

Provisions for Weddings

The wedding ceremony is one of the most sacred rites of the Church. It is a covenant-making ceremony, in which two persons pledge their life-long commitment to one another, in the presence of the LORD and witnesses, as persons the LORD has brought together. Since the wedding ceremony is a worship service, Providence Park Baptist Church seeks to further that end by requiring that **all persons who are married among our congregation adhere strictly to the following provisions.**

- ¶ The first contact regarding the wedding date and the ceremony must be made with the Pastor. Afterwards, the Clerk should be contacted, in order to secure the necessary forms and information, so that the wedding plans may proceed on schedule. Should any change in plans occur after the initial date of contact, please, inform the Clerk immediately.

- ¶ Discretion must be exercised in all activities in the wedding ceremony and the sanctuary. Since the wedding ceremony is a worship service and the sanctuary reflects the symbols and the significance of the love of GOD and the spirit of Christ, moderation and simplicity are advised in decorating. Please, adhere to the following guidelines, and it is strongly suggested that they be shared with your florist or the person(s) responsible for decorating the sanctuary and/or the fellowship hall.
 1. Candles should be of the drip-less variety, and must be in a candelabra which will catch and contain drippings. Also, the floor or other surfaces beneath the candelabra must be thoroughly protected with a plastic or cloth covering in white. In the event of candle drippings on furniture, floor, or carpet, the person signing the wedding form, the florist, or the person(s) responsible for decorating shall be required to clean and/or reimburse the church for damage.
 2. Decorations shall not be attached to pews or any other furniture by nailing, thumb-tacking, gluing, or pinning. A fee will be charged, if damage is determined.
 3. All decorations must be removed from the sanctuary immediately following the service. Flowers may be left for the Sunday service.

- ¶ Since music is an important medium for conveying the message of faith (in this case, the meaning of marriage), the selection of music should be kept in line with the theme of GOD's love for us and our love for GOD, particularly covenant-faithfulness. In this respect, secular music

is inappropriate for worship. Also, movement or relocation of the piano and the organ is prohibited. Third, use of the organ will be reviewed by one of our church consultants [see below].

- ¶ The fellowship hall is available for rehearsals and receptions upon request. Also, rooms are available at the church for the use of members of the wedding party. Please, indicate your desire regarding these, when completing the WEDDING ARRANGEMENT FORM.
- ¶ Due to the safety hazard created both inside and outside, we do not permit anything (i. e., bird seed, confetti, rice, etc.) to be thrown on church property.
- ¶ Please, see the Fee Schedule in order to determine applicable fees.
- ¶ The church will arrange to have a member of the church present for the rehearsal and the wedding ceremony, in order to provide an immediate contact for your convenience and to provide guidance to persons who are unfamiliar with our facilities and policies. In this respect, one of the following persons will serve as a church consultant: Mrs. Thomasina Binga; Mrs. Phyllis Dance; Mrs. Gloria Greene; Deacon Bernice Johnson; Deacon Floydie Peeples; or Mrs. Gladys Shaw.

Fee Schedule

All fees are due and payable at the church office two weeks before the service.

For Use of the Sanctuary

For members: no charge

For non-members:*

a. wedding: \$500

b. wedding & reception: \$750

(Make checks payable to the church.)

For Use of the Fellowship Hall

For Reception:

for members: \$250

for non-members: \$250

For Rehearsal Dinner:

for members: \$200

for non-members: \$500

(Make checks payable to the church.)

Pastor's Honorarium: \$175

(Make checks payable to the Pastor. This should be given to the Pastor by the Groom on the day of the wedding.)

Custodian or Sexton

It is suggested that a \$150 fee be provided for the sexton on duty the day of the wedding. This may be given to the Clerk at the time all fees are due.

***It is the policy of the present Pastor to officiate only the weddings of the members of the Providence Park Baptist Church. Use of the sanctuary and the fellowship hall for weddings of non-members, and in assistance of other congregations, must be approved by the Board of Trustees.**

Revised 11/05/07

WEDDING ARRANGEMENT FORM

Please, complete this form.

The Bride

Full Name _____

Address _____

Street

City

State

& Zip Code

Home Phone (____) _____ Work (____) _____

Are you a member of Providence Park Baptist Church? ____ Yes ____ No

If no, please, list church affiliation.

Name of Church _____

Pastor's Name _____

Parent's Name _____

Address _____

Home Phone (____) _____

The Groom

Full Name _____

Address _____

Street

City

State

& Zip Code

Home Phone (____) _____ Work (____) _____

Are you a member of Providence Park Baptist Church? ____ Yes ____ No

If no, please, list church affiliation.

Name of Church _____

Pastor's Name _____

Parent's Name _____

Address _____

Home Phone (____) _____

The person who is making the arrangements, and who will be responsible for all financial obligations relating to this event, should sign.

Signature of Responsible Party _____

Phone (____) _____

Wedding Date _____ Time _____

Rehearsal Date _____ Time _____

Officiant(s), if not Pastor _____

Facilities Requested

(Check all applicable. See Fee Schedule.)

- () Sanctuary () The J. J. Woodson Fellowship Hall
() Kitchen () The Sylvester C. Booker Building

Do you wish to have a rehearsal dinner in Woodson Hall? ___Yes ___No

Do you wish to have the wedding reception in Woodson Hall? ___Yes ___No

Do you wish to use other space in the Booker Building for the wedding party? ___Yes
___No

If you are using the church for the rehearsal dinner and/or the wedding reception,
please, list the name(s) and the phone number(s) of your caterer(s).

Caterer's Name _____

Telephone (____) _____

Permanent Address after Marriage:

Address _____

Home Phone (____) _____

Please, return to:

**The Clerk
Providence Park Baptist Church
468 East Ladies Mile Road
Richmond, VA 23222**

