

Wedding Policies

Lynn Haven Baptist Church

1501 E. Washington Ave.

Vinton, VA. 24179

540-342-6102

Lynn Haven Baptist church
1501 E. Washington Ave.
Vinton, VA. 24179
540-342-6102

Please read the following Wedding Policies and return as required. If questions, contact the Church Office or the appropriate personnel on page 5.

Initial Application ----- Page 2, 3

Waiver of Liability -----Page 4

LHBC Personnel -----Page 5

Wedding Policies -----Page 6, 7

Fees -----Page 8

Caterer -----Page 9

Set-Up Information Form -----Page 10

Sound Booth Technician -----Page 11

Nursery Director -----Page 12

Information for Florist/Decorator -----Page 13

Information for Caterer ----- Page 14

Information for Photographer -----Page 15

FYI -----Page 16

Check List -----Page 17

**CHECK LIST FOR BRIDE TO HAVE COMPLETED
AT LEAST TWO WEEKS PRIOR TO WEDDING**

Wedding Date _____ Time _____

Rehearsal Date _____ Time _____

_____ LHBC Office Manager Reserves the facilities collects wedding fees. Collects all completed forms.

_____ Set up Information Form

_____ Food Service – Provides kitchen personnel

_____ Sound – Information for the ceremony

_____ Music Director/ Minister – Provides assistance with music selection

_____ Minister – Pre-Marital counseling, rehearsal and wedding

My Two Week Deadline for Forms is _____

Wedding Reservation Form for Church Members
(Reservations dates will be confirmed upon receipt of this form)

Full Name of Bride _____

Member of what Church _____

Full Name of Groom _____

Member of what Church _____

Bride's Present Address _____

Bride's home phone _____ Bride's work phone _____

Groom's home phone _____ Groom's work phone _____

Future Address _____ Phone _____

Wedding Date _____ Time _____

Rehearsal Date _____ Time _____

Minister _____ Wedding Director _____

Reception at the Church Yes _____ No _____

Family Life Center _____ Small Dining Room _____

Would you Like to donate the flowers from your wedding for Sunday Worship Services?

Yes _____ No _____

Lynn Haven Baptist Church
1501 E. Washington Ave.
Vinton, VA. 24179

Waiver of Liability

In consideration of the use of the facilities of Lynn Haven Baptist Church, the undersigned and any person under its direction and control, hereby waives any claims, demands or causes of action which may arise or be deemed to have arise for personal injury, damage to property, theft or any other causes resulting from the use of such facilities by the undersigned, or any persons under its direction and control, and the undersigned hereby agrees to indemnify and hold harmless Lynn Haven Baptist Church from any such claims demands or causes of action by any person under its direction or control.

I/We have read and fully understand Lynn Haven Baptist Church’s Wedding Policies and guidelines and the Waiver.

This the _____ day of _____ 20 _____

Signed:

Bride _____ Date _____

Groom _____ Date _____

Bride’s Parents _____ Date _____

_____ Date _____

Groom’s Parent s _____ Date _____

_____ Date _____

Lynn Haven Baptist Church
1501 E. Washington Ave.
Vinton, VA. 24179

Ministerial and Support Staff

Pastor Rev. Jason Hay 342-6102

Rev. Jason Roth 342-6102

Pastor to Youth _____

Cheri Williams 342-6102

Music Minister _____

Lynn Zimmerman 342-6102

Office Manager _____

Linda Mayhew 342-6102

Church Secretary _____

Jenny Saunders (on request)

Kitchen Manager _____

Marge Moberg (on request)

Pianist _____

S & S Cleaning -- Steve Smith 312-8408

Custodial Service _____

The Ceremony

The wedding ceremony is one of the most sacred rites of the church. Lynn Haven Baptist Church believes that marriage is a union between one man and one woman, following Biblical principles (Gen. 2:24, Lev. 18:22, Mark 10:6-9, Heb. 13:4). We also desire to celebrate the joining of two Christians together in holy matrimony (2 Cor. 6:14). **It is against church policy to accommodate any wedding that is incompatible with those standards.** It is a religious ceremony in which a man and woman seek the blessings of God on their marriage. It is the desire of the pastor and other ministers of the church, as well as the church family, to make every such ceremony a beautiful and worshipful event.

The Wedding as Worship

The wedding service conducted in relation to this church is a Christian wedding-characterized by dignity, reverence, joy, and the very spirit of Christ Himself. The wedding ceremony becomes an act of worship as the bride and groom offer special thanks and praise and ask God's blessing upon their lives together as husband and wife. The Christian wedding is a public act of corporate worship as the congregation praises God on behalf of the couple, implores God's blessing on the new family unit, and commits the church's ministries to the husband and wife. Both the couple and the congregation should participate in the act of worship. The atmosphere of the entire wedding experience should be one of Christian celebration and worship.

The Minister

The minister is the representative of God and the Church in the wedding ceremony. Members of this church and all others who may desire the use of the church for weddings shall use a minister of Lynn Haven Baptist Church or other minister approved by the senior pastor of LHBC. The bride and groom shall arrange at least three pre-marital conferences with the Minister as far in advance of the ceremony as possible. One of these conferences should be held before the announcements are made or invitations printed. The pastor, as representative of the congregation, will provide guidance which will help the couple to understand the solemnity of Christian marriage.

The Church Calendar

More than one wedding at the church on a given date is rarely approved because of overlap of needs in resources and building space. Arrangements for the wedding ceremony, the reception and the wedding rehearsal must be made with the church pastor well in an advance of the events to ensure that there are no conflicts with the scheduled activities of the church. The scheduled time for the rehearsal is subject to a compulsory change if it conflicts with the time for an unanticipated but critical event for a church member, such as a funeral service. Scheduling of weddings on holiday weekends is discouraged since it is difficult to provide the needed personnel resources for the events since many of our members and staff are traveling during these periods. If scheduling a wedding on a holiday weekend is the only alternative, the forms required for planning and scheduling the wedding must be received by the church office no less than two months before the event to ensure that there is adequate time to enlist staff and church members to assist with the wedding.

Non-Members of Lynn Haven Baptist Church

Lynn Haven Baptist members have first consideration on wedding dates not confirmed on the church calendar. Nonmembers will meet with Deacon Leadership and current Pastoral Staff for interviews and pre-approval. After their approval, the church membership will have final approval at monthly business meeting. Nonmembers are subject to fees outlined in wedding policies.

The Reception

The Family Life Center may be made available for receptions following the wedding ceremony, together with the kitchen services. The church will provide only the room and its regular furnishings. All additional furnishings and decorations will be the responsibility of the wedding party. Smoking and the use of alcoholic beverages or illegal drugs are not permitted in any part of the church building. No Rice – Birdseed may be used outside the buildings only. It is the responsibility of the caterer to schedule building access times with the office in advance.

Photographs

No flash photographs will be permitted while the ceremony is in progress. Pictures may be taken before the ceremony or during the reception. The wedding party may return to the sanctuary to pose for wedding pictures after the ceremony. Video cameras are allowed only in the back of the sanctuary or A/V room during the ceremony. Please notify your photographer of these guidelines.

Decorations

Florists/Decorator should check with the church office prior to decorating any portion of the building for the ceremony or reception. Only dripless candles are to be used, and they should be placed in candelabras to prevent drippings on the floor. Florists/decorator is responsible for cleaning wax from the floor, furniture, and carpets. Florists/Decorator should see that church premises are as clean as possible after use. Decorations should not be placed on the pulpit or attached to the furniture by pinning or nailing, nor to the woodwork in the Sanctuary or Family Life Center. If the church has been decorated for a holiday, the flower committee chairman must approve movement of any decorations. It is the responsibility of the florist/decorator to schedule delivery and building access times with the church office in advance.

Wedding/Reception Music

Music used in connection with the ceremony should be in keeping with the sacredness and dignity of a Christian wedding. The church will furnish only the piano. The bridal parties should consult with LHBC music staff member and the pianist concerning the choice of music to be used for the ceremony and reception. Any instrumentalist other than the church pianists must be approved by LHBC music staff member. Practice times are to be arranged with church office. The fee for the soloist and the pianist or instrumentalist should be arranged in advance. Such arrangements are private, and are not LHBC's responsibility.

Rehearsal

Notify Church Office of rehearsal time.

Lynn Haven Baptist Church

1501 E. Washington Ave.

Vinton, VA 24179

(540) 342-6102

FEES

Fees to be paid day of wedding or as agreed on by participating party.

	<u>Members</u>	<u>Non Members</u>	<u>Paid</u>
Custodian – Cleanup of areas used	Negotiated	Negotiated	
Sanctuary -	None	\$ 75.00	_____
Family Life Center	None	\$ 125.00	_____
Kitchen Facilities	None	\$ 50.00	_____
Sound Booth Tech for Ceremony	Negotiated	Negotiated	_____
Sound Tech for Family Life Center	Negotiated	Negotiated	_____
Childcare Providers	Negotiated	Negotiated	_____
Childcare Facilities	None	\$ 75.00	_____

All Honorariums are between Bride/Groom and parties involved.

Minister _____

Pianist _____

Vocalist _____

Other _____

Lynn Haven Baptist Church
1501 E. Washington Ave.
Vinton, VA. 24179

Caterer- Information about the Reception

Please Print and Answer each Item

Bride _____ Groom _____

Wedding Date _____ Time _____

Florist _____ Phone _____

Caterer _____ Phone _____

Approved time for decorating: Florist _____ Caterer _____

Placement of wedding decorations in church facilities (Sanctuary, Welcome Center, Family Life Center, etc.) is allowed no earlier than Thursday before ceremony if no conflicts exist.
Do not place wedding decorations (candles, flowers, etc.) or other items on the grand piano in the sanctuary.

Arrival Time Day of Wedding: Florist _____ Caterer _____

Serving Needs

Lynn Haven does not supply any type of plates, silverware, serving utensils, pots/pans, linens etc. All these items should be supplied by the bride or groom.

Number of Guests _____

We have 8 foot rectangle tables and black padded chairs. Based on your number of guests, custodian will set accordingly. Any special requests for the arrangement of the tables will need to be communicated with custodian.

Return This Page No Later than Two Weeks Prior to Rehearsal

Lynn Haven Baptist Church
1501 E. Washington Ave.
Vinton, VA. 24179

Set-Up information Form
Please Print and Answer each Item

Bride _____ Phone _____

Groom _____ Phone _____

Rehearsal Date _____ Time _____

Wedding Date _____ Time _____

Florist _____ Phone _____

Caterer _____ Phone _____

Approved time and date Florists/Decorator will decorate _____

Caterer _____ Phone _____

Approved time and date for Caterer _____

Wedding Director _____

Placement of wedding decorations in church facilities (Sanctuary, Welcome Center, Family Life Center, etc.) is allowed no earlier than Thursday before ceremony if no conflicts exist.
Do not place wedding decorations (candles, flowers, etc.) or other items on the grand piano in the sanctuary.

Wedding Accessories needed

Brides Book Table/Podium _____ Lord Supper Table on Platform _____

Kneeling Bench _____

Time to Open Sanctuary _____

Time to Open Church _____

Will You Be Having Childcare provided during the ceremony? (**Church Doesn't Provide**)

Return This Page No Later than Two Weeks Prior To Rehearsal

Lynn Haven Baptist Church
1501 E. Washington Ave.
Vinton, VA. 24179

Sound Booth Technician-For Sanctuary

Please Print and Answer each Item

Bride _____ Phone _____

Bride's Parents _____ Phone _____

Groom _____ Phone _____

Groom Parents _____ Phone _____

Date and Time of Wedding _____

Date and Time of Rehearsal _____

Wedding director _____ Phone _____

1. Supply own CDs (Audio and Video) - (good quality)

2. Soloist _____

3. Pianist _____

4. Other Musical Instruments _____

Sound Technician will be at Rehearsal – 30 min. early and 1 hour early on day of wedding
Pay Sound Booth Technician Day of Wedding

We need to meet with bride two weeks prior to the wedding to set the lights in the Sanctuary and to make final arrangements as to musicians and mics.

Return This page No Later than Two Weeks Prior To Rehearsal

Lynn Haven Baptist Church
1501 E. Washington Ave.
Vinton, VA. 24179

Nursery Director – For Childcare

Please Print and Answer each Item

Bride _____ Phone _____

Groom _____ Phone _____

Is childcare needed for Rehearsal? Yes _____ No _____

Date and Time of Rehearsal _____

Date and Time of Wedding _____

Care for Children 5 and under only.

Must have at least 2 Workers

Number anticipated _____

*Providing childcare is the responsibility of the wedding parties. (Not provided by LHBC)

Return This Page No Later Than 2 Weeks Prior to Rehearsal.

Lynn Haven Baptist Church
1501 E. Washington Ave.
Vinton, VA 24179
(540) 342-6102

Information For Florist\Decorator

Dripless Candles Only

Floral Decorations

Florists should check with the church office prior to decorating any portion of the building for the ceremony or reception. Only drip less candles are to be used, and they should be placed in candelabras to prevent drippings on the floor. Florists are responsible for cleaning wax from the floor, furniture, and carpets. Florists should see that church premises are as clean as possible after use. Decorations should not be placed on the pulpit or attached to the furniture by pinning or nailing, nor to the woodwork in the sanctuary or family life center. If the church has been decorated for a holiday, the Flower Committee Chairman must approve movement of any decorations.

It is expected that the florist will remove all personal equipment, flowers, etc. immediately following the wedding so the sanctuary can be prepared for the next worship service. The church is not responsible for any of the items the florist/decorator does not remove.

It is your responsibility to find a delivery time that is convenient with our church schedule. **Contact the Church Office at 540-362-6102 at least two weeks prior to the wedding to schedule a delivery time.**

Lynn Haven Baptist Church

1501 E. Washington Ave.

Vinton, VA 24179

(540) 342-6102

Bride _____ Phone _____ Wedding Date _____

Information For the Caterer

There will be LHBC Kitchen Staff in the kitchen on the day of the wedding who will serve as the Kitchen Supervisor. It is your responsibility to follow their directions for clean-up and limited use of the kitchen.

Food and kitchen service is not provided by the church. Food may be brought into designated areas approved by the Kitchen Manager or Chairman of Social Committee, but the kitchen equipment is unavailable. Clean-up responsibilities include: wiping down counters, tables, and sweeping floors in kitchen. You may contract with the custodian for cleanup of floors.

Arrival time to set up should be arranged with the Church Office and Kitchen Manager at least two weeks in advance.

Positively no smoking and no alcoholic beverages served on the premises.

The Reception

The Family Life Center may be made available for receptions following the wedding ceremony, together with kitchen limited services. The Church will provide only the room and its regular furnishings. Special arrangements should be made with the Church Office and all additional furnishings and decorations will be the responsibility of the wedding party. Smoking and the use of alcoholic beverages or illegal drugs are not permitted in any part of the church building and grounds. No rice or confetti at anytime. Birdseed may be used outside the buildings only.

It is expected that the Caterer's personal equipment and items will be removed immediately following the reception. The church is not responsible for any items not removed.

It is your responsibility to find a time to decorate that is convenient with the church schedule. Contact the Church Office at least two weeks prior to determine the time to decorate.

Lynn Haven Baptist Church
1501 E. Washington Ave.
Vinton, VA 24179
(540) 342-6102

Bride _____ Phone _____ Wedding Date _____

Information For the Photographer

Photographs (Flash photography not recommended, but left to wedding party discretion)

No flash photographs will be permitted while the ceremony is in progress. Pictures may be taken before the ceremony or during the reception. The wedding party may return to the sanctuary to pose for wedding pictures. Video cameras are allowed only in the back of the sanctuary area or the A/V room during the wedding.

Lynn Haven Baptist Church

1501 E. Washington Ave.

Vinton, VA 24179

(540) 342-6102

F.Y.I.

Bridesmaid's Dressing rooms.

Adult choir room (behind Sanctuary)

Groom's men dressing room

Small Dining Room (Right Side)

Sanctuary Center Colors

Green/Natural Wood

Seating Capacity

Sanctuary Approx. 450

Center Isle: Width _____ Length _____

Platform has _____ steps and is _____ ft wide and _____ ft long.

Number of Pews: _____

No rice/confetti – Birdseed allowed outside.

The Custodian on duty may be reached at _____

The Church, LHBC, is not responsible for personal belongings of the wedding party or wedding guests.

Lynn Haven Baptist Church
1501 E. Washington Ave.
Vinton, VA 24179
(540) 342-6102

_____ Initial Reservation Completed

_____ Fees Paid

_____ Reserve Small Dining Room

_____ Reserve Family Life Center

_____ Minister

_____ Pianist

_____ Other Music, Vocalist, Etc

_____ Childcare

_____ Florist

_____ Caterer

_____ Set-up Information Form

_____ Food Service Form

_____ Sound Booth

Bride's Name _____ Date of Wedding _____

Return This Page No later than two weeks prior to Rehearsal