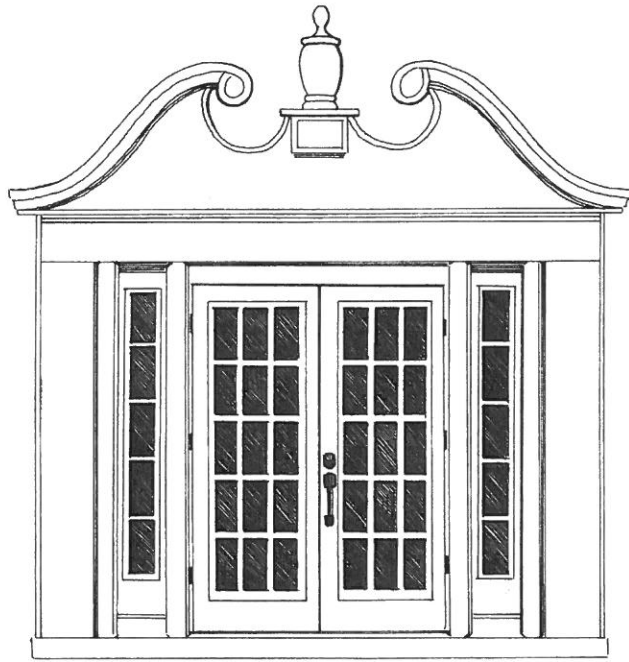


# Wedding Policy Handbook



## *Levy Baptist Church*

**3501 Pike Avenue North Little Rock, Arkansas  
(501) 753-7347 [www.levybapitst.com](http://www.levybapitst.com)**

**Adopted by the church May 26, 2010**

# LEVY BAPTIST CHURCH

## WEDDING POLICIES

We at Levy Baptist Church believe that marriage is a holy and sacred gift from God. It is the desire of the Pastor and other staff members to make every ceremony a beautiful and worshipful service. In order to eliminate the possibility of conflict or misunderstanding, and to make the ceremony a meaningful event, the following policies have been put in place.

### **Covenant Marriage**

It is our desire that couples approach marriage in a way that is pleasing to God. Therefore, we encourage every couple married at Levy Baptist Church to enter into a biblical covenant marriage relationship and apply for a covenant marriage license from the state of Arkansas. A copy of the **COVENANT MARRIAGE ACT 2001** is included with this packet.

### **Arrangements with the Ministers**

Levy Baptist Church ministers customarily perform weddings. Ministers outside Levy Baptist Church may perform weddings provided approval has been given in advance by Levy Baptist Church's Senior Pastor. Pre-marital counseling or education may be required at the discretion of the Pastor. No marriage outside the scriptural parameters of one man and one woman shall be performed by church ministers or on church property.

### **Wedding Coordinator**

The services of the Church Wedding Coordinator are a part of every wedding at Levy Baptist Church. The Wedding Coordinator will provide answers to questions concerning facilities, procedures, rehearsals, decorations, custodial services, and receptions. A Wedding Coordinator, of the bride's choosing, may also be used to work in conjunction with the Church Wedding Coordinator.

There will be at least two meetings with the Church Wedding Coordinator. The first will be early to ensure all policies and procedures are clearly understood. At this time, the wedding party will be required to submit a check, made payable to Levy Baptist Church, for the specified charges.

### **Scheduling your Wedding**

The date of your wedding will be tentatively scheduled at the initial consultation with the Church Wedding Coordinator. The Wedding Coordinator will then review your requested date with the church office for placement on the church calendar. While we normally can schedule your wedding on the date of your choice, sometimes an alternate date might be needed.

## **Facilities**

Levy Baptist Church's sanctuary is a beautiful facility that will seat 325. There is a Bride's Room, with a large full length mirror, available for dressing. The groom may use the Prayer Room to dress. Other wedding party members may use the rest rooms for dressing if needed.

The Fellowship Hall, which will seat 100, may be used for receptions.

There are absolutely no alcoholic beverages allowed in any Levy Baptist Church facility or on any of the grounds.

There is absolutely no tobacco use, of any kind, allowed in any Levy Baptist Church facility.

## **Decorations**

All décor must be approved by the Church Wedding Coordinator. No nails, tacks, tape, pins, staples, gum or anything that will mar woodwork or furniture may be used. Only non-drip candles may be used. Any potted plants must be in saucers. All floral decorations must be removed immediately following the wedding and reception unless arrangements are made with the Wedding Coordinator to use them for Sunday services. The church does not have candelabra or other wedding fare available for use.

Levy Baptist Church is often decorated for special church seasons such as Christmas or Easter. If your wedding is scheduled during a season when the church is decorated, you should expect to use the seasonal decorations in your own decorating theme. The church's decorations may not be removed.

## **Music**

Your church wedding should be a worship service in every sense. Marriage is an institution of God, so careful thought should be given to the selection of all music, whether it is vocal or instrumental. Pianists, Organists and Vocalists are available for your wedding. If you are interested in these persons, please let the Wedding Coordinator know. All music must be approved by the Wedding Coordinator.

## **Sound Technician**

All Sanctuary weddings require a sound technician. The sound equipment may be operated only by a member of the church's Sound Team.

## **Custodian**

The Wedding Coordinator will obtain the services of the custodian. Custodians will be present after the wedding and reception.

## **Pictures**

Because a wedding is a sacred religious ceremony, it is expected that all photography be handled in a dignified manner that will not detract from the service. Flash photography during any part of the ceremony, should be taken only by the wedding party's professional photographer and with the approval of the minister. Pictures may be taken before and after the ceremony and during the reception. Plans for arriving at Levy Baptist Church for pictures prior to the wedding can be made with the Wedding Coordinator.

## **Video**

Camera and video technicians must remain stationary during the ceremony. No movement at or near the altar area is permitted. Spotlights may not be used during the ceremony. Decorations already in place must not be moved to accommodate them. Individuals may video the ceremony under the direction of the wedding coordinator.

## **General Wedding Policies**

1. Before making any public announcement regarding your wedding, the following requirements must be completed:
  - a. Approval granted on the church calendar
  - b. Rehearsal time set
  - c. Ceremony time set
  - d. Reception time set
  - e. Date confirmed with the minister performing the ceremony
  - f. Policy agreement signed by the Bride and Groom
2. Weddings will not be scheduled on Sundays, Wednesdays or Holiday weekends.
3. Weddings must begin by 6 pm.
4. All members of the wedding party are expected to conduct themselves in a manner suitable for a house of worship.
5. All attire should be suitable for a house of worship.
6. The Bride and Groom are responsible for ensuring that the wedding party is familiar with the wedding policy.
7. Alcoholic beverages are not permitted on the church property.
8. Silk petals must be used by the flower girl to avoid carpet stains.
9. Food and drinks are not permitted in the sanctuary at any time.
10. Breakage of and/or damage to any church equipment is the responsibility of the bride and groom and must be reimbursed at replacement value.
11. The church is not responsible for lost or stolen items.
12. Rice or birdseed is strictly prohibited inside the church building.
13. Use of glitter or confetti is strictly prohibited in any church facility.
14. All decorations must be removed immediately after the reception.
15. The bride and groom are responsible for ensuring that all decorations are removed immediately after the wedding or reception.

# FEES SCHEDULE

Sanctuary Rental	\$500
Wedding Director	\$150
Sound Technician	\$100
Rehearsal Sound Technician	\$50
Custodian	\$100
Pianist	\$100
Rehearsal Pianist	\$75
Organist	\$100
Rehearsal Organist	\$75
Pastor	\$150
Fellowship Hall	\$400
Total	\$1,800

Fees are the responsibility of the bride and groom and must be submitted to the Wedding Coordinator after the first meeting.