

# Calvary Baptist Church

## *Wedding Policies & Procedures*

**The following pertains only to the wedding ceremony itself. Please consult the “wedding reception” policy prior to scheduling your wedding at Calvary.**

“For this reason a man will leave his father and mother and be united to his wife, and the two will become one flesh. So they are no longer two but one. Therefore what God has joined together, let man not separate.” Mark 10:7-9 (NIV)

## **CONGRATULATIONS ON YOUR ENGAGEMENT!**

Thank you for your interest in having your wedding at Calvary Baptist Church. We greatly value the marriage relationship and will do our best to make your wedding day one that glorifies God and is the joyous occasion you anticipate. This document provides information about having your wedding at Calvary.

Please contact Eliot Pages at 409-466-4661 or 409-898-7074, ext. 153 for answers to questions and additional information.

## *Engagement Commitments*

We believe that marriage is a holy and sacred gift from God, so it is our intent that couples approach marriage according to biblical standards and in a way that is pleasing to God. Therefore, we require that you make the following engagement commitments in order to be married at Calvary.

### **BELIEFS**

God has intended Christians to only marry Christians, so we require that both the bride and groom confirm commitment to Jesus Christ as Lord and Savior.

### **PURITY**

The sexual relationship has been designed and intended for marriage, so we ask that you agree to abstain from any sexual relationship until after the wedding. Furthermore, a living arrangement that includes cohabitation prior to the wedding is a compromise of Christian guidelines, so we require that you agree to separate living arrangements until after the wedding.

### **FAITHFULNESS**

The church is God’s primary tool for building strong marriages, so we ask that you attend and find a place to serve within the church and pursue a lifestyle of faithfulness to your church family.

## *Marriage Preparations*

### **ELIGIBILITY**

In order to make an application for marriage at Calvary, either the bride or the groom must be a member in good standing of Calvary. (Note: Calvary’s membership process can take thirty to forty days to complete). If these “Wedding Policies & Procedures” conflict in any way with the by-laws of Calvary Baptist Church, the by-laws of Calvary Baptist Church shall govern.

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## MEMBERS ARE BAPTIZED BELIEVERS

Members are received pursuant to the By-Laws of Calvary Baptist Church. If neither applicant is a member of Calvary and the couple wishes to be married at Calvary, one or both of the applicants should contact a minister (or other church leader) and resolve the matter of salvation, baptism, and membership prior to completing the wedding application. If membership by immersion (baptism) is needed, the baptism must be completed prior to submitting the Wedding Application. A member may make a wedding reservation for his or her wedding up to twelve months in advance, subject to availability.

## PRE-MARITAL COUNSELING

All couples that wish to be married at Calvary Baptist Church are required to fulfill the following steps in preparation for their marriage:

1. Meet with the pastor who is marrying you for a one-hour “get acquainted” session.
2. Complete Marriage Counseling before your wedding to the satisfaction of your counselor and “marrying” pastor. Counseling is offered by appointment.
3. Meet with the pastor who is marrying you to review details about your ceremony and discuss the results of the Marriage Counseling. This meeting should take place at least six weeks prior to your wedding date.

## *Wedding Reservations*

When making a reservation, you may request a wedding date and time. These requests will be honored based on availability. Reservations are confirmed after the Wedding Application is processed and appropriate fees are paid.

## MARRYING PASTOR

Weddings performed at Calvary Baptist Church must be presided over by an ordained Calvary pastor. Other pastors may assist the presiding pastor but must first be approved by the presiding pastor.

## WEDDING TIMES AND DATES

Choosing a date and time for your wedding is your first step. Weddings can take place no earlier than 11:00 a.m. and no later than 7:00 p.m. Rehearsals will be held the day before at 6:00 p.m. Weddings will not be scheduled on holiday weekends.

## FEES AND DEPOSITS

### Wedding Fee

The wedding fee includes pre-marital counseling, administrative fees, maintenance personnel, use of the room, utilities, a wedding facilitator and 4 hours for a sound and lighting engineer (sound and lighting engineer not provided in Chapel or Calvary North Café). This fee does not include the cost of striking the stage in any venue. These fees do not anticipate moving any stage equipment or instruments. The wedding party will provide wedding decorations and accessories.

- Calvary Central (seats 700) \$1,000
- V2 (seats 350) \$750
- Chapel (seats 50) \$250
- Fellowship Hall (seats 200) \$750
- Calvary North (seats 400) \$750

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- Calvary North Café (seats 40) \$250

## Payment of Fees

After your wedding application has been turned in and the date has been confirmed, you must submit the wedding fee in full within 10 days. If the fee is not received within 10 business days, the date will be “released” and your date will no longer be reserved on the church calendar. If the wedding is scheduled and more than 30 days prior to the wedding it is cancelled, the entire wedding fee will be refunded. If the wedding is cancelled within 30 days of the wedding, one-half of the wedding fee will be refunded. Please make all checks payable to Calvary Baptist Church.

## Refundable Deposit

An additional \$250 deposit is required for weddings. This deposit is not applicable to the wedding fee. Your deposit check will be deposited into the church account. Time is of the essence. Assuming all appointments are timely kept, AND the facility is not damaged in any way, a refund check will be mailed to you within 10 days after the wedding. The deposit is due when the wedding fee is paid. The deposit will be refunded if you cancel your reservations.

## RESERVATION PROCESS

1. Determine date, time and location for the wedding ceremony.
2. Submit a Wedding Application to Wedding Services. You may leave it at the receptionist’s desk, appropriately marked, or mail it to:

Calvary Baptist Church  
Eliot Pages  
Wedding Services  
3550 Dowlen Road, Ste. A  
Beaumont, TX 77706

3. Your reservation will be confirmed as soon as the date has been scheduled on the church calendar and the pastor has agreed to officiate the ceremony.
4. Once your reservation has been confirmed, you have 10 days to pay the fee and the \$250 deposit. Once the fee and deposit have been received you should schedule a meeting with your marrying pastor to begin marriage preparation activities.

## *Wedding Guidelines*

### ADMINISTRATIVE PROVISION

Calvary Baptist Church will provide administrative direction to you during this process in the form of a “Wedding Facilitator.” You are responsible for providing your own wedding planner/coordinator and for ensuring that the wedding planner/coordinator complies with the policies of Calvary Baptist Church.

### WEDDING MUSIC

As you consider music for your wedding, please make selections that are suitable for a worship service. All music that will be used in the wedding, including song lyrics, must be submitted to Calvary Baptist Church and approved at least four weeks prior to your wedding. You are responsible for contacting, engaging and paying for any vocalists and instrumentalists you choose to have perform at the wedding.

### FLOWERS AND DECORATIONS

Your florist will have access to the church two hours prior to the scheduled time of your wedding. All flowers and decorations must be removed immediately following the wedding ceremony. The church does not store any wedding decorations. Calvary Baptist Church does not provide candelabras, unity candles, candle lighters or any other wedding decorations. Candles must be spring-loaded or Paradise brand. Votive or dripless candles may be used in hurricane lamps. In order to protect furnishings and flooring, plastic material must be placed under all floral arrangements and candles.

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Please be careful not to harm woodwork and flooring. Nails, staples, adhesives, etc., are not permitted. Pew markers must be secured with padded or plastic hooks. The facilities and furniture may not be altered or removed. The stages of the various venues will NOT be cleared. Decorations and wedding stage "set-up" will be placed in front of existing stage setting/equipment. Alterations to the structure of the facility are not allowed, such as physically drilling into the walls or ceilings.

### **PHOTOGRAPHY AND VIDEOTAPING**

Photographs and videotape should be taken in a way that does not disrupt the worship service. No flash photography should be used during the ceremony. All photos taken after the wedding ceremony must be completed within 1 hour following the conclusion of the ceremony. The people involved in videotaping and photographing your wedding should be dressed appropriately for the wedding.

### **REHEARSAL**

If applicable, your wedding rehearsal will be scheduled for one hour on the evening before your wedding date. You must adhere to the scheduled start and end time. Your Calvary wedding facilitator will coordinate with your wedding planner/coordinator to conduct your rehearsal and act on behalf of the pastor who is marrying you if he is unable to attend. Please give your marriage license to your Calvary wedding facilitator at your rehearsal. It is important that all members of your wedding party attend the rehearsal and arrive on time. If you have ushers in addition to groomsmen, please ask them to attend the rehearsal. Parents of the bride and groom are also encouraged to attend. Because time for the rehearsal is limited, vocalists and instrumentalists should contact Calvary to find an alternate rehearsal day and time. A sound engineer will be available for a sound check one hour before the ceremony begins.

### **WEDDING PARTY**

It is expected that members of the wedding party will understand that the church is a house of God and will conduct themselves in a manner befitting a place of worship. Dressing rooms will be provided for the bride and groom. These rooms will be available to the wedding party two hours before the ceremony begins. The church will not be responsible or liable for personal items such as clothing, purses, etc., brought to the church if such items are lost, stolen or damaged.

Prior to both the rehearsal and wedding, it is expected that members of the wedding party refrain from using alcoholic beverages. No alcoholic beverages may be brought onto or consumed on the church premises at any time, including parking lots. In addition, no smoking is allowed on the campus. Any violation of these rules will result in automatic loss of your deposit and may result in cancellation of the wedding.

Confetti, birdseed, rice and/or glitter are not to be thrown in the church buildings or on the church grounds. Bubbles may be used outside to celebrate the exit processional. It is the obligation of the bride and groom to ensure that all members of the wedding party and all outside service providers understand these rules and abide by them.

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## *Wedding Application*

Please complete this application and submit it so that we may begin working with you on this special event.

### BRIDE'S INFORMATION

Name \_\_\_\_\_

Email Address \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_ Zip code \_\_\_\_\_

Home Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_

Is the Bride a member of Calvary?

Yes  No

Is the Groom a member of Calvary?

Yes  No

### GROOM'S INFORMATION

Name \_\_\_\_\_

Email Address \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_ Zip code \_\_\_\_\_

Home Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_

### WEDDING INFORMATION

Requested wedding date \_\_\_\_\_ Requested wedding time \_\_\_\_\_

Requested presiding minister: \_\_\_\_\_

Requested wedding location (check one): CB Central \_\_\_\_\_ V2 \_\_\_\_\_

CB Fellowship Hall \_\_\_\_\_ Calvary North \_\_\_\_\_ Coffee Café \_\_\_\_\_

Expected number of guests \_\_\_\_\_.

We have read the Calvary Baptist Church Wedding Policies & Procedures document and agree to abide by the procedures and guidelines describe therein.

Bride's signature \_\_\_\_\_ Date \_\_\_\_\_

Groom's signature \_\_\_\_\_ Date \_\_\_\_\_

### FEES PAID (for office use only)

Wedding fee \_\_\_\_\_ Date received \_\_\_\_\_

\$250 Deposit \_\_\_\_\_ Date received \_\_\_\_\_

(These two fees must be received within 10 business days of your wedding date confirmation.)

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## *Wedding Reception Policy*

Only “cake and punch” wedding receptions can be accommodated at Calvary, and only in the following two buildings:

1. The Fellowship Hall, 3650 Dowlen Road, (Building 1), which has a capacity of 200 (standing).
2. Suite H, 3350 Dowlen Road (Tuscany), which has a capacity of 100 (standing).

Cost of either the Fellowship Hall or Suite H for a “cake and punch” reception is \$400. The wedding party will provide decorations, food and beverages, tablecloths, paper goods, serving pieces, etc.

“Sit-down dinner” wedding receptions cannot be accommodated at Calvary in any venue or building.

**Please check below if you are requesting one of the following two options for your wedding reception and return this form with your application.**

Fellowship Hall: \_\_\_\_\_ Estimated Attendance: \_\_\_\_\_

Suite H: \_\_\_\_\_ Estimated Attendance: \_\_\_\_\_

### Reception Attendees

It is expected that those attending the reception will understand that the church is a house of God and will conduct themselves in a manner befitting a place of worship.

No alcoholic beverages may be brought onto or consumed on the church premises at any time, including parking lots. In addition, no smoking is allowed on the campus. Any violation of these rules will result in automatic loss of your deposit and may result in cancellation of the reception.

Confetti, birdseed, rice and/or glitter are not to be thrown in the church buildings or on the church grounds. Bubbles may be used outside to celebrate the exit processional. It is the obligation of the bride and groom to ensure that all members of the wedding party and all outside service providers understand these rules and abide by them.

FEES PAID (for office use only)

Reception Fee \_\_\_\_\_ Date Received \_\_\_\_\_

This fee must be received within 10 business days of your wedding date confirmation.