

YOUR WEDDING HANDBOOK

Provided by:

Salem Baptist Church

430 Rockford Rd.

Dobson, NC 27017

336.374.4419

www.salembaptistdobson.org

Pastor: Rev. Bobby Lewis, Jr.

PLANNING YOUR WEDDING

We are delighted that you have chosen Salem Baptist Church in which to have your wedding. It is the desire of the church and the officiating Pastor to make this a memorable worship experience for you, your family, and friends.

One of the most sacred occasions for a Christian is the marriage ceremony. Making this ceremony beautiful and meaningful requires precise preparation and planning. To help you in planning for your wedding, the Wedding Committee and Pastor of Salem Baptist Church provide the following information and guidelines:

1. **Reservations:** Reservations should be made well in advance so that the use of the church facilities can be arranged without conflict. As soon as the date of your marriage is determined, please acquire a copy of the Salem Baptist Church Facility Use Policy, and complete the attached application. Every effort will be made to approve your application and requested date(s) as soon as possible.
2. **Pastor:** Indicate on your wedding application your choice of officiating minister. If you desire a minister from another church to officiate your wedding, he must first be approved by the Pastor of Salem Baptist.
3. **Premarital Counseling:** The Pastor of Salem Baptist requires consultation with the prospective bride and groom in order that the Christian meaning of marriage can be discussed. Please call the church office at (336) 374-4419 to set up an appointment time.

Guidelines on Marrying:

The Pastor of Salem Baptist Church will consider marrying:

- *Members of Salem (one or both)
- *Individuals whose parent(s) is a member
- *Individuals moving toward membership

[Please note: If the couple to be married is living together at the time of the wedding request, they must pledge to physically separate and remain sexually pure until the wedding date.]

4. **Music:** It is important to keep in mind that a church wedding is a worship service, and music must reflect proper reverence. The bride and groom must have all music approved by the Pastor of Salem Baptist, whether or not he is performing your wedding.
5. **Wedding Director:** If the couple is in need of a wedding director from Salem Baptist Church, one will be provided for a fee (see fee page). Whether or not a director from Salem is used, a meeting must be set up to discuss the general use of the facilities, audio equipment, photography, etc. Salem's Wedding Coordinator, Brooke Worsley, should be contacted at (336) 366-5057 as soon as possible following the approval of the facility.
6. **Sound Technician:** You **MUST** use a sound technician from Salem Baptist Church. The church will provide you the contacts for that position. There is a fee (see fee page).
7. **Photography Guidelines:**
 - A. In order to preserve the spirit of worship and reverence, **NO FLASH** photography will be taken during the actual wedding service. The bride and/or groom are responsible to instruct the photographer that no pictures are to be taken during the ceremony and no wedding guests are to take pictures during the ceremony, with or without a flash.
 - B. Pictures may be taken of the bride coming in and of the bridal couple and wedding party as they exit.
 - C. If other pictures are desired, posed pictures will need to be taken after the service. The photographer may take pictures before and/or after the ceremony in any part of the building.

(Photography Guidelines, continued)

- D. Time exposures may be taken from the back of the Worship Center or from the balcony during the ceremony, provided there is no noise or other distractions. Following the ceremony, the wedding party may return for pictures and flash or lighting equipment may be used.
- E. Pictures of the bride and her father may be taken in the church as they walk down the aisle during the procession, as long as the photographer stays to the back of where the guests are seated. Pictures may also be made as the recessional is in progress.
- F. At no time will the photographers stand on pews or furniture.
- G. All photographers and staff are asked to refrain from the use of tobacco and/or alcohol while on church grounds.
- H. *Please give your photographer the “Photographer’s Guidelines” page (provided at the end of this booklet).*

8. Video Guidelines:

- A. Video equipment may be used during the ceremony.
- B. A camera may be set up in the choir loft in a discreet area and in the balcony.
- C. Video equipment may not be used on the altar area.
- D. One stationary camera may be discreetly placed in the choir area and may have one person operating it. This person must be dressed in appropriate attire for a church setting. We encourage you or your videographer to converse with the florist ahead of time to make sure flowers do not interfere with the camera view.
- E. Video equipment may also be placed in the balcony.
- F. At no time will the videographer stand on pews or furniture.
- G. All videographers and staff are asked to refrain from the use of tobacco and/or alcohol while on church grounds.
- H. *Please give your videographer the “Videographer’s Guidelines” page (provided at the end of this booklet).*

9. Decoration/Florist Guidelines:

- A.** The bride and groom must take full responsibility for the wedding arrangements and decorations for the wedding.
- B.** The bride and/or groom must consult with the florist before the wedding about floral guidelines.
- C.** Under no condition should decorations be attached to the furniture, walls, chairs, etc. by pinning, gluing, nailing, or thumb-tacking.
- D.** Only dripless candles may be used. Every precaution should be taken to prevent dripping on the floor or furniture. Should an accident occur, the person(s) responsible for decorations will be liable for cleaning wax from the floor or furniture.
- E.** Aisle votive candles, flowers, or bows may be used on the ends of the pews.
- F.** The use of real flower petals (i.e., dropped by the flower girl), rice, glitter, and/or birdseed is strictly prohibited.
- G.** Removal of all decorations must begin immediately after the wedding service. Decorations can be moved to the Bridal rooms to be picked up by responsible parties before 9:00 AM on the Sunday after the wedding.
- H. No furniture may be removed from the choir loft.**
- I.** Furniture may be moved from the stage, but must be put back in place before the Sunday morning church service.
- J. The piano may not be moved.**
- K.** Persons responsible for decorations are asked to refrain from the use of tobacco and/or alcohol while on church grounds.
- L. *Please give your florist the “Florist’s Guidelines” page (provided at the end of this booklet).***

10. **Wedding Rehearsal:** The date and hour of the rehearsal will be determined at the time the church is reserved (and should be done in consultation with the officiating minister). A wedding rehearsal is required for all weddings, and a director must be present. The sound technician from Salem Baptist must also be present at the rehearsal.
11. **Wedding Reception:** If desired, the Multi-Purpose Building may be available for your reception. Tables and chairs will be provided by the church. The kitchen may be used, but must be cleaned at the end of the reception. There is a fee for use of the Multi-Purpose Building (see fee page). **ALL music for your reception MUST be approved by the Pastor of Salem Baptist Church.**
12. **Marriage License:** The marriage license must be received by the officiating minister no later than the wedding rehearsal.
13. **Church Policies:** Rehearsals, weddings, and receptions will be conducted in a Christian spirit and with dignity. Therefore, the following will be observed:
 - A. No smoking in any of the church buildings.
 - B. No alcoholic beverages may be served on the church premises. No one will be permitted to participate at the rehearsal or ceremony who may be under the influence of alcohol or drugs.
 - C. Bird seed, rice, confetti, shaving cream, etc. may not be used outside on the church grounds.
 - D. Child care is not provided by the church, but the nursery may be used during the rehearsal and wedding.
 - E. The bride, groom, and family are responsible for all personal items of the wedding party that are brought into the church.

- 14. Custodial/Maintenance:** The Salem Baptist Custodian will be available for clean-up after the wedding for a fee (see fee page). This does NOT include moving back the furniture into its proper place in the Multi-Purpose Building or Sanctuary. Moving furniture back in place is the responsibility of the wedding party. If you choose to clean the facilities and forego the services (and fee) of Salem's Custodian, this is what you must do:
- A.** Vacuum any place in the church that was used (bridal room, groom room, Sanctuary, gathering area, etc.)
 - B.** Mop floors, empty trash, clean toilets and counter tops in all bathrooms.
 - C.** Pick up all trash left in the Sanctuary pews.
 - D.** Sweep and mop Multi-Purpose Building floor if used for your reception.
 - E.** Wash and dry all dishes in the kitchen and return to their proper place, as well as sweep, mop and empty trash if using the kitchen.

[Please note, the wedding party is ALWAYS RESPONSIBLE for returning all tables and chairs to the storage areas in the Multi-Purpose Building if used for your reception and returning all furniture in the Sanctuary to its appropriate place. Please be sure that the facilities are ready for worship services and activities to resume as normal.]

15. Fees: All applicable fees are to be paid as indicated below:

- A. Use of the Sanctuary.....\$500
- B. Multi-Purpose Building.....\$300
- C. Pastor.....(SEE PASTOR’S WEDDING POLICIES)
- D. Wedding Director.....\$130
- E. Church Pianist.....\$100
- F. Custodian (per building).....\$100
- G. Sound Technician.....\$100

[Only Active members of Salem Baptist Church or their immediate family members (children or grandchildren) are exempt from the fees for use of the Sanctuary and/or Multi-Purpose Building. All other fees still apply.]

16. Payments: For use of the Sanctuary, Multi-Purpose Building, and/or custodian, a 25% deposit must be turned in to the church as soon as the dates are confirmed. The remaining balance is due no later than one week before the wedding. Fees must be paid separately and directly to the Pastor, Wedding Director, Sound Technician, and any musicians used. (Please speak with the Wedding Director if you have any questions about payments.)

If you choose to mail your fees, please send your check(s) to:
Salem Baptist Church, 430 Rockford Road, Dobson, NC 27017.

If you have any further questions, please contact the Salem Baptist Church office at (336) 374-4419.

Salem Baptist Church
Dobson, North Carolina

Wedding Guidelines

PHOTOGRAPHER'S COPY

(Please give this page to your photographer)

Photographer's Guidelines:

- A.** The photographer may take pictures before or after the ceremony in any part of the building.
- B.** At no time and under no circumstance should flash photographs be taken while the ceremony is in progress (see #3). Time exposures may be taken from the back of the Worship Center or from the balcony during the ceremony, provided there is no noise or other distractions. Following the ceremony, the wedding party may return for pictures and flash or lighting equipment may be used.
- C.** Pictures of the bride and her father may be taken in the church as they walk down the aisle during the procession, as long as the photographer stays to the back of where the guests are seated. Pictures may also be made as the recessional is in progress.
- D.** At no time will the photographers stand on pews or furniture.
- E.** All photographers and staff are asked to refrain from the use of tobacco and/or alcohol while on church grounds.



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Wedding Guidelines

VIDEOGRAPHER'S COPY

(Please give this page to your videographer)

Videographer's Guidelines:

- A.** Video equipment may not be used on the altar area.
- B.** One stationary camera may be discreetly placed in the choir area and may have one person operating it. This person must be dressed in appropriate attire for a church setting. We encourage you to converse with the florist ahead of time to make sure flowers do not interfere with the camera view.
- C.** Video equipment may also be placed in the balcony.
- D.** At no time will the videographer stand on pews or furniture.
- E.** All videographers and staff are asked to refrain from the use of tobacco and/or alcohol while on church grounds.



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Wedding Guidelines

FLORIST'S COPY

(Please give this page to your florist)

Decoration/Florist Guidelines:

- A.** Only dripless candles may be used in the church facilities. Every precaution should be observed to prevent dripping on the floor or furniture. Should an accident occur, the person(s) responsible for decorations will be liable for cleaning wax from the floor or furniture.
- B.** The person responsible for decorations will be liable for cleaning wax from the floor, furniture, and carpet.
- C.** Aisle votive candles, flowers, or bows may be used on the ends of the pews.
- D.** The use of real flower petals (i.e., dropped by the flower girl), rice, glitter, and/or birdseed is strictly prohibited.
- E.** Decorations should not be attached to the furniture by pinning, gluing, nailing, or taping.
- F.** **No furniture may be removed from the choir loft.** Furniture may be moved from the stage, but must be put back in place before the Sunday morning church service.
- G.** **The piano may not be moved.**
- H.** Removal of all decorations must begin immediately after the wedding service. Decorations can be moved to the Bridal rooms to be picked up by responsible parties before 9:00 AM on the Sunday after the wedding.
- I.** Persons responsible for decorations are asked to refrain from the use of tobacco and/or alcohol while on church grounds.



