

# WEDDING

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## *Policies & Procedures*

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TRINITY BAPTIST CHURCH  
ASHEVILLE, NC

## SCHEDULING YOUR WEDDING

1. The bride-elect must contact the event coordinator at Trinity Baptist Church to schedule a date for the wedding.
2. The event coordinator will determine if the date conflicts with any other prior scheduled event.
3. Due to regular church programming, weddings WILL NOT be scheduled on any Sunday or Wednesday, or on any holiday weekend (New Years, Memorial Day, Easter, July 4th, Labor Day, Thanksgiving and Christmas). Weddings will only be scheduled at times that do not interfere with Trinity Baptist Church's ministries, services and activities. No weddings will be scheduled in December, unless special permission is obtained through the church wedding liaison.
4. To allow maintenance time for routine clean-up procedures, Saturday weddings may not begin after 6:00p.m. (if reception is off-site) or after 4:00p.m. (if reception is on-site). Friday weddings may not begin after 7:00p.m. (if reception is off-site) or after 6:00p.m. (if reception is on-site).
5. **NO DATE IS FINAL UNTIL ALL FORMS ARE EXECUTED AND FEES RECEIVED.**

## TRINITY BAPTIST CHURCH WEDDING LIAISON

1. The wedding liaison will meet with the wedding couple for a final confirmation of the wedding date.
2. If the officiating Pastor is on the staff of Trinity Baptist Church, a time will be scheduled for premarital counseling which is required. The church liaison will notify you of the date and time.
3. Because emergencies sometimes arise, an alternate Pastor should be chosen as well, to assure a smooth transition if needed.
4. At this meeting the couple will be expected to pay any fees and sign the liability release forms.
5. All rules contained herein will be discussed and the liaison will answer any questions the couple might have. The wedding director will be expected to attend this meeting in order to assure complete communication between all parties involved.

## THE OFFICIATING PASTOR

1. It is the desire of the Pastoral Staff of Trinity Baptist Church to make each wedding ceremony a worship experience where Christ is honored as two lives are joined in matrimony.
2. NOTE: If you would like to have a Pastor outside of Trinity Baptist Church to officiate at your ceremony, please advise the wedding liaison so final approval from the Senior Pastor of Trinity Baptist Church can be obtained.

## FACILITY

A wedding is a sacred occasion and all members of the wedding party are expected to conduct themselves in a Christian-like manner. This is a tobacco free campus and therefore use is not permitted on the property. Alcohol is not permitted, nor will anyone be allowed to participate in the rehearsal or wedding who appears to be under the influence of alcohol or drugs. Our pastors will not participate in any wedding where alcoholic beverages are served, including the reception, even if held at another location. **NO EXCEPTIONS.** It is the responsibility of the bride and groom to inform their guests of these policies. No bird seed, rice or confetti are allowed for weddings.

## PREMARITAL COUNSELING

1. If you choose a member of the Pastoral Staff of Trinity Baptist Church to officiate at the ceremony, the Pastor will require that the couple meet with him for an interview.
2. Care is taken to ensure that individuals are prepared spiritually and practically for their marriage.
3. The Pastor will discuss the Biblical foundation for marriage and the responsibilities of a Christian marriage. You will also be given the opportunity to share with him your personal relationship with Christ.
4. The officiating Pastor will be glad to assist you in your plans for the wedding ceremony. It is his desire to honor your wishes, but he will have the final authority to approve or reject any element of the ceremony.
5. Please discuss with him your attire for the wedding.

## WEDDING MUSIC

1. Your choice of wedding music should be sacred and in keeping with the spirit of worship and the Christian faith.
2. The Minister of Music must approve all the ceremony and reception music at least 30 days prior to the wedding.
3. Enlistments and fees for instrumentalists, other musicians and/or vocalists are the responsibility of the bride-elect. Fees for these individuals are not included in the fees charged by the church.

## DECORATIONS

***Please remember that the church is a place of worship. Therefore, decorations should be kept simple and tasteful.***

### THE FOLLOWING RULES MUST BE OBSERVED:

1. Only drip less candles are permitted.
2. Florists must make an appointment with the church office to decorate. The church will not be opened earlier than 6 hours prior to the wedding time.
3. Please be considerate of the carpet and furniture as you plan the placement of floral arrangements, plants and candles.
4. The use of nails, tacks, staples, pins and adhesives are prohibited.
5. The florist will be responsible for any clean up necessary after decorating. Floral arrangements and decorations must be picked up on the same day following the ceremony, unless prior agreements have been made with the church liaison.

## PHOTOGRAPHY AND VIDEOTAPE

The church does offer videotaping of the wedding ceremony (see fees). Photographer must be supplied by the wedding party.

## SOUND AND AUDIO

A sound technician is available to assist with the audio and technical needs. He will attend the rehearsal and wedding ceremony. See fee page. Sound and lighting equipment is to be operated ONLY by technicians designated by the church. Any recorded music to be used in ceremony must be given to the sound technician at the rehearsal.

## FOOD SERVICES

- Church staff will not be responsible for loading or unloading equipment, emptying trash, assisting in the preparation and serving or reception or meals, or otherwise assuming the responsibilities of the caterer.
- Caterers may use the kitchen for final warming and plating of food only. Catered foods should arrive finished whenever possible. Warmers are available for holding hot finished foods and a refrigerator is available for cold finished foods. Ovens may be used to reheat food if necessary.
- Caterer must provide utensils, serving pieces, dishes and linens.
- Caterer is responsible for cleanup of the area used for the reception and the kitchen facilities used. If not properly cleaned, the caterer will be charged for any additional cleaning fees incurred.
- We do not rent or loan any kitchen supplies, including china, glass, silverware or equipment.
- No food or drink is allowed in the sanctuary.

## MISCELLANEOUS

The bride and her family are responsible for the personal property of themselves and others that is brought to or left at the church. If rented or borrowed property has been used, it is the responsibility of the bride's family to remove it from the church premises and see to its return immediately following the wedding ceremony.

Our maintenance standard set up for a wedding will include clearing the platform of pulpit, chairs and other furniture.

## WEDDING FEES

The wedding liaison will determine in advance the total fees for your wedding ceremony.

**NO DATE IS FINAL UNTIL ALL FEES ARE PAID.**

Please make all checks payable to Trinity Baptist Church.

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Video technicians (2)..... \$300.00

Camera operators ..... \$75.00

Sound technician..... \$150.00

***\*Please note: CHURCH RENTAL FEE is listed separately under Liability Release Form.***

**WAIVER OF CHURCH RENTAL FEE (MEMBERS ONLY)** :Any member in good standing of Trinity Baptist Church will not have to pay the church rental fee. However, **no church member may book for another person who is not a member.**

## PEOPLE YOU SHOULD KNOW

The following people are ready to assist you with every aspect of your wedding ceremony and reception. It is the responsibility of the bride elect to work with the church liaison to prevent scheduling conflicts.

**EVENT COORDINATOR:**.....**CARRIE MCKINNEY**

**CHURCH LIAISON:**.....**JULIE JACKSON**

**VIDEO TECHNICIAN:** .....**DARYL INMAN**

**SOUND TECHNICIAN:** ..... **GREG BENTLEY**

**MAINTENANCE SUPERVISOR:** ..... **JOHN SLUDER**

# LIABILITY RELEASE FORM

This is to certify that I have read and agree to comply with the Trinity Baptist Church Wedding Policies and Procedures.

In return for the use of the church facility, I agree to pay \$500.00 as a church rental fee. This check will secure the date I have chosen. I understand that if any damages, whether incurred by my guests and/or the businesses or individuals with whom I contract for my wedding, are greater than my deposit amount, I will be responsible to Trinity Baptist Church and will settle this amount in a timely manner. In addition, I agree to pay other fees in accordance with the fee schedules. If cancellation is made less than 48 hours prior to the wedding date, the \$500.00 deposit will be forfeited.

I understand that Trinity Baptist Church reserves the right to make the final decisions in regard to any details and/or areas not covered by the policy statements as outlined in these Wedding Policies and Procedures.

Bride's Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Home Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

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

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

Rehearsal Date: \_\_\_\_\_

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

Reception Time: \_\_\_\_\_ Location: \_\_\_\_\_

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

Signature of Groom: \_\_\_\_\_

Check #: \_\_\_\_\_ Date: \_\_\_\_\_

***Please Fill Out This Form Completely And Return To The Church Office  
Trinity Baptist Church - 216 Shelburne Road • Asheville, NC 28806***

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828-254-2187 • [www.TBCasheville.org](http://www.TBCasheville.org)