

**TABERNACLE BAPTIST CHURCH**  
**WEDDING POLICIES**

1. **Who May Marry at the Church:** Members of Tabernacle Baptist Church may use the Sanctuary free of charge at a time agreed upon by the minister and/or Church Office and the marriage couple. Custodial Fees still apply to Members. Guest senior minister's may be invited to participate in the wedding ceremony upon approval of the host Pastor. Non-members may use the sanctuary if sponsored by a church member. (Couple must not be living together.)
2. **Counseling:** All couples must counsel with the Pastor prior to the wedding. All couples must also take a thirteen week **"Financial Peace"** class prior to the wedding.
3. **Wedding Music:** All arrangements regarding music should be discussed with the Minister of Music. The Church can usually provide the organist and/or pianist; guest musicians, who are Christians and have a working knowledge of our instruments, may be invited if desired. Guest vocalists may be invited by the couple or will be secured by the Church if available. The musical instruments in the worship center and other locations in the building are under the care and supervision of the Minister of Music and may be used with his/her permission. The sound and video system in the Worship Center has been professionally designed and installed. No additions or changes to the sound system shall be made without the expressed approval of the Minister of Music and Leader of the Sound/Video Technician Ministry Team Leader. Approved changes must be made under the supervision of a member of the Sound Technician Ministry Team or Minister of Music.  
**\*\*The minister of music must be contacted by the wedding party 30 days prior to the wedding to arrange use of sound and video system. The Sound/Video System is to be operated only by authorized church personnel at the established fee schedule.**
4. **Wedding Director:** A wedding director of the couple's choosing should be selected to assist in the wedding. The wedding ceremony itself is to be in the hands of the minister.
5. **Florists and Decorations:** Church furniture may be arranged with the minister's approval. Tacks, nails, pins, screws, etc. will not be put in the furniture. When candles are used, appropriate coverings will be used on the floor to prevent wax from damaging the carpet. Flower petals will not be dropped on the carpet at any time. (Silk flowers may be used.) Florists will be responsible for the clean up of flowers, boxes, etc. The Wedding Party must give the Church office the name of the florist for the custodian.
6. **Photography:** Flash pictures during a ceremony can be disconcerting to the minister, to the bride and groom, to the wedding guests, and can also detract from the solemnity of the occasion. Therefore, no flash pictures will be allowed during the ceremony. Time exposures, from the balcony, are allowed. A photographer who not abide by this policy will be prohibited from photographing future weddings at this church. Tabernacle has a video ministry which is available to you. Please contact the Church office for further information.
7. **Reception and Caterers:** The Fellowship Hall is available for rehearsal parties and wedding receptions. Appropriate fees from the established fee schedule will be charged and due two weeks prior to the wedding. All silverware, dishes, etc. will be furnished by the wedding party of non-members. Table clothes are available to members. Please call the church office to reserve.
8. **Programs:** The church secretary will type, copy and fold programs for a fee of \$25.00. (Couple must provide bulletins.) Information must be in the office at least one week prior to wedding.
9. **Wedding Setup in Sanctuary:** Some items can be moved, however some items must remain in the sanctuary. The two TV monitors are secured to the first pew and are not to be moved. The Lord's Supper table, all pulpit style chairs, the pulpit, 4 choir mics, pulpit sound monitors, and 8 individual mics are to be removed and put back in place by the custodians. The handbell tables, handbells, & supply boxes, as well as the orchestra chairs and stands may be moved by the wedding party if so desired on two conditions. That these items be stored in the back hallway behind the choir loft and then set back up after the wedding by the wedding party. Any use of the video projection system will need an approved operator to run this during the wedding ceremony. Compensation will depend on the amount of video projection needed.
10. **Non-permissible uses:** Consistent with our doctrines and practices, certain activities are not permitted in any church facility, whether by our own church or others using the facilities. Among these are the following: smoking, drinking, dancing, etc.

**Please See Reverse Side For Fees**

**FEE'S**

**FACILITY FEES**

(No charge to members)

Sanctuary	\$500
Fellowship Hall	\$80
Kitchen	\$80
Class Rooms	\$50

**CUSTODIAL FEE**

(Members & Non-members)

Sanctuary	\$100
Fellowship Hall	\$60
Kitchen	\$75
Class Rooms	\$50

**Sanctuary** (includes rehearsal & wedding),  
**Kitchen** (does not include cleaning of dishes, pots & pans or utensils.)

**ACCOMPANIST FEES**

(Members & Non-members)

(Please contact the Minister of Music 30 days prior to the wedding for ALL Pianist/Organist,  
Sound Technician & Video Technician services.  
ALL music selections must be approved by the Minister of Music.)

Pianist/Organist	\$100
Vocalist	\$50
Sound Technician	\$100
Video Technician	to be determined

**“FINANCIAL PEACE” CLASS**

Members	\$100
Non-members	\$150

**ALL FEES ARE DUE IN THE OFFICE AT LEAST TWO WEEKS PRIOR TO WEDDING.**

***Request for Use of Church Facility for Wedding***

(Complete and return to Church Office. Fees are due two weeks prior to the wedding)

**Personal Information:**

Today's Date: \_\_\_\_\_ Wedding Date: \_\_\_\_\_ Time: \_\_\_\_\_

Rehearsal Date: \_\_\_\_\_ Time: \_\_\_\_\_ Rehearsal Dinner here (Yes or No) Time: \_\_\_\_\_

Reception here (Yes or No)

Person Completing Request: \_\_\_\_\_

Bride's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Groom's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Minister to perform Ceremony: \_\_\_\_\_ Phone: \_\_\_\_\_

Sponsor/TBC Church Member \_\_\_\_\_ Phone: \_\_\_\_\_

**Areas Needed:**

\_\_\_\_\_ Sanctuary

\_\_\_\_\_ Fellowship Hall (Rehearsal Dinner/Reception) Room Layout: Option 1, Option 2, Option 3 (Circle One)

\_\_\_\_\_ Kitchen

\_\_\_\_\_ Class Rooms (Changing Area—To be designated) \_\_\_\_\_ Nursery

**Will meals/food be served at the Rehearsal? (Yes or No)**

If yes, will it be \_\_\_\_\_ catered \_\_\_\_\_ pot-luck type \_\_\_\_\_ prepared on the premises

**Will meals/food be served at the Reception? (Yes or No)**

If yes, will it be \_\_\_\_\_ catered \_\_\_\_\_ pot-luck type \_\_\_\_\_ prepared on the premises

**Supplies or Equipment of Church Requested: (Candelabras, candles, etc.)**

\_\_\_\_\_

**Extra Audio/Visual Equipment Needed: (overhead, projector, podium)**

\_\_\_\_\_

**Have you contacted the Minister of Music for ALL music and sound arrangements? (Yes or No)**

**Have you taken Financial Peace? (Yes or No)**

**Do you have a Wedding Director? (Yes or No)**

If yes, Name of Wedding Director \_\_\_\_\_ Phone: \_\_\_\_\_

**Signed by Requesting Person:**

I have read the attached Wedding Policies and on behalf of the wedding party agree to abide by these policies.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

**For Office Use:**

Fee Paid \_\_\_\_\_

Request Form, Policies & Guidelines given to: \_\_\_\_\_

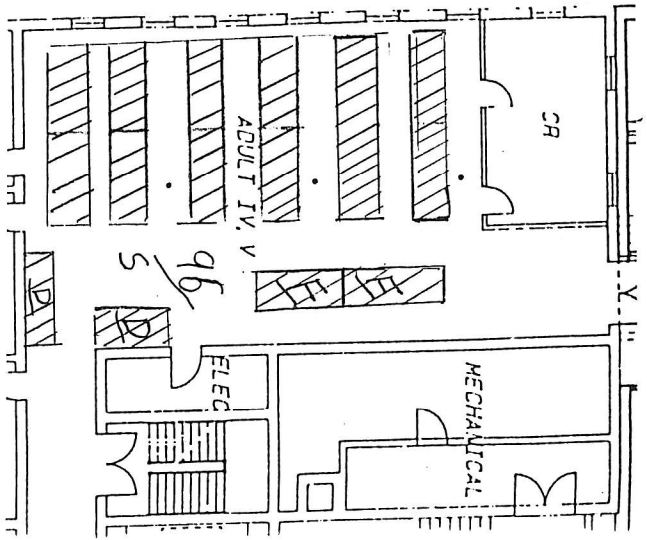
\_\_\_\_\_ By Hand delivery \_\_\_\_\_ By Mail \_\_\_\_\_ By Fax \_\_\_\_\_ By E-Mail

Request Approved by: \_\_\_\_\_ Date Approved: \_\_\_\_\_

Date entered on Master Calendar? \_\_\_\_\_

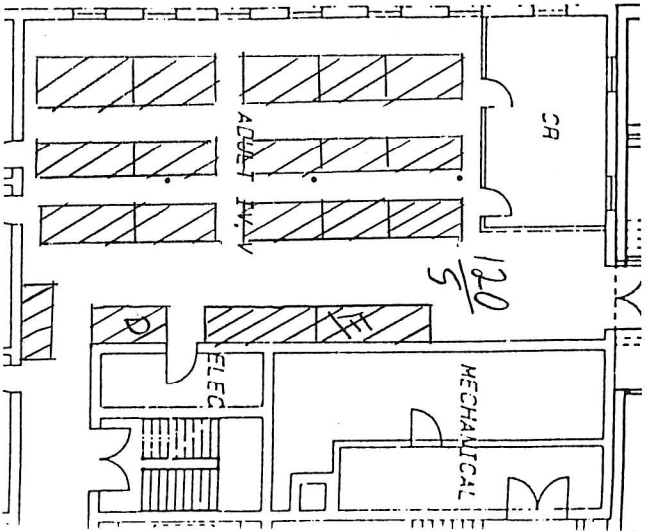
Fellowship Hall

1



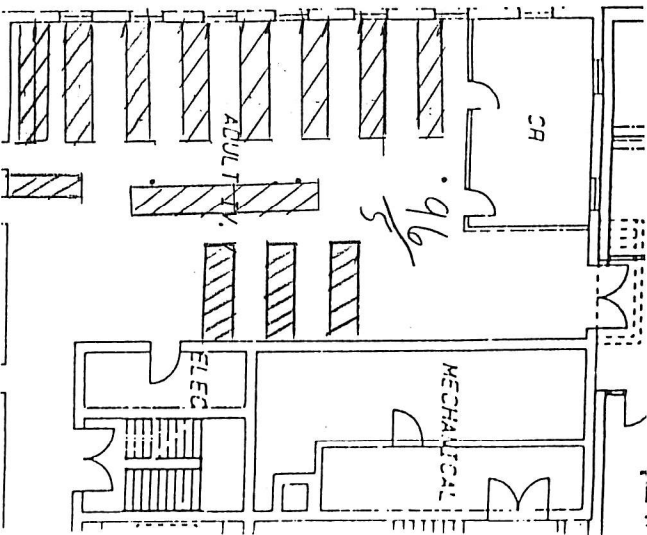
Seating 96  
15-8' tables

2



Seating 120  
18-8' tables

3



Seating 96  
14-8' tables