

INFORMATION FOR YOUR WEDDING

Your marriage ceremony is one of the most sacred moments in the life of a man and woman. It is always a ritual in which two persons invoke the blessings of God and pledge themselves to each other in holy wedlock. It is never primarily a social event.

It is the desire of McKinney Street Baptist Church, its ministers and its staff to make every wedding a beautiful and meaningful service. Every possible courtesy will be extended to wedding parties.

The following steps have been adopted in order to establish a regular procedure in regard to weddings at McKinney Street Baptist Church and to make available to bridal parties the accepted customs of our church.

PREPARATION FOR YOUR WEDDING

It is not required that a minister of McKinney Street Baptist Church officiate your wedding. However, this minister must be approved by the pastor of McKinney Street Baptist Church. Should a minister of another church officiate at your wedding, it will be your responsibility to acquaint him with all of the procedures and instructions in the booklet. For the purposes of clarity, let us assume that you are using a minister of McKinney Street Baptist Church.

IMPORTANT NOTE: *Weddings with receptions may not be scheduled for later than 6:00 P.M. No wedding may be scheduled for later than 7:00 P.M. Receptions must be limited to two hours. Do not order your invitations until you have received approval from the Pastor's Secretary or Staff.*

1. Reservations

Your first step in preparing for your wedding at McKinney Street Baptist Church is to reserve the facilities. The Pastor's Secretary maintains a Church Calendar which reserves the facilities you will need. She also receives the fees required at the time the facilities are reserved. Weddings are not confirmed until all the fees have been paid.

WEDDING RESERVATIONS WILL BE PLACED ON THE CHURCH CALENDAR ON A "FIRST COME" PREFERENCE BASIS.

No weddings or rehearsal will be scheduled on Sunday, during Wednesday night services, revival, or other special services.

2. Conferences

Your second step in preparing for your wedding is to contact the church office for an appointment with a minister. During the conference a multitude of details will be discussed and clarified. It is desirable for this conference to be held as soon as possible, or at least 60 days before the wedding and all couples are urged to make every effort to make an appointment with the minister that far in advance.

3. Changes

Any change in your wedding reservations should be cleared with the Pastor's Secretary just as soon as possible. The Secretary or any minister will also be able to help you with any questions you have concerning information given here.

4. Fees

No rental fees are required if you are a member of McKinney Street Baptist Church. However, every wedding party will be responsible for a \$100.00 cleaning deposit that will be returned if the facilities are left in the condition they are found. A rental fee of \$150.00 for non-members will be required for the use of the sanctuary. An additional \$150.00 is required for the use of the fellowship hall for receptions.

Note: All fees are required at the time the facilities are reserved. Weddings are not confirmed until all fees have been paid.

WEDDING AND RECEPTION POLICIES

THE WEDDING REHEARSAL

The minister representing the Church is always in complete charge. Wedding service companies, bridal secretaries and other persons of similar position must confer with the minister concerning all plans.

The rehearsal shall begin promptly at the time scheduled. Delay in beginning consumes the time of the minister, organist, soloist, and the building personnel and adds to the expense of lighting, heating, and air conditioning. The Bride and Groom should insist that all members of the wedding party be as prompt for the rehearsal as for the wedding.

The following suggestions will guide you as you prepare for the wedding rehearsal:

1. The minister will schedule the time of the rehearsal usually on the day before the wedding. The rehearsal will require one full hour.
2. All members of the wedding party are requested to be present at the rehearsal.
3. The bridal consultant for the rehearsal and wedding is usually the florist. If they cannot help, please designate someone to direct the wedding activities from the foyer.
4. The following list should be completed by rehearsal time. This will aid the minister and bridal consultant:
 - (1) Names of attendants and the order in which they are to stand.
 - (2) Names of candle lighters, if any.
 - (3) Names of the ushers who will seat the mothers.
 - (4) Number of family rows to be reserved.
 - (5) Number of grandparents to be seated.
5. The marriage license should be delivered to the minister in charge.
6. If it is planned for a child to be a part of the wedding, the child should be old enough to respond to directions.

THE WEDDING CEREMONY

Flowers and Decorations

Out of town florists or companies who decorate for your wedding shall be required to post a check of \$50.00 as a deposit against damages of any kind caused either by their employees or their equipment. This deposit check will be returned to the florist on the day following the ceremony if no damage has occurred.

No decorations of any type shall be used which will hide from clear view the esthetic architectural beauty of the building. Decorations which hide the beauty of the sanctuary destroy the appeal of the church setting, de-emphasize the environment of the church building and detract from the simple dignity and elegance which should characterize the wedding ceremony.

Building Use

The church cannot be responsible for personal items such as wedding dresses, wraps, purses, silver, or glass brought to the church for use in the wedding or in the wedding reception; nor can the church be liable for such items lost, stolen, or damaged. However, every reasonable effort will be made to assist the wedding party in the protection of such property.

The following is a list of detailed regulations which the church feels it must suggest with the expectation of receiving full cooperation:

1. Nails, tacks, staples, pins or anything which can mar the woodwork or walls must not be used.
2. Before any furnishings are moved, please consult with the Church Secretary or Minister prior to the rehearsal time. Items on the stage must be moved by the church staff or someone appointed by the church staff.
3. No candles or other decorations other than ribbons with small fern and/or flower decor attached shall be used within the seating area.
4. Only wrapped wire or ribbon that will not mar the chairs shall be used to fasten bows.
5. If tapers are used, caution must be taken to prevent wax damage to church furnishings and carpet.
6. The florist is expected to remove all decorations and equipment immediately following the ceremony.
7. The church properties must be left in the condition in which they are found.

PHOTOGRAPHERS

(Instruct your photographer about these rules)

AT NO TIME AND UNDER NO CIRCUMSTANCES shall photographs be made from the floor of the sanctuary while the wedding service is in progress. Processional pictures of the bridal party may be taken at the entrance of the bridal aisle only. Time exposures may be made from the choir loft or from the back of the sanctuary during the progress of the service. Pictures are permissible during the recessional. The photographer is cautioned to make sure that no noise is involved in the making of the time exposures, changing of film, etc. during the service.

The photographer may take pictures before or after the ceremony in any part of the building. He is permitted to take pictures freely in the foyer of the sanctuary. The bridal party may reassemble in the sanctuary after the ceremony to pose for any parts of the ceremony or to take any other wedding pictures desirable.

As a courtesy, the photographer should check with the minister in charge the night of the wedding concerning additional instructions. The photographer is cautioned about marring the furniture by standing on or by placing camera equipment on the furniture in the church. He will be held responsible for any damages so caused.

Failure to respect these regulations will result in the photographer being barred from future weddings held in McKinney Street Baptist Church.

THE RECEPTION

Scheduling the Reception

If you are to have a wedding reception at the facilities of McKinney Street Baptist Church, this reception needs to be scheduled at the same time you schedule your wedding with the Pastor's Secretary. Normally, the wedding reception is held in the Fellowship Hall.

Rice Throwing

Rice is a **SAFETY HAZARD** when on the floors of our building. You will be responsible for requesting that wedding party members refrain from throwing rice **ANYWHERE INSIDE THE CHURCH BUILDING**. If used rice or bird seed bags should be passed out as guests **LEAVE THROUGH THE EXIT DOORS**.

Alcoholic Beverages

NO ALCOHOLIC BEVERAGES SHALL BE SERVED, BROUGHT INTO OR CONSUMED ON THE CHURCH PROPERTY.

Smoking

NO SMOKING IS ALLOWED IN ANY OF THE BUILDINGS.