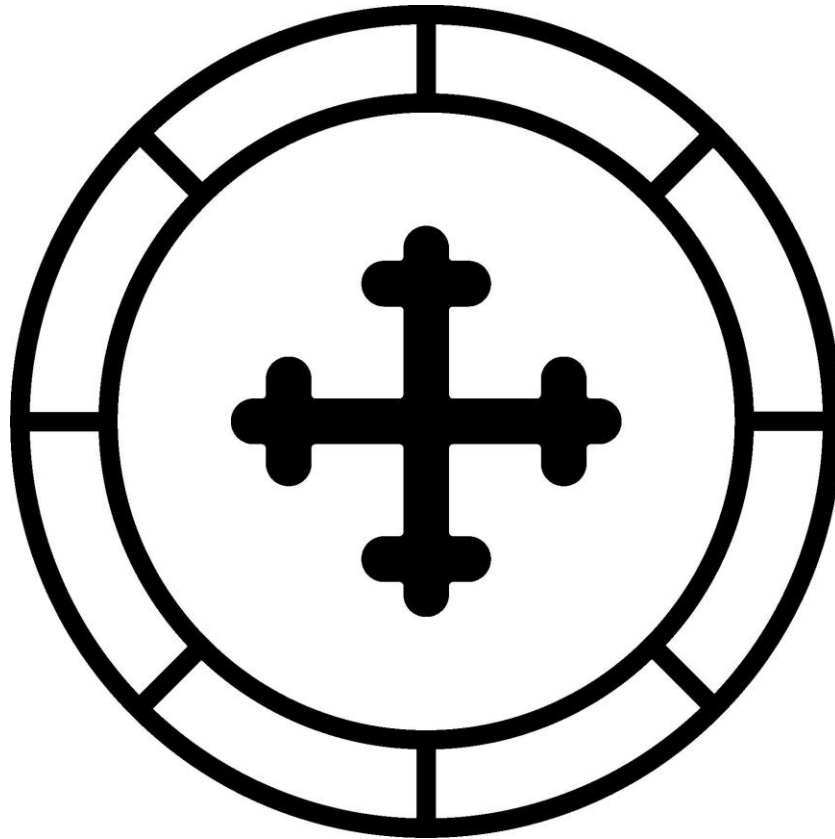


# **Mountain Brook Baptist Church**

## **Wedding Application Packet**



**Please Return to:**

**Jane Green, Wedding Coordinator**

**[jgreen426@gmail.com](mailto:jgreen426@gmail.com)**

**205-529-1855**

Updated 6-2022

**Weddings will not be scheduled for the following weekends without the approval of the Senior Minister and Wedding Coordinator:**

New Year's, Palm Sunday, Easter, Mother's Day, Memorial Day, Father's Day, July 4<sup>th</sup>, Labor Day, Thanksgiving and month of Christmas.

## SANCTUARY CHRISTMAS DECORATIONS ADDENDUM

The bride, (PRINT NAME) \_\_\_\_\_, acknowledges that none of the decorations listed below may be removed, altered, or rearranged in any way from the First Sunday of Advent through Epiphany (January 6) Sunday. This form must be signed and returned before your wedding will be approved.

- 1) Aisle candle torches and the greenery on each of them.
- 2) Window candles, globes, and greenery sprays.
- 3) Advent Candle Wreath stand on platform.
- 4) Long Evergreen drape on the pulpit wall.
- 5) Chrismon Tree and all decorations
- 6) Baptistry display of the Nativity scene
- 7) All Poinsettias whether in the windows, or on the sanctuary platform, or in the narthex outside the sanctuary.

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

Wedding Coordinator: \_\_\_\_\_

**Wedding Application**  
**Mountain Brook Baptist Church**

Wedding Date \_\_\_\_\_ Hour \_\_\_\_\_

Rehearsal Date \_\_\_\_\_ Hour \_\_\_\_\_

**Bride:** (full name) \_\_\_\_\_

Address \_\_\_\_\_ Email \_\_\_\_\_

Phones: Home \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_

Church where you are member \_\_\_\_\_

Parent's Names: \_\_\_\_\_ Phone \_\_\_\_\_

**Groom** (full name) \_\_\_\_\_

Address \_\_\_\_\_ Email \_\_\_\_\_

Phones: Home \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_

Church membership \_\_\_\_\_

Parent's Names: \_\_\_\_\_

Minister performing service \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

Organist \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

Florist \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

Photographer \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

Videographer \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

Wedding Planner \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

Location for reception \_\_\_\_\_

Address after marriage \_\_\_\_\_

Applicant's Signature \_\_\_\_\_ Date: \_\_\_\_\_

Sponsor \_\_\_\_\_ (If bride or groom not church members.)

**Please complete and return to Wedding Coordinator prior to first conference.**  
**This form must be returned to coordinator in order to place your name on Church calendar.**

# USE AGREEMENT

**This is to certify that I have met with the Wedding Coordinator of Mountain Brook Baptist Church. I understand the importance of the church policies. I agree to uphold all of these policies.**

**I agree to inform my wedding party of the policies and have them agree to abide by the rules.**

**I agree to:**

- 1. Abide by the drug, alcohol and tobacco policies.**
- 2. Pay the Wedding fee at the time of the reservation. All other fees must be paid not less than 30 days prior to the wedding.**

**Signed: \_\_\_\_\_ Date: \_\_\_\_\_**  
**Bride or Groom**

**Signed: \_\_\_\_\_**  
**(sponsoring Mountain Brook Baptist Church member if Bride and/or Groom are non-members)**

**This form must be returned to Wedding Coordinator in order to have your wedding placed on Church calendar.**

# REQUEST FOR WEDDING CHILD CARE

(4 weeks notice required)

Bride: \_\_\_\_\_ Groom: \_\_\_\_\_

Date of Wedding: \_\_\_\_\_

Time: \_\_\_\_\_

Number of children expected.

\_\_\_\_\_ Under 24 months

\_\_\_\_\_ 2-5 years old

\_\_\_\_\_ 6-11 years old

Questions, call (205) 871-0331.

All fees must be paid not less than 30 days prior to wedding. Make check payable to Mountain Brook Baptist Church.

Please Return to Sharon Howard  
Director of Children's Ministries  
[Sharon@mbbc.org](mailto:Sharon@mbbc.org) or 803-3445

**SOUND/RECORDING REQUEST FORM**  
**Mountain Brook Baptist Church**

**Bride:** \_\_\_\_\_ **Groom:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Location:** \_\_\_\_\_ **Time:** \_\_\_\_\_

1. Cordless microphone for Minister or ministers (How Many) \_\_\_\_\_

Names of Minister(s) \_\_\_\_\_

2. Readers: Baptistry podium \_\_\_\_\_

3. Musicians: \_\_\_\_\_

4. Other: \_\_\_\_\_

**This event will be recorded. A compact disk will be available.**

**Livestream is an option for an additional \$100.00.**

**Please return this form to the Wedding Coordinator not less than sixty days prior to wedding.**

## Music Form

**Names of Bride and Groom:** \_\_\_\_\_

**Date of Wedding:** \_\_\_\_\_ **Time:** \_\_\_\_\_

**List Proposed Titles for Pre-Service Music:**

**Service Music:**

**Seating of Mothers and Grandmothers:**

**Processional:**

**Bride entrance:**

**Vocal Selection(s) During Wedding (if any):**

**Recessional:**

**\*\*\*Please note: Mountain Brook Baptist Church believes that a wedding is a religious worship service. Because of that, all music should be either sacred or classical by nature.**

**Names of Musicians:**

**Organist:**

**Pianist:**

**\*Other:**

*\*(using outside person, we advise you to use next page "Contract for Outside Instrumentalists")*

**Other instructions needed for directing the wedding:**

**Signed:** \_\_\_\_\_ **Bride or groom**

**Signed:** \_\_\_\_\_ **Minister of Music**

**Date:** \_\_\_\_\_



## CONTRACT FOR OUTSIDE INSTRUMENTALISTS

Name of Instrumentalist: \_\_\_\_\_

Name of Bride: \_\_\_\_\_

Date of Wedding: \_\_\_\_\_

Agreed Upon Fee for service: \_\_\_\_\_

Signature of Bride: \_\_\_\_\_

Signature of Instrumentalist: \_\_\_\_\_

Fee will be given to the wedding coordinator to be paid directly to the instrumentalist before the service. **The instrumentalist will not contact** the bride, the bride's mother, or other family members for payment.

## BRIDE'S CUSTODIAL REQUESTS

Bride: \_\_\_\_\_ Groom: \_\_\_\_\_

Wedding Date: \_\_\_\_\_ Time: \_\_\_\_\_ Location: \_\_\_\_\_

Please indicate the items you wish to use:

- |   |                       |                  |
|---|-----------------------|------------------|
| 1. Prie-dieu (prayer bench)                           | Yes _____             | No _____         |
| 2. Bracket on pulpit for flowers                      | Yes _____             | No _____         |
| 3. Pair of candelabrum on Altar                       | Yes _____             | No _____         |
| 4. Aisle Candles                                      | Yes _____             | No _____         |
| 5. Window Candles                                     | Yes _____             | No _____         |
| 6. Green Plants (Sanctuary only)                      | Yes _____             | No _____         |
| 7. Guest Book Stands                                  | Yes _____             | No _____ # _____ |
| 8. What flower container(s) do you wish to use? _____ |                       |                  |
| 9. Do you need chairs and music stands for musicians? | Yes _____             | No _____ # _____ |
| 10. Refreshment table in hall near warming kitchen    | Yes _____             | No _____         |
| 11. Small Communion Table                             | Yes _____             | No _____         |
| 12. Rehearsal Dinner:                                 | Yes _____             | No _____         |
| Tables: Yes _____ No _____ # _____                    | Table Cloths: # _____ | Color _____      |
| Chairs: Yes _____ No _____ # _____                    |                       |                  |

Signed: \_\_\_\_\_ Bride or Groom

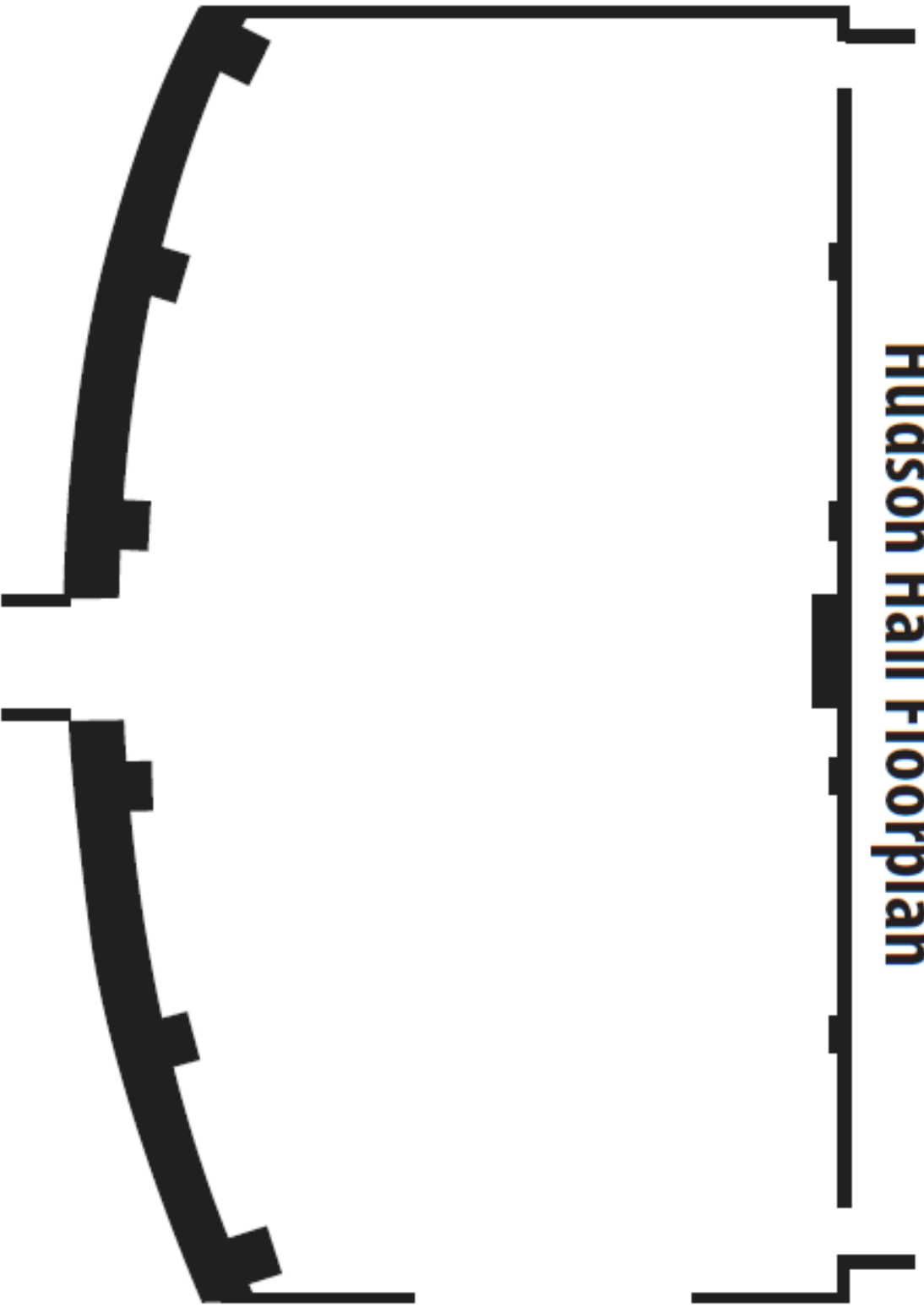
\_\_\_\_\_ Sponsor

A sponsor signature is necessary only if neither bride nor groom is a member of MBBC.

### WEDDING COORDINATOR REQUESTS

1. Prior to wedding, clean bride's room and restroom, attendant's room, and groom's parlor room.
2. Wedding parking lot signs (3), outside directional signs (1).
3. Wedding brass/magnetic indoor directional signs (2): "SANCTUARY" and "ELEVATOR TO SANCTUARY."
4. After wedding, clean bride's room/restroom, attendant's room, and groom's parlor room (pick-up, vacuum, trash).
5. FOR WEDDINGS IN THE SANCTUARY, wheelchairs will be removed from the main entrance and placed in either the small closet in the Columbarium or in the small closet in the Sanctuary narthex by the custodians before a wedding; then will be returned to the main entrance after the wedding.

# Hudson Hall Floorplan



## Information to assist Wedding Committee in Directing Wedding

Bride's Name:

Groom's Name:

Date of Wedding:

Time:

Location (Sanctuary or Chapel?):

Presiding Minister(s):

Schedule:

### FRIDAY

Time

\_\_\_\_\_

Delivery of Dresses

\_\_\_\_\_

Delivery of refreshments by

Phone #

4:00 p.m.

Unlock for wedding party arrival

4:45 p.m.

Instructions to wedding party and family

Note: Parents, grandparents and wedding party members *should* be present if they will process on Saturday.

5:00 p.m.

Minister arrives to begin rehearsal.

6:00 p.m.

Conclusion of rehearsal

### SATURDAY

\_\_\_\_\_

Delivery of flowers

Florist:

Phone:

\_\_\_\_\_

Wedding Party arrival

\_\_\_\_\_

Photo shoot begins

\_\_\_\_\_

Photos end (one hour prior to wedding)

\_\_\_\_\_

Ushers to Narthex to usher (45 minutes prior to wedding)

\_\_\_\_\_

Form Processional Line in Hudson Hall (10 minutes prior to wedding)

\_\_\_\_\_

Chime the Hour

(Note: Musician will wait for signal from wedding coordinator.)

\_\_\_\_\_

The Processional

**SEATING OF GRANDMOTHERS AND MOTHERS**

**Name of Music:**

**Played by:**

**1. Groom's Paternal Grandmother:**

**Escorted by:**

**Followed by her husband:**

**2. Groom's Maternal Grandmother:**

**Escorted by:**

**Followed by her husband:**

**3. Bride's Paternal Grandmother:**

**Escorted by:**

**Followed by her husband:**

**4. Bride's Maternal Grandmother:**

**Escorted by:**

**Followed by her husband:**

**5. Groom's Mother:**

**Escorted by:**

**(usually the groom)**

**6. Bride's Mother:**

**Escorted by:**

**Wedding Party Processional**

**Name of Music:**

**Played by:**

**7. Minister:**

**8. Groom:**

**Best man:**

**List Groomsmen:**

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.
- 11.
- 12.

**List Bridesmaids:**

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.
- 11.
- 12.

**Ring Bearer:** \_\_\_\_\_ **Age:** \_\_\_\_ **Person with whom he/she will sit:** \_\_\_\_\_

**Person who will stay in Hudson Hall with child until processional:** \_\_\_\_\_

**Flower Girl:** \_\_\_\_\_ **Age:** \_\_\_\_ **Person with whom she will sit:** \_\_\_\_\_

**Person who will remain in Hudson Hall with child until processional:** \_\_\_\_\_

**Close Doors. Prepare Bride's train and dress.**

**Bridal Processional**

**Name of Music**

**Played by:**

**Bride and her escort. Name:** \_\_\_\_\_ **(Usually her father)**

**The Service of Holy Matrimony**

**The Ceremony**

**Introduction and Scripture**

**The Declaration and Intent**

**The Giving in Marriage**

**The Exchange of Vows**

**The Exchange of Rings**

**Prayer and Dedication**

**Observation of Holy Communion**

**The Pronouncement**

**Presentation of the Couple**

**Please indicate if there are special readers other than minister.**

**Will there be special music during ceremony?      If so, where in the order of service?**

**Do bride and groom wish to observe Holy Communion?**

**Above format is typical for a wedding at MBBC. If this format is not used, please list format minister will use so that the musicians will have their cues.**

**The Recessional: Name of Music** \_\_\_\_\_

**Bride and Groom**

**Maid of Honor with Best Man**

**Followed by wedding party in pairs based on where they are standing.**

**Bride's Mother escorted by** \_\_\_\_\_

**Groom's Mother escorted by** \_\_\_\_\_

**Bride's Maternal Grandmother escorted by** \_\_\_\_\_

**Bride's Paternal Grandmother escorted by** \_\_\_\_\_

**Groom's Maternal Grandmother escorted by** \_\_\_\_\_

**Groom's Paternal Grandmother escorted by** \_\_\_\_\_

**Note: If a woman's husband is at the service, it is typical for him to escort her from the service. If her husband is not present or is not physically able to escort, then it is common to use a groomsman to return for her. Some grandparents prefer to remain seated and not be escorted from service. Please indicate if they wish to remain seated.**

**Please advise Wedding Coordinator if there are conflicts that she should know in order to make everyone comfortable.**

**Signed:** \_\_\_\_\_ **bride or groom**      **Date:** \_\_\_\_\_

**If neither is member of Mountain Brook Baptist church, the sponsor should sign.**

\_\_\_\_\_ **sponsor**



## **Ten Biggest pre-Wedding Mistakes**

### **1. Blowing off your budget**

**It costs a lot of money plan a wedding. Many brides start booking vendors and making purchases with no budget. As they get closer to the big day, there is no money left. Please remember the vendors will not deliver without your final payment. Budget and spend wisely. Keep close record of all of your expenses.**

### **2. Ordering the wedding gown and/or bridesmaid dresses late**

**Select wedding gown first, then bridesmaid dresses. Most gowns are made to order. The usual time frame is six (6) months. Do not cut close on time, because dress or dresses may not arrive. If you have less than six months, you should consider buying off the rack.**

### **3. Procrastinating on that prenuptial agreement**

**In today's economic climate, both brides and grooms have assets to protect. This is a very important detail for second marriages. This could also include an inheritance one expects in future. This detail should be discussed months prior to the wedding. Prenuptial discussion the week before the wedding is almost guaranteed to be a disaster.**

### **4. Errors regarding the marriage license**

**Rules for Jefferson County are as follows:**

- 1. Bride and Groom must go to courthouse together.**
- 2. Each should have driver's license**
- 3. \$54.50 in cash**
- 4. License is good for 30 days**
- 5. No blood test**
- 6. No waiting period**
- 7. May marry same day**
- 8. Courthouse is open Monday–Friday from 8am-4:30pm. Check for holiday closings.**
- 9. Probate Court is on first floor of Jefferson County Courthouse (downtown)**
- 10. For those re-marrying, have copy of death certificate or divorce papers.**

### **5. Booking guest hotel rooms too late**

**Do not wait until last minute to book a block of rooms. Most hotels will give you a significant grace period to cancel extra rooms. Your out of town guests cannot attend your wedding if they cannot find lodging.**

### **6. Inviting too many guests**

**Many reception venues cannot easily add an additional 50 or so people. In the early planning stages of selecting reception site, book a place that will accommodate 80% of your guest list. Fire codes prevent overcrowding a facility. As time gets nearer to event, you may use different**

formula to determine food order. You can often change food order as late as the week of the wedding, but you cannot find larger room the week of wedding. Plan wisely so that all your guests are guaranteed to be admitted to facility.

#### **7. Last Minute beauty blunders**

Chemical peels, teeth bleaching, tanning bed trips and new beauty treatments should not happen the week of the wedding. Start a long range beauty regime months before the wedding day. You have spent hours and months planning your wedding. You do not want to be the bride with water blisters on her face!

#### **8. Underpaying postage on invitations**

Take one completed and sealed invitation to the post office to be weighed. The Postal clerk will help you determine the correct postage. Most all invitations require extra postage. Should the post office return an invitation for *insufficient postage*, it will be about two weeks before the invitation is returned. It will have an ugly red stamp on it that will cause you to have to re-address the outside envelope.

#### **9. Ignoring Religious Restrictions**

Most houses of worship have rules about how the wedding may be conducted. Many have clothing restrictions. Most all religious sites require pre-nuptial counseling. Do not assume the rules do not apply to you. Make certain you understand the rules and policies of the Church, Synagogue or Cathedral before you make any deposits. Most rules and policies are not negotiable. Your failure to adhere to policies could cause the officiate to cancel the wedding. Remember this is not only the right but also the responsibility of officiate.

#### **10. Ignoring weather warning**

Planning an outside wedding or reception with no back up is tempting fate. Plan to offer some type of air-conditioning outside should the temperature turn balmy. Have an alternate interior location and tents on reserve in case of rains, floods or high winds.

**Note:** Another error that is rapidly moving to the top of this list has to do with airline or cruise reservations. It is very important that travel reservations be made in name that is on your driver's license. You will have rest of your life to use your new name. The name change cannot happen until you receive then signed marriage document from courts. This is usually about two weeks after the wedding. On the same subject, check to see if passport is necessary. If so, make sure that yours does not expire within six months of the travel date. Often airline or ship will not let you board if your passport expires within six months. It takes weeks to follow normal channel to renew passport. Do not procrastinate on this issue.

## **Suggested Timeline for Wedding**

**Note: This timeline is based on twelve months to plan. With less time, it will be necessary to adjust to a tighter schedule.**

### **Immediately after engagement**

- **Determine the date of the wedding.**
- **Set a budget.**
- **Make a guest list to determine numbers.**
- **Develop a file system. There are wedding notebooks for sale. It is also easy to create your own with a loose-leaf binder and some clear pocket inserts.**
- **Reserve the locations for the ceremony, reception and rehearsal dinner.**
- **Meet with wedding coordinator at the Church. (This is very important so that you know up front what the rules and regulations are. Later is not the time to be surprised.)**
- **Have a meeting with both sets of parents; bride and groom to determine what roles each wishes to play. Divide responsibility.**

### **Twelve months prior to wedding**

- **Begin interviewing florist, photographers, caterers and bands. Keep good notes.**
- **Reserve the date with minister or other officiator.**
- **Invite those to be in wedding party. Let them know at this time if they are responsible to pay for the wedding attire.**
- **Hire florists, photographer, videographer, band and caterer. (Keep copies of contracts.)**
- **Begin bridal gown search. If bride plans to wear a family gown, meet with the one who will restore and alter the garment.**

### **Eight Months prior to wedding**

- **Interview bakers for wedding cake. Be sure to attend tasting.**
- **Select invitations and programs.**
- **Order dress and headpiece.**
- **Order bridesmaids' dresses.**
- **Start planning honeymoon.**
- **Book guest accommodations for out-of-town guests.**

### **Six Months prior to wedding**

- **Meet with the minister.**
- **Schedule practice session with hairdresser and makeup artist.**
- **Select groomsmen's attire. Locate shop for the rental.**
- **Order wedding invitations.**

- Hire calligrapher to address invitations or determine who will address invitations.

### **Three Months prior to wedding**

- Purchase jewelry, shoes, lingerie or other items to complete wedding ensemble.
- Purchase rehearsal dinner ensemble.
- First fitting of wedding gown.
- Meet with all vendors and finalize and remaining details.
- Send “Save-the-Date” information to guests, particularly out-of-town guests. Give them information on all events of the weekend.
- Determine who will have special seating at wedding.
- Plan welcome baskets for hotel guests.

### **Two Months prior to wedding**

- Mail invitations to rehearsal dinner and other parties for weekend of wedding.
- Mail wedding invitations if there are a large number of out-of-town guests. Otherwise, mail six weeks prior to wedding.
- Set appointment for wedding portrait.
- Get wedding rings engraved.
- Book all transportation needed to and from ceremony.
- Buy gifts for wedding party.

### **One Month prior to wedding**

- Final fittings for wedding attire.
- Schedule another hairdresser and make-up artist appointment.
- Devise seating plan for reception (if there is a seated dinner) and rehearsal dinner.
- Purchase marriage license and deliver to Senior Minister’s Assistant.
- Hair cut appointment for groom about two weeks prior to wedding.
- Notify caterer the number anticipated to attend reception.

*To determine number of guests, calculate half of invited local guests plus only those from out of town who respond or make hotel reservations. Unfortunately, it is necessary to guess the numbers. Responding to an invitation seems to be a thing of the past.*

- Pay all bills that are due.