personal relationship with Christ.
  - b. Once the officiating Pastor completes the initial interview, he will refer you to H.O.P.E. Network to coordinate premarital counseling.
3. You are required to attend premarital counseling sessions through H.O.P.E. Network prior to your wedding. (*see contact information for H.O.P.E. Network*).
4. The officiating Pastor will be glad to assist you with your wedding ceremony. It will be his desire to honor your wishes, but he will have the final authority to approve or reject any element of the ceremony.
5. Please discuss with the officiating Pastor your planned attire for both the wedding and the rehearsal. (*tuxedo, coat and tie, etc.*)
6. Your signed Marriage License **MUST** be delivered to the Wedding Coordinator at the rehearsal. She will obtain the required signatures on your wedding day and ensure that it is mailed to the Record of Deeds.

## *Premarital Counseling*

1. **Premarital counseling is a requirement for all weddings performed by a pastor of Biltmore Baptist Church.**
2. Once you have met with the officiating Pastor, you will need to coordinate with H.O.P.E. Network for premarital counseling.
3. Couples will be required to complete the *PREPARE* Inventory prior to beginning premarital counseling. Each of the pastors in H.O.P.E. Network are certified PREPARE/ENRICH counselors who will set up counseling with individual couples.
4. Premarital Counseling must begin a minimum of three (3) months prior to the wedding date.
5. Please contact the H.O.P.E. Network office to sign up for your premarital counseling. (828-651-6290) See fee schedule.

## *Your Wedding Coordinator*

The Wedding Coordinator meets with the Wedding couple several times prior to the wedding date. During these meetings she will discuss her role with you (see duties below) and your wedding preparations.

Duties of the Wedding Coordinator include the following:

1. The Wedding Coordinator directs the wedding rehearsal from beginning to end.
2. The Wedding Coordinator makes sure that all the plans that the couple has decided upon (with the Event Coordinator and Pastor) are put into place, and that everyone is comfortable with their responsibilities for the wedding ceremony.
3. The Wedding Coordinator collects payment at the Rehearsal for the Sound Technicians and the Pastor's honorarium.
4. The Wedding Coordinator will collect the Marriage License at the Rehearsal, and obtain all the required signatures after the actual ceremony.
5. The Wedding Coordinator arrives early on the day of the wedding to assist the wedding party in preparations and to be available for any need that might arise prior to the ceremony.
6. The Wedding Coordinator makes sure all oil candles are filled and put in place, along with the greenery the church provides and any additional flowers the couple might choose.
7. The Wedding Coordinator makes sure the ceremony starts on time and that everything is in place for ease of the Pastor and wedding party.
8. The Wedding Coordinator directs everyone's entrance into the actual ceremony and coordinates all details prior to the bride walking down the aisle.
9. After the wedding, the Wedding Coordinator assists in gathering the wedding party for pictures and any other need that might arise.
10. At this point, the Coordinator takes the Marriage License to the Senior Pastor's secretary, who will make a copy for the Church file and then mail to the appropriate authorities.
11. If the reception is held at Biltmore Baptist Church, the Wedding Coordinator will be present.

## *People You Should Know*

These people are ready to assist you with every aspect of your wedding ceremony and reception. It is the responsibility of the bride-elect to **contact the Event Coordinator** as soon as possible to prevent scheduling conflicts. Also, you **must** contact H.O.P.E. Network for the required pre-marital counseling sessions.

**Event Coordinator: Kendra Cathey, 828-687-1111 ext. 207**

**H.O.P.E. Network for Counseling, 828-651-6290**

## *Liability Release Form*

This is to certify that I have read and I agree to comply with the Biltmore Baptist Church Wedding Policies and Procedures Manual.

In return for the use of the church facility, I agree to pay \$150.00 as a deposit. This check will secure the date I have chosen and will be refunded after the wedding in the event there is no damage. I understand that if any damages, whether incurred by my guests and/or the businesses or individuals with whom I contract for my wedding, are greater than the deposit amount, I will be responsible to Biltmore Baptist Church and will settle this amount in a timely manner. In addition, I agree to pay other fees in accordance with Fee Schedules. If cancellation is made less than 72 hours prior to the wedding date, the \$150.00 deposit will be forfeited.

I understand that Biltmore Baptist Church reserves the right to make the final decisions in regard to any details and/or areas not covered by the policy statements as outlined in the Wedding Policies and Procedures Manual.

Bride's Name \_\_\_\_\_

Address \_\_\_\_\_

Home Telephone \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_

Bride's Email Address \_\_\_\_\_

Groom's Email Address \_\_\_\_\_

Wedding Date \_\_\_\_\_ Time \_\_\_\_\_ Location \_\_\_\_\_

Rehearsal Date \_\_\_\_\_ Time \_\_\_\_\_ Location \_\_\_\_\_

Signature \_\_\_\_\_

Check # \_\_\_\_\_ Date \_\_\_\_\_

## *Church Facilities*

### *Facility*

In order to provide a joyous occasion in a sacred setting, all members of the wedding party are expected to conduct themselves in a Christian-like manner. The sacredness of the wedding is of utmost importance for the blessings of God and the happiness of the wedding party.

This is a smoke free campus. Smoking is not permitted anywhere, inside or out.

Alcohol is not permitted, nor will anyone be allowed to participate in the rehearsal or the ceremony who appears to be under the influence of alcohol or drugs. Our Pastors will not participate in any wedding where alcoholic beverages are served in any part of the wedding, including the reception, even if held at another location. No exceptions. It is the responsibility of the bride and groom to inform their guests of these policies.

We do allow bubbles inside the church and sparklers can be used outside the church.

Building entry will be through the West Entrance only, until two hours prior to the wedding. At that time, additional doors will be unlocked.

### *Scheduling*

Weddings will be scheduled only at times that do not interfere with Biltmore Baptist Church's ministries, services and activities. Therefore, the date, time and Pastor requested for all weddings must be cleared through the Event Coordinator to avoid conflict with the church calendar. *Weddings will not be scheduled on Sundays.* Refer to *Scheduling Your Wedding Date*.

### *Cancellations*

Please be considerate of others. If you need to change or cancel the date you have selected for your wedding, please contact the Event Coordinator as soon as possible. **If cancellation is made less than 72 hours prior to the wedding date, the \$150.00 deposit will be forfeited.**

### *Wedding Receptions*

Our Terrace Hall may be used for receptions using our selected caterers. Please ask the Event Coordinator for a list of these caterers. The church does not provide the paper products, floral arrangements, or other decorations. Wedding Coordinator and custodial services will be required. Receptions must be completed by 8:00 p.m. See fee schedule.

### *Set-Up*

The requested layout for your wedding location must be returned to our Event Coordinator. A time may be arranged to admit the florist and caterer. The church does provide candles, but cannot provide a kneeling bench at this time. (This can be rented from florists or rental companies.) The church does not provide linens, dishes, utensils or serving pieces.

Custodial staff is not available for decorating and setup. Custodial staff is not responsible for clean up after flower preparation, bussing for the reception, or clean up of decorations and florist's and/or caterer's equipment. They are responsible for cleaning and re-setting the rooms for the next events activity.

## *Food Services*

If the reception is to be held at the church, you must contact our Event Coordinator for list of caterers.

Church staff will not be responsible for loading or unloading equipment, emptying trash, assisting in the preparation and serving of reception or meals, or otherwise assuming the responsibilities of the caterer.

Caterers may use the kitchen for final warming and plating of food only. Catered foods should arrive finished whenever possible. Warmers are available for holding hot finished foods and a reach-in refrigerator is available for cold finished foods. Ovens may be used to reheat foods if necessary.

Caterer must provide his or her own utensils, serving pieces, dishes and linens.

No alcohol, or imitation wine or champagne is permitted in any area on the church premises. This includes any cooking or punch containing any degree of alcohol. Due to staining, no red punch or grape-based punch may be used.

Caterer is responsible for cleanup of the area used for the reception and the kitchen facilities used. If not properly cleaned, the caterer will be billed for any additional cleaning fees incurred.

Kitchen must be left clean and in order within three hours from the scheduled event time. The caterer will be responsible for final cleaning as necessary.

We do not rent or loan any kitchen supplies including china, glass, silverware or equipment.

You will need to contact the bakery of your choice for your wedding cake.

Rehearsal dinners and wedding receptions must be coordinated through the Event Coordinator's office.

**No food or drink is allowed in the Worship Center.**

## *Your Wedding Ceremony*

### *Decorations*

Decorations: Remember that the Worship Center is a place of worship. Therefore, decorations should be kept simple and tasteful.

The bride may choose to decorate with flowers, candles, ferns, etc. The greenery in the Worship Center may be used with prior notice.

The Event Coordinator will need to be notified of the time needed to decorate.

The following considerations must be observed:

1. Candles – We suggest that metal-cylinder candles be used if possible. Otherwise, **only dripless** candles are permitted.
2. Florists should make an appointment to decorate. Florists and others must coordinate their activities with the Event Coordinator. The facilities will not be opened earlier than six (6) hours prior to the wedding time.
3. Flowers-Delivery: for summer weddings, flowers are not to be delivered more than two hours prior to the ceremony, unless the florist has a cooler to place them in.

4. Set-up – Please be considerate of the carpet and furniture as you plan the placement of floral arrangements and plants.
5. Clean Up – The florist will be responsible for any clean-up necessary after decorating. Florists must pick up all decorations on or before the first working day after the ceremony, unless other arrangements are made with the Facilities Manager. A custodian will remove them from the Worship Center but will not be held responsible for any damage.
6. The use of nails, tacks, staples, pins, and adhesives is prohibited. We suggest wrapped wire, chenille or ribbon.
7. All wedding decorations must be removed immediately following the ceremony. The bride's family ultimately assumes responsibility for immediate clean-up.

## *Photography and Videotape*

In keeping with the sanctity of the ceremony, the following procedures are required of the photographer and videographers:

1. The church does not provide any videotaping of weddings.
2. Videos may be recorded if the video equipment is inconspicuous and stationary.
3. Photographers' movements should be limited to minimize distraction.

**NOTE:** It is the responsibility of the bride-elect to make sure the photographer and/or videographer is aware of the policies that are in effect before, during, and after the ceremony.

## *Sound and Audio*

A Sound Technician is available to assist with audio and technical needs for a fee. He will attend the Rehearsal and Wedding Ceremony. (See fee page). Normally the technician does NOT remain for the reception, but can do so with prior arrangement for an additional fee. Sound and lighting equipment is to be operated only by technicians designated by the church. Any recorded music to be used is to be given to the sound technician at the rehearsal. A CD recording of the wedding ceremony can be provided at no extra cost if requested prior to the ceremony.

## *Wedding Music*

1. Your choice of wedding music should be sacred and in keeping with the spirit of worship and the Christian faith.
2. The Pastor of EXALT Ministries MUST approve a list of all ceremony and reception music at least 30 days prior to the wedding.
3. The EXALT ministry will be happy to recommend a pianist, keyboard player, soloist, or other musician(s). It is your responsibility to make arrangements with the individual musician.
4. You will need to ensure that the musicians have all required sheet music, CD's of the selections you choose.
5. Rehearsals by instrumentalists and vocalists, other than during the wedding rehearsal itself, must be during regular office hours (8AM-4:30PM, Monday-Friday.)
6. Enlistment and fees for instrumentalists, other musicians and/or vocalists are the responsibility of the bride-elect. Fees for these individuals are not included in the fees charged by the church.

## *Miscellaneous*

The church will not be responsible for the loss or damage of items such as clothing, dishes, equipment, food that is left at the church for use in a wedding or reception. However, every reasonable effort will be made to assist the wedding party in protecting such property.

The bride and her family are responsible for the personal property of themselves and others that is brought to or left at the church. If rented or borrowed property has been used, it is the responsibility of the bride's family to remove it from church premises and see to its return immediately after the wedding.

Standard setup for a wedding includes clearing the Worship Center platform of pulpit, chairs, and plants to the back of the stage. The area will be clean. The Worship Center chairs must remain as they are, no center aisle.

Standard sound support for your wedding is to provide microphones for the Pastor, soloists and accompanists, record the ceremony on CD, and set up and control the sound system. Any request that would be required above and beyond these specified services will be charged at an hourly rate

## *Wedding Fees*

Although the wedding facilities are provided at no charge, the Wedding Coordinator, Custodial Staff, Sound Technician, and H.O.P.E. Network will be paid for their services.

- The church does not compensate the Pastor for performing the ceremony.
- An honorarium should be provided to the Pastor for his services, as weddings are not part of his church duties and they take him away from his limited family time.
- Other fees should be provided in accordance with the personal policies of each individual soloist or accompanist.

The Event Coordinator will determine in advance the total fees for your wedding ceremony. All fees are payable 30 days prior to the wedding date.

- Please make checks **payable to** Biltmore Baptist Church.

**Wedding Ceremony Fees include the following minimum required services.** The below prices are for ceremony only.

Worship Center - Wedding Coordinator/Custodial	\$625.00 (minimum of 450 guests)
Terrace Hall - Wedding Coordinator/Custodial	\$450.00
Terrace Hall Patio- Wedding Coordinator/Custodial	\$450.00
Foyer- Wedding Coordinator/Custodial	\$450.00
Pastor's (Suggested) Honorarium	\$200.00 *Separate Check to the Pastor
Sound Technician	\$150.00 *Separate Check to Sound Technician
	<b>**Additional \$75 to the Sound Technician if he is to remain for the Reception</b>
Premarital Counseling (includes PREPARE fee)	\$230.00 *Separate Check to H.O.P.E. Network

- All fees are returned (except premarital counseling fees) **if the wedding is canceled prior to 72 hours of the scheduled date and time.**
- Deposit (\$150) must be paid, forms completed, and signed before your date is secured on the calendar. This fee is refundable to you after the wedding if there is no damage, unless the wedding is cancelled less than 72 hours prior to the scheduled date.