



WEDDING HANDBOOK

Consolidated Baptist Church
1625 Russell Cave Road
Lexington, KY 40505
(859) 299-8559

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Our Mission

The mission of the Wedding Ministry at Consolidated Baptist Church is to communicate the priority of a Christ-centered marriage, to encourage couples to gain an understanding of the principles and guidelines of marriage as taught in the Bible, and to assist couples with planning their wedding ceremony, so it is a joyous, meaningful, and worshipful celebration signifying a new beginning as a man and a woman become one.

Your Wedding at Consolidated Baptist Church

The staff of Consolidated Baptist Church wants to assist you so that your wedding ceremony will be a beautiful and memorable event. Care is taken to ensure that individuals are prepared spiritually and practically for their marriage. We believe that God has ordained marriage and that every wedding performed at Consolidated Baptist Church should be Christ-honoring. The relationship you are about to enter is second only to your relationship to Jesus Christ as Savior and Lord. The attached policies have been developed to assure full communication between Consolidated Baptist Church and all parties involved and to facilitate your preparations. Please read these policies carefully.

General Information

- Consolidated members may schedule the sanctuary up to nine months in advance. Non-members are permitted to schedule the sanctuary up to six months in advance. To reserve the facilities as a member, you (bride/groom/parents) must have been a member of Consolidated for a minimum of three months prior to making the reservation.
- Due to seasonal demands on the church facilities, wedding rehearsals or wedding ceremonies will not be scheduled on the following holidays: **Easter weekend, Thanksgiving weekend, Christmas Eve, Christmas Day (and the day after Christmas), New Year's Eve, and New Year's Day.** Wedding rehearsals and wedding ceremonies will not be scheduled on Sundays or at times that will conflict with church services or special church events. Worship services and church events will have first preference for calendar dates.
- Smoking, consuming alcoholic beverages, and using drugs of any kind are not allowed anywhere on the church property, including parking lots, dressing rooms, etc. Any member(s) of the wedding party found to be under the influence of alcohol or drugs will be asked to leave the premises.

Member and Non-Member Information

To reserve the church as a member, you must have been a member for a minimum of three months prior to the date of your initial request. If neither the bride nor the groom is a member, the couple may still be considered a “member” if one of their parents has been a member of Consolidated Baptist Church for at least three months. The customary fees vary based on member or non-member status. The fees include the following:

- Wedding Liaison*
- Sound and Visual Technicians (must use members of CBC’s Media Ministry)
- Custodian
- Wedding Rehearsal and Ceremony; Rehearsal Dinner

*The primary task of our wedding liaisons is to answer any questions you may have about holding your wedding at Consolidated Baptist Church and to assist you on the day of your rehearsal and ceremony. Liaisons are not wedding coordinators or wedding planners. Therefore, they are not expected to serve as such during your wedding rehearsal. If you do not have a coordinator, please advise your wedding liaison in advance. She may be able to assist you with identifying a coordinator or she may agree to serve in that role.

The church is not responsible for personal items that are lost, stolen or damaged. Personal property needs to be secured during the ceremony and removed immediately following it.

Music Policy

Your church wedding should be a worship service in every sense. Marriage is an ordinance of God, and the ceremony at the altar places the marriage under the blessing and command of God. Therefore, careful consideration should be given to the selection of all vocal and instrumental music to be used in your ceremony so that it is appropriate for a Christian worship service. Music used in your ceremony should glorify and honor God and reflect the message of Jesus Christ and His love.

At least 30 days in advance of your wedding, please provide a list of all selections, including printed lyrics, to your wedding liaison for approval by our Music Director and/or Pastor Gaines.

Only instrumental music is allowed during rehearsal dinners, and dancing is not permitted in the fellowship hall.

Pre-Marital Counseling

- All couples are expected to participate in our pre-marital course. These are group sessions, and they are designed to build a biblical Christ-centered marriage.
- Our pre-marital course lasts 10 weeks, and is offered in the spring and fall.
- You should also call the church to schedule at least one session with Pastor Gaines 30 days prior to your wedding ceremony.
- Those couples whose wedding ceremony will be officiated by an outside minister will be required to provide proof of pre-marital counseling.

Allocated Time

Rehearsal and Rehearsal Dinner Time

You will be allowed 90 minutes for your wedding rehearsal, and rehearsals may be scheduled between the hours of 5:00 p.m. and 7:00 p.m. You will be allowed one hour for your rehearsal dinner. All wedding rehearsals should end by 8:30 p.m., and all rehearsal dinners should conclude by 9:30 p.m.

If your rehearsal or rehearsal dinner exceeds your scheduled time by more than 30 minutes, you will be asked to pay an additional fee of \$50.

Ceremony Time

Saturday weddings may be scheduled between 11:30 a.m. and 6:30 p.m., and you will be allowed to use our sanctuary for four (4) hours on your wedding day for decorating, taking photographs (before and after the ceremony), and the ceremony.

Additional fees over the \$200 deposit must be *paid in full before* your marriage license will be submitted to the Fayette County Clerk's office.

Application Deposit

A refundable \$200.00 deposit (paid by check or money order) will hold your date on our church calendar. Once your deposit has been made, you will be assigned a wedding liaison who will contact you to schedule a meeting to review our policies. Although your deposit will be paid by check or money order, all wedding fees should be paid in cash to your wedding liaison, prior to the start of your wedding rehearsal.

Package Descriptions



Private Ceremony (Members Only)

Ceremony ONLY (25 guests or less)

Wedding

Rehearsal & Ceremony

Wedding Liaison

Sound Technician

Custodian

Visual Technician (optional)

Wedding and Rehearsal Dinner

Rehearsal & Ceremony

Rehearsal Dinner (1 hour)

Wedding Liaison

Sound Technician

Custodian

Visual Technician (optional)

<u>Wedding Packages</u>	<u>Members</u>	<u>Non-Members</u>
Private Ceremony	No Cost	N/A
Wedding	\$350.00	\$850.00
Wedding and Rehearsal Dinner	\$550.00	\$1,050.00
Visual Technician	additional \$50.00	additional \$50.00

Decorating Guidelines

The following guidelines will ensure a beautiful wedding and will also preserve the beauty and furnishings of our facilities.

1. The church will be available for decorating 2-1/2 hours prior to your wedding time.
2. If fresh greenery is used, all preparations are to be made prior to arriving at the church.
3. The florist is responsible for cleaning up any debris in the sanctuary or other areas that resulted from his/her decorating.
4. The florist must remove all flowers and decorations within one hour after the conclusion of the ceremony. The church does not store any wedding decorations. The church property must be left clean and ready for the next event after removal of flowers and decorations.
5. No tacks, pins, nails, glue, tape, staples, or gum should be used to fasten any decorations to the furniture, walls, or carpet. Only plastic clips, ribbon, or materials that will not mar the pew ends should be used to fasten bows.
6. Candles on all candelabras must be metal-sheathed candles. When using florist's candelabras, the florist is required to use dripless candles and a plastic sheet. No candles may be placed in the choir loft.
7. Confetti, feathers, rice, birdseed, bubbles, etc. may not be used inside the building. Birdseed and bubbles may be used outside.
8. The bride and groom will be held responsible for any damage to the carpet or furniture that may have resulted from their wedding.
9. The only floral arrangements belonging to the church that may be moved are the arrangements on the steps leading up to the pulpit and on top of the large white speakers. No other church fixtures or furniture may be altered or moved. (Please discuss any special requests with your wedding liaison.)
10. Aisle runners may be used, and they should be approximately 75 feet long.
11. Smoking, alcoholic beverages, or drugs of any kind are not allowed anywhere on church property. Should anyone be found in violation, he/she will be asked to leave the property IMMEDIATELY (this includes members of the wedding party).
12. You are welcome to use our seasonal decorations. Should you desire not to use these decorations, they can be removed by your wedding liaison.
13. Consolidated Baptist Church is not responsible for any loss or damage to equipment. We are also not responsible for anything left at the church by the florist or members of the wedding party.

Photography and Videography Guidelines

The following policies are designed to give the bride, the groom, and their families' lifelong memories of this special occasion, while preserving the dignity and reverence of the wedding ceremony.

Photography

Because the wedding ceremony is a religious service, all photographers (amateur and professional) are asked to show deference to the ceremony, the church, and the staff. We ask that the photographer be as inconspicuous as possible, and that he/she be dressed appropriately for a wedding. The photographer may take pictures before or after the ceremony in several areas of the building- bride's dressing area, groom's dressing area, church vestibule, outside, fellowship hall, and the sanctuary.

1. Pictures are permitted freely in the vestibule of the sanctuary and as the bride walks down the aisle.
2. No flash pictures shall be made during the ceremony. Pictures of the bride entering and the bride and groom exiting the sanctuary may be made with a flash.
3. Pictures are permitted during the recessional.
4. The bridal party may regroup in the sanctuary after the ceremony for final pictures. We suggest the wedding party spend no more than thirty minutes for pictures after the ceremony, as guests will be waiting for you at the reception. The photographer and the bride and groom should plan in advance the photos to be taken.
5. Please do not move any furniture or fixtures in the church.
6. Please do not stand on the furniture.
7. The pastor will be available for pictures following the ceremony. Please see that pictures involving him are taken first.

Videography

If the bride and groom hire a videographer (professional or amateur), he/she must adhere to the following guidelines.

1. Videographers must use their own equipment. Consolidated equipment is not available for use.
2. Videographers may not walk around the sanctuary during the ceremony.
3. Videographers are not permitted to stand on pews or furniture.
4. The projector and screen will only be operated by Consolidated Baptist Church a/v technicians.

Consolidated Baptist Church
Wedding Forms



Please complete and submit the following pages that apply to your wedding.

Wedding Reservation Form

(To be completed and returned to your Wedding Liaison)

Please PRINT.

Wedding Date: _____ Time: _____ # of Guests: _____

Rehearsal Date: _____ Time: _____

Rehearsal Dinner: _____ Time: _____ # of Guests: _____

Reception Date: _____ Time: _____ # of Guests: _____

Bride's Information

Bride's Name: _____

Address: _____

Home Phone: (____) ____-____ Work Phone: (____) ____-____ Cell Phone: (____) ____-____

E-mail Address: _____

Consolidated Baptist Church Member? Yes No

If not, church affiliation? _____

Parents' Names: _____

Parents' Address: _____

Parents' Phone: (____) ____-____

Groom's Information

Groom's Name: _____

Address: _____

Home Phone: (____) ____-____ Work Phone: (____) ____-____ Cell Phone: (____) ____-____

E-mail Address: _____

Consolidated Baptist Church Member? Yes No

If not, church affiliation? _____

Parents' Names: _____

Parents' Address: _____

Parents' Phone: (____) ____-____

Refund of Deposit

After the ceremony, our facilities will be inspected by your wedding liaison. If you wish, you or a designee may arrange to be present during the inspection. If no damage is noted, you will receive a check for the deposit amount within two (2) weeks of your wedding ceremony.

By our signature:

- We verify that we have read this handbook and we are willing to pay said fees for use of Consolidated Baptist Church;
- We accept full financial and legal responsibility for any accident or damage to the facility and understand that we alone must make restitution to Consolidated Baptist Church should the facility be damaged in any way;
- We understand that wax candles may not be used in the church, and decorations may not be nailed, screwed, clamped, glued, or taped to any surface in the church, including push pins, and especially on the sanctuary pews.
- We agree to accept the inspection report of the wedding liaison.

Bride's Signature: _____ Date: _____

Groom's Signature: _____ Date: _____

Address where the deposit should be sent:

Address: _____

City: _____ State: _____ ZIP: _____

Office Use Only

Calendar Approval: _____ Date: _____

Assigned Wedding Liaison: _____

Acknowledgement and Dispute Resolution Agreement

We, the undersigned, have received a copy of the Consolidated Baptist Church Wedding Handbook. We agree to abide by the terms and conditions of the Handbook, and we will make every effort to insure our wedding party, guests, and those in our employ will do likewise, in the planning and implementation of our wedding on

_____, _____ 20____ at _____ o'clock.
(Day of week) (Month) (Day) (Year) (Time)

We further acknowledge Consolidated Baptist Church's commitment to biblical reconciliation and agree, when possible, to restore any broken bonds of peace by adhering to 1 Corinthians 6:1-8. As such, any disputes between us and Consolidated Baptist Church, arising out of or in connection with the use of the church facility, the wedding planning, or the implementation of the wedding ceremony, shall be resolved through mediation and binding arbitration using the *Rules of Procedure for Christian Conciliation* and an agreed upon neutral mediator or co-mediators skilled in biblical conciliation. Each party shall bear their own costs, including attorney's fees, related to any mediation or arbitration. Matters involving the possibility of an award of monetary damages will be subject to acceptance of the mediation procedure by Consolidated Baptist Church's liability insurer and the insurer's agreement to honor any mediation or arbitration award up to any applicable policy limits. We understand and agree that irrespective of whom we may hold financially responsible for our wedding expenses, Consolidated Baptist Church is only responsible to us regarding any and all understandings related to our wedding and our use of the church facility.

Bride's Signature: _____ Date: _____

Groom's Signature: _____ Date: _____

Visiting/Officiating Minister's Form

Wedding Information

Bride's Name: _____ Groom's Name: _____
Wedding Date: _____

Minister's Information

Minister's Name: _____
Address: _____
City: _____ State: _____ ZIP: _____
Home Phone: (____) ____-____ Work Phone: (____) ____-____ Cell Phone: (____) ____-____
Ordained Minister? Yes No Licensed Minister? Yes No
Denomination of Ordination: _____
Present Ministry Level: Pastor Associate Minister Staff Other _____

Church Where Minister Currently Serves or Attends

Church Name: _____
Pastor: _____
Address: _____
City: _____ State: _____ ZIP: _____
Church Phone: (____) ____-____

Notes: _____

Please return this form and a copy of the minister's license or ordination certificate to:

Consolidated Baptist Church
Attn: Weddings
1625 Russell Cave Rd.
Lexington, KY 40505

If you have any questions, please call the church at (859) 299-8559.

Pre-Marital Counseling Form

Wedding Information

Bride's Name: _____ Groom's Name: _____
Wedding Date: _____

Counseling Information

<u>Session #</u>	<u>Date</u>	<u>Topic</u>
1		
2		
3		
4		
5		

If someone other than the Pastor/Associate Pastor of Consolidated Baptist Church conducted the pre-marital sessions, please complete the following:

I verify that _____ and _____
(Bride's Name) *(Groom's Name)*
have satisfactorily completed _____ pre-marital sessions with me.

I am an ordained minister of the _____ denomination, and I serve as
_____ at _____.
(Your Role) *(Church Name)*

Printed Name: _____ Title: _____

Signature: _____ Date: _____

Catering Instructions

The Arnold-Jones Fellowship Hall at Consolidated Baptist Church is available for rehearsal dinners. If you wish to use our fellowship hall, please ask your caterer to contact your wedding liaison.

The following guidelines will help us ensure a smooth and successful event.

1. Please coordinate your caterer's arrival and departure time with your wedding liaison.
2. The refrigerator/freezer may be used to store cold items. Please remove ALL items from the refrigerator/freezer, once the rehearsal dinner is over.
3. The stove may be used to maintain hot items. Please ensure the oven has been turned off, and the entire stove is cleaned after using it.
4. **Consolidated kitchen equipment including chafing dishes, forks, spoons, knives, etc. is not available for use by outside caterers.**
5. You are welcome to decorate the fellowship hall. However, you may NOT pin, tack, glue, nail, tape, staple, or fasten decorations to the walls, floors, or furniture. The bride and groom will be held responsible for any damage to the walls, floor, or furniture that may have resulted from the rehearsal dinner. Please see the *Decorating Guidelines* page in this handbook for further details.
6. No alcoholic beverages are allowed in the church, including in the Arnold-Jones Fellowship Hall
7. Please leave the facility as you found it.

By signing, you acknowledge you have read, understood, and agree to honor the instructions listed above.

X _____

Caterer



Facility and Staff Fees

Facility Fees

	Members	Non-Members
Sanctuary	\$0.00	\$500.00
Fellowship Hall (Rehearsal Dinner)	\$100.00	\$100.00

Staff Fees

	Rehearsal and Ceremony	Rehearsal Dinner
Minister	at the couple's discretion	N/A
Wedding Liaison	\$150.00	\$50.00
Sound Technician	\$100.00	N/A
Custodian	\$100.00	\$50.00
Visual Technician*	\$ 50.00	N/A

Staff fees are the same for members and non-members, and the use of Consolidated Baptist Church staff (wedding liaison, custodian, sound technician, and visual technician) is not optional.

*If you have a PowerPoint presentation or a video that you want played before or during your wedding ceremony, you must inform your wedding liaison and a visual technician will be provided for \$50.00.

Commonly Asked Questions

1. How soon after I reserve the church will I receive a call from my wedding liaison?
Your wedding liaison will be assigned immediately, and you will receive a call within 72 hours.

2. Can the bridal party dress at the church?
Yes, the bride and her attendants can get dressed on the second floor of the main building. The groom and groomsmen can use a room behind the sanctuary. After they get dressed, the groom and groomsmen may also relax in the conference room outside the sanctuary entrance.

3. Can the bride and groom stand on the platform (in the pulpit)?
Yes, the bride and groom may elect to ascend the steps and stand in this area. If you plan to do so, please inform your wedding liaison so the pulpit furniture can be removed.

4. Will you move the communion table?
No, it will not be moved.

5. How many pews are on each side of the center aisle?
There are 14 pews on each side of the center aisle and 16 on the outer aisles.

6. What are our options, if we are not able to attend the pre-marital classes?
Please contact the church to arrange a time to meet with Pastor Gaines.

7. May we “jump the broom”, receive communion, or incorporate some other unity service in our wedding ceremony?
Yes, you may. Please inform your liaison in advance, if you want to receive communion. She will notify Pastor Gaines.

8. May we get married on a day other than Saturday?
Yes, you may, if our sanctuary and Pastor Gaines are available.