

WEDDING POLICY PACKET

LAKEVIEW BAPTIST CHURCH

1600 EAST GLENN AVENUE

AUBURN, AL 36830

334/887-7094/FAX-826-6512

PAGE 1:	Table of Contents
PAGE 2:	Scheduling Your Wedding & Rehearsal Marriage Preparation Class Planning Your Wedding
PAGE 3:	Facilities Decorations Dressing Areas
PAGE 4:	Music Sound System Photography & Video Tape Marriage License
PAGE 5:	Wedding & Rehearsal Fees Reception and Rehearsal Dinner Fees
PAGE 6:	Guidelines for Fellowship Hall & Kitchen Use
PAGE 7:	Wedding Data Sheet (To be completed and returned to Pastor's Secretary within two weeks of marriage approval by Senior Pastor in order to secure wedding date on calendar)
PAGE 8:	Wedding Music Approval Sheet (To be completed and returned to the Lakeview Wedding Coordinator)
PAGE 9:	To Be Given to Photographer
PAGES 10:	To Be Given to Florist
PAGE 11:	To Be Given to Caterer & Helpers
PAGE 12-14:	To Be Given to Your Wedding Coordinator

Approved by Wedding Committee, May 11, 2011

CONGRATULATIONS ON YOUR ENGAGEMENT

We are excited to hear that you are taking such an important step in your life. We believe marriage is instituted of God, regulated by His commandments, blessed by the Lord Jesus Christ, and to be held in honor among all men. A wedding is a very special occasion, as it is establishing a Christian home.

SCHEDULING YOUR WEDDING

We encourage you to schedule your wedding as soon as you know you plan to be married. You should call the Pastor's Secretary to request a tentative wedding date. She will review the church calendar and advise you if your date is available.

Before your wedding date can be confirmed on the Lakeview Baptist Church calendar, you and your fiancé must schedule an appointment with Cliff Knight for a premarital interview. Once the Pastor gives his approval, you can confirm the date and time for your rehearsal and wedding. Should the Pastor, for scriptural reasons, be unable to consider you for marriage, you may appeal his decision to Lakeview's Fellowship of Deacons.

You will need to complete and sign Lakeview's Wedding Agreement and return it to the Pastor's Secretary.

To facilitate your wedding, Lakeview has a Wedding Coordinator who will act as your wedding director to assist you in making this one of the most joyful occasions of your life. Once your wedding is confirmed, Lakeview's Wedding Coordinator will call and set an appointment with you. She will guide you through your planning and preparation. She will be present at your wedding rehearsal and the wedding itself to assist in meeting your needs.

SCHEDULING YOUR REHEARSAL

You need to reserve Lakeview's facilities for your rehearsal when you schedule your wedding. Lakeview's Wedding Coordinator will be your coordinator on campus. The officiating pastor will be at your rehearsal, schedule permitting.

Due to the ongoing ministries of Lakeview, rehearsals should be completed within one hour.

MARRIAGE PREPARATION CLASS

Because of the concern of our pastors and deacons that your life together is Christ-centered, a prerequisite to being married at Lakeview is your participation in Lakeview's premarital counseling (Marriage Preparation Class). This class is offered several times a year. To be married at Lakeview and/or by any of the Lakeview pastoral staff, you are required to complete the Marriage Preparation Class. No remarriages after divorce will be performed until at least one year from the time the divorce is finalized.

PLANNING YOUR WEDDING

Lakeview's Wedding Coordinator will guide you through to make sure Lakeview's wedding policies are followed and your wedding is a worshipful ceremony. Your wedding will be most meaningful to you, your families and friends where there is careful concern for the sanctity of the church and its services, as well as the dignity and beauty of Christian marriage. Please keep this concern in mind when planning all aspects of your wedding. No dance or interpretative movement is allowed in respect of and reverence to the seriousness of the worship time. It has been our experience that preschool children in the wedding often are a distraction to the seriousness and sanctity of the wedding ceremony. Therefore, we encourage you to not select preschool children for your wedding party.

FACILITIES

Lakeview's facilities are here for your use. Learning from the past and in consultation with other churches, we have found the following to be helpful as you plan your wedding:

DATE: While the facilities are generally available for your wedding each day of the week, due to Lakeview's busy Sunday schedule of ministries, we are unable in most instances to perform weddings on Sundays. As Lakeview is an active evangelical church, ministry events occur constantly. This is why it is best to reserve your wedding date as soon as possible. A non-member may not schedule an interview or reserve a date prior to six months before the wedding date.

TIME: Monday through Saturday weddings may be held between the hours of 8:00 a.m. to 7:00 p.m.

Please be sure you assign a responsible individual for clearing the dressing areas of personal items and debris following your wedding and prior to leaving the church for your reception if it is elsewhere.

DECORATIONS

All decorations and decorating equipment must be furnished by the wedding party or florist. Please remember to be respectful of church property and observe the following:

Decorations and equipment may not be attached using nails, tacks, staples or tape to walls, woodwork, furniture or floors as this may deface church property. You may use 3 M Brand hooks.

Choir chairs and pew hymnals may not be removed for weddings. Hymnals are not to be used as props or flower stands.

The pulpit may be removed for your wedding. Lakeview's maintenance staff is trained to do this and are the only people approved to move any church property.

It is your responsibility to see that items rented or borrowed for your wedding are returned promptly following your wedding.

The use of mechanical candles and pillar candles are permitted and may not be placed on the floor. Candles must always be lighted and extinguished with brass snuffers. All candles must have appropriate floor covering (plastic sheeting, plastic covers to protect the floor from wax drippings.)

Silk or cloth flower petals only are permitted for use by flower girls.

Birdseed is permitted to be used at Lakeview but only outside the building. No rice permitted.

Lakeview is a smoke-free facility.

Lakeview is an alcohol-free facility. No alcoholic beverage of any kind may be served or consumed on any part of Lakeview's premises.

Guests under the influence of alcohol will be asked to leave.

DRESSING AREAS

The bride's dressing area is the Bride's Room, Room N110.

The female dressing area is the Bride's Room, Room N110

The male dressing area is the Men's Robbing Room (Choir Room).

MUSIC

All music, whether instrumental, recorded, or vocal, must be appropriate for a worship service. The texts of all songs must adhere to biblical principles and be approved by Lakeview's Minister of Music at least four (4) weeks prior to your wedding (see "Wedding Music Approval Sheet"). No dance or interpretative movement is allowed in respect of and reverence to the seriousness of the worship time. Please turn in your musical selections to your wedding coordinator 4 weeks prior to your wedding date to be approved by the Minister of Music .

Original copies of music are to be used for vocalists and instrumentalists. (Due to U.S. copyright laws, photo copies made without permission of the copyright holder are illegal.)

You need to make arrangements with our music staff if you desire their services at your wedding. Their fees are to be paid directly to them and it is best to do that two weeks prior to the wedding, if possible.

SOUND SYSTEM

Lakeview's Sound System is quite complicated. Our trained technicians are the only people approved to operate the Sound System in the Worship Center and the Fellowship Hall. The Lakeview Wedding Fee Schedules contain the information on the cost of this service.

- **Musical Vocalists-** Vocalist using a CD Track(s) will need to have track(s) be available to sound operator several (three at least) to wedding rehearsal to insure CD will work with Lakeview's equipment.
- **Lighting Requirements-** Photographer, videographer, bride-groom, parents, etc needing the use of special lighting for ceremony and will need to express the needs be available to sound operator several (three at least) days to wedding.
- **Projection Requirements-** If a "slide show" is to be used this needs be available to sound operator several (three at least) to wedding rehearsal to insure CD will work with Lakeview's equipment.

PHOTOGRAPHY & VIDEO TAPE

Photographs and video taping of your wedding are permitted within the following guidelines:

No flash pictures may be made during your wedding ceremony (this policy also applies to all family and friends of the wedding party—no flash pictures during the ceremony). Non-flash pictures by the photographer are permissible during the ceremony when made quietly from the rear of the Worship Center or center balcony.

A flash picture of the bride may be made by the photographer as she first enters the Worship Center. Flash pictures may be made of the bridal party as they exit the Worship Center.

Video taping of your ceremony or still pictures are permitted with the camera personnel in fixed, unobtrusive locations if no sound of the camera is involved.

Photographers are not permitted to walk around in the lower portion once the bride has ascended onto the platform.

The officiating pastor must be consulted regarding any exceptions to the photography/video policies.

PERSONAL PROPERTY LIABILITY

Lakeview Baptist Church will not be liable for dresses, silver, jewelry, purses/billfolds, or any personal items lost, stolen or damaged at any event related to your wedding.

MARRIAGE LICENSE

The marriage license may be procured from the Office of the Probate Judge in any county. It should be given to your officiating minister the day of your rehearsal . The officiating pastor is responsible for signing it and returning it to the issuing officer. To obtain a certified copy of the completed license to use as your permanent record of marriage, contact the Probate Office of the county and state that issued the marriage license approximately two or three weeks after the wedding.

WEDDING & REHEARSAL FEES

Wedding fees are based on your desire for various services and the personnel necessary to perform them. These costs reflect a service to you to provide for your wedding. The payment/check is to be made to Lakeview Baptist Church. We will, in turn, contract for the services needed. **Payment is to be delivered to the Wedding Coordinator at least two weeks prior to the wedding.** A \$250 deposit is required for non-members when the wedding date is confirmed. The deposit will be returned after the wedding, less any damage charge.

A fee schedule is listed below.

DESCRIPTION	MEMBER	NON-MEMBER
FACILITY: Worship Center, Dressing Areas	No Charge	\$200
WEDDING COORDINATOR: Planning & Coordination of Rehearsal & Wedding	\$125	\$125
MAINTENANCE PERSONNEL: Rehearsal & Wedding	\$125	\$125
SOUND DIRECTOR Rehearsal & Wedding	\$125	\$125

ORGANIST AND/OR PIANIST:

If you desire the services of the Lakeview Organist or Pianist, you should work with the Wedding Coordinator in arranging for their services and fees.

REHEARSAL DINNER

You may have your catered rehearsal dinner at Lakeview. The details need to be discussed with the Lakeview Wedding Coordinator and the related fees are included in the fee schedule below. We recommend you make your decision and arrangements with a caterer as soon as possible. The rehearsal should precede your dinner.

RECEPTION

It is expected that the reception will last two hours. The church allows two hours to decorate, and three hours for clean-up. . Because of the potential of stains, red- or grape-based punch is not allowed at any reception. It is requested that evening receptions be concluded by 9 p.m. for clean up and security reasons

See next page for important kitchen use information, and be sure your caterer is given a copy.

RECEPTION AND/OR REHEARSAL DINNER FEES

DESCRIPTION	MEMBER	NON-MEMBER
FACILITY: Fellowship Hall	No charge	\$150
HOSTESS -	\$100 rehearsal dinner fee; \$100 reception fee	\$125 rehearsal dinner fee, \$125 rehearsal dinner fee
SOUND DIRECTOR	\$125	\$125
MAINTENANCE PERSONNEL	\$125	\$125

Guidelines for Fellowship Hall and Kitchen Use

Use of the Kitchen

In order to use the Kitchen, you will need the presence of a Lakeview-trained Hostess. If the kitchen is used in any capacity the Hostess must be present to oversee the Kitchen usage. Kitchen appliances can be used ONLY after:

- The reserving party or caterer has completed the equipping course which teaches the proper operating procedures for each appliance. Appliances include, but are not limited to: Electric range tops, ovens, convection oven, steamer, mixer and commercial dishwasher.
- Use of the refrigerator and/ or freezer for storing items prior to the event must be arranged ahead of time through the church hostess. Permission will be given provided there is adequate room in the refrigerator or freezer.
- Food that is not for use by the kitchen or for a meeting to be held in the fellowship hall should not be stored in the kitchen.
- Church owned containers, pitchers, bowls, plates, utensils, etc., may NOT leave the facility (Example: Leftovers).
- The caterer or responsible party must bring their necessary containers if leftovers are to be saved from the event.
- For safety reasons, due to the types of dangers involved with cooking in an institutional kitchen, children under the age of 10 are allowed in the kitchen only under the direct supervision of the church hostess or the hostess's designated representative.
- Kitchen items are not available to be loaned out for personal use.
- Lakeview groups (Sunday School classes, committees, Bible studies, choir groups, etc.) may arrange to check out small equipment such as coffee pots and serving trays. Items that are checked out must be properly cleaned and returned within a day of the event. If an item is not returned within a week the member checking out the equipment will be contacted to return the equipment. If an item is broken during use by a member then said member will be responsible for the replacement cost of the item.
- Whenever possible dishes and glasses should be used instead of paper.

Proper Clean Up and Use of: Lakeview Baptist Church Kitchen and Fellowship Hall

Proper Clean Up:

1. Counter tops and tables must be wiped clean with a clean cloth and disinfectant.
2. Dishes, utensils, flatware, glasses, pots and pans, etc., are to be washed and drained.
3. Appliances used must be cleaned according to the posted instructions.
4. All trash should be taken to the dumpster.
5. All spills should be cleaned immediately because of the danger of a fall while working in the kitchen.
6. Soiled linens should be placed in a container labeled for "dirty linens."
7. All items should be returned to the place they were found. Example: paper plates returned to the storage room.
8. The kitchen should be locked except when the hostess or an individual trained in the proper use of the kitchen is present. That individual will be responsible for cleaning and returning the kitchen to its proper working order.
9. Each event's use of the kitchen will be scheduled in advance and a responsible individual assigned to the event.

[] Approved for Marriage by Equipping Staff (date) _____
 [] Wedding Coordinator _____

WEDDING DATA SHEET

I understand FAILURE TO RETURN "DATA SHEET" within TWO WEEKS will release the tentative date originally scheduled for the use of another bride. Leave blank any information you have not decided on. It can be filled in later.

Wedding Date _____ Time _____ Wedding Location _____

Rehearsal Date _____ Time _____ Rehearsal Dinner Location _____

Reception at Lakeview? _____ If not, where? _____

Name of Bride _____ Name of Groom _____

Address _____ Address _____

City _____ State _____ Zip _____ City _____ State _____ Zip _____

Phone _____ Work Phone _____ Phone _____ Work Phone _____

Email address _____ Email address _____

Church Membership _____ Church Membership _____

Parent Name _____ Parent Name _____

Address _____ Address _____

City _____ State _____ Zip _____ City _____ State _____ Zip _____

Phone _____ Work Phone _____ Phone _____ Work Phone _____

Permanent Address after Wedding _____

City _____ State _____ Zip _____

Wedding Guests Expected _____ # Bride's Attendants _____ # Groom's Attendants _____

Florist _____ Address _____ Phone _____

Caterer _____ Address _____ Phone _____

Photographer _____ Address _____ Phone _____

Pastor(s) performing wedding _____ Pastor's Attire: () Robe () Suit

If not a Lakeview Pastor, what is name of his church? _____

Address _____ Phone _____

We have read the wedding policies of Lakeview Baptist Church and agree to abide by said policies. We understand we are responsible for any damage or destruction that may result to Church property related to the events of this wedding. We understand it is our responsibility to inform the wedding party, caterer, florist and photographer of the Lakeview Baptist Church wedding policies.

Signatures of Bride & Groom _____ Date _____

WEDDING MUSIC APPROVAL SHEET

I understand FAILURE TO RETURN "DATA SHEET" within FOUR WEEKS will release the tentative date originally scheduled for the use of another bride.

BRIDE: _____

PHONE: _____

GROOM: _____

PHONE: _____

WEDDING DATE: _____

TIME: _____

ORGANIST: _____

PHONE: _____

PIANIST: _____

PHONE: _____

VOCALISTS: _____

INSTRUMENTALISTS: _____

MUSICAL SELECTIONS

PRELUDE: _____

PROCESSIONAL: _____ (Wedding Party)
_____ (Bride)

RECESSIONAL: _____

POSTLUDE: _____

VOCAL SELECTIONS

PLEASE FURNISH COPIES

APPROVAL OF MINISTER OF MUSIC

Signature

date

Please return to the Wedding Coordinator _____ Phone Number _____

TO: PHOTOGRAPHER –(this copy to be given to the photographer)

FOR WEDDINGS AT LAKEVIEW BAPTIST CHURCH (1600 East Glenn Avenue, Auburn AL 36830, phone 334/887-7094)

PHOTOGRAPHY & VIDEO TAPE

Photographs and video taping of your wedding are permitted within the following guidelines:

No flash pictures may be made during your wedding ceremony. Non-flash pictures are permissible during the ceremony when made quietly from the rear of the Worship Center or center balcony. No photography is allowed on or around the platform during the ceremony or the photographer needs to remain in one place during the ceremony.

A flash picture of the bride may be made as she first enters the Worship Center. Flash pictures may be made of the bridal party as they exit the Worship Center.

Video taping of your ceremony is permitted with the camera personnel in fixed, unobtrusive locations. Video taping of your ceremony or still pictures are permitted with the camera personnel in fixed, unobtrusive locations if no sound of the camera is involved.

Photographers are not permitted to walk around in the lower portion once the bride has ascended onto the platform.

The officiating pastor must be consulted regarding any exceptions to the photography/video policies.

Birdseed is permitted to be used but only outside the building. No rice permitted.

Lakeview is a smoke-free facility.

Lakeview is an alcohol-free facility. No alcoholic beverage of any kind may be served or consumed on any part of Lakeview's premises. Guests under the influence of alcohol will be asked to leave.

Should you have any questions regarding these policies, please contact your Lakeview Wedding Coordinator.

TO: FLORIST --this copy to be given to florist!

FOR WEDDINGS AT LAKEVIEW BAPTIST CHURCH (1600 East Glenn Avenue, Auburn AL 36830, phone 334/887-7094)

The bride is responsible for selecting the florist of her choice for the wedding.

The florist must decorate at times suitable to the schedule of the church, and must adhere to the policies of the church.

All platform floral arrangements must be brought in and taken out through the platform entrance (back-hall way)

All decorations and decorating equipment must be furnished by the wedding party, florist and/or caterer. All decorations and equipment are to be removed **IMMEDIATELY** following the wedding.

Decorations (including pew markers) and equipment may not be attached using nails, tacks, stapled or taped to walls, woodwork, furniture or floors as this may deface church property. Please be respectful of all church property. Choir chairs and pew hymnals may not be removed for weddings. Hymnals are not to be used as props or flower stands. The pulpit may be removed for your wedding. Lakeview's maintenance staff is trained to do this and are the only people approved to move church property.

The use of mechanical candles and pillar candles are permitted but may not be placed on the floor. Candles must always be lighted and extinguished with brass snuffers. All candles must have appropriate floor covering (plastic sheeting, plastic covers to protect the floor from wax drippings.). No candles may be used on the pews.

In case of December weddings, wedding decorations must be done around the church decorations.

Silk or cloth flower petals only are permitted for use by flower girls.

Birdseed is permitted to be used but only outside the building. No rice permitted.

Lakeview is a smoke-free facility.

Lakeview is an alcohol-free facility. No alcoholic beverage of any kind may be served or consumed on any part of Lakeview's premises. Guests under the influence of alcohol will be asked to leave.

If you have any questions regarding these policies, please contact your Lakeview Wedding Coordinator.

TO: CATERER--this copy to be given to caterer & helpers

FOR WEDDINGS AT LAKEVIEW BAPTIST CHURCH (1600 East Glenn Avenue, Auburn AL 36830, phone 334/887-7094)

The bride is responsible for selecting the caterers of her choice for the wedding.

The caterer must decorate & prepare at times suitable to the schedule of the church, and must adhere to the policies of the church.

All decorations and decorating equipment must be furnished by the wedding party, florist and/or caterer. All decorations and equipment are to be removed **immediately** following the wedding.

Decorations and equipment may not be attached using nails, tacks, stapled or taped to walls, woodwork, furniture or floors as this may deface church property. Please be respectful of all church property. You may use 3 M Brand hooks. In case of December weddings, wedding decorations must be done around the church decorations.

Birdseed is permitted to be used but only outside the building. No rice permitted.

Lakeview is a smoke-free facility.

Lakeview is an alcohol-free facility. No alcoholic beverage of any kind may be served or consumed on any part of Lakeview's premises. Guests under the influence of alcohol will be asked to leave.

Guidelines for Fellowship Hall and Kitchen Use

Use of the Kitchen

- In order to use the Kitchen, you will need the presence of a Lakeview-trained Hostess. If the kitchen is used in any capacity the Hostess must be present to oversee the Kitchen usage.
- The reserving party or caterer has completed the equipping course which teaches the proper operating procedures for each appliance. Appliances include, but are not limited to: Electric range tops, ovens, convection oven, steamer, mixer and commercial dishwasher.
- Use of the refrigerator and/ or freezer for storing items prior to the event must be arranged ahead of time through the church hostess. Permission will be given provided there is adequate room in the refrigerator or freezer.
- Food that is not for use by the kitchen or for a meeting to be held in the fellowship hall should not be stored in the kitchen.
- Church owned containers, pitchers, bowls, plates, utensils, etc., may NOT leave the facility (Example: Leftovers).
- The caterer or responsible party must bring their necessary containers if leftovers are to be saved from the event.
- For safety reasons, due to the types of dangers involved with cooking in an institutional kitchen, children under the age of 10 are allowed in the kitchen only under the direct supervision of the church hostess or the hostess's designated representative.
- Kitchen items are not available to be loaned out for personal use.
- Lakeview groups (Sunday School classes, committees, Bible studies, choir groups, etc.) may arrange to check out small equipment such as coffee pots and serving trays. Items that are checked out must be properly cleaned and returned within a day of the event. If an item is not returned within a week the member checking out the equipment will be contacted to return the equipment. If an item is broken during use by a member then said member will be responsible for the replacement cost of the item.

Proper Clean Up and Use of Lakeview Baptist Church Kitchen and Fellowship Hall

1. Counter tops and tables must be wiped clean with a clean cloth and disinfectant.
2. Dishes, utensils, flatware, glasses, pots and pans, etc., are to be washed and drained.
3. Appliances used must be cleaned according to the posted instructions.
4. All trash should be taken to the dumpster.
5. All spills should be cleaned immediately because of the danger of a fall while working in the kitchen.
6. Soiled linens should be placed in a container labeled for "dirty linens."
7. All items should be returned to the place they were found. Example: paper plates returned to the storage room.
8. The kitchen should be locked except when the hostess or an individual trained in the proper use of the kitchen is present. That individual will be responsible for cleaning and returning the kitchen to its proper working order.
9. Each event's use of the kitchen will be scheduled in advance and a responsible individual assigned to the event.

If you have any questions regarding these policies, please contact your Wedding Coordinator.

Wedding Ceremony

Please fill this form out prior to meeting with your wedding coordinator. Bring this with you to your meeting.

Bride	
Groom	
Wedding Date & Time	
Rehearsal Date	
Time	
Location of Rehearsal Dinner	
Pastor	
Soloist	
Will you be using the Unity Candle	Yes () No ()
Instrumentalists (this includes piano/organ)	
Special music and when to be performed	
Bride's Family	
Father	
Mother	
<i>Who will usher in?</i>	
<i>Who will usher out?</i>	
Grandmothers	
<i>Who will usher in?</i>	
<i>Who will usher out?</i>	
Grandfathers	
Other Special Guests	
<i>Who will usher in?</i>	
<i>Who will usher out?</i>	
Who will walk the Bride down the Aisle?	

Groom's Family

Father	
Mother	
<i>Who will usher in?</i>	
<i>Who will usher out?</i>	
Grandmothers	
<i>Who will usher in?</i>	
<i>Who will usher out?</i>	
Grandfathers	
Other Special Guests	
<i>Who will usher in?</i>	
<i>Who will usher out?</i>	

**Wedding Party
 Bride's Attendants**

Matron/Maid of Honor	
Bridesmaids	
Flower girl & age	
Ring bearer & age	

Groom's Attendants

Best Man	
Groomsmen	
Ushers	