

BABY DEDICATIONS AND BAPTISMS

It is possible to accomplish the giving of a child to the Lord and yet respect the scarcity of time in morning worship services. Here are some ideas that might help:

1. Have a designated baby dedication coordinator that will assist families through the dedication ceremony. This person should understand the needs of young families with siblings and extended family members as well as the expectations of the platform staff and congregation.
2. The dedication coordinator will meet the family prior to the beginning of the worship service in a room near the sanctuary. The coordinator will then take time to meet and welcome all of the family members and explain the dedication process.
3. The dedication coordinator will escort the family to the door of the sanctuary nearest the platform at the designated time during the service and help them enter quickly.
4. After the ceremony the coordinator will meet the family at the same door and escort them to an usher who would then seat them in a reserved section.
5. Photographs will be taken immediately after the close of the service, so that they will not interrupt the service.
6. In situations where more than one child is being dedicated, the families will be escorted in together. Each child will be dedicated separately, but the congregational ceremony will occur only one time.

BUILDING USAGE POLICY

The building may be reserved by special approval of the Ministry Council. The Facilities Ministry Team or Senior Pastor may act as its representative if a decision must be made before the convening of the ministry council. The following guidelines apply:

1. Preference for building use will be given to persons or parties who are related in some way to the local church.
 - a. This may be inclusive of district or general church inquiries.
 - b. Exception may be granted for the cause of community relations.
2. The Information and Policy Guidelines for Wedding Arrangements will be followed at each point that is applicable.
3. Fees are set forth on the Facility Use Request Form.

INFORMATION AND POLICY GUIDELINES FOR WEDDING ARRANGEMENTS

The wedding ceremony is one of the most sacred rites of the church. It is the desire of the pastor and the church family to make every ceremony a beautiful and worshipful experience. We want to extend to each wedding party every possible courtesy and assistance. Therefore, we offer the following information. Please read it and observe it in planning for your wedding.

FACILITIES

1. The church facilities are available for weddings to church members, their immediate families, and non-church members who have an established relationship with the church as determined by the Facilities Ministry Team, Ministry Council, or Senior Pastor. A properly completed and approved Facility Use Request Form is required.
2. Church facilities are available for weddings and related events to people who do not have an established relationship with the church with the approval of the Facilities Ministry Team, Ministry Council, or Senior Pastor. A properly completed and approved Facility Use Request Form is required.
3. The anticipated date and arrangements must be cleared with the pastor before the wedding is entered on the church calendar. An appointment should be made with the pastor for this purpose as early as possible.
4. *Since church facilities are very limited it is recommended that the wedding party arrive at the church dressed and prepared to for the ceremony (brides will have access to the 'Mother's Room' for the purpose of changing into their wedding dress and for hair and facial touch-up, if necessary).*
5. Those using church facilities must accept full responsibility for any damage to the building or equipment incurred during that use. Access for the wedding party should be arranged with the staff minister in charge prior to the wedding. A properly completed and approved Building Use Agreement is required.
6. All guidelines are subject to review by the Senior Pastor, Facilities Ministry Team, or Ministry Council.

MINISTERS

1. A staff minister will participate or consult in all weddings conducted in the church.
2. Ministers other than the current ministerial staff of the church may also participate in such weddings; however, such arrangements must be approved by the pastor.
3. Ministers in the church may only perform wedding ceremonies for those having the scriptural right to marry. Where divorce is involved, the couple anticipating marriage should consult the pastor about the relationship of this position to their particular situation.
4. The staff minister in charge will interpret any parts of these guidelines and will determine procedure for any item that may come up that is not included herein.

PREMARITAL COUNSELING

1. A minimum of one premarital counseling session conducted by the participating staff minister or other approved counselor will be expected of all couples.
2. These sessions should begin as early as possible after engagement and at least three months prior to the anticipated wedding date.

MUSIC

1. Since the church is equipped with an electronic keyboard, it is strongly recommended that one of our church's regular musicians be used.
2. Arrangements for any other musician must be cleared by the Music Ministry Team or Senior Pastor in advance.
3. A suggested fee of \$50 is recommended for the musician. A definite fee should be agreed upon prior to the wedding.
4. All music used within the ceremony should be in keeping with the sacredness and dignity of a church wedding. This is especially true of any vocal lyrics.

SOUND SYSTEM

1. Where the use of the church sound system is desired for music, the musician, and/or minister(s), it is ***required*** that arrangements be made with one of the church sound engineers in advance.
2. It is customary to offer remuneration for the technician's services.

PHOTOGRAPHS

1. We request that the photographer (or family or friends) not in any way detract from the sacredness of the ceremony by their movements. A photographer should never move in front of the couple or onto the platform during the ceremony.
2. Arrangements can be made to pose for any other pictures desired following the ceremony.

DECORATIONS

1. All floral decorations are the responsibility of the wedding party.
2. Florists should check with the church office before decorating the church as well as arranging for access to the building.
3. Only 'driplless' candles may be used to prevent wax on the carpet; a protective covering under the candelabras is required.
4. The church does not own candelabras, kneeling rail, and so forth. All rental equipment will be the responsibility of the wedding party. All rented equipment must be removed immediately following the wedding unless prior arrangements have been made with the facilities coordinator.
5. All decorations are the responsibility of the wedding party and must be removed immediately following the wedding. Decorations that are not removed will subject to an additional \$35 maintenance fee.

ANNOUNCEMENTS

If desired and specifically requested, wedding announcements for church members, their immediate families, and non-church members who have an established relationship with the church may be printed once only in the church newsletter and/or bulletin. Such announcements may be read only once from the pulpit upon request.

RICE, BIRDSEED, KITCHEN FACILITIES

1. Rice throwing is not permitted.

2. Birdseed is allowed but throwing must be restricted to the outside of the building. It is the responsibility of the wedding party to remove all birdseed residue from the church building, sidewalks and parking lot or an additional cleaning fee of \$35 will apply.
3. The kitchen facilities may be used with the understanding that the kitchen and all equipment used are to be left clean and in good working order or an additional cleaning fee of \$35 will apply.
4. No alcoholic beverages are to be used at any time in any way, nor are there to be any tobacco products used anywhere on the church facilities or on the church property. The bride and groom will make these rules known to all members of the wedding party.

Note: It is the responsibility of the wedding party to see that all furnishings moved for any reason due to the wedding—whether in the sanctuary, fellowship hall, or other facilities—are returned to their original order following the wedding.