

Wedding Policy



Poplar Grove Baptist Church

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Wedding Policy of Poplar Grove Baptist Church Concord, North Carolina

Congratulations on Your Engagement

We are excited to hear that you are taking such an important step in your life. We believe marriage is instituted of God, regulated by His commandments, blessed by the Lord Jesus Christ, and to be held in honor among all men. Experience has taught us that certain principles and guidelines, when followed, will contribute to the success of your wedding and marriage. We consider weddings as a ministry of our church, rather than simply providing you with a facility. We want to do all we can to help you build your marriage on the best possible foundation from the beginning. The Wedding Policy of Poplar Grove Baptist Church details the steps necessary to ensure that your wedding ceremony will be conducted in a Christ-like and orderly manner. Thank you for carefully reading these guidelines and complying with them. It is our privilege and joy to serve you through the personnel and facilities of Poplar Grove Baptist. God bless you abundantly and prosper you in all things!

Pre-Wedding

Before making any public announcements regarding your wedding date, the following must be done:

1. Poplar Grove Baptist Church shall only conduct wedding ceremonies for couples of which the bride or the groom is an active member of Poplar Grove Baptist Church. The Senior Pastor and staff shall have the authority to make appropriate exceptions to this policy.
2. Call the church to discuss your desired date to ensure the facilities and pastor are available. We will note your request on the church calendar and will hold this as a tentative date for you, pending return of your deposit and Facilities Use Request Form for Weddings. Please note that weddings on Sunday must be coordinated with regular church times. All events for a Saturday wedding must finish by 9:00 pm so that preparations can be made for services the next day.
3. In choosing a date, please know that we prefer you not choose Palm Sunday weekend, Holy Week, Easter weekend, dates from November 15th through December 31st, legal holidays, and not on Sundays. Once seasonal floral arrangements are in place, they are not to be moved. Arrangements for weddings are made on a first-come, first-served basis with scheduled church functions always taking priority. Rehearsal are set to begin promptly at 5:30pm on the day before the wedding and scheduled to last approximately one hour.
4. Please understand that weddings during holidays may be difficult to coordinate with the church's busy calendar.
5. After carefully reading the Wedding Policy, please complete the **Facilities Use Request Form for Weddings**. Once completed, your wedding date will be reviewed by the church staff. If approved, your date will be placed on the church calendar. **IMPORTANT NOTE: All fees are due four (4) weeks prior to the wedding date.**
6. Contact the Pastor within two weeks of your wedding approval. He will review the "Wedding Policies of Poplar Grove Baptist Church" with you and schedule a meeting to discuss the details of your wedding.
7. The Pastor of Poplar Grove Baptist Church is responsible for all weddings and is expected to officiate.
8. If a family desires another minister to officiate or assist, the Pastor of Poplar Grove Baptist Church will extend the invitation. If a pastor other than the pastor of Poplar Grove Baptist church is to officiate at your wedding, your date must also be cleared with him. At the time you discuss your wedding date, you can also schedule your premarital counseling appointments.

Marriage Counseling

The pastor of Poplar Grove Baptist Church requires that each couple whose marriage ceremony he performs meet with him privately for counseling sessions. Arrangements should be made with the minister by the bride and groom.

When previous marriages exist, the officiating minister will use scriptural guidelines (Matthew 5; Matthew 19; Mark 10; Deuteronomy 24; 1 Corinthians 7, etc.) to determine if he can perform the ceremony. These will be discussed during the first session with the minister.

Any minister performing the wedding other than the pastoral staff of Poplar Grove Baptist Church will need to be approved by the Senior Pastor.

Conduct and Expectations

1. PGBC believes that marriage is a union between one man and one woman, following Biblical principles (Gen. 2:24, Lev. 18:22, Mark 10: 6-9, Heb. 13:4). We also desire to celebrate the joining of two Christians together in holy matrimony (2 Cor. 6:14). We are unable to accommodate any wedding that is incompatible with those standards. A state marriage license is also required.
2. No couple living together but not married will be married unless they move into separate living residences from the time they are counseled to do so and remain in that state until the wedding takes place. Such couples will also be subject to further counsel.
3. PGBC further expects that the officiant will be a man of God, licensed in the Gospel ministry, and recognized by the State of North Carolina.
4. A wedding is a worship service. We encourage the couple to design a ceremony that is personally meaningful and glorifying to God. Members of the wedding party are expected to conduct themselves at all times in a manner appropriate for a place of worship. It is the responsibility of the bride and groom to familiarize the members of the wedding party with the policies of the church.
5. Members of the wedding party must refrain from using alcoholic beverages or illegal drugs prior to and during any activities held at the church. No alcoholic beverages, illegal drugs, or related paraphernalia may be brought to the church or served/used on the church premises at any time. It is the responsibility of the bride and groom to be certain this policy is understood and followed by all members of the wedding party and those who service the wedding (florist, caterer, photographer, etc.)
6. Smoking is prohibited in any church building. It is the responsibility of the bride and groom to be certain this policy is understood and followed by all members of the wedding party and those who service the wedding (florist, caterer, photographer, etc.)
7. Food and drink are not permitted inside the Sanctuary (exception being water in a sealed container). The wedding party may have soft drinks or snacks in the bride's and groom's dressing areas.
8. All mobile phones and electronic devices must be turned off during the rehearsal and wedding ceremony.

Music

1. Because a wedding is a worship service, all music, whether instrumental, recorded, or vocal, must be appropriate. The texts of all songs must adhere to biblical principles and be approved by Poplar Grove Baptist Church's Minister of Music at least two months prior to your wedding.
2. You must make arrangements with our church instrumentalists if you desire their services at your wedding. The Minister of Music can assist you with arranging their services and providing you with their fee schedules. Their fees are to be paid directly to them and it is best to do that at the rehearsal.
3. Music for the reception should fall under the music guidelines of the church and be approved in advance by the Minister of Music. A DJ may be used as a Master of Ceremonies. The music playlist used for the reception should also fall under the music guidelines of the church and be approved in advance by the church staff.
4. Only slow dancing without indecent overtones will be allowed. Positive examples include but are not limited to a "Father of the Bride, with the Bride" dance, a "Groom and Mother Dance", and a "Bride and Groom" dance. Dance music must be approved in advance by the Minister of Music.

Adopted 11/2/2014

Sound System

Poplar Grove Baptist Church's Sound System is quite complicated. Our trained technicians are the only people approved to operate the Sound System in the Worship Center or Family Life Center. The Poplar Grove Baptist Church Wedding Fee Schedules contain the information on the cost of this service.

Decorating

1. It is the responsibility of the bride and groom to provide decorations and decorate the building for the wedding. Seasonal decorations will not be removed from any areas to make room for wedding decorations.
2. The church has several artificial greenery pieces that may be used if desired. The church has a kneeling bench, unity candle, four candelabras, no-wax candles, and lighters available for \$50.
3. Live flowers should be delivered the day of the wedding. Unless the bride desires that the floral arrangements remain in the church for other use, these should be removed immediately after the ceremony. If flowers are to remain in the church, the bride should notify the church office.
4. Decorations, including flowers, candelabras or potted plants may not be placed on the piano or organ console.
5. Decorations and equipment may not be attached using nails, tacks, staples or tape to walls, woodwork, furniture or floors as this may deface church property.
6. Only silk flower petals may be scattered in the Sanctuary.
7. Only bubbles or birdseed should be used, and only outside.
8. Only mechanical or drip-less candles are permitted in the Sanctuary. Candles are not permitted in the aisles of the Sanctuary. Candles are only permitted on the platform area in the Sanctuary. Candles are to be snuffed out, not blown out. The wedding party will be responsible for the cleaning of wax from all floor coverings and furniture.
9. Any furniture that needs to be moved from the platform must be approved.
10. Damage to any church property must be reimbursed at replacement value. The wedding party will be responsible for insurance deductibles that the church would incur.

Photography and Video Tape

Photographs and video taping of your wedding are permitted within the following guidelines:

1. The officiating pastor must be consulted regarding any exceptions to the photography/video policies.
2. No flash pictures may be made during your wedding ceremony (this policy also applies to all family and friends of the wedding party. Non-flash pictures by the photographer are permissible during the ceremony when made quietly from the rear of the Worship Center.
3. Videotaping of your ceremony is permitted with the camera personnel in fixed locations as not to be distracting to the service.

Keys

A building key may be checked out through the church office for early entry the day of the rehearsal and wedding. After the wedding, the key must be returned to the church office or pastor.

Wedding, Rehearsal, and Reception Fees

Your wedding will require certain individuals to be here for specialized areas. Please make payments/checks to them individually. The fee schedule is listed below.

<u>DESCRIPTION</u>	<u>AMOUNT</u>
Sound Tech	
Rehearsal & Wedding	\$75
Reception	\$50
ORGANIST AND/OR PIANIST	
Rehearsal & Wedding	\$75

If you desire the services of a Poplar Grove Baptist Church Organist or Pianist, you should work with the Pastor in arranging for their services and fees.

Honorariums

It has long been customary to give a financial gift to those in your wedding that help to make your wedding day a worship event that is meaningful. Additionally, it reflects respect for their time commitment. Such gifts typically go to the minister, vocalists, and instrumentalists, other than organist or pianist (organists and pianist fees are covered previously)

Rehearsal

1. You will need to reserve Poplar Grove Baptist Church's facilities for your rehearsal when you schedule your wedding. The related fees are included in the fee schedule below.
2. Arrangements must be made by the bride or groom for the sound technician to be present at the rehearsal.

Reception

1. Time needed for decorating reception facilities should be requested when buildings are reserved, remembering that church functions have scheduling priority. It is requested that Saturday evening events be concluded by 9:00 pm to allow time for preparation for Sunday services.
2. If the use of the Family Life Center kitchen equipment is desired for your reception, a member of the Social Committee must be present. The kitchen contains commercial-grade equipment which could easily be damaged or cause injury if not utilized properly. See Guidelines for Family Life Center and Kitchen Use available in your wedding folder for important information. A copy has been provided for your caterer.
3. No nails, screws, tacks, staples, glue, or tape may be used to secure decorations to church furniture, walls or windows.

RECEPTION AND/OR REHEARSAL DINNER FEES

<u>DESCRIPTION</u>	<u>AMOUNT</u>
Sanctuary/Dressing areas for ceremony	No charge
Fellowship Hall	\$ 50
FLC Gym Area	\$100
FLC Gym/Kitchen	\$150

Careful consideration will be given to your wedding so that other church activities do not interrupt your reserved areas and schedule.

Clean-up

It is the responsibility of the bride and groom to ensure the following tasks are completed:

1. Remove all decorations immediately after the wedding.
2. Remove all personal items from the dressing rooms immediately after the wedding activities.
3. Remove any food used during the reception, rehearsal dinner, or for the wedding party.
4. Resetting the platform area.
5. All vacuuming and bathroom cleanup
6. All sweeping and mopping.
7. If reception or rehearsal dinner is in the Fellowship Hall or FLC, the resetting of tables, chairs, etc.

Poplar Grove Baptist Church Wedding Policy

Statement of Agreement and Responsibility

Please sign and return this form to the church office along with your completed Facilities Use Request Form for Weddings.

I have read the wedding policy of Poplar Grove Baptist Church and agree to abide by said policies. I understand that all fees are due four (4) weeks prior to the wedding date.

I understand that it is my responsibility to inform the wedding party, caterer, florist, photographer, and any other hired personnel of the Poplar Grove Baptist Church wedding policies.

I recognize that I am responsible for the replacement value of any property owned or in use by the church that is damaged as a result of the actions or inactions of a person or persons affiliated with this wedding.

I understand that all music selections must be approved by the Minister of Music two months prior to the wedding.

Lastly, I agree with PGBC's Conduct and Expectations for a Biblical marriage, as outlined in Scripture, and affirm that this wedding adheres to those same criteria.

Signature of the Bride: _____

Date: _____

Signature of the Groom: _____

Date: _____