



Glasgow Baptist Church

Wedding Policies & Procedures

Adopted – 05/23/2018

Glasgow Baptist Church
401 S. Green St.
Glasgow, KY 42141
270.651.2186
GlasgowBaptist.org

Table of Contents

Wedding Policies	pages 2-3
Wedding Application	pages 4-5
Completion of Premarital Counseling	page 6
Worship Center Wedding Policies	page 7
Chapel Wedding Policies	page 8
Wedding Reception Policies	page 9
Wedding Fees	page 10

Wedding Policies for Glasgow Baptist Church

Glasgow Baptist Church affirms that the marriage of a man and a woman is sacred in the sight of God and blessed by God. Marriage was God's idea. It was the Lord who said, "It is not good for the man to be alone. I will make him a helper as his partner. Therefore, a man leaves his father and his mother and cleaves to his wife and together, they become one flesh." Therefore, the institution of marriage should not be entered into lightly.

The wedding ceremony is an important event as couples begin their married lives together. Glasgow Baptist Church believes that the ceremony is a worship service and dedicates worship space for this purpose. The policies that are listed below are intended to reflect this intent and purpose. They are not intended to be restrictive or exclusive in any way. Rather, they are intended to preserve the sacredness of the event.

Policies

Individuals who are seeking to schedule a wedding at Glasgow Baptist must be members or regular attenders of the church. For non-members whose parents or grandparents are members of Glasgow Baptist, special considerations may be made by the Pastoral Staff.

It is understood that all wedding couples (including those living out of town or out of state) will be able to meet the following expectations:

The wedding couple will complete all requirements for premarital counseling (see note below).

- Couples must complete premarital counseling prior to the wedding. If the counseling is not done at Glasgow Baptist, the couple must have a form obtained from the Glasgow Baptist Church Office signed by the counseling minister stating that they have completed premarital counseling.
- Couples who are living together prior to marriage must abstain from sexual relations and move apart until the time of the wedding ceremony.
- Because God has ordained marriage and defined it as the covenant relationship between a man, a woman, and Himself, Glasgow Baptist Church will only recognize marriages between a biological man and a biological woman. Further, our pastors and ministers and the staff of Glasgow Baptist Church shall only participate in weddings and solemnize marriages between one man and one woman. Finally, the facilities and property of Glasgow Baptist Church shall only host weddings between one man and one woman.
- A security deposit of \$250 is required in order to reserve a wedding date on the church calendar.

- The wedding fee must be paid in full at least 30 days before the wedding in order for the wedding ceremony to take place.
- A trained and authorized sound tech is required to operate the audio and video equipment of the church.
- Dates and times for weddings and rehearsals must be calendared through the Office.
- Rehearsal and wedding start and end times must be adhered to closely.
- Guest seating is not allowed in the sound booths. Only photographers, videographers, or musicians are allowed in the sound booths. There are no exceptions.

WEDDING APPLICATION
GLASGOW BAPTIST CHURCH

1. I understand that the church does not allow its facilities to be used in a way that contradicts its faith or by persons or groups holding beliefs that contradict the church's faith.
2. To the best of my knowledge the purpose for which I am requesting use of church facilities will not contradict the church's faith, and I commit to promptly disclose any potential conflict of which I am aware, or become aware, to church staff.
3. I understand that Glasgow Baptist Church will only recognize marriages between a biological man and biological woman. Further, our pastors and ministers and the staff of Glasgow Baptist Church shall only participate in weddings and solemnize marriages between one man and one woman. Finally, the facilities and property of Glasgow Baptist Church shall only host weddings between one man and one woman.
4. All weddings with receptions at the church must begin no later than 6:00 pm. Weddings not having the reception at the church can ask approval for later weddings.
5. I understand that Glasgow Baptist Church will not perform a wedding ceremony for couples who are currently living together unless they agree to move apart until the time of the wedding.
6. I understand that upon approval of my facilities use request, I will need to provide a security deposit in the amount of \$250 and any other fees required by the church.
7. I understand that the church does not allow its facilities to be generally available to the public, and that my use of these facilities is subject to the Pastor's or Pastoral Staff approval, which is conditioned in part on my agreement to the requirements in the "Church Facility Use Policy," a copy of which I have read and understood.
8. The church believes disputes are to be worked out between parties without recourse to the courts. See, generally, Matthew Chapter 18 and 1 Corinthians Chapter 6. Accordingly, users of the facility agree to attempt resolution of any disputes through Christian mediation.

Name _____ Signature _____ Date _____

Bride

Name: _____

Member? Yes _____ No (OR) Regular Attendee? Yes _____ No

Current Address: _____

Home #: _____ Work #: _____ Cell #: _____

E-mail: _____

Bride's Signature: _____ Date: ____/____/____

Groom

Name: _____

Member? Yes _____ No (OR) Regular Attendee? Yes _____ No

Current Address: _____

Home #: _____ Work #: _____ Cell #: _____

E-mail: _____

Groom's Signature: _____ Date: ____/____/____

WEDDING REHEARSAL DATE: _____ TIME: _____

WEDDING DATE: _____ TIME: _____

**REFUNDABLE SECURITY DEPOSIT OF \$250 IS REQUIRED TO CONTINUE APPLICATION
PROCESS AND TO CONFIRM THE DATE ON THE CHURCH CALENDAR**

COMPLETION OF PREMARITAL COUNSELING

This certifies that _____ have completed the required premarital counseling as required by Glasgow Baptist Church.

_____ Minister (please PRINT)

_____ Minister (signature)

_____ Phone

Please return this signed form to the church office at least 2 weeks prior to the wedding.

WORSHIP CENTER WEDDING POLICIES

1. No musical instruments, technical equipment, furniture or greenery located in the Worship Center should be moved or rearranged. If staging necessitates the moving or the rearrangement of musical instruments, technical equipment or furniture, or if greenery is moved from other areas of the building, it may be done ONLY with prior approval of the Worship Pastor.
2. TO ENSURE THE SAFETY OF ALL INVOLVED, UNDER NO CIRCUMSTANCES IS THE PIANO TO BE MOVED BY ANYONE OTHER THAN GBC PERSONNEL. UNDER NO CIRCUMSTANCES WILL CANDLES BE PLACED ON THE ORGAN OR PIANO!
3. Chairs may not be removed from the Worship Center, stage or choir loft without permission from the Worship Pastor. They can be moved only by authorized church staff at an additional expense of \$100
4. Only metal insert, no drip candles may be used. Wax on the carpet will be professionally removed at a minimum cost of \$200, or if necessary, the carpet will be replaced at a minimum cost of \$2,500.
5. Bride and attendants may dress in the Music Suite near the Chapel.
6. Groom and attendants may dress in a designated classroom.
7. Music to be used must be submitted to Worship Pastor two weeks prior to wedding for approval.
8. It is the responsibility of the wedding party to make sure all flowers and decorations are removed immediately after the wedding.
9. No nails, screws, tacks, glue or tape of any kind may be used on the walls, carpet, floors, stage, furniture or woodwork.
10. Use of wedding decorations or equipment in the aisles is prohibited.
11. Confetti, rice, sparklers or other materials are not to be thrown in the church building.

CHAPEL WEDDING POLICIES

1. TO ENSURE THE SAFETY OF ALL INVOLVED, UNDER NO CIRCUMSTANCES IS THE PIANO TO BE MOVED BY ANYONE OTHER THAN GBC PERSONNEL. UNDER NO CIRCUMSTANCES WILL CANDLES BE PLACED ON THE ORGAN OR PIANO!
2. It is the responsibility of the wedding party to make sure all flowers and decorations are removed immediately after the wedding.
3. No nails, screws, tacks, glue or tape of any kind may be used on the walls, carpet, floors, stage, furniture or woodwork.
4. Use of wedding decorations or equipment in the aisles is prohibited.
5. Only metal insert, no drip candles may be used. Wax on the carpet will be professionally removed at a minimum cost of \$200, or if necessary, carpet will be replaced at a minimum cost of \$2,500.
6. Bride and attendants may dress in the music suite near the chapel.
7. Music to be used must be submitted to Worship Pastor two weeks prior to wedding for approval.
8. Confetti, rice, sparklers or other materials are not to be thrown in the church building.

WEDDING RECEPTIONS

1. The church is not responsible for food kept in the building.
2. If church tablecloths are used, the church will be responsible for getting them cleaned at the user's expense. Church tablecloths are not to leave the church. They are for events held within the church only.
3. All silver and crystal trays, ladles, bowls and other silver or crystal items belonging to the church may be used only at the church.
4. Any church owned cups and plates used will be subject to a breakage fee of replacement costs. Cups are \$3.00 each; plates are \$5.00 each

WEDDING FEES FOR GLASGOW BAPTIST CHURCH

Wedding Host	\$250
Moving of Equipment	\$100
Sound Operator	\$150
Custodian	\$200
Computer Presentation	\$50

FAQ:

1. **Can we have someone run the sound system?** Our sound system is very complex and can only be run by a trained member of our church.
2. **Can we clean up after the wedding?** While it is the responsibility of the wedding party to make sure things are picked up, the church requires a custodian to ensure restrooms are clean, halls are vacuumed, and the worship center or chapel is ready for Sunday.
3. **Can we do our own Powerpoint and bring it without a fee?** We encourage you to bring your own PowerPoint, however it will need to be formatted for our program. The church does not use or have PowerPoint on the computers. **You will need to bring your program in 10 days before the wedding.**
4. **Can we bring our own Wedding Coordinator?** We are happy for you to have your own Wedding Coordinator. Our Wedding Host will be working closely with your Coordinator to help with any and all questions regarding the facility.

*All monies are due payable to Glasgow Baptist Church 30 days before the event.