

Wedding Policy

Exhibit C

Chewalla Baptist Church
190 Chewalla Street
Chewalla, TN 38393

*This is an appendix to the Chewalla Baptist Church Constitution and Bylaws.
If anything appears to conflict with our Constitution and Bylaws, the Constitution
and Bylaws serve as the governing policy.*

This area for church use only

Approval Signature

Date

- Added To Church Calendar
- Deposit Collected
- Fees Collected or Waived

OVERVIEW

The most important step other than accepting Jesus Christ as your personal Savior is the decision to enter into marriage. God ordained marriage between a man and a woman. This is the foundation of the home.

Marriage and the home are built upon unselfish love and heavenly affection. God's Word describes that devotion in 1 Corinthians: "Love is patient, love is kind, it does not envy, it does not boast, it is not proud. It is not rude, it is not self-seeking, it is not angered, it keeps no record of wrongs. Love does not delight in evil, but rejoices with the truth. It always protects, always trusts, always hopes, always perseveres." (1 Corinthians 13:4-7 NIV)

We are delighted that you are considering having your wedding at Chewalla Baptist Church. The pastor and staff stand ready to assist you in making your wedding experience a beautiful and meaningful event.

Chewalla Baptist Church considers the wedding service as a worship service. It should be kept reverent and subsequently designed to bring glory to God who instituted marriage.

The following policies and procedures will be of value in your planning. The church expects everyone using the facilities to follow them. The wedding party is responsible for ensuring that all involved are aware of these policies.

Upon your review of these policies and procedures, this document is to be completed and returned to the pastor or deacons before any dates can be scheduled.

RESERVATION PROCEDURE

1. The facilities are available to Chewalla Baptist Church members and their families only.
2. The wedding application must be completed. Once the application has been returned, it must be approved by the Pastor and/or Deacons.
3. After the application has been approved, a pre-marital conference will be arranged with the Pastor at his discretion. The Pastor has the right to perform the wedding ceremony or decline. If another minister is requested to perform the ceremony, that minister must be approved by the Pastor and/or Deacons.
4. Chewalla Baptist Church will appoint a wedding representative (contact person) to assist you in the use of the facilities and give advice/instructions on following the policies. The Representative will not direct or plan your wedding.
5. After approval, a deposit of \$500 must be given to Chewalla Baptist Church. This deposit will cover any damages or excessive cleaning necessary upon event conclusion. If no damage or cleaning is deemed necessary, then the deposit will be returned.
6. After deposit has been received and the Representative identified, the Wedding Date will be added to the church calendar. This is to ensure there is no conflict with other scheduled services.
7. No wedding service will be scheduled after 6 pm or on a Sunday.

BRIDE		GROOM
	CBC REP	

GENERAL POLICY

1. No tobacco products are allowed inside the building.
2. No alcoholic beverages of any type will be permitted on the premises.
3. No dancing will be permitted on the premises.

WEDDING MUSIC POLICY

1. Only sacred or other appropriate music is to be used in the ceremony.
2. Music selection is the responsibility of the wedding party.
3. All music must be approved by the Pastor or Music Director.
4. Musicians and/or vocalists are the responsibility of the wedding party. The Music Director may be available to give suggestions.
5. ONLY authorized personnel of Chewalla Baptist Church can operate the audio visual system. The Representative MUST handle these arrangements.

DECORATION POLICY

1. All decorations are the responsibility of the wedding party.
2. No furniture or music equipment shall be moved without the supervision or direction of the Music Director.
3. Only flameless candles may be used.
Exception: A traditional unity candle may be placed on the stage (NOT ON THE CARPET).
4. No decorations shall be attached to the furniture or wall with tacks, nails, glue or tape. Only free-standing devices can be used.
5. No decorations on the piano.
6. All floral decorations shall be removed immediately following the ceremony unless previously arranged thru your Representative. The church is always appreciative of flowers left for Sunday Services.
7. No live flowers or petals may be dropped on the carpet. Only cut paper petals may be used.
8. No glitter of any kind may be used anywhere in the church. This includes, but is not limited to, clothing, decoration, or flowers.
9. Neither rice nor birdseed may be thrown inside the building or on the sidewalks.
10. Any repairs or cleaning beyond normal use is the responsibility of the wedding party.
11. Florists/Decorators must be given a copy of the signed Wedding Policy by the wedding party.

KITCHEN POLICY

1. All equipment is available for use. If used, it must be cleaned & returned to "as found" condition.
2. Consumables must be provided by the wedding party including plastic utensils, plates, cups, napkins, foil pans, and take-out containers.
3. Any non-disposable utensils, cookware, serving dishes, etc. must be washed, dried, and returned to original storage location.

BRIDE	GROOM
CBC REP	

AUDIO VISUAL EQUIPMENT POLICY

1. Members of the Audio Visual Committee are the only ones allowed to operate the equipment.
2. The Representative must schedule a member to be present while the equipment is being used.
3. Additional fees for the production of a visual presentation will be at the discretion of the Audio Visual Personnel preparing the presentation.

REHEARSAL POLICY

1. The date and time for the rehearsal must be scheduled thru the Representative.
2. The Representative will schedule the event on the church calendar.
3. Other facilities, such as the church pavilion, may be used as well, but this event must also be added to the church calendar by the Representative.
4. Times for decorating and setup must be scheduled by the Representative.
5. The moving of chairs and tables must be approved by the Representative.
6. If a caterer is used, a copy of the Wedding Policy will be given to the caterer by the wedding party.

RECEPTION POLICY

1. The fellowship hall and the pavilion may be used for the reception.
2. The choice of caterer and any assistance with the reception is the responsibility of the wedding party.
3. If a caterer is used, a copy of the Wedding Policy will be given to the caterer by the wedding party.
4. Limited church tablecloths are available. Cleaning of these tablecloths is the responsibility of the wedding party.

WEDDING FEES

The wedding party will arrange the use of the custodial staff through the Representative. As weddings are private affairs, where the custodial staff is required to work beyond their normal working hours, the following fees will apply. These fees shall be paid to Chewalla Baptist Church through the Representative.

Sanctuary Fee	\$200.00
Pavilion Fee	\$50.00
Dining Hall and Kitchen for Rehearsal Dinner Fee	\$200.00
Dining Hall and Kitchen for Reception Fee	\$300.00
Audio Visual Member*	\$100.00 (per person* per day)

BRIDE	CBC REP	GROOM
-------	---------	-------

CHEWALLA BAPTIST CHURCH WEDDING APPLICATION

BRIDE INFORMATION

Full Name: _____

Phone Number: _____ Age: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Are you a Chewalla Baptist Church member? Yes No

GROOM INFORMATION

Full Name: _____

Phone Number: _____ Age: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Are you a Chewalla Baptist Church member? Yes No

REQUESTED DATES

Wedding

Date: _____ Start Time: _____

Wedding Rehearsal

Date: _____ Start Time: _____

Rehearsal Dinner

Date: _____ Start Time: _____

Reception

Date: _____ Start Time: _____

Additional Dates for Decoration

Dates: _____

BRIDE		GROOM
	CBC REP	

REQUESTED FACILITIES

Wedding

Sanctuary ___ Dining Hall ___ Kitchen ___ Pavilion ___

Wedding Rehearsal

Sanctuary ___ Dining Hall ___ Kitchen ___ Pavilion ___

Rehearsal Dinner

Sanctuary ___ Dining Hall ___ Kitchen ___ Pavilion ___

Reception

Sanctuary ___ Dining Hall ___ Kitchen ___ Pavilion ___

OTHER INFORMATION

Number of People Expected: _____

Officiating Minister: _____

Minister Church Affiliation: _____

Minister Contact Number: _____

Chewalla Baptist Church Representative: _____

Audio Visual Member: _____

Wedding Coordinator: _____

Wedding Coordinator Contact Number: _____

Florist: _____

Florist Contact Number: _____

Caterer: _____

Caterer Contact Number: _____

*We have read the guidelines and policies. We agree to abide by them.
We will make every attempt to ensure every guest will do likewise.*

Bride Signature

Date

Groom Signature

Date

Church Representative Signature

Date

BRIDE		GROOM
	CBC REP	