

Dawson Street Baptist Church

Wedding/Reception Policies

Weddings occasions are done in the name of the Lord and should always be carried out as acts of worship and with spiritual significance. By consulting this list, all parties using DSBC Facilities can make their wedding/reception memorable and meaningful, with full assurance that what they are doing is in keeping with the policies and expectations of Dawson Street Baptist Church.

1. The Pastor

- a. If the pastor of this church is to officiate at the wedding, he should be approached as far in advance as possible. No events should be given publicity before arrangements have been made for the services of the pastor and the use of the church.
- b. The pastor does require counseling sessions before marriage. Contact him for a schedule.
- c. The fee for the pastor should be discussed with the officiating minister (paid directly to him) given to the Wedding Coordinator to give to the pastor as stated in VII. B.

2. Use of the Worship Center and/or the Fellowship Hall

- a. All weddings and receptions should be carried out in accordance to the DSBC Constitution & Bylaws as stated in the following:
 - i. **See Appendix 1**
- b. It is very important that the event be scheduled on the church calendar; both wedding date and rehearsal date. All request forms are to be returned to the church office and all applicable fees paid before any event will be placed on the church calendar.
- c. In decorating, no nails, tacks, or tape are to be used in the worship center. To protect the carpet from falling wax, a covering of paper or some other material *must* be used under *all* candelabra, even if the drip-less candles are used.
- d. The wedding party is responsible for removing all personal items from the church property immediately after the event so the cleaning team can begin to cleanup. No personal items are to be left at the church on Sunday. It is suggested that the Wedding Coordinator check the church premises for personal items at the conclusion of the ceremony and reception.
- e. Small children must be strictly supervised and cannot be allowed to run or roam freely throughout any building.
- f. No furniture is to be moved or displaced without the permission and approval from the pastoral staff.
- g. Hymnals and Bibles are not to be moved or displaced without the permission and approval from the pastoral staff.
- h. No items can be placed on the piano without expressed permission.
- i. Food is to be served only in the fellowship hall. Under no circumstances is food to be taken into the worship center.
- j. No smoking is allowed in any building or on any part of the church property.
- k. All buildings not rented will remain locked and alarmed and may be accessed only by request.

- l. It is the responsibility of the Bride to inform the wedding coordinator, wedding party, caterers, photographers and musicians of all guidelines.
 - m. Failure to abide by any of these requests will result in forfeiture of any or all security deposit.
 3. Music
 - a. Arranging for the music at the wedding is the responsibility of the wedding party.
 - b. All music (instrumental & vocal pieces) must be approved by the minister of music.
 - c. The name of the instrumentalists and the minister of music are available to those by calling the church office.
 - d. Remuneration for the services of the instrumentalists is the responsibility of the wedding party directly with instrumentalists.
 4. Cleaning Services
 - a. Are not available for helping with decorating the church or the fellowship hall for a wedding or reception. They will remove the necessary pulpit furniture in the worship center and fellowship hall. Requests for the arrangement of tables and chairs in the fellowship hall must be given to the pastoral staff one week prior to the date of the wedding.
 - b. Only Dawson Street Baptist Church cleaning personnel are to be used.
 5. Rehearsals
 - a. The director of the wedding should discuss plans with the pastor, instrumentalists, and the sound technician.
 - b. An order of the ceremony must be available at rehearsal for the pastor, instrumentalists, and the sound technician.
 - c. All rehearsal times must be plainly stated on the request form.
 6. Receptions
 - a. The fellowship hall is available for wedding receptions provided there is no conflict with scheduled church functions or programs.
 - b. For use of the kitchen facilities, the pastoral staff must be consulted.
 - c. *All* caterers must be approved by the pastoral staff.
 - d. The only items available for receptions at this time are regular church flat ware, cooking utensils and the folding tables that are used in serving church suppers. Round, linen tablecloths are available for rent for \$10.00 each. Some items may be available and should be discussed with the pastoral staff.
 - e. It is understood that under no circumstances shall any group or person serve alcoholic beverages or anything containing alcohol.
 - f. Dancing between the Bride & groom, Bride and parent/grandparents is permitted on the basis it is done in an Christ honoring way and with Christ honoring music.
 - g. All music to be used during the reception must be approved by the minister of music.
 7. Fees
 - a. Please refer to the *Wedding Request Application* for a schedule of fees for use of the church facilities.
 - b. Remuneration for the Pastor, Vocalists, Instrumentalists, Wedding Coordinator, etc. is not the responsibility of the church. It is generally suggested that you should give those gratuities to the Wedding Coordinator to pass out.

- c. There is a cleaning fee of \$75.00 for the use of the worship center and \$75.00 for the use of the fellowship hall (\$150.00 when using both the worship center and fellowship hall) for all church members. Non-members will be charged \$400.00 for the use of the worship center and \$250 for the use of the fellowship hall. In addition all church and non-church members must pay a security deposit of \$200.00. This deposit will be refunded the week after the wedding, pending assessment of the church property.

8. Nursery

- a. Please remember to use discretion when involving small children in the wedding party. On most occasions the church can provide nursery workers during the Wedding Ceremony and Wedding Reception, The fee is \$20.00 per hour per nursery worker. A minimum of two workers is required and each worker must be guaranteed a minimum of two hours. More workers may be required depending upon the estimated size of the wedding. This should be discussed with the pastoral staff.
- b. Only church employed nursery workers are allowed to keep the nursery.
- c. A minimum of 1 month notice is required if the nursery is needed.
- d. The fee must be paid two weeks in advance to the church office.

9. General Suggestions

- a. Please remember that the curb in front of the church has been painted yellow by the Police Department. Our side of the street may not be used for parking. There is ample parking in the church parking lot.
- b. If you have other questions, please call the pastoral staff.

Appendix 1

Article X

Section 8 **Wedding Policy**

Because God has ordained marriage and defined it as the covenant relationship between a man, a woman, and Himself, Dawson Street Baptist Church considers the wedding ceremony of a biblical marriage to be an act of worship before God.

Furthermore, Dawson Street Baptist Church will only recognize marriages between a biological man and a biological woman. Further, the pastor or other ministerial staff of Dawson Street Baptist Church shall only participate in weddings and solemnize marriages between one man and one woman. Finally, the facilities and property of Dawson Street Baptist Church shall only host weddings between one man and one woman, and be subject to the Facility Use Policy as stated below.

Section 9 **Facility Use Policy**

Purpose – The church’s facilities were provided through God’s benevolence and by the sacrificial generosity of church members. The church desires that its facilities be used for the fellowship of the Body of Christ and to bring God glory. Although the facilities are not generally open to the public, we make our facilities available to approved non-members as a witness to our faith, in a spirit of Christian charity, and as a means of demonstrating the Gospel of Jesus Christ in practice.

But facility use will not be permitted to persons or groups holding, advancing, or advocating beliefs or practices that conflict with the church’s faith or moral teachings, which are summarized in, among other places, the church’s constitution and bylaws. Nor may church facilities be used for activities that contradict, or are deemed inconsistent with the church’s faith or moral teachings. The pastor, in conjunction with the building and grounds committee, is the final decision maker concerning use of church facilities.

This restricted facility use policy is necessary for two important reasons. First, the church may not in good conscience materially cooperate in activities or beliefs that are contrary to its faith. Allowing its facilities to be used for purposes that contradict the church’s beliefs would be material cooperation with that activity, and would be a grave violation of the church’s faith and religious practice.

Second, it is very important that the church present a consistent message to the community, and that the church staff and members conscientiously maintain that message as part of their witness to the Gospel of Jesus Christ. Allowing facilities to be used by groups or persons who express beliefs or engage in practices contrary to the church’s faith would have a severe, negative impact on the message that the church strives to promote. It could also cause confusion and scandal to church members and community because they may reasonably perceive that by allowing use of our facilities, the church agrees with the beliefs or practices of the persons or groups using its facilities.

Therefore, in no even shall persons or groups who hold, advance, or advocate beliefs, or advance, advocate, or engage in practices that contradict the church’s faith use any church facility. Nor may church facilities be used in any way that contradicts the church’s faith. This policy applies to all church facilities, regardless of whether the facilities are connected to the church’s sanctuary, because the church sees all of its property as holy and set apart to worship God.

Approved Users and Priority of Use – The pastor, in conjunction with the building and grounds committee, must approve all uses of church facilities. Generally, priority shall be given to church members, their immediate families, and organized groups that are part of the ministry, organization, or sponsored activities of the church. Church facilities and equipment will be made available to non-members or outside groups meeting the following qualifications:

- Groups or persons requesting facility use must affirm that their beliefs and practices and planned uses of the facilities are consistent with the church's faith and practice.
- The group or person seeking facility use must submit a signed "Church Facility Reservation Request and Agreement" form.
- The group or person seeking facility use must be willing to take responsibility for the facilities and equipment used and must agree to abide by the church's rules of conduct for facility use, as stated in the "Facility Use Guidelines," and as described in any additional instructions by church staff.

Dawson Street Baptist Church

Wedding/Reception Request Application

Bride's Name: _____
Address: _____

Phone: _____
Where is your church membership:

Groom's Name: _____
Address: _____

Phone: _____
Where is your church membership:

Name of minister officiating the ceremony: _____

What church does this minister serve: _____

Date of rehearsal: _____	Date of wedding: _____
Time of rehearsal: _____	Time of wedding: _____

Please note: No rehearsals or weddings will be placed on the church calendar until this form is completed in full and returned to the church office with all applicable fees paid. All fees are final.

Fees for using Dawson Street Baptist Church Facilities are as follows:

Active Members	
Worship Center	No Charge
Fellowship Hall	No Charge
Sound Technician	\$100.00
Cleaning Fee (Worship Center)	\$100.00
Cleaning Fee (Fellowship Hall)	\$100.00
Security Deposit	\$200.00

Non Members	
Worship Center.....	\$400.00
Fellowship Hall	\$250.00
Sound Technician	\$100.00
Cleaning Fee (Worship Center).....	\$100.00
Cleaning Fee (Fellowship Hall).....	\$100.00
Security Deposit	\$200.00

Bride: _____
Signature

Groom: _____
Signature

Date: _____

Date: _____