



*Wedding Policies*  
*For*  
*May Memorial Baptist Church*

*3922 Old Buckingham Road*  
*PO Box 56*  
*Powhatan, Virginia 23139*

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*Office Hours: 8:00 a.m. - 12:00 p.m.*  
*12:30 p.m. - 2:30 p.m.*

*Monday - Thursday*

*Updated 10/1/2019*

# WEDDING POLICIES

Approved @ Congregational meeting June 8, 2016

To the Bride and Groom:

Your wedding is one of the happiest experiences of your life. We at May Memorial Baptist Church want to assist you in making it so, and our staff is here to help you and your wedding party to have a meaningful and memorable experience.

We are providing this booklet so you will know the policies and procedures established by our church. It also lists the accommodations available for weddings and receptions. We hope that it will answer most of the questions you have as you make plans for your wedding day.

We are pleased to be part of your life, and we celebrate with you on your special day.

*May Memorial Baptist Church Staff*

## CHURCH STAFF

Pastor  
Associate Pastor  
Director of Music  
Pianist, Choir Accompanist  
Associate Pastor  
Administrative Assistant  
Arlie Thomas

Michael Edwards  
Carlisle Davidhizar  
Stuart Joerg  
Sandra Parker  
Carlisle Davidhizar  
Diana Schmitz  
Facilities Manager

## **Wedding Preparations**

### **Wedding Coordinator**

Each couple is **required** to use one of May Memorial Baptist Church's approved wedding coordinators (please see responsibilities on page 7). This person must be secured within **30 days** after the use of the sanctuary has been approved. If reception services are requested, please notify coordinator at initial planning session.

The coordinator's prime responsibility is to assist the wedding party in learning what facilities are available and how best to utilize them, while ensuring that church facilities are used in a safe and non-damaging way and that church policies are followed. Should the wedding party want the wedding coordinator to also serve as the wedding director, they are qualified and willing to serve in that capacity.

### **May Memorial Baptist Church Approved Wedding Coordinators**

If you have difficulty enlisting one of these wedding directors, the church office will assist you in this process.

Mrs. Gwen Hagen	457-3332 - cell 869-5551
Mrs. Sandy Shelton	598-3364

### **Accommodations & Reservations**

A wedding at May Memorial Baptist Church is intended to be an act of worship, a religious covenant whereby the union of the couple is affirmed within the context of their relationship with God. When a man and woman express their desire for their marriage to be solemnized by a church wedding, the church immediately becomes a part of the wedding and a participant in the formulation of plans affecting the wedding.

The church sanctuary seats 350 people and is available for the wedding ceremony and rehearsal. The date for the wedding should be announced only after arrangements have been made with the church office for the use of the appropriate church facilities. It is not necessary to extend wedding invitations to members of the church staff and their families unless they would otherwise be invited as personal acquaintances.

It is assumed that a staff minister of May Memorial Baptist Church will perform the ceremony. If a couple desires a minister from another church to officiate their

wedding ceremony, this should be indicated on the reservation request form. If a couple desires a minister from another church to assist in the wedding, the request is properly made to the officiating minister at the time of the reservation.

**Sanctuary reserved for weddings in case of rain:**

A refundable deposit of \$150.00 shall be received and a wedding coordinator be in place. When the decision is made to use the church because of inclement weather, final payment must be received before the ceremony.

**Premarital Counseling**

As soon as the wedding date has been approved, the couple must arrange for counseling conferences with the officiating minister. Premarital counseling with a couple prior to the wedding ceremony is considered a requirement by the church. The times and duration of counseling sessions will be negotiated by the officiating minister with the couple.

**Music**

As an integral part of the wedding ceremony, appropriate musical selections can help to place the wedding in the proper context of worship and give meaningful expression to God's place in this event. The use of sound equipment must be discussed with your Wedding Coordinator and a Sound Technician secured from the approved list. Any use of microphones, including body mics, CD's and tapes require a technician. Small groups are the same if using a mic and CD in our equipment. The program of wedding music is usually scheduled during the 20 to 30 minutes period prior to the appointed hour for the wedding. The processional will begin at the appointed hour.

**Decorations**

The sanctuary of May Memorial Baptist Church is a place of unusual beauty. The sacred atmosphere that has been created in this place of worship cannot be enhanced by elaborate decorations. To maintain the atmosphere of sanctity already created and to safeguard the chancel and the furnishings, decorative treatment should be limited. Discuss plan for vision of wedding decorations and have approved.

The following policies apply to use of May Memorial facilities for a wedding:

1. **Alcoholic beverages and smoking are not permitted on the premises.**  
*Approved August 8, 2010 as part of Facilities and Equipment Use Policies.*
2. The throwing of confetti is not permitted inside OR outside of the building. Bird seed may be used on the outside only.
3. Live flower petals are **NOT** permitted. ***Silk petals only.***
4. Florist must arrange a time with the wedding coordinator to decorate/deliver flowers to the sanctuary or Fellowship Hall.
5. The florist and wedding party are responsible for decorations and removing decorations within 1-1/2 hours after the service! The church assumes no responsibility for decorations left following the service. Nails or tacks may not be used in the building, the carpet, or in any of the furnishing. Leaving flowers for the Sunday worship service needs to be arranged in advance with the church administrative assistant.
6. All paper or other “dressing up” of the wedding car must be removed from the parking lot by the wedding party.
7. No wire, masking tape or Scotch tape may be used on the pews. A strong rubber band or ribbon work nicely. Also, no floral clay may be used on the woodwork or furniture.
8. The church has a pair of seven-candle candelabrum, a unity candle candelabra, two plant pedestals for use upon request. Also, the wall sconces between the windows in the sanctuary.
9. Only dripless candles may be used on the premises. You may want to rent for your convenience a 36” brass candle lighter. Those that you may want to rent from here are 10” to 12”.
10. Candles cannot be used on pews. The communion table and chairs, and pulpit chairs can be moved. The wedding coordinator will contact the Cleaning service at least 2 weeks ahead of time to schedule this service.
11. The wedding party is responsible for any damages that might occur while using the church facilities for a wedding.
12. **NO Pets** are allowed to participate in the wedding. Only service animals are permitted.
13. Schedule the day of wedding with the coordinator:
  - a. Flowers and decorations arriving
  - b. Makeup and hair for bridal party
  - c. Dressing area for bride
  - d. Timeline for the day of is required. Submit a copy to the coordinator

## **Photographs and Videos**

- 1. Discuss your photography plan with your coordinator.***
- 2. No flash photography during the ceremony by either the professional wedding photographer or guests. (Please advise all of your guests.)***
- 3. No drones allowed.***
- Photographs may not be made during the ceremony by anyone other than the official wedding photographer(s). Following the ceremony, photographs may be taken in the sanctuary. The bride is requested to pre-determine, through consultation with the photographer, the desired groupings for photographs to follow the ceremony.
- The photographer, if necessary, may stand on the pew for additional height, but in all instances must remove shoes so as not to scratch the pews or soil the cushions.
- 6. Once the Mothers are seated and Bridal Party reaches the altar, a Professional Videographer may continue to film the video from the balcony or rear corners of the Sanctuary. They may not be moving.***
- Photographs taken prior to the wedding ceremony must be completed 30 minutes before the service.
- As a courtesy to the officiating minister, plan any pictures in which the minister is to be included immediately following the ceremony and before the other photographs are made.

## **The Rehearsal**

If there are to be attendants, it is necessary to schedule a rehearsal. Even the simplest wedding ceremony requires planning and preparation. The rehearsal time should be arranged when facilities for the wedding are initially reserved, in order that the various members of the wedding party can structure their schedules accordingly. In fairness to the minister and all those involved, the rehearsal must begin promptly as scheduled and should proceed without unnecessary delay.

Photographers are permitted to take candid shots during the rehearsal, but only so long as their presence and their photography does not interfere with or delay the progress of the rehearsal. Once the rehearsal is finished you will exit the sanctuary at this time. At the rehearsal the time line for the wedding party for arrival for the wedding ceremony preparation is to be given to each member of the bridal party and wedding director.

At the rehearsal, the time schedule for members of the wedding party to arrive for the wedding ceremony will be given by the wedding director.

The church cannot take responsibility for personal items left overnight.

### **Suggested Personal Preparations**

The bride's dressing area is on the lower level in the Gathering Room on the side closest to the restrooms or lower level of the new building (to be determined when meeting with wedding coordinator). The groom's dressing area should utilize a first floor educational classroom. Clothing and other personal items should be brought the day of the wedding. The church cannot assume responsibility for the security of personal items left overnight. The bride may bring an ironing board for last minute touch ups. Safety pins, thread, needles, and scissors may be needed for mishaps.

### **The Reception**

The church fellowship hall is available for receptions after the wedding. This facility should be reserved at the same time that the sanctuary is reserved.

### **The following guidelines must be adhered to if the wedding reception is catered:**

1. Only warming, and assembling, no cooking.
2. The couple must arrange a conference with the caterer and the church wedding coordinator to become acquainted with regulations, facilities, and church kitchen rules.
3. All supplies, linens and equipment must be provided by the Caterer.
4. Church tables and chairs may be used.
5. Please present to the church office a diagram of how you want the fellowship hall set up for the reception or the rehearsal dinner at least one week before the rehearsal date.
6. The Caterer MUST CLEAN UP THE KITCHEN FACILITIES AFTER USE AND LEAVE IT IN THE SAME CONDITION AS BEFORE IT WAS USED.
7. For the reception music must be approved in all blocks for the receptions, that is to include a D.J., it must be approved.

### **Custodial Staff Responsibilities**

The May Memorial Baptist Church custodian must be hired for all weddings. If the church custodian is unavailable, the pastor and wedding coordinator will make arrangements for a substitute.

The responsibilities for the custodian extend ONLY to general clean up of the facilities following the wedding, and to setting up and removing tables and chairs as you may require for the reception. Custodian is NOT responsible for washing dishes or utensils or for clean up of the kitchen. Evening receptions shall end no later than 10:30 pm.

### **Wedding Coordinator Responsibilities**

1. Opening and closing of building for the rehearsal, wedding and reception.
2. Provide safety and facilities information to wedding party (i.e. fire escapes, location of fire extinguishers, rest rooms, etc.)
3. Coordination of preparation for the rehearsal and ceremony (i.e. audio equipment, heating, cooling, etc.).
4. Pre-rehearsal planning with the bride and groom, if no outside wedding director is used.
5. Direction of the rehearsal in close cooperation with the officiating minister, if no outside wedding director is used.
6. Direction of the wedding party at back of sanctuary prior to the processional, if no outside wedding director is used.
7. Checks will be received from the church administrative assistant on the day of the wedding rehearsal to be distributed to the custodian, sound technician, musicians, minister, etc.

### **May Memorial Baptist Church Approved Sound Technicians**

If you have difficulty enlisting one of these sound technicians, the church office will assist you in the process. (Others can be added to this list as they are trained and qualified by the Audio-Visual Committee.)

Joy Sanudo  
David Deal  
Sophie Edwards



**WEDDING FEES**

*All fees (pastor, organist/pianist, soloist, custodian, wedding coordinator, sound technician) are to be turned in to the financial secretary ten (10) days prior to the rehearsal. The marriage license must also be turned in ten (10) days prior to the rehearsal.*

**For May Memorial Baptist Church Active Members and Immediate Family**

**Made payable to May Memorial Baptist Church:**

**Facilities:** Sanctuary NONE  
Fellowship Hall NONE

**Made payable to the individual:**

**Officiating Minister:** The minister's honorarium is left to the discretion of the bride and groom.

**Wedding Coordinator:** Sanctuary Wedding \$175.00  
Reception \$150.00

**Organist:** \$175.00

**Pianist:** \$100.00

**Soloists:** Negotiated

**Sound Technician:** \$50.00

**Custodian:** Sanctuary Wedding \$100.00

Reception \$200.00

Rehearsal Dinner \$100.00

**FOR NON-MEMBERS**

**Made payable to May Memorial Baptist Church:**

**Facilities:** Sanctuary \$300.00

Fellowship Hall Rehearsal \$175.00

Fellowship Hall Reception \$250.00

**Made payable to the individual:**

**Officiating Minister:** \$150.00

**Wedding Coordinator:**

Sanctuary Wedding \$175.00

Reception \$175.00

**Organist:** \$175.00

**Pianist:** \$100.00

**Soloists:** Negotiated

**Sound Technician:** \$50.00

**Custodian:** Sanctuary Wedding \$100.00

Reception \$200.00

Rehearsal Dinner \$100.00

**APPROVED ORGANISTS/PIANISTS**

The following have permission to use our organ and piano. If you have difficulty enlisting one of these to play for your wedding, the church office will assist you in this process.

May Memorial Baptist Church Members:

Mary Ellen Balarzs 598-9245

Joan Maples 432-6100

Beverley Edwards 794-6025

Carol Williams 598-6029

Other qualified persons, if approved by the Minister of Music, well in advance of any practice or rehearsal.

### **For Bridal Party**

#### **6-24 Months Before the Wedding**

- Call the church office and request a “Request for Wedding Reservations” form and “Wedding Policies.”
- Review policies and fee schedule.
- Submit the “Request for Wedding Reservations” form to the church office.
- If request is approved, the appropriate deposit must be paid to secure the date on the church calendar.
- Secure minister for premarital sessions and to perform the ceremony.
- Secure a wedding director from the approved list in this booklet within 30 days of reserving the use of the sanctuary.
- Enlist an organist from the approved list in this booklet.
- Secure other musicians as needed (vocalist, pianist, etc.).
- Meet with the wedding coordinator as needed to plan.

#### **2 Weeks Prior to Wedding**

- Pay remaining fees for the use of the facilities at least two weeks prior to the wedding date.
- Determine if church candelabra will be utilized.

#### **10 Days Prior to Wedding**

- Give checks to the church administrative assistant for the custodian, sound technician, organist, musicians, minister, wedding coordinator, etc. Turn in marriage license to church administrative assistant.

#### **Before or at the Rehearsal**

- Advise photographer, video technician, and florist of church policies contained within this booklet.
- Share policies regarding the use of the buildings with the wedding party, i.e. no smoking in buildings, no alcoholic beverages on church property, no throwing of bird seed in building, etc.

**MAY MEMORIAL BAPTIST CHURCH**  
**3922 Old Buckingham Road**  
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**Powhatan, Virginia 23139**  
**Telephone: (804) 598-3098**  
**E-mail: [maymem@verizon.net](mailto:maymem@verizon.net)**

**REQUEST FOR WEDDING RESERVATIONS**

Date of Wedding \_\_\_\_\_ Time \_\_\_\_\_  
Date of Rehearsal \_\_\_\_\_ Time \_\_\_\_\_

**Bride:**

Name \_\_\_\_\_ Birth date \_\_\_\_\_  
Residence \_\_\_\_\_ Phone \_\_\_\_\_  
Place of Employment \_\_\_\_\_ Phone \_\_\_\_\_

**Groom:**

Name \_\_\_\_\_ Birth date \_\_\_\_\_  
Residence \_\_\_\_\_ Phone \_\_\_\_\_  
Place of Employment \_\_\_\_\_ Phone \_\_\_\_\_  
Couple will reside at \_\_\_\_\_

**INFORMATION ABOUT YOUR WEDDING**

Will the reception be held at May Memorial? \_\_\_\_\_ If not, where? \_\_\_\_\_

\_\_\_\_\_  
Officiating Minister \_\_\_\_\_ Phone \_\_\_\_\_  
Assisting Minister, if any \_\_\_\_\_ Phone \_\_\_\_\_  
Wedding Coordinator \_\_\_\_\_  
Name of Organist \_\_\_\_\_  
Vocalist \_\_\_\_\_  
Florist \_\_\_\_\_ Phone \_\_\_\_\_  
Caterer \_\_\_\_\_ Phone \_\_\_\_\_  
Photographer \_\_\_\_\_ Phone \_\_\_\_\_  
Video Technician \_\_\_\_\_ Phone \_\_\_\_\_  
Sound Technician \_\_\_\_\_ Phone \_\_\_\_\_

**Groom:** Church member: Yes \_\_\_ No \_\_\_ If so, where? \_\_\_\_\_  
\_\_\_\_\_

Previous marriage: Yes \_\_\_ No \_\_\_ If yes, how did marriage end? Divorce \_\_\_ Death \_\_\_  
How many years married? \_\_\_\_\_  
If divorced, when was your divorce final? \_\_\_\_\_

Names & ages of any children from a previous marriage:

1. \_\_\_\_\_ 2. \_\_\_\_\_
3. \_\_\_\_\_ 4. \_\_\_\_\_

**Bride:** Church member: Yes \_\_\_ No \_\_\_ If so, where? \_\_\_\_\_  
\_\_\_\_\_

Previous marriage: Yes \_\_\_ No \_\_\_ If yes, how did marriage end? Divorce \_\_\_ Death \_\_\_  
How many years married? \_\_\_\_\_  
If divorced, when was your divorce final? \_\_\_\_\_

Names & ages of any children from a previous marriage:

1. \_\_\_\_\_ 2. \_\_\_\_\_
3. \_\_\_\_\_ 4. \_\_\_\_\_

**No date is confirmed until this request form is returned to the Church Office.** Persons who are not members of May Memorial Baptist Church, a **non-refundable \$175.00 deposit** (to be applied toward facilities fee) is also required as soon as your date is confirmed. Your signature below is an agreement to comply with the policies and regulations of the May Memorial Baptist Church of Powhatan, Virginia, regarding church weddings and church receptions.

Bride's Signature \_\_\_\_\_ Date \_\_\_\_\_

Groom's Signature \_\_\_\_\_ Date \_\_\_\_\_

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**CHURCH OFFICE USE ONLY**

- Deposit received with application. Date received: \_\_\_\_\_
- Date approved by staff: \_\_\_\_\_
- Wedding party notified of date approval. Date: \_\_\_\_\_
- Remaining fees due on \_\_\_\_\_
- Officiating minister secured: \_\_\_\_\_
- Wedding coordinator secured: \_\_\_\_\_
- Custodian secured: \_\_\_\_\_
- Sound technician secured: \_\_\_\_\_
- Notified worship minister that flowers will be left for worship service.