

Wedding Guidelines for Non-Members Regularly Attending

Karl Road Baptist Church

Wedding forms can be requested from the church office, filled out, and returned to the office.

A copy will be given by the office secretary to the couple, pastor, chair of the Building and Grounds Committee and wedding coordinator. Weddings may be scheduled up to six months in advance on a first come first served basis. When the pastor and the 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. 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. If there are any changes made to the arrangements at that meeting, the office needs to know what changes have been made to update their record. The pastor and wedding coordinator must approve the music selections.

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 smoking, 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.**

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 Non-Members Regularly Attending

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

FACILITY	\$200	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. Will be present during all activities for assistance.

***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	\$200	Sanctuary, lobby, lounge and dressing rooms
*WEDDING COORDINATOR	\$150	Complete organization of the reception, use of 1-4 people for setting up, serving food, etc. Clean up of kitchen, equipment and Fellowship Hall.
*CUSTODIAN	\$150	Set up and take down tables, chairs, etc. and vacuum floors.
*FACILITIES COORDINATOR	\$100	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	\$75	Fellowship Hall and kitchen.
*CUSTODIAN	\$100	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 should be cleared, garbage and trash bagged and ready for the dumpster or 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? _____

