

Matthew Road Baptist Church Interim Wedding Policy

Weddings will only be performed for Members in Good Standing
at Matthew Road Baptist Church.

Article VI of Matthew Road Baptist Church's Constitution (pending approval)

Marriage Ceremonies

Weddings conducted under the auspices of MRBC will be consistent with the biblical definition of marriage as reflected in the MRBC Statement of Faith.

Wedding ceremonies conducted at MRBC will consist of an exchange of marriage vows and other ceremonial activities consistent with the exchange of marriage vows. All marriage ceremonies performed by ministers of MRBC will be performed on campus or at a location approved by the Lead Pastor. Only a minister of MRBC may perform a wedding on campus. All couples married at MRBC must complete pre-marital counseling with a counselor approved by the Lead Pastor. Remarriage after divorce, for biblical reasons, will be considered on a case by case basis.

No minister or paid staff member of MRBC will:

- a. Accept payment for performing a marriage ceremony,
- b. Perform a marriage ceremony unless at least one person to be married is a Member in Good Standing.

(This is an excerpt from the constitution of MRBC.)

Making the reservations

As soon as you have decided on a date of your wedding and rehearsal you will need to contact the Church office at 641-2717, and schedule, provided the date is open, your preferred date on our church calendar, including times. If your wedding is cancelled, please contact the church office as soon as possible.

Guidelines

1. Saturday weddings should begin no later than 4:00pm. The wedding and reception shall be cleaned up no later than 10:00pm (This allows the church to be ready for our regular worship service on Sunday mornings.) Ordinarily, weddings are not scheduled on Sundays or Wednesdays due to regularly scheduled church activities or on holiday weekends, including New Year's Day, Good Friday, Easter, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Eve and Christmas Day.
2. Rehearsals shall begin no earlier than 6:00 p.m. and shall end no later than 10:00 p.m.
3. Dress shall be modest and appropriate, including the rehearsal.
4. There will be absolutely *no smoking* or *alcoholic beverages* in any form in the church buildings or grounds. (*You are responsible to instruct florist, caterers, those decorating, and all wedding party.*)

5. If you choose to have candles in your ceremony, the **dripleless** candles are **required** and wax paper covers are to be placed beneath the candles to protect the floor covering. (You will be responsible to pass on this information to your florist or anyone decorating.)
6. Church furniture and equipment may not be moved. Sound Equipment and stage equipment may not be moved by anyone except by the Minister of Music, or someone that he designated to act in his stead. You are responsible for damages to any said property of Matthew Road Baptist Church, so care should be taken in this matter.
7. You are responsible for the cleanup of the church after your use of the facilities. Everything should be returned back to the way it was found before your use. (This means all personal and wedding items will be removed and ready for the janitorial staff to clean the building by 10:00pm. This does not mean ordinarily janitorial duties. These are paid for by your donation.)
8. No nails or tacks are to be used in any of the buildings.
9. Florist, caterers, or bridal consultants shall contact the church office during regular working hours to make deliveries.
10. Throwing rice on the church grounds is prohibited. (Birdseed is a good alternative.)
11. Music must be in keeping with the spiritual nature of the services. A list of all songs and music to be used during the service must be submitted to the Minister of Music well in advance of the wedding date for approval. (Certain songs are not appropriate for use in weddings in a church facility.) Any use of the sound equipment or musical instruments of the church by other than the Church Pianist, or anyone permitted to handle such property, must be approved by the Minister of Music. If you have any questions about the music aspect of the service or if you are unsure of the meaning of this guideline, please contact the Minister of Music at (972) 641-2717.
12. If a photographer is used during the ceremony, he will need to make some arrangements with the Minister about appropriate and inappropriate times and places for shooting the wedding.

If you have any questions regarding any of the policy, feel free to call the church office at (972) 641-2717.

Agreement

I, the undersigned, have read and understand all policies and guidelines of this wedding policy for Matthew Road Baptist Church and realize that I am responsible and liable to Matthew Road Baptist Church for any damages to any property of Matthew Road Baptist Church during or because of this rehearsal, wedding or reception. By signing this agreement, I also release Matthew Road Baptist Church from any liability in case of any accident or incident occurring on the premises of Matthew Road Baptist Church during, or because of, this rehearsal, wedding or reception.

Authorized Signature

Witness

Fees:

Custodial Fee	\$100.00
Sound Person	<u>\$ 50.00</u>
	\$150.00