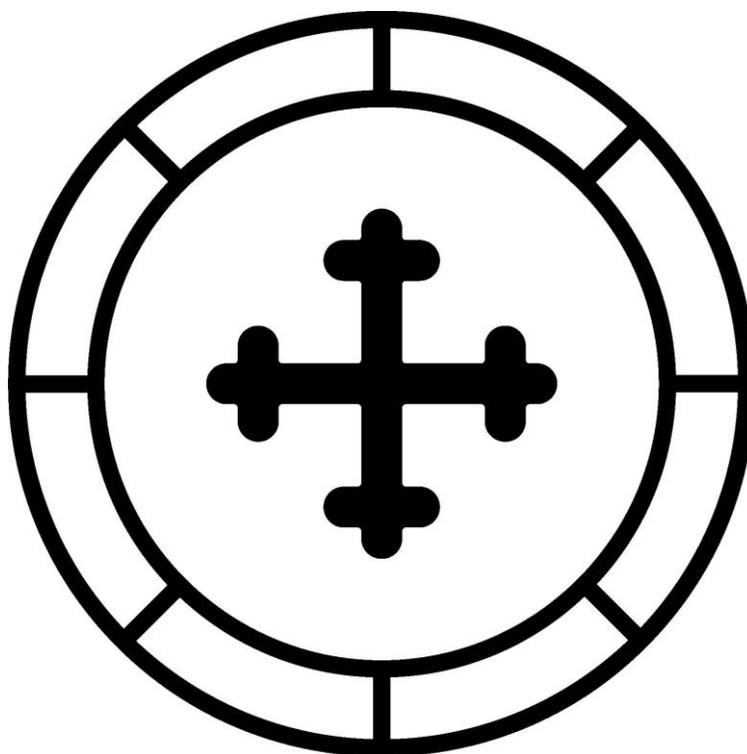


Mountain Brook Baptist Church



Wedding Manual

INTRODUCTION

Weddings at Mountain Brook Baptist Church are occasions of particular significance. The wedding ceremony is a service of commitment in which the bride and groom pledge their vows to each other. The wedding is a service of worship, a sacred and beautiful occasion; therefore, the Church provides facilities and services suited to its dignity and meaning. The Staff wishes to assist in making each wedding a memorable experience for all who participate. To this end, policies and procedures have been adopted by the Church. The bride, groom and all attendants are expected to acknowledge the procedures unique to this Church and to honor all wedding policies and procedures.

ELIGIBILITY

The following persons are eligible to use the Church's facilities for their wedding:

1. Current members who have been active for a minimum of one year by participating in Church services, Sunday School, and fulfilling financial obligations.
2. Children, stepchildren, or grandchildren of current members who have been active for a minimum of one year by participating in Church services, Sunday School, and fulfilling financial obligations.

Any exceptions must be approved by the Senior Minister and the Wedding Coordinator. The eligible person (bride or groom) and their family shall be personally liable for any and all expenses that the Church may incur as the result of damages caused by family, wedding party members, or guests.

Without preapproval of the Senior Minister and Wedding Coordinator, the Church is not available for weddings on the following holiday weekends: New Year's, Palm Sunday, Easter, Mother's Day, Memorial Day, Father's Day, July 4th, Labor Day, Thanksgiving, and month of Christmas.

PERSONAL NOTE TO THE BRIDE

Marriage is a sacred event and deserves to take place in the Church. The ceremony is a sacred service and employs the elements of Christian worship. The Sanctuary and Chapel are places of worship designed and appointed for this purpose. The presiding Minister is the worship leader, assisted and supported by the musicians, Wedding Coordinator, members of the Wedding Ministry Team and the participants. Because of its eternal commitment to Christian marriage and the family, Mountain Brook Baptist Church offers its facilities for such occasions.

We are glad you have chosen to have your wedding here. During the next few months, you will make many decisions that will significantly enhance your wedding experience. Please consider the preparation procedures and provisions afforded the brides of Mountain Brook Baptist Church as you make these important decisions.

THE PREPARATION PROCEDURES

It is imperative that the bride cooperates in upholding the standards unique to the Church. The Senior Minister, the Assistant to the Senior Minister and the Wedding Coordinator will assist in making appropriate selections and interpreting its policies and procedures. The information included in this manual is furnished to guide those involved in the various preparations as plans are made for the use of the Church's facilities.

Since photographers, caterers, floral arrangers, videographers, etc. are guests of the Church, they will be expected to adhere to all policies and procedures for weddings in this Church. Additional copies of this information are available on our website.

The person responsible for the scheduling and coordination of the Church's facilities is the **Assistant to the Senior Minister**. The **Wedding Coordinator** will be available for consultation from the date the wedding is scheduled to provide guidance concerning the preparation process, Church policies and procedures, and use of facilities. **Please note that one's wedding date is not final until all proper steps have been completed as outlined in the Wedding Manual.**

THE SETTING

Either the Sanctuary or the Chapel may be used for the wedding ceremony. The Sanctuary will accommodate up to 900 guests, with the Chapel accommodating approximately 150. Each has an aisle that is used for both the processional/recessional and the seating of guests. Please submit a final head count of attendees no later than **30 days** before your wedding date. In order to plan the number of volunteers needed to assist you on the day of the wedding.

THE TIME OF WEDDING

Weddings are typically scheduled to begin between **11:00 a.m.** and **6:00 p.m.** If the reception is at the Church, the wedding must begin by **4:00 p.m.**

THE CEREMONY

The wedding ceremony is a service of worship and includes music (instrumental and vocal), Scripture, prayer, commitment of vows and, above all, a recognition of the presence of God. Every part of the service shall contribute to an atmosphere of reverence. As the worship leader, the presiding Minister will assist in selecting the elements and order of the ceremony. The processional is led by the Minister, followed by the groom and best man. Preferences of the bride and groom "are considered" in conference with the presiding Minister. The wedding begins with the chiming of the hour. Grandmothers and mothers are seated first; then the wedding processional begins.

THE MINISTER

The Senior Minister or a designee approved by the Senior Minister shall perform or assist in the ceremony. Premarital counseling is required of every couple using the Church's facilities for their wedding. Appointments for such sessions are to be made with the presiding minister **at least one month** in advance of the wedding.

THE MINISTER OF MUSIC

Music is an effective part of the wedding ceremony. It creates an atmosphere of reverence, joy and anticipation as the guests arrive. It also contributes to the worship experience of the participants and the

congregation. The music during the ceremony, as well as pre- and post-service music, shall enhance the sacredness of the occasion and be consistent in style, content, and quality with music used in other worship services of the Church. Specifically, no taped or recorded music of any type will be allowed. Additionally, once the ceremony has begun, musicians are never to leave the Sanctuary or Chapel except in the case of emergency or extreme circumstances. All musicians must wear performance attire or clerical robe.

For ceremonies in the Sanctuary, the church's organ and/or piano may be used. The MBBC Organist and/or Pianist plays for all weddings; exceptions to this policy must be approved by the Minister of Music. Church musician's fees are based on basic rehearsal time. Additional time for rehearsing with other musicians will require additional fees.

If there is a scheduling conflict, the organist will make arrangements for a substitute, or if the bride/groom prefers another organist or pianist, such must be approved by the Minister of Music and the Wedding Coordinator, and it is the responsibility of the bride/groom to make these contractual arrangements. On those rare occasions when one musician may be requested to play both instruments, the fee for such responsibilities will be the same as that which is normally received by either the Organist or Pianist.

All music and musicians **MUST** be approved by the Minister of Music at least ninety (90) days before the wedding date. Vocalists and other musicians may be asked to meet with the Minister of Music prior to approval of the music.

THE WEDDING COORDINATOR AND WEDDING MINISTRY TEAM

All weddings at Mountain Brook Baptist Church are directed by the Wedding Coordinator and/or members of the Wedding Ministry Team. Please inform any additional wedding planning staff outside of the church that they cannot be involved in the ceremony process. The members of this ministry team recognize this responsibility as a significant part of their ministry to the Church. The Wedding Coordinator must be contacted as soon as the wedding has been placed on the Church calendar. The Coordinator and/or members of the Wedding Ministry Team shall be present for all rehearsals and weddings.

ATTENDANTS

There are no restrictions on the number of attendants for the bride and groom; however, selection of attendants should focus on the fact that one's wedding is a worship service, and that, as such, the size of the wedding party should be consistent with this sacred occasion. **Unruly behavior by attendants is totally inappropriate and shall not be tolerated.** Those attendants in question will be asked to leave the property and will not be allowed to process in the ceremony.

If children are to participate in the wedding as ring bearer and/or flower girl, they must be at least (5) years of age. It has been our experience that this is too great a responsibility for young children. The atmosphere of worship is often compromised as young children cannot fulfill their duties. At all events (both the rehearsal and the wedding), children in the wedding must be supervised by a designated adult. Please make the Wedding Coordinator aware of who will supervise the children. Children will process and then go to the extreme left aisle to be seated with designated persons. It would also benefit the bride and groom if there were a secondary adult to use in case of emergency.

THE REHEARSAL

The presiding Minister and Wedding Coordinator shall direct the wedding rehearsal, with members of the Wedding Ministry Team assisting. The rehearsal provides ample opportunity to review the mechanics involved with the service itself and is the culmination of the wedding preparations. The entire wedding party is carefully led through the service by the Minister. Part of the instruction from the Minister will include a brief reminder of the expectations of conduct proper for such a service. All rehearsals shall be scheduled **no later than 5:00 p.m. on the day preceding the wedding**. In the case of multiple rehearsals or other scheduled activities in the Church, rehearsal times may be adjusted. At least an hour should be allowed for the rehearsal. Please remember, if your wedding party is large, you should allow enough time to go through all the proper steps. This may take longer than one hour, so please schedule your rehearsal dinner accordingly.

It is important that all members of the wedding party **be present at least thirty minutes prior to the designated time since the rehearsal will begin on schedule**. Musicians should practice prior to the rehearsal. The Church Organist or Pianist will not participate in the wedding rehearsal unless specifically requested by the bride or presiding Minister.

All persons who plan to process must be present for the rehearsal. Proper travel arrangements should be made in order to insure a timely arrival before the rehearsal.

USE OF ILLEGAL DRUGS, ALCOHOL, OR TOBACCO

The possession or use of illegal drugs, the consumption of alcoholic beverages, or the use of any tobacco products, is strictly prohibited anywhere on the Church's property, including all dressing and parking areas. The bride and groom are responsible for advising all participants of this policy and for controlling their behavior. The Church believes that violation of this policy infringes on the sanctity of both the rehearsal and the wedding. Violators will be required to vacate the premises and shall be subject to arrest by the Mountain Brook Police Department. The Senior Minister reserves the right to cancel the wedding should this policy be violated.

THE RECEPTION

Certain areas of the Church are available for the reception following the ceremony. The reception must conclude within two and one-half hours from the start of the wedding. The caterer must be prepared to vacate the premises immediately upon conclusion of the reception. The kitchen and reception hall must be left clean. The custodian will vacuum the floor. The caterer is responsible for furnishing everything for the reception, including glasses, china, crystal, tablecloths, etc. The warming kitchen may be used only to place pre-prepared food on trays. No cooking or warming is permitted. If the main kitchen is used, the Church's Food Service Director must be present. For weddings where the reception will be held at the Church, the wedding must begin by four o'clock. The Hall should be reserved at the same time the wedding is scheduled. **Church facilities are not available for wedding receptions if the ceremony is performed in a place other than Mountain Brook Baptist Church.**

CUSTODIAL CARE

The Custodians shall prepare the building and its facilities for all weddings during their regularly scheduled work hours. Specific instructions are relayed to them by the Secretary to the Senior Minister. At least one Custodian shall be present to open and close the building, to see that building systems are functioning appropriately, to make adjustments as needed both during the rehearsal and on the wedding date, and to prepare the building for its next services.

On the wedding day, the Church will be unlocked at least two hours prior to the service. Earlier access must be arranged with the Coordinator. The Custodian is not responsible for providing assistance to the florist, decorator or caterer. Adjustments to heating and cooling equipment are to be made by authorized Church personnel. This equipment will be timed so that the Church facilities reach proper temperature by the hour of the wedding.

CHILD CARE

Requests for childcare must be made 60 days prior to wedding with the Church's Director of Children's Ministries. The Director of Children's Ministries shall coordinate workers and costs for these services and shall be the sole responsibility of the person requesting such assistance.

Further stipulations for childcare include:

- Exact hours for such care must be scheduled with the Director of Children's Ministries.
- The scheduling of all rooms in which such care is provided will be the responsibility of the Director of Children's Ministries.
- In an attempt to provide quality care and to facilitate safety, the Director of Children's Ministries will determine the number of workers necessary to care for the children. A minimum of two (2) workers shall be required at all times.
- The total cost for childcare workers is to be **paid** at least **thirty (30) days** prior to the day of the wedding. Nursery worker fees will be quoted by the Director of Children's Ministries. This fee is payable to MBBC. It is due no later than **thirty (30) days** prior to the wedding.

The Request for Child Care form must be returned to the Director of Children's Ministries at least sixty (60) days prior to the wedding.

GUIDELINES FOR PHOTOGRAPHERS AND VIDEOGRAPHERS

Photographers customarily take pictures of the wedding party **before the ceremony, or during a period not to exceed twenty minutes immediately thereafter.** Photo sessions should be scheduled in appropriate places in the building — Sanctuary, Chapel, Narthex, Prayer Garden, Bride's Room or Parlor. **Such sessions in either the Sanctuary or Chapel must conclude at least one hour prior to the time of the wedding** in order to allow sufficient time for the sound technicians. During the wedding ceremony, pictures will be allowed from the balcony of the Sanctuary or the vestibule of the Chapel utilizing existing lights only. Under no circumstances should photographs be taken by guests during the ceremony. As the bride and groom recess down the aisle, pictures may be taken, without a flash, from the doors of the Sanctuary narthex or Chapel

vestibule, in such a manner as the Wedding Coordinator instructs. If a photograph with the officiating Minister is desired, a request should be made in advance.

The prenuptial music and the wedding ceremony **will be recorded** on a CD through the Church's sound system. Only a member of the Church's Sound Committee may operate this system. Other sound recorders should not be installed or used in the Sanctuary or Chapel. **A member of the Sound Committee will be present for every wedding.**

Videography must in no way interfere with other photograph sessions or with regular procedures of the wedding (such as seating of guests, processional preparations, etc.).

The bride is responsible for providing this information to all photographers and videographers prior to the rehearsal and wedding.

All photographers and videographers must wear standard business attire and should dress accordingly.

GUIDELINES FOR FLORISTS AND DECORATORS

Facilities and furnishings at Mountain Brook Baptist Church have been designed for occasions that call for a worshipful setting. All flowers and decorations, therefore, should seek to preserve the sacredness and reverence of such a setting. The natural beauty of both the Sanctuary and Chapel is enhanced most effectively by only minimal additions. Floral arrangements for a wedding should be consistent with flowers used for other worship services of the season. During Lent and Advent, the Church is decorated appropriately for these sacred seasons and such decorations remain in place throughout the season. Upon request, the Floral Committee will provide a description of these decorations.

Typical floral decorations are a single arrangement on the center lectern. Additionally, flowers are often placed on existing tables in both the foyer and narthex. A total of four (4) pew markers may be used to mark the first and last row of the family rows provided they are attached in such a way as not to mar the finish of the pews.

The Church provides containers for arrangements in both the Sanctuary and the Chapel. Decorations must be put in place by the bride's decorator on the day of the wedding. Florists should bring all flowers prearranged and a drop cloth should be used if adjustments to arrangements are necessary. Florists should remove all dropped petals, berries, leaves, etc. prior to the wedding. Additionally, the flowers on the altar, in the narthex, and in the foyer should be left for services the following Sunday. When requested, an appreciation or memorial statement will be included in that Sunday's order of service. All other decorations are to be removed immediately following the wedding. Badges or bows may be placed on the nails below the lanterns at the exterior doors.

The building shall be open **two hours** prior to the time of the wedding. **Earlier access** must be arranged with the Wedding Coordinator. Church Custodians do not assist the florist or decorator. The florist and/or decorator should have adequate staff to perform their decorating. Adjustments to cooling and heating equipment, and such schedules, are the sole responsibility of the Church's personnel. Plants and flowers that require a specified temperature should not be placed in the building on the day of the wedding until the building reaches that temperature. **No flower petals or any other material shall be strewn in the aisles.** No tacks, nails, scotch tape, screws or other materials that will mar or deface any part of the building or its furnishings shall be allowed. No decorations may be placed on musical instruments, lecterns, baptistery, rails or doors. Artificial flowers/feathers are not to be used.

FEE SCHEDULE

Weddings

Wedding Fee	\$1,200.00 (custodian, organist or pianist, sound, wedding coordinator)
Non-Member Fee	\$1,500.00*
Child Care (based on number of workers needed) - Ask Director of Children & Family Ministries	
Live-streaming ceremony is optional – extra \$100.00	
Minister - ask Wedding Coordinator	

Receptions in Hudson Hall

Security Deposit	\$ 500.00**
Custodian	250.00
Church Hostess	300.00
Kitchen Staff (per person for 4 hours)	150.00
Non-member Fee	500.00*

* On very rare occasions, the Senior Minister may approve a wedding for a former member or child of former member.

** The check for security deposit will be cashed upon receipt. After the facilities have been inspected, the full amount will be refunded or some funds withheld to cover damages. A damage repair estimated will be included.

Wedding fee (\$1,200.00) should be given to the Senior Minister's Assistant at the time of the reservation or the Church will not be able to move forward with the wedding. In accordance with IRS guidelines, fees paid to the Church must be made payable to Mountain Brook Baptist Church in order for proper taxes to be withheld. Note: If the church organist/pianist is required to spend extra rehearsal time with vocalists or other musicians, an extra fee is required.

OTHER

No rice, confetti, birdseed, bubbles, balloons or similar items are to be thrown inside or outside the facilities. Also, birds, butterflies or similar live insects or animals may not be released on Church property.

ACCESSORIES

In order that the chancel of both the Sanctuary and the Chapel may be appropriately furnished, the Church provides a *Prie-dieu*, candelabra, Unity Candle and aisle candles. Only these may be used. The Church furnishes chase candles for the candelabra. **No candles, other than those provided by the Church, may be used down the aisle or in the windows.** No flowers, greenery or other decorations may be placed on the *Prie-dieu* or candelabra. The Church provides the candles for your convenience at no cost. **The fire code enforced by the Fire Department of the City of Mountain Brook must be observed in the placement, removal and/or storage of all candles.**

OTHER FACILITIES

THE BRIDE'S ROOM

The Bride's Room is located adjacent to the narthex and is reserved for the bride and her mother on the day of the wedding. The bride may schedule an appointment with the Wedding Coordinator to place her wedding dress and accessories in the Bride's Room.

THE ATTENDANTS DRESSING ROOM

The Attendants Dressing Room is furnished with dress racks, mirrors, and other accommodations. The attendants may come in casual attire and dress upon arrival. After the photography session, preceding the hour of the wedding, attendants shall immediately return to the Attendants Dressing Room, pack all their belongings and take them to their cars and/or give to someone else to put away, and remain in the Attendants Dressing Room until time for the ushering and/or processional. The bride may visit her attendants there. The attendants should not gather in the Bride's Room, the groomsmen room, outside, or in the Narthex. A room will be available for the groom, best man, and groomsmen should they choose to dress at the Church. The groom should designate someone to be responsible for removing extra clothing and trash from the room.

KEYS

Keys will not be provided for the florists, decorators, or caterers. Access to the building for such persons must be scheduled with the Wedding Coordinator.

TELEPHONE

On the day of the wedding, a telephone is available for either emergencies or other calls related to the wedding. (Please use cell phone judiciously while in the church.)

USHERS AND GROOMSMEN

It is customary for the couple to provide dependable and conscientious ushers for the service, **usually one usher per fifty guests**. Ushers and groomsmen should arrive at the Church at the time scheduled for pictures and must report to the Narthex to assume their duties not less than **forty-five (45) minutes prior to the service**. Ushers will kindly remind guests arriving with cameras of any kind that no photographs are permitted, and they should request that cell phones and beepers be silenced. They should set the tone of dignity and quiet reverence for the guests.

PRINTED ORDER OF SERVICE

It is not necessary to have a printed order of service. However, if the bride chooses to have one, the proposed draft must be submitted to the Wedding Coordinator for approval no less than **four weeks** prior to the service. The artwork on the printed material should either be the MBBC cross logo or a sketch of the Church. Upon request, these are available for you to reproduce. Other artwork to be used must be approved by the Wedding Coordinator.

REFRESHMENTS FOR WEDDING PARTY

It is important that some light refreshments be provided for the wedding party. Please inform the Wedding Coordinator of the persons(s) responsible for delivering food and for the removal of such. The Church will provide a table and tablecloth. Ice is available; however, it is best to chill drinks the day before the wedding

to avoid water stains on clothing. Please ask those responsible for delivering refreshments to contact the coordinator to arrange a delivery time to the warming kitchen where refrigerated items would be stored. There is one food table for the entire wedding party. Please keep in mind what type of food you pick in reference to how easy it may be to stain or spill on dresses and tuxes.

OBSERVANCE OF THE LORD'S SUPPER

Should a bride and groom choose to observe Holy Communion as a part of their marriage ceremony; the Church will certainly accommodate this request. Please notify the Wedding Coordinator at least **one month** so that preparations may be made. In addition, the bride should discuss this request with the presiding Minister during the counseling session.

CANDLE LIGHTING

The Wedding Committee will light the candles prior to the time guests are seated.

WEDDING CHECK LIST

1. Contact the Senior Minister's Assistant to set the wedding date. Wedding will not be placed on the calendar until all fees are paid and forms signed and returned to the Wedding Coordinator.
2. Schedule conferences as follows:
 - a. Wedding Coordinator (as soon as the wedding date is set – deliver all forms at this time)
 - b. Church Organist (at least 60 days prior to the wedding)
 - c. Presiding Minister (at least 60 days prior to the wedding)
3. Complete Forms:
 - a. Church Policy Form (ready to submit by first meeting with Wedding Coordinator)
 - b. Minister of Music (at least 60 days prior to the wedding)
 - c. Request for Child Care (at least 60 days prior to the wedding)
 - d. Sound/Recording Needs Form (at least 60 days prior to the wedding)
 - e. Church Hostess – if using Church facilities for reception (at least 60 days prior to the wedding)
4. At the time facilities are reserved, forms and fees should be given to the Wedding Coordinator.
5. Deliver Marriage License to the Presiding Minister one week prior to the wedding.

Items 1-4 must be completed in order to confirm the wedding date. Until such has been accomplished, the date is tentative and subject to being bumped should others who desire the same date fulfill the above criteria.

GUIDELINES FOR WEDDING RECEPTIONS IN HUDSON HALL

General

1. Only a member of Mountain Brook Baptist Church may reserve and host an event in Hudson Hall.
2. Hudson Hall more comfortably accommodates adults. All expenses for such are to be paid by the host/hostess.
3. A \$500 security deposit will be made by the host/hostess. This will be refunded after the room has been inspected, provided there is no damage.
4. Access times for receptions in Hudson Hall must be coordinated with the Wedding Coordinator.
5. The wedding must occur at Mountain Brook Baptist Church in order to use Hudson Hall for the reception.
6. Only approved caterers and florists may be used for occasions in Hudson Hall.
7. A reception in Hudson Hall should conclude within **2½ hours** of the beginning time of the wedding.
8. The private dining rooms are not available for receptions.
9. No unsupervised children are allowed in the Sanctuary, the Chapel or any other parts of the building during the reception.

Furniture

1. The Church's Custodial Staff will move sofas and rugs to appropriate areas.
2. No other furniture may be moved.
3. No additional chairs may be brought into the Hall.
4. The Church's Custodial Staff will provide all food service tables that are requested.
5. The host will provide tablecloths and all food service items.

Food

1. No crumbly or messy food may be served.
2. No red punch may be served.
3. Food, beverages, etc. are not to be placed on the marble table in the Rotunda.

Caterer

1. Caterer must have adequate staff to keep plates/cups off furniture.
2. Warming kitchen is used for transferring food to serving trays. No food is to be prepared in this area.
3. Caterer must leave warming kitchen clean.

Flowers

1. Floral arrangements may be placed on food service tables.
2. Floral arrangements may be placed on the marble table in the Rotunda. Only a member of the Church's Building or Wedding Committee may move the bowl to storage if the florist is using another container.
3. Flowers may be placed in the container located on the mantel. This container may not be moved.
4. Balloons, confetti, rose petals, rice or bubbles are not allowed.
5. Nothing may be suspended from the ceiling, walls, furniture or wall sconces.
6. Votive candles may be used on food service tables only. Candlesticks may be used, provided the flame is protected by glass. The Wedding Committee must approve all candlesticks.

DIRECTORY
Mountain Brook Baptist Church

Name and Position	Office	Home
Dr. Wayne Splawn Senior Minister	871-0331	834-3565
Mrs. Barbara Morgan Assistant to Senior Minister	803-3443	879-0398
Ms. Jane Green, Wedding Coordinator		529-1855
Dr. Kely Hatley Minister of Music	803-3458	490-1107
Mrs. Sharon Howard Director of Children & Family Ministries	803-3445	871-4424
Dr. Paul Mosteller Organist		337-6293
Mr. Vince Blackerby Director of Operations	803-3450	335-0525
Mrs. Carrie Hanson Food Service Director	803-3469	796-9774
Mr. Stan Breaux Sound Committee	599-4823	982-7812

WEDDING MINISTRY TEAM

Ms. Jane Green, Wedding Coordinator

Mrs. Patsy Hendley, Ms. Erika Hester, Mrs. Claire Hills, Mrs. Martha Isom, Mrs. Ellen Keith,
 Mrs. Carolyn Nowlin, Mrs. Chris Ray, Mrs. LuAnne Wall



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