

Having your wedding at Highland...



Our sanctuary is a beautiful place to begin your married life.

Congratulations on your upcoming wedding! This booklet presents Highland Baptist Church's understanding of weddings and the process for having a wedding in our sanctuary.

A Wedding Ceremony is a worship service directed toward God. Please think of this as you plan your attire, decorations, music and so forth. This will help you establish the basic character and purpose of the ceremony.

Who can be married at Highland?

Because our sanctuary is dedicated to the glory of God in Jesus Christ only Christian marriages may be performed here. We do not require that couples be members here, but do ask that they understand and affirm the basic tenets of the faith represented by this congregation.

All couples must demonstrate that they have or are participating in marriage preparation (a class and/or counseling). For ministers at HBC, that usually includes at least four sessions prior to the wedding, unless an arrangement has been made with the pastor of Highland Baptist Church. Proof of your participation in pre-marital counseling will need to be in the church office one month before your wedding date.

Who is allowed to perform the ceremony at Highland?

Wedding ceremonies at Highland will be performed by a recognized Christian minister. Highland has a number of ministers who are available to perform weddings. If a couple plans to use a visiting minister, they must provide proof via church or denominational stationery that this person is a recognized Christian minister. Documentation of your minister's credentials will need to be in the church office one month before your wedding date.

What are the requirements for using the church's sanctuary and buildings?

A church wedding is a worship service. The people assemble to worship God and, in the process, to give witness to marriage. Christian marriage finds its unique meaning in the fact that it is patterned after the covenant relationship which God has established with the church. God has promised to love the church in joy and in sorrow, in plenty and in want, in sickness and in health; in Christian marriage you will promise before God to do the same.

The sanctuary is primarily a place of worship. Therefore, the furnishings of the sanctuary (liturgical banners and adornments, Bibles, hymnals, pew rack supplies, etc.) expressing the belief of the people and celebrating the seasons of the church year, are not to be removed for a wedding.

Highland Church's Wedding Coordinator

An approved HBC wedding coordinator will be assigned to your wedding once your paperwork and damage deposit have been returned to the church.

This wedding coordinator will be your best source of information. She or he will be able to inform you which seasonal liturgical decorations will be in the sanctuary at the time of your wedding. They can tell you where your party can dress; what time to arrive for your wedding; what items your florist can or cannot use in the Sanctuary or the reception areas; what types of candles can be used; what places your videographer/photographer can use before, during, and after your wedding; what you need to prepare for before your wedding, and how you can prepare for your departure. The coordinator will make sure that your wedding flows as smoothly as it can. The church's wedding coordinator is to be used for general preparation of the building and for clean up. The coordinator can also tell you about church equipment that can be used for your wedding.

You will pay your wedding coordinator \$150.00 for their services at your rehearsal and at your wedding. This fee covers their time at your rehearsal and 4 hours of their time for your wedding. If additional hours are needed, you will pay them \$25.00 per additional hour for their time. If you choose to have a reception at the church, the wedding coordinator will help you coordinate that event, and will show you what church equipment can be used for your wedding. An additional \$200.00 will need to be paid directly to them for their service for your reception if it is held at the church.

What time of the day can my wedding take place?

Because Highland Baptist Church books multiple weddings on any given Saturday, the hours of 10 a.m., 2 p.m., and 6 p.m. are set aside for weddings. Please choose one of these three wedding times for your wedding. If your wedding must take place at a time other than these three selections, please contact the Wedding Coordinator to determine (1) if an additional time slot is available, and (2) what additional charges will be assessed for this privilege.

Candle Requirements

We have available 14 mechanical candles for you to use. All other candles are to be supplied by the wedding party (or florist) and must be **dripless**, including the tapers of the unity candleholder.

Any attachments to the pews must have protective coverings and must be put in place by a professional florist or decorator. The wedding couple will be held responsible for any damages.

Florists Arrangements

Floral arrangements are to be provided by reputable florists only. Placement of these items in the sanctuary is to be supervised by the wedding coordinator. The florist may arrive up to two hours before the wedding. Alternate arrangements should be made with the wedding coordinator by the florist or by the bride.

Note: If 2 weddings have been scheduled on the same day, you may have 2 hours **only** prior to the wedding to decorate.

Photographers/Video Recorders

Since this is a service of worship, flash photography is not allowed during the ceremony but is acceptable during the processional and recessional. We do ask that the guests refrain from taking pictures during the ceremony. Please make note of this in your order of service. The use of stationary video recorders is allowed. The wedding coordinator will assist in recommending the best vantage points for video-taping the ceremony.

What type of music is allowed?

Weddings are a service of worship and due to the sacred nature and setting, all music must be representative of the worship at Highland Baptist Church. Worship music and classical music are in line with Highland Baptist's worship experiences. All sung texts must be of a worship nature and, with few exceptions, must mention God or Christ. Music heard on secular radio stations, such as top forty music, movie themes, and similar styles of secular popular music generally are not appropriate for worship. Live musicians are preferred. Taped or pre-recorded music will be allowed upon approval by the music staff. If pre-recorded music is used, a Highland Baptist Church audio person must be hired by the wedding party to ensure quality of sound reinforcement. The cost for this service is \$75.00 for the rehearsal and wedding.

If organ or piano is used in your wedding, Highland Baptist Church's organist, Austin Echols, should be contacted for his availability. If he is unavailable, the church will provide a list of pre-approved organists along with vocalists and instrumentalists. Please note that each musician, including Highland's organist, has his/her own fee and payment is made directly to them. They are also a good source of appropriate wedding repertoire. If you secure any musician for your ceremony outside of our church's pre-approved list, all wedding music selected for your ceremony must be approved by Kathy Collier, Minister of Music and Worship, or Austin Echols, Organist, no later than 30 days before the wedding ceremony.

What space and equipment is available for your wedding?

The church sanctuary houses 30 pews, seating 8-10 people per pew, (approximately 240-300 people total). Other available space and equipment include:

- Dressing rooms for the wedding party.
- One large room for the photographer.
- Candelabras
 - Seven inverted V shape candelabras-two brass and five black-holding seven 12-14" candles each
 - Brass Unity Candle stand (*candles to be supplied by bridal party*)
- The sanctuary sound system. This includes a floor microphone, a pulpit microphone, and two lavalier microphones for the minister(s).
- The sanctuary pipe organ and piano. The church's pipe organ and piano may be used under the guidelines provided under the heading *What type of music is allowed?*.
- One set of communion trays, cups, and plates. The wedding party is responsible for providing the juice and bread, crackers or wafers.

Note: The bride and groom may take communion together. Due to the inclusive nature and purpose of celebrating communion, if the bride and groom wish to share communion with their wedding guests, Highland requires that communion be open to all guests regardless of denomination or religious affiliation.

What space and equipment is available for a reception?

Two areas are suitable for receptions following your wedding ceremony: Fellowship Hall and the Sanctuary Commons. Each is available for a maximum of three hours at the costs listed at the end of this book. If more time is needed than the allotted 3 hours for set up, reception, and tear down, contact your wedding coordinator to determine the time that you or your decorator can begin decorating the reception space. The coordinator will supervise the preparation

and removal of your reception equipment, and will help to ensure that Highland Baptist equipment and your caterer's equipment are separated properly and left in good order. If the coordinator determines that your caterer has not returned HBC equipment to its original condition, you will be billed an additional \$50.00 per hour for custodial time (maximum 2 hours). A church custodian will clean the facility once your reception has ended.

The primary space used for receptions is Fellowship Hall, located on the lower level of the church. This room is suitable for receptions of 100-200 people. Rental of Fellowship Hall includes:

- Kitchen and equipment (including six industrial ovens, one industrial ten-burner stove, one large freezer, and one large refrigerator).
- Approximately 170 settings of large glass dessert plates; 60 small glass dessert plates; several various sets of punch bowls and cups; a variety of serving trays and candy dishes; and a variety of stainless steel knives, forks, and spoons.
- 25 round tables (60") and 157 matching dark brown cushioned chairs (7 per table); 3 rectangular tables (8') and 2 rectangular (6') tables. **Note:** the wedding party/caterers must provide their own linens.
- Stage area and PA system.

The second reception space available is the Sanctuary Commons, located just past the sanctuary. This room is carpeted and is appropriate for receptions of 75-100 people. Rental of the Sanctuary Commons includes:

- Dark brown cushioned chairs
- A piano
- Tables which may be brought in as needed

Note: This space is usually where the bridal party dresses for the ceremony. If this space is used for your reception, consideration will need to be made in finding an alternate dressing space.

Note: Rental of the Sanctuary Commons does not include the kitchen facilities off Fellowship Hall. Only a small kitchen off of the Commons is available. Therefore, all receptions held in the Sanctuary Commons must be catered.

Is there any other important information I need to know?

The following policies apply to the entire church grounds:

- Alcohol is not permitted on the church's premises (including the use of champagne during the reception).
- Smoking is not permitted inside any of the church's buildings.
- Rice and confetti are not permitted in the building or yard.
- Bird seed is permitted outside.
- Due to insurance considerations, the nursery at Highland is not available during rehearsals, weddings or receptions.
- Twice each year, (usually during the months of April or May and October or November) the church switches between its heating and air conditioning systems. Should there be unseasonably warmer or cooler weather after the system has been switched, the church is unable to switch back those systems. While this usually does not present a problem, the wedding party is advised to plan accordingly.
- The sanctuary is primarily a place of worship. Therefore, the furnishings of the sanctuary (liturgical banners and adornments, Bibles, hymnals, pew rack supplies, etc.) expressing the belief of the people and celebrating the seasons of the church year, are not be removed for a wedding. Your wedding

coordinator will inform you which seasonal liturgical decorations will be in the sanctuary at the time of your wedding. Use of other help must be approved by the wedding coordinator.

How do I request the use of the church?

It is advisable to request the use of the church for a wedding as soon as possible. Even a year prior to your wedding date is not unreasonable. We do schedule more than one wedding on any given Saturday. Please see the information listed under the heading, What time of the day can my wedding take place?.

Review this wedding policy booklet and meet with a church wedding coordinator as soon as possible to go over the policies and view the facilities. Turn in the signed "Application for Wedding," form along with a \$200.00 damage deposit (see below). This deposit will be returned to you by postal service once it is determined by the wedding coordinator that no damage occurred during your wedding time. This deposit also will be returned to you if you cancel your wedding date 60 days before the reserved date. Later cancellations will forfeit the deposit.

Note: A wedding date is not secured until both the application and the \$200.00 damage deposit are received in the church office.

What are the fees?

A refundable deposit of \$200.00 is required for all weddings. This fee is due with the total fees due the church and may be included within the same check as the wedding fees. After your wedding or reception is completed, and it has been determined by Highland Baptist's wedding coordinator that the church property was not damaged by anyone connected to your wedding or reception, Highland Baptist will mail you a check for the entire damage deposit amount of \$200.00. (Please note that the wedding coordinator cannot issue this check to you). If damage has occurred to any portion of the church property because of the actions of someone connected to your wedding, you will be notified in a timely manner of the damage either by a telephone call, by email, or by letter. The damage will be repaired by appropriate church personnel, or persons assigned by the church, at a time convenient to the church. The cost of the repair(s) will be deducted from your damage deposit and the remaining balance will be mailed to you in the form of a check along with an explanation of the damages, the repairs that were made, and the costs of the repairs. Should the damage exceed \$200.00, you will be held liable for the additional amount. This amount will be due immediately upon notification by an authorized representative of the church.

It is recommended that an authorized person from your wedding party walk through the church property with the wedding coordinator before leaving the church for the final time in order to ascertain if any damage has occurred. If this action is not completed, and damage is found after your party leaves the premises, Highland Baptist Church reserves the right to determine the extent of damage without your consultation and to take whatever course of action it finds proper in order to correct the damage.

Highland Baptist Church also reserves the right to keep your deposit if it becomes apparent to Highland's wedding coordinator that one or more of this church's wedding policies has been disregarded or abused. For example, if alcohol is found on the premises, your deposit will not be refunded.

Fees are to be paid in full one month in advance of the wedding.

Sanctuary Wedding (includes \$200 damage deposit fee) \$700.00 _____
Includes use of sanctuary for 4 hours of time on the day of the wedding.
The services of the wedding coordinator is **not** included.

Fellowship Hall Reception \$475.00 _____
Includes use of Fellowship Hall and kitchen for a **maximum of 3 hours**.
The services of the wedding coordinator is **not** included.

Sanctuary Commons Reception \$250.00 _____
Catered only, maximum of 3 hours, does **not** include use of Fellowship Hall kitchen.
The services of the wedding coordinator is **not** included.

Wedding Coordinator
\$150.00 per wedding (plus \$25 per additional hour after 4 hours) _____
\$200.00 per reception (plus \$25 per additional hour after 4 hours) _____
A coordinator is required to be present for every wedding and reception at Highland Baptist.
Fee is to be paid directly to the coordinator.

Audio Technician \$75.00 for wedding/rehearsal and \$100.00 for reception _____
If tapes or CD's are used in the wedding, an approved HBC audio technician may need to be present.
Includes rehearsal and wedding.

Total _____

Remember: The booking and fees of an organist, soloist(s) and any other musical components are to be arranged independently by you, the wedding couple. Please refer to the section What type of music is allowed?.

Contact the church office at (502) 451-3735 for more information

Effective February 20, 2008