

# ***POLICIES***

*While not all-inclusive, these policies cover the situations generally encountered during weddings. The presiding Pastor is the authority for determining issues not included in this summary.*

1. All weddings shall be conducted by an ordained Pastor of Northside Baptist Church. His professional services include the pre-marital counseling sessions, the rehearsal, the wedding ceremony, and any follow-up sessions he may deem necessary to the occasion. Any other Pastor whom you desire to take part in the ceremony needs to be approved by the presiding Northside Pastor.
2. All weddings shall be scheduled through our church office. While you may speak with the pastor you desire to perform the ceremony, your wedding will not be scheduled until you fill out and return the Wedding Ceremony Contract and it is approved. Approval is based on a pastor's agreement to officiate the wedding, a wedding coordinator's availability, and an open date on the church calendar.
3. Flower arrangements and all other decorations shall be discussed with the wedding coordinator before the wedding day. You are responsible for removing all decorations immediately following the ceremony and photography. You — or a person you designate who agrees to be responsible — may not leave until all the decorations are taken down and removed from the church.
4. Music used before, during and after the wedding service shall be sacred rather than secular, in keeping with the reverence of the worship service. At least twenty minutes of prelude music precedes the wedding service. This can be vocal music, instrumental music, or a combination of each. The Pastor of Worship may be consulted for assistance in this area.
5. A Northside Baptist Church sound technician shall operate the church's sound reinforcement and recording equipment. The wedding coordinator will arrange these services. All CDs and cassettes played must be originals – copies will not be accepted.
6. Locations from which to videotape the service shall be arranged with the wedding coordinator prior to the day of the ceremony.
7. Photographers and videographers shall meet with the wedding coordinator immediately upon their arrival at the church.
8. In order to preserve the sacredness of the service, flash pictures are **not** permitted during the ceremony. Please communicate this to your photographer before the wedding day. Guests must also be told; the pastor may mention this at the beginning of the ceremony, or you may have it written in your bulletin. Flash pictures may be taken during the processional and recessional. Photographs before or after the service may be taken in the sanctuary, but this should be done in consideration of your guests' time and patience.
9. Bubbles are allowed outside the church as the bride and groom leave. Balloons may also be released but must follow the [Balloon Release Policy](#) must be exactly followed.
10. Aisle runners may be used, but may be adhered to the floor only with special tape supplied by the Wedding Coordinator. The aisle runner should be 100 feet long.
11. There shall be no smoking or alcoholic beverages on the church property, including parking areas. Please communicate these policies to your wedding party.

12. One hour shall be allotted for the wedding rehearsal. Your promptness is essential for all appointments, the rehearsal, and the wedding ceremony. The pastor in charge of the service shall lead the rehearsal. The wedding coordinator shall be available at that time to direct, assist, and support.
13. If you wish to invite the clergy or musicians to the reception, please do so in the same manner as you would invite other guests – by formal invitation.
14. Our facilities are available to you for your wedding reception. The use of catering services by organizations outside of our church for rehearsal dinners and receptions is permitted. The wedding coordinator must approve the arrangements for these services. Certificates of insurance must be procured from the caterer and presented to the wedding coordinator at least one month prior to the wedding day.
15. If your reception is to be held at the church, the music to be played must be approved; a list should be given to the wedding coordinator at least one week prior to the wedding day. Dancing on church property is not permitted.
16. Children under the age of ten are permitted in the processional only. After the processional all children under the age of ten must be seated with the congregation.

*Please work within these guidelines to coordinate a service of worship in which God's presence and blessing is felt by all who worship with you and support you as you begin your life together.*