

# Wedding Guidelines for Members

## *Karl Road Baptist Church*

Wedding forms can be requested from the church office, filled out, and returned to the office. Weddings may be scheduled up to one year in advance on a first come first serve basis. When the pastor and chairman of the Stewards or Building and Grounds Committee signs the form for approval of the wedding, the date will be put on the master calendar in the office. A copy will be given by the office secretary to the couple, pastor, wedding coordinator and chairman of the Building and Grounds Committee. No December weddings will be allowed if it interferes with setup for Christmas programs or Christmas decorations. Christmas setup and decorations will not be taken down or altered for a wedding.

A meeting will be scheduled by the office with the senior or executive pastor and the couple. The couple will bring the completed forms to the meeting along with all music selections. The pastor will discuss the fees and arrangements for the wedding. The office needs to have an updated copy if there are any changes to the arrangements. The pastor and wedding coordinator must approve the music selections used in the church building.

Payments should be made by cash or check and given to the wedding coordinator at rehearsal the day before the wedding ceremony. Make checks out to **Karl Road Baptist Church** stating what the amount is for on the memo line. If requested a receipt will be given to the person making the payment by the office.

### **Building and Ground Rules**

- No food or drinks are permitted in the lobby or sanctuary at any time.
- Facilities must be left in as good or better condition than they were found. All equipment should be in good working order. If there is any damage, it must be reported to the church office in writing, with a name of the responsible party to be contacted if there are any questions. This also applies if there is any personal injury that takes place on KRBC property.
- No personal or business use which directly or indirectly makes a monetary gain or promotes its business is allowed.
- **No alcohol, dancing, inappropriate music, gambling, illegal drugs, fire arms nor illegal weapons are permitted on KRBC property. No Smoking or tobacco products are permitted inside the church buildings.**

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### **For Pastor, Stewardship or Building & Grounds Committee Use Only**

Date Submitted: \_\_\_\_\_

Pastor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Approved

\_\_\_\_\_ Disapproved

Steward's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Approved

\_\_\_\_\_ Disapproved

## Wedding Fees for Members

For use of the sanctuary only which includes rehearsal the night before.

FACILITY	\$0	Sanctuary, lobby, lounge and dressing rooms
PASTOR	\$150	Facilitates the dress rehearsal and wedding ceremony.
ORGANIST OR PIANIST	\$150	Requests to use musical instruments without KRBC musicians must be approved by the Board of Stewards or Building and Grounds Committee. All music selected must be of a Christian nature and appropriate to a worship service within the sanctuary.
*WEDDING COORDINATOR	\$150	Coordinates wedding rehearsal and wedding
*CUSTODIAN	\$100	Cleans and prepares church for wedding and clean-up after
SOUND	\$65	Sound technician for ceremony.
*FACILITIES COORDINATOR	\$75	Supervise the use of the church and parking lot area to maintain security. Present during all activities.

**\*Use of the KRBC wedding coordinator, custodian and facilities coordinator is mandatory for weddings, receptions and rehearsal dinners.**

## Use of Fellowship Hall for Receptions

FACILITY	\$0	Use of Fellowship Hall and kitchen
*WEDDING COORDINATOR	\$150	Complete organization of the reception,
*CUSTODIAN	\$150	Set up and take down tables, chairs, etc. and vacuum floors
*FACILITIES COORDINATOR	\$75	The Chairman of Building and Grounds will assign a person to maintain security, open and close the church and supervise the use and clean up of the kitchen and Fellowship Hall.

## Use of Fellowship Hall for Rehearsal Dinners

FACILITY	\$0	Fellowship Hall and kitchen.
*CUSTODIAN	\$75	Set up and take down tables, chairs, etc. and vacuum floors.
*FACILITIES COORDINATOR	\$75	Set up and take down tables, chairs, etc. and vacuum floors.

The family is responsible for food and cleanup. The kitchen should be left clean - tables cleared - garbage and trash taken out to dumpster.

# Wedding Information Sheet

Groom's Name: \_\_\_\_\_ Bride's Name: \_\_\_\_\_

Address: \_\_\_\_\_ Address: \_\_\_\_\_

\_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

Evening: \_\_\_\_\_ Evening: \_\_\_\_\_

Cell: \_\_\_\_\_ Cell: \_\_\_\_\_

Person Officiating Service: \_\_\_\_\_ Phone: \_\_\_\_\_

Wedding Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ Time: In \_\_\_\_\_ Out \_\_\_\_\_

Reception Location: \_\_\_\_\_

If reception is in KRBC Fellowship Hall: Start Time: \_\_\_\_\_ Time: In \_\_\_\_\_ Out \_\_\_\_\_

Rehearsal Date: \_\_\_\_\_ Time: \_\_\_\_\_

Bride's Family Name: \_\_\_\_\_ Bride's Family Present? \_\_\_\_\_

Groom's Family Name: \_\_\_\_\_ Groom's Family Present? \_\_\_\_\_

Who will give Bride away? \_\_\_\_\_

How many in the wedding party including Maid of Honor and Best Man? \_\_\_\_\_

Ring Bearer? \_\_\_\_\_ Ring on pillow? \_\_\_\_\_ Flower Girl? \_\_\_\_\_ Junior Bridesmaids? \_\_\_\_\_

Will Groomsmen serve as Ushers? \_\_\_\_\_ Other Ushers? \_\_\_\_\_ Receiving line at church? \_\_\_\_\_

Is there a long train that will need attention by a Bridesmaid? \_\_\_\_\_ Veil covering Bride's face? \_\_\_\_\_

In the Ceremony: Will Groomsmen come from the side; Bridesmaids come down center aisle? \_\_\_\_\_

or Groom and Best Man come from side; Bridesmaids and Groomsmen come down as couples? \_\_\_\_\_

Will the wedding party stay on the main level or ascend the stairs in a V-formation? \_\_\_\_\_

Other: \_\_\_\_\_

Do you desire to use the parents in the ceremony? (Roses to the Moms, Lighting of Candles, etc.)

\_\_\_\_\_

Pictures: Before or after wedding? \_\_\_\_\_

**Music Selections:**

Vocal or  
Instrumental

Live/CD  
or Tape

What  
Instrument(s)

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What Music is being used as the Wedding March? \_\_\_\_\_

ALL MUSIC SELECTED MUST BE SUBMITTED FOR APPROVAL BY THE SENIOR PASTOR AND WEDDING COORDINATOR.  
NO INAPPROPRIATE MUSIC WILL BE ALLOWED IN THE SANCTUARY OR FELLOWSHIP HALL RECEPTIONS.

Will You Use: Candelabras (Candles Provided): \_\_\_\_\_ Table for Unity Candle: \_\_\_\_\_

Aisle Runner (Couple Must Provide): \_\_\_\_\_ Kneeling Bench: \_\_\_\_\_

Facilities Desired:

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Sanctuary       | <input type="checkbox"/> Classrooms(s) | <input type="checkbox"/> Sound System   |
| <input type="checkbox"/> Fellowship Hall | <input type="checkbox"/> Chapel        | <input type="checkbox"/> Piano or Organ |
| <input type="checkbox"/> Kitchen         | <input type="checkbox"/> Lounge        |   |

Questions or Requests: