

GREATER NEW ANTIOCH BAPTIST CHURCH, INCORPORATED
WEDDING AND EVENT MINISTRY
POLICIES AND PROCEDURES

We believe that the wedding ceremony is a sacred event and a religious ceremony in which a man and a woman evoke the blessings of God. We believe based on our biblical views that same gender marriages are inconsistent with the Word of God. The scriptures used for this determination are Genesis 1:27-28, Leviticus 18:2, 1Corinthians 7:2 and Ephesians 5:23-24 and 32. Therefore, all same sex union will not be allowed in our facility. The goal of Greater New Antioch Baptist Church is to make each wedding ceremony a beautiful and worshipful experience. To that end, we extend to the wedding party every possible courtesy to establish a uniform and regular practice regarding weddings in this church and to make the church available to all interested parties. **The following procedures have been instituted:**

Ministers and Members: Members of GNABC who desire the use of the church for a wedding are invited to make application for their ceremony. Even though you are a member of GNABC, it is not guaranteed that the Senior Pastor will be available to perform the wedding ceremony. Plans to use other ministers shall be discussed with and approved by the Senior Pastor. Proof of Ordination is required for all ministers outside of GNABC. The Minister will wear a formal robe for all formal officiated weddings and a dark business suit for informal weddings. It is not a requirement for the officiating minister to attend wedding rehearsals. All arrangements of ceremony (program) will be discussed with the church's Wedding/Event Coordinator for final approval. Membership constitutes one who has been a member for at least six months from date of joining and according to the church database is in active standing.

The following denotes **Active Standing:**

1. Actively involved in a ministry, attends bible study, Sunday school and have completed all new members' classes.
2. Actively contributing financially in the last six months.

Scheduling and Fees: Scheduling of a wedding/event date will begin with the submitting of the wedding/event application online at www.gn2900@aol.com or obtaining a hard copy from the church. Application will go directly to the Wedding/Event Coordinator. Upon receipt of an application, the Wedding/Event Coordinator shall verify proof of membership and active standing. The application then goes to the Wedding/Events Committee for a proposed date. **This date will be coordinated with the church's secretary calendar and tentatively placed on the calendar until the deposit (\$150.00) is paid.** After scheduling the wedding/event date, applicants will be notified by the Wedding/Event Coordinator to schedule a consultation for review of policies and procedures. At the initial consultation, the couple must pay the \$150.00 deposit. This deposit is **non-refundable.** . **When the deposit is paid in full, the wedding/event date will be officially confirmed on the church calendar. Balance on remaining fees should be paid in full to the Wedding/Event Coordinator two (2)0 weeks before the scheduled engagement. Deposits and payments may be paid by personal checks. All monies not paid two (2) weeks before the scheduled wedding/event date Must be paid by cash, cashier's**

check or money order made payable to Greater New Antioch Baptist Church, Inc. Receipts will be given for all paid fees by the Wedding/Event Coordinator and documented by the church's finance committee. Once the wedding/event has been booked and the total deposit is paid, the member must maintain an active membership status until the wedding. If the membership status becomes inactive, the non-member fees will be charged.

FEES ARE AS FOLLOWS:

Members

**Sanctuary Weddings
\$300.00**

**James E. Jackson Activity Room
\$200.00**

**Fellowship Hall for Receptions
\$100.00**

**Fellowship Hall for Rehearsal Dinners
Free—if Wedding and Reception are at GNABC**

Non Members

An additional \$150.00 refundable deposit is required.

**Sanctuary Weddings
\$400.00**

**James E. Jackson Activity Room
\$300.00**

**Fellowship Hall for Receptions
\$200.00**

**Fellowship Hall for Rehearsal Dinners
\$200.00 if reception is off-site**

Free – if Wedding and Reception are at GNABC

The \$150.00 deposit is refundable if the rehearsal, rehearsal dinner, wedding ceremony and/or reception do not go beyond the allotted time and if the facilities are left in proper order. Delayed weddings, receptions and/or rehearsals will incur an additional fee of \$50.00 per half hour. Any overages of allotted times or damage to church property will be deducted from the deposit. Damage of church property over the amount of \$150.00 will be charged to the person(s) renting the facilities. The above fees include charges for the maintenance personnel, media personnel, and security personnel.

Members will be charged for damages that may occur to the facility. If the event exceeds the allotted time a \$50.00 per half hour fee will be applied. Prices and Charges are non-negotiable.

TIME AND AVAILABILITY OF FACILITIES

Wedding days and times are permitted as follows:

- **Friday—6:00 p.m. – 7:30 p.m. (Rehearsals on Thursday—5:30 p.m. – 7:00 p.m.)**
- **Saturday—Weddings must begin by 3:00 p.m. in the fall and winter months and by 4:00 p.m. in the spring and summer months.**
- **Sunday—No Sunday weddings (except marriage ceremonies that have been approved by the Senior Pastor).**

The Sanctuary and the James E. Jackson Activity Room may be used when the wedding does not conflict with regular programmed church functions or any church activity. Furniture and furnishings in the Sanctuary cannot be moved or rearranged. Any changes in the use of

facilities, times and wedding date must be requested in writing and submitted to the Wedding/Event Committee for approval. Approval will be determined based on the church calendar.

PRE-MARITAL COUNSELING: Pre-marital counseling is a vital factor in preparation for the ceremony. Therefore, the bride and groom must arrange for the counseling session at GNABC with the Senior Pastor.

- In order to be married, you must obtain a valid marriage license from your county of residence before the Minister will conduct the wedding ceremony. The license must be provided to the Wedding/Event Coordinator on the evening of rehearsal.

General Requirements: All wedding rehearsals, ceremonies and receptions at GNABC are under the guidance and direction of the Wedding/Event Committee. It is the bride's responsibility to inform personal directors of this policy.

- **The florist must call the Wedding/Event Coordinator to set the time for their period of work. The bridal couple will give copies of church policies and procedures to their florist, wedding director, photographer and videographer, which must be signed and returned to the Wedding/Event Committee.**
- Wedding clothes are not to be delivered to the church. Arrangements must be made for the prompt return of borrowed or rented articles after the wedding and/or reception. No rented items may be stored in the church for later pick-up. The church is not liable for any loss or damage to any item brought into the church for use at weddings and/or receptions.
- **The individuals or family scheduling the wedding will be held liable for damage to the carpet, furniture, building and grounds.** The church reserves the right to restrict the privileges of any of the above that violates these procedures and policies.

WEDDINGS AND WEDDING REHEARSALS: Both the rehearsal and the Wedding Ceremony must begin promptly as scheduled.

- Friday rehearsals are held from **6:00 p.m. until 7:30 p.m.**
- The wedding party should arrive no earlier than **two (2) hours** before the wedding ceremony, unless otherwise approved by the church's Wedding/Events Committee. **One (1) hour** is allotted for the wedding service.
- A pre-photo session is advisable in order to expedite post-ceremony photographs.

WEDDING RECEPTION AND REHEARSAL DINNERS: The James E. Jackson Activity Room and the Fellowship Hall are available for receptions and rehearsal dinners.

- **All receptions and rehearsal dinners MUST be pre-prepared. The use of GNABC kitchen cooking appliances is prohibited.**
- Receptions are restricted to four **(4) hours**.
- Rehearsal dinners should begin promptly at 7:30 p.m. and end at 9:00 p.m.
- Friday receptions must end by 10:00 p.m.
- Dancing that reflect a Christian venue is permitted.

The Wedding/Event Committee shall be responsible for enforcing these policies.

WEDDING PARTY: Members of the wedding party are expected to dress and conduct themselves in a manner befitting the atmosphere of a place of worship.

- Immediately prior to both rehearsal and wedding, members of the wedding party will refrain from using alcoholic beverages. No alcoholic beverages may be served or consumed on the church premises at any time.
- No food or drink may be brought into the sanctuary, chapel or hallways for consumption. It is the responsibility of the bride and groom to make certain these rules are known by the members of the wedding party.

WEDDING MUSIC: The bride will discuss plans for wedding music with the Wedding/Event Committee.

- If the musician is to be someone other than the church musician, he or she must be approved by the Wedding/Event Committee.
- The bride and groom are responsible for the fees of musicians and soloists. If there is a soloist, the bride is responsible for seeing that the soloist contact the musician.
- Final approval of any vocal selections and all instrumental music played at the ceremony and reception will be the responsibility of the Wedding/Event Committee.

DECORATIONS: Decorations may be done during regular church hours on the day of the wedding rehearsal or wedding day, if there are no scheduled church activities or funerals.

- All decorations must be completed **two hours** before the ceremony.
- Candelabras may be placed in the pulpit area for decorations with the proper protective sheeting underside. All candles **must be** dripless. Brass wax savers should be used to prevent dripping.

- Candles or candelabras must not be placed on, in or near flammable material. **Protective material must be used under used under all flower arrangements and candelabras to protect carpets and furniture.**
- Preservatives harmful to carpets may not be used in the flower containers. Nails, tacks, staples, pins, adhesives, or anything that will mar woodwork may not be used.
- Balloons, rice or bird seeds are not allowed in the Sanctuary.
- **Furniture may not be removed or changed without prior approval by the Wedding/Event Committee. (See Floral Worksheet)**

SOUND SYSTEM AND SPECIAL LIGHTING: The Wedding/Event Committee will secure a technician for the sound system at the rehearsal and wedding and/or reception.

- The technician will be responsible for the sound and light settings. Unauthorized personnel shall not operate the sound system. Music sound checks will be done prior to the ceremony.
- **All approved taped selections must be given to the Wedding/Event Committee at the rehearsal. If CD's are to be looped, they must be given to the Wedding Coordinator two (2) weeks before the wedding day.**

SECURITY: Security is required and provided by the church.

- GNABC Security is on duty at all functions and will enforce all rules.
- Members of the wedding party and guests are to abide by all parking rules.

GNABC Wedding/Event Coordinator is responsible for the following:

- Arrange with the bride and groom a meeting to ensure an understanding of the policies and procedures of the GNABC Wedding Ministry.
- Conduct Confirmation Meeting with the bride and groom confirming the understanding of policies and procedures, services requested, monies due, deposits paid, time allotted, and date refund is due, etc.
- Collect all fees and payments for services provided by the GNABC Wedding Ministry.
- Arrange with bride and groom the details for directing the rehearsal and wedding in a timely manner.
- Before the rehearsal, provide necessary information to the Senior Pastor concerning the wedding ceremony, such as wedding program changes, kneeling bench, unity candles, special music, communion and audio arrangements.

- Obtain names and telephone numbers of all service providers for the wedding and arrange the times for them to perform their duties on the days of rehearsal and wedding.
- Approve wedding ceremony programs, music selections and bridal attire.
- Oversee the work of all service providers for the wedding in the church to ensure it is according to church policies for weddings.
- Provide proper guidance and assistance to the bride and groom; give general supervision to the wedding party, florist, decorator, photographer, and videographer before, during and after the ceremony and reception. Ensure that all church policies for weddings are being followed. See that the florist, decorator, photographer, and videographer have removed all of their equipment and materials from the church facilities.
- See that the family members remove everything belonging to the wedding party from the church.
- Remain at the church until all wedding-related work has been satisfactorily completed and all persons involved in the wedding have left.

WEDDING POLICY FOR WEDDING DIRECTOR

Please observe the following procedures:

- **Meet with the GNABC Wedding Coordinator**
- Arrange with bride and groom the details for directing the rehearsal and wedding in a timely manner.
- Before the rehearsal, provide necessary information to the church Wedding/Event Coordinator concerning the wedding ceremony (wedding program changes, kneeling bench, unity candles, special music, communion and audio arrangements).
- Direct rehearsal, wedding, and reception.
- See that family members and wedding party remove all personal belongings from the church.
- Remove all wedding decorations.
- The church is not liable for any personal injuries, loss or damage to items brought into the church for use at rehearsals, rehearsal dinners, weddings and/or receptions

We have read and understand the above Wedding Director policy and agree and comply with these procedures.

Bride _____ **Date** _____

Groom _____ **Date** _____

Wedding Director _____ **Date** _____

WEDDING MUSIC

As you prepare for your wedding, you will want to give careful thought to the music you will use.

Because the Christian wedding is a special type of **worship service**, music that is used in the wedding ceremony should fit the same criteria for any other church music. It should honor God, edify the church, have wholesome associations, and have a strong text that is not vague in its meaning.

In planning your wedding music at GNABC, adhere to the following:

- The bridal couple must discuss all plans for wedding music with the Wedding Events Committee.
- All musicians other than GNABC musicians are approved by the Wedding Events Committee.
- It is the bridal couple's responsibility to arrange a meeting of soloist(s) and the musician and inform them of their musical tasks.
- All vocal and instrumental music for the ceremony and reception must be approved by the Wedding Events Committee.
- All musician fees are taken care of by the bridal couple before the wedding rehearsal or wedding ceremony.
- Music appropriate for a Christian wedding is available **by request** to the Wedding Events Committee.
- Use of GNABC musical instruments must be approved by the Senior Pastor and the Minister of Music and cannot be changed out.
- Disc jockeys are not permitted for the purpose of supplying music for the wedding ceremony.

We have read and understand the above music policy and agree to comply with the procedures.

Bride _____ Date _____

Groom _____ Date _____

WEDDING POLICY FOR FLORIST/DECORATOR

Please observe the following procedures:

- The florist or person responsible for decorations must contact the church's Wedding Event Committee to request a time for decorating the Sanctuary, James E. Jackson Activity Room or Fellowship Hall.
- All decorations must be completed **two (2) hours** before the ceremony.
- All candles used must be dripless and placed in a candelabras to ensure that they do not drip on the floor or carpet. **The florist is responsible for removing any dripping that may occur.** Brass wax savers should be used to prevent dripping. Candles or candelabras must not be placed on, in or be surrounded by any flammable material.
- Protective material **must be** used under all candelabras and flower arrangements to protect carpets and furniture. Preservatives harmful to carpets may not be used in the flower containers. Flowers may not be placed on the musical instruments.
- Decorations **may not** be placed on the podium in the pulpit. Decorations may not be attached to any of the pews or furniture by nails, tacks, staples, tape, pins, adhesives, or anything that will mar the woodwork in the Sanctuary, James E. Jackson Activity Room or Fellowship Hall.
- Church furniture may not be removed or rearranged without special permission from the church's Wedding/ Event Committee.
- **All floral decorations must be removed immediately following the ceremony and photo session. Rented items of florist may NOT be stored at the church for later pickup.**

Please inform GNABC Wedding/Event Coordinator if the ceremonial flowers are to be donated to the church.

- Seasonal decorations in the Sanctuary, James E. Jackson Activity Room or Fellowship Hall must not be removed or rearranged unless pre-approved by the Wedding/ Event Committee.
- All candles should be extinguished immediately following the completion of photo taking.
- The church is not liable for any personal injuries, loss or damage to items brought into the church for use at rehearsals, rehearsal dinners, weddings and/or receptions.
- The church reserves the right to restrict the privileges to any florist or decorator who violates these policies.

We have read and understand the above Florist/Decorator policy and agree to comply with the procedures.

Bride _____ Date _____

Groom _____ Date _____

Florist/Decorator _____ Date _____

WEDDING POLICY FOR PHOTOGRAPHER AND VIDEOGRAPHER

Please observe the following procedures:

- Do not damage the finish of the church pews by carelessly placing cameras and other abrasive equipment on them.
- Do not stand on pulpit chairs, pews or other furniture when taking pictures. **It is advisable to bring a small step ladder to stand on.**
- Arrangements may be made with the bride and Wedding Coordinator to schedule a photo session before the ceremony in order to expedite the post ceremony photos.
- Be mindful of the allotted time of **thirty (30) minutes** following the wedding ceremony for the completion of the photo session. **Pre-shoots are advisable in order to expedite time following the ceremony.**
- Under no circumstances should a photographer/videographer solicit business to take photos of guests.
- The church is not liable for any personal injuries, loss or damage to items brought into the church for use at rehearsals, rehearsal dinners, weddings and/or receptions.
- The church reserves the right to restrict the privileges of any photographer/videographer who violates these policies.

We have read and understand the above policy for the photographer/videographer and agree to comply with the procedures.

Bride _____ Date _____

Groom _____ Date _____

Photographer _____ Date _____

Videographer _____ Date _____

QUESTIONS SHEET

If you have any questions or need additional information concerning the procedures of the GNABC Wedding Ministry, please list them and refer them to the Wedding/ Event Committee.

JAMES E. JACKSON ACTIVITY ROOM/FELLOWSHIP HALL SET-UP

Please sketch a design as to how the James E. Jackson Activity Room/Fellowship Hall should be set up for your rehearsal dinner and/or reception.

Wedding Date _____

WEDDING RESERVATION FORM

Greater New Antioch Baptist Church, Inc.

2900 Avenue G

Birmingham, AL 35218

Bettie Jones, Wedding/Event Coordinator (205) 914-2746

Please complete Sections 1 and 2; Section 3 will be completed with the Wedding Coordinator during your initial meeting.

Section 1: COUPLE	
Bride's Name:	Goes By:
Address:	Date of Birth:
	Home Phone:
Location of Church Membership:	Cell Phone: Email:

Groom's Name:	Goes By:
Address:	Date of Birth:
	Home Phone:
Location of Church Membership:	Cell Phone: Email:
Couple's address after the wedding:	

Section 2: WEDDING INFORMATION	
Wedding Date: Time:	<input type="radio"/> Sanctuary <input type="radio"/> Chapel <input type="radio"/> Other
Rehearsal Date: Time:	
Officiating Minister:	Organist:
Reception Location:	
Anticipated Attendance:	
Photographer:	Phone:
Videographer	Phone:
Florist:	Phone:

I have read the Wedding Policy for GNABC and agree to abide by the regulations set forth within it.

Signature of Bride/Groom _____ Date _____

Return this form with payment to the Wedding/Event Coordinator. Once the date is approved, you will be notified by phone.

To Be Completed By GNABC Wedding/Event Coordinator

Section 3: CEREMONY	
Attendants	
Bride	Groom
Soloist	Readers
Special Musicians	Limousine
Mistress of Ceremonies	Phone
Church Wedding Director	Phone

Supplies Needed:

- Communion for Bride and Groom
- Music Stands (#___)

Facilities Desired for Day of Wedding:

Sanctuary	Beginning Time	Ending Time
James E. Jackson Activity Room	Beginning Time	Ending Time
Fellowship Hall	Beginning Time	Ending Time
Room #	Beginning Time	Ending Time

FEES	AMOUNT	DATE PAID
Deposit		
Room		
Reception		
Other		

Fees are payable to Greater New Antioch Baptist Church, Inc. Please mail to:

**GNABC Wedding/Event Committee
 Greater New Antioch Baptist Church, Inc.
 2900 Avenue G
 Birmingham, AL 35218**

WHAT THE BIBLE SAYS ABOUT MARRIAGE

Genesis 2:18-24	Marriage is God's idea.
Genesis 24:58-60	Commitment is essential to a successful marriage.
Songs of Solomon 4:9-10	Romance is important.
Jeremiah 33:10-11	Marriage holds times of great joy.
Malachi 2:14-15	Marriage creates the best environment for raising children.
Matthew 5:32	Unfaithfulness breaks the bond of trust, the foundation of all relationships.
Matthew 19:6	Marriage is Permanent.
Romans 7:2-3	Ideally, only death should dissolve marriage.
Ephesians 5:22-23	Marriage is based on the principled practice of love, not on feelings.
Ephesians 5:23, 32	Marriage is a symbol of Christ and the church.
Hebrews 13:4	Marriage is good and honorable.

WEDDING/ EVENT COMMITTEE

Sis. Joan Hargrove
(205) 475-2194

Sis. Bettie Jones
(205) 914-2746

Sis. Bessie McMillan
(205) 252-8801

Sis. Barbara Morrow
(205) 531-0318

Sis. Ruthie Royster
(205) 798-4072

Bro. Jimmy Turner
(205) 601-5659

Sis. Audrey A. White
(205) 572-3424

Church Secretary

Dorothy Burl
(205) 781-7973

Culinary Ministry

Thomasine Hightower

Church Decorators

Church Videographer

Michael Jones

Director of Counseling

Dr. E. O. Jackson, Senior Pastor

Church Administrators

Dea. Winfrey Freeman

Dea. Walter Turner

Dea. Roderick Hill