

LAKEVIEW BAPTIST CHURCH WEDDING POLICY PACKET

One party of the wedding (either the bride or the groom) must be a Lakeview member or have a close affiliation to Lakeview as determined by the Family Ministry Pastor.

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Give pages 12-14 to your wedding coordinator.

CONGRATULATIONS ON YOUR ENGAGEMENT

We are excited 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.

God has ordained the family as the foundational institution of human society. It is composed of persons related to one another by marriage, blood, or adoption.

Marriage is the uniting of one man and one woman in covenant commitment for a lifetime. It is God's unique gift to reveal the union between Christ and His church and to provide for the man and the woman in marriage the framework for intimate companionship, the channel of sexual expression according to biblical standards, and the means for procreation of the human race.

The husband and wife are of equal worth before God, since both are created in God's image. The marriage relationship models the way God relates to His people. A husband is to love his wife as Christ loved the church. He has the God-given responsibility to provide for, to protect, and to lead his family. A wife is to submit herself graciously to the servant leadership of her husband even as the church willingly submits to the headship of Christ. She, being in the image of God as is her husband and thus equal to him, has the God-given responsibility to respect her husband and to serve as his helper in managing the household and nurturing the next generation.

WEDDING OFFICIANT

If your wedding officiant is *not* a Lakeview pastor, he will need to read and sign an agreement provided by Lakeview Baptist. Please contact the pastor's assistant for the paperwork.

SCHEDULING YOUR WEDDING

We encourage you to schedule your wedding as soon as you know you plan to be married. If you plan to have the wedding at Lakeview, please contact the pastor's assistant (ghood@lakeviewbaptist.org or call 334-887-7094) to request a tentative wedding date. She will review the church calendar and advise you if your date is available.

To be married at Lakeview Baptist or if a Lakeview pastor officiates your wedding, please complete the following (and in the order given):

- Contact the Family Ministry Pastor (cknight@lakeviewbaptist.org) for an interview of the bride and the groom together. If the Family Ministry Pastor determines the wedding is not appropriate (at the present time), the bride and groom may appeal to the Fellowship of Deacons.
- If the wedding is at Lakeview AND following approval of the wedding by the Family Ministry Pastor, please submit the Wedding Data Sheet to the pastor's assistant. If there is unknown information on the data sheet, please submit the form anyway.

Once approval is granted from the equipping staff, the requested date will be added to the church calendar and contact will be made with the wedding couple to confirm the building has been reserved for the wedding.

An assigned Lakeview wedding coordinator will contact the wedding couple and give guidance in planning the wedding. She will also be present at both your wedding rehearsal and wedding to assist in meeting your needs.

SCHEDULING YOUR REHEARSAL AND REHEARSAL DINNER

If the wedding is scheduled at Lakeview, the church will automatically be reserved for your rehearsal. If you plan to have your rehearsal dinner at Lakeview, please indicate your intention to do so on the Wedding Data sheet.

The officiating pastor will be at your rehearsal, schedule permitting. **Due to the ongoing ministries of Lakeview, please complete the wedding rehearsal within one hour.**

MARRIAGE PREPARATION CLASS

Out of care that your life together is Christ-centered, a prerequisite to being married at Lakeview or by any of the Lakeview pastoral staff, your participation in Lakeview's premarital counseling class is required unless you have prior approval from the Family Ministry Pastor. The Family Ministry Pastor or the officiating pastor (provided the officiating pastor is a Lakeview pastor) will conduct the pre-marital counseling. Lakeview does not allow remarriages after divorce until at least one year from the time the divorce is finalized.

PLANNING YOUR WEDDING

The wedding coordinator assigned to you will guide you 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 permitted on Lakeview property. 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 exclude preschool-aged children from your wedding party. A wedding at Lakeview must be officiated by a Lakeview pastor, unless prior approval has been granted by the Family Ministry Pastor.

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 to perform weddings on Sunday in most instances. As Lakeview is an active evangelical church, ministry events occur constantly and it is best to reserve your wedding date as soon as possible.

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

Before leaving the Lakeview campus (for your reception or if the reception is at Lakeview), please be sure you assign a responsible individual for clearing the dressing areas of personal items and debris.

DECORATIONS

The wedding party (or the florist) must furnish all decorations and decorating equipment. 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 3M Brand hooks.
- Do not remove choir chairs or pew hymnals. Do not use hymnals as props or flower stands.
- The maintenance staff will be on hand to help and are the only people approved to remove the pulpit, if needed.
- It is your responsibility to return items that you have rented or borrowed.

- The use of mechanical candles and pillar candles may be used but not placed on the floor. Brass snuffers must be used to light and extinguish candles. All candles must have appropriate floor covering (plastic sheeting, plastic covers to protect the floor from wax drippings).
- Only silk or cloth flower petals are permitted for use by flower girls.
- Birdseed is permitted outside of the building only. Rice is not permitted on the premises.

DRESSING AREAS

The dressing area for all females is the Bride's Room, Room N110.

The dressing area for all males is the Men's Robing 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 "Music and Sound Data Sheet"). No dance or interpretative movement is permitted in respect of and in reverence to the seriousness of the worship time.

Music for vocalists and instrumentalists must be originals. Due to U.S. copyright laws, photocopies made without permission of the copyright holder are illegal.

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 and our music/media ministry will assign someone to work for you. The Lakeview wedding fee schedules contain the information on the cost of this service.

- Musical Vocalists: Vocalist(s) using a CD track(s) will need to have track(s) available to the Minister of Music at least three days prior to wedding rehearsal to ensure the CD will work with Lakeview's equipment.
- Lighting Requirements: Contact the Minister of Music at least three days prior to the wedding for any special lighting needs.
- Projection Requirements: If a slide show will be shown, please contact the Minister of Music three weeks prior to the wedding rehearsal to insure the presentation will work with Lakeview's equipment.

PHOTOGRAPHY and VIDEOTAPING

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

- No flash photography during your wedding ceremony (this policy also applies to all family and friends of the wedding party—no flash photos during the ceremony). Non-flash photos by the photographer are permissible during the ceremony when made quietly from the rear of the worship center or center balcony.
- The photographer may take a flash photo of the bride as she first enters the worship center. Flash photos may be made of the wedding party as they exit the worship center.
- Videotaping of your ceremony and still photos 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 of the worship center 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.

ALABAMA MARRIAGE LICENSE

The State of Alabama no longer has a policy for a marriage license. The bride and/or groom are responsible for printing the certificate form, having it notarized, and returning it to the probate office of the county in which they were married. The date the marriage certificate is notarized is the official wedding date of the bride and groom.

(For more information on applying for a certificate in Alabama and the form to do so, please use this website: <https://www.al.com/news/2019/08/alabamas-new-marriage-law-how-to-apply-for-a-certificate.html>).

WEDDING and REHEARSAL

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. Cash or check is accepted, with the check payable to Lakeview Baptist Church.

A \$500 deposit is due within two weeks of reserving the church (cash or check). The deposit will be applied toward the required fees. The balance of fees is due at least two weeks prior to the wedding. The pastor's assistant will receive all money.

REHEARSAL DINNER

Lakeview's church hostess may cater your rehearsal dinner or you may have your meal catered by an outside entity. Discuss the details with the church hostess and your wedding coordinator. The related fees are included in the fee schedule on the next page. We recommend you make your decision and arrangements with the church hostess or caterer as soon as possible. The rehearsal should precede your dinner.

RECEPTION

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

FEES FOR REHEARSAL, REHEARSAL DINNER AND WEDDING RECEPTION

Worship Center, Dressing Areas	No Charge
Fellowship Hall	No Charge
Wedding Coordinator	\$500.00
Sound Director (Rehearsal Dinner)	\$200.00
Sound Director (Wedding)	\$200.00
Video Recording	\$200.00
Church Hostess (Rehearsal Dinner)	\$200.00
Church Hostess (Reception)	\$200.00

Payment listed above for the church hostess covers the cost of her presence in the kitchen, whether a caterer is hired or not. If you wish for the church hostess to cater your reception or rehearsal dinner, please make an appointment with her to discuss food options and costs.

If you have an off campus wedding and you employ a Lakeview person for any of the above, the same fees apply.

Lakeview is a tobacco free, drug free and smoke free facility.

No alcoholic beverages or illicit drugs, of any kind, are permitted on any part of Lakeview's premises. Anyone under the influence of alcohol or drugs will be asked to leave.

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

**TO: PHOTOGRAPHER (Give this page to the photographer of your choice.)
FOR WEDDINGS AT LAKEVIEW BAPTIST CHURCH**

PHOTOGRAPHY and VIDEO TAPE

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

- No flash photography during your wedding ceremony (this policy also applies to all family and friends of the wedding party—no flash photos during the ceremony). Non-flash photos by the photographer are permissible during the ceremony when made quietly from the rear of the worship center or center balcony.
- The photographer may take a flash photo of the bride as she first enters the worship center. Flash photos may be made of the wedding party as they exit the worship center.
- Videotaping of your ceremony and still photos 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 of the worship center once the bride has ascended onto the platform.
- The officiating pastor must be consulted regarding any exceptions to the photography/video policies.

Lakeview is a tobacco free, drug free and smoke free facility.

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TO: FLORIST (Give this page to the florist of your choice.)

FOR WEDDINGS AT LAKEVIEW BAPTIST CHURCH

- The florist must decorate at times suitable to the schedule of Lakeview Baptist 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 hallway).
- 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 may not be used as props or flower stands. Removal of the pulpit for your wedding will be by the Lakeview maintenance staff.
- The use of mechanical candles and pillar candles are permitted, but may not be placed on the floor. Candles must always be lit and extinguished with brass snuffers. Under all candles, there must be appropriate floor covering (plastic sheeting, plastic covers to protect the floor from wax drippings.). No candles are to be used on the pews.
- In case of December weddings, wedding decorations must coordinate with the church decorations.
- Only silk or cloth flower petals are permitted for use by flower girls.
- Birdseed is permitted outside of the building only. Rice is not permitted inside or outside of the building.

Lakeview is a tobacco free, drug free and smoke free facility.

No alcoholic beverages or illicit drugs, of any kind, are permitted on any part of Lakeview's premises. Anyone under the influence of alcohol or drugs will be asked to leave.

If you have any questions regarding these policies, please contact your Lakeview wedding coordinator.

**TO: CATERER (Give to caterer and helpers of your choice.)
FOR WEDDINGS AT LAKEVIEW BAPTIST CHURCH**

- The caterer must decorate and prepare at times suitable to the schedule of Lakeview Baptist 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. Remove all decorations and equipment **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 3M Brand hooks.
- In case of December weddings, wedding decorations must coordinate with the church decorations.
- Birdseed is permitted of outside the building only. Rice is not permitted inside or outside of the building.

FACILITY USE AND SUPERVISION:

- Use of the kitchen is limited to groups who have the physical presence of a person trained and/or approved in Food Services procedures by the Lakeview church hostess/food service director.
- Such trained person must be present in the food services facilities during the entire food preparation process.
- Due to the inherent dangers associated with an industrial kitchen, no children under the age of 10 are permitted in the kitchen or dishwashing area.
- All spills must be cleaned immediately to prevent contamination and/or slips and falls while working in the facility.

FOOD PREPARATION:

- Generally accepted food safety procedures are required in all food preparation, as outlined in ServSafe instructions and posted in the food preparation areas.
- It is the responsibility of the trained individual designated to the event to ensure that all involved in the food preparation process understand and comply with ServSafe instructions.
- Under no circumstances may food be prepared in the dishwashing area.

CLEANING:

- Before leaving the premises, clean all counter-tops, tables, and sinks with a clean cloth and disinfectant.
- All used dishes, utensils, flatware, glasses, pots, and pans are to be cleaned, sanitized, drained and stored in their proper location.
- Clean all appliances used according to procedures provided by the church hostess/food service director.
- Soiled linens are to be placed in the container provided.
- The facility must be left in the condition the responsible party found it.

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No alcoholic beverages or illicit drugs, of any kind, are permitted on any part of Lakeview's premises. Anyone under the influence of alcohol or drugs will be asked to leave.

If you have any questions regarding these policies, please contact your Lakeview wedding coordinator.

WEDDING DATA SHEET

Please return this page to the pastor's assistant. Failure to return the this page within two weeks will release the tentative date.

Proposed Wedding Date _____ Time _____

Wedding Location _____ Reception Location _____

Rehearsal Dinner Location _____ Rehearsal Date _____ Rehearsal Time _____

The Bride's Information:

Full Name _____

Full Address _____

Phone _____ Email Address _____

Church Membership _____

Parents' Names _____

Parents' Full Address _____

The Groom's Information:

Full Name _____

Full Address _____

Phone _____ Email Address _____

Church Membership _____

Parents' Names _____

Parents' Full Address _____

Permanent Address following the Wedding _____

Pastor officiating the Wedding / Name of his Church _____

We have read the wedding policies of Lakeview Baptist Church and are in agreement with the policies. We understand we are responsible for any damage or destruction 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.

Signature of Bride _____ Date _____

Signature of Groom _____ Date _____

For Lakeview Office Records

Date of approval by the equipping staff: _____

Assigned Lakeview Wedding Coordinator: _____

MUSIC AND SOUND DATA SHEET

Please return this page to the pastor's assistant.

BRIDE: _____ PHONE: _____

GROOM: _____ PHONE: _____

WEDDING DATE: _____ TIME: _____

ORGANIST: _____ PHONE: _____

PIANIST: _____ PHONE: _____

VOCALIST(S): _____

INSTRUMENTALIST(S): _____

MUSICAL SELECTIONS

Prelude: _____

Processional (Bride): _____

Processional (Wedding Party): _____

Recessional: _____

Postlude: _____

VOCAL SELECTIONS

PLEASE FURNISH COPIES

PLEASE INDICATE BELOW WHAT YOUR SOUND/MEDIA NEEDS ARE:

- Sound Director (Rehearsal Dinner) \$200.00
- Sound Director (Wedding) \$200.00
- Video Recording \$200.00

WEDDING CEREMONY

Please complete this information prior to your meeting with your wedding coordinator and bring this information with you to the meeting.

Full Name of Bride _____

Full Name of Groom _____

Wedding Date and Time

Rehearsal Date and Time

Location of Rehearsal Dinner _____

Pastor(s) Officiating the Wedding _____

Name of their church if he is not a Lakeview pastor _____

Soloist(s) _____

Instrumentalist(s) (this includes piano/organ) _____

Special music and when it is to be performed _____

Will you be using the unity candle? _____

Will parents be praying over you? _____

Any other special instructions? _____

FAMILY INFORMATION

Bride's Family:

Father's Name _____

Mother's Name _____

Who will usher in? _____ Who will usher out? _____

Name of Maternal Grandmother/Grandfather _____

Who will usher in? _____ Who will usher out? _____

Name of Paternal Grandmother/Grandfather _____

Who will user in? _____ Who will usher out? _____

Other Special Guests' Names _____

Who will usher in? _____ Who will usher out? _____

Who will walk the bride down the aisle? _____

Groom's Family:

Father's Name _____

Mother's Name _____

Who will usher in? _____ Who will usher out? _____

Name of Maternal Grandmother/Grandfather _____

Who will usher in? _____ Who will usher out? _____

Name of Paternal Grandmother/Grandfather _____

Who will user in? _____ Who will usher out? _____

Other Special Guests' Names _____

Who will usher in? _____ Who will usher out? _____

WEDDING ATTENDANTS

Matron of Honor _____

Maid of Honor _____

Bridesmaids

1. _____ 6. _____

2. _____ 7. _____

3. _____ 8. _____

4. _____ 9. _____

5. _____ 10. _____

Flower Girl and Age _____

Flower Girl and Age _____

Best Man _____

Groomsmen

1. _____ 6. _____

2. _____ 7. _____

3. _____ 8. _____

4. _____ 9. _____

5. _____ 10. _____

Ring Bearer and Age _____

Ushers

1. _____ 6. _____

2. _____ 7. _____

3. _____ 8. _____

4. _____ 9. _____

5. _____ 10. _____