



ENGAGEMENT TO MARRIAGE

Pre-Marriage Mentoring & Wedding Policies

STARTING THE WEDDING PROCESS

In this packet you will find everything you need to start planning your wedding here at Ninth and O Baptist Church. Even if you don't decide to use our facilities our pastors are ready to serve you and offer counsel as you prepare for that special day and more importantly for a lifelong relationship.

PRE-MARITAL MENTORING

Pre-Marital Mentoring is required if you use our facilities but is also strongly encouraged if you choose another venue. Our pre-marriage mentoring starts by you contacting our Singles Pastor by phone or e-mail.

Philip D. Brown – College and Singles Pastor
pbrown@naobc.org
(502) 493-3939

CHOOSING NINTH AND O BAPTIST CHURCH AS YOUR WEDDING VENUE.

If you and your fiancé are in agreement with the following policies, please submit a *Wedding Application* along with a *deposit* to the church office. You may drop these items off or mail them to:

NINTH AND O BAPTIST CHURCH
4401 Breckenridge Lane
Louisville, KY 40218
(502) 493-3939

- Reservations will not be held without an application and deposit.
- A refundable deposit that is equal to 50% of your total fees must be submitted along with your wedding application.
- **This deposit is not applicable to any fees.** The refund check will be sent back to you after your wedding, unless there is damage to any part of the church building resulting from your wedding or reception. Please make your check payable to **Ninth and O Baptist Church**. Also, please indicate the wedding party in the memo.

Fees for services of soloists, musicians, photographers, florists or other persons contracted by the wedding party are the responsibility of the wedding party and should be paid directly to such persons. The church will not be liable for any such claims that may arise from such contracts.

*Wedding Fees: Pg. 26

*Wedding Application: Pg. 27

Also available @ naobc.org under resources

CONGRATULATIONS!

Congratulations on making one of the most significant decisions of your life! While we believe making Jesus Christ your Lord and Savior is the most important life-changing decision you can make, choosing the one with whom you will spend the rest of your life in the sacred covenant of marriage is incredibly significant. We encourage you to make and keep Christ the center of your engagement, your marriage and your home.

QUALIFICATIONS AND APPROVAL

Ninth and O Baptist Church takes the institution of marriage and the commitments made during the marriage ceremony very seriously. They are not to be entered into lightly for they are not only a covenant between a husband and a wife, but also a covenant made by each of them and Almighty God.

Unfortunately in today's world, marriage is not taken very seriously. For many, it is seen as just a traditional ceremony where the couple receives a piece of paper making them legal. Others call it non-essential and a major inconvenience to one's personal rights. Attitudes like these explain why nearly fifty percent of marriages in America end in divorce. Due to these issues, Ninth and O Baptist Church has created a policy that is as follows;

Biblical Foundations to why Ninth and O Baptist Church takes marriage so seriously:

1. Marriage is an institution ordained by God.

Genesis 2:18, 21-25 – Then the LORD God said, “It is not good for the man to be alone; I will make him a helper suitable for him.” . . . So the LORD God caused a deep sleep to fall upon the man, and he slept; then He took one of his ribs and closed up the flesh at that place. The LORD God fashioned into a woman the rib which He had taken from the man, and brought her to the man. The man said, “This is now bone of my bones, and flesh of my flesh; She shall be called Woman, because she was taken out of Man.” For this reason a man shall leave his father and his mother, and be joined to his wife; and they shall become one flesh. And the man and his wife were both naked and were not ashamed.

2. Marriage is a reflection of the relationship between Christ and His church.

Revelation 19:6-9 – Then I heard something like the voice of a great multitude and like the sound of many waters and like the sound of mighty peals of thunder, saying, “Hallelujah! For the Lord our God, the Almighty, reigns. Let us rejoice and be glad and give the glory to Him, for the marriage of the Lamb has come and His bride has made herself ready.” It was given to her to clothe herself in fine linen, bright and clean; for the fine linen is the righteous acts of the saints. Then he said to me, “Write, ‘Blessed are those who are invited to the marriage supper of the Lamb.’” And he said to me, “These are true words of God.”(Eph. 5:22-33)

3. God commands man to honor the institution of marriage.

Hebrews 13:4 – Marriage is to be held in honor among all, and the marriage bed is to be undefiled; for fornicators and adulterers God will judge.

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PREREQUISITES
FOR
WEDDINGS AT
NINTH AND O
BAPTIST
CHURCH

Ninth and O Baptist Church believes the Scriptures teach that marriage is an institution established by God and is a lifetime commitment. An understanding of the biblical foundation for marriage is essential for any couple considering marriage. Therefore, we request those asking to be married and inquiring about the use of our facilities meet certain requirements:

1. Both partners must give clear testimony of being born-again believers, who personally trust Jesus Christ for the forgiveness of their sins and for eternal life.
 - A. Covenant of Belief – Believing that God has commanded Christians to only marry other Christians, both the bride and groom must individually come to an understanding and acceptance of Christ’s sacrificial death, and that each one’s commitment to our Lord and Savior Jesus Christ be made evident (2 Chronicles 6:14-16; Romans 10:9-10).
 - B. Covenant of Purity – Because the sexual relationship was designed and intended only for marriage, you must agree to abstain from any sexual relationship until after the wedding. Furthermore, living arrangements that include co-habitation prior to the wedding is a compromise of one’s Christian witness. You must agree to separate living arrangements until after the wedding (1 Corinthians 6:9-11; 1 Corinthians 8:1-13).

I Thessalonians 4:3-8 – For this is the will of God, your sanctification; that is, that you abstain from sexual immorality; that each of you know how to possess his own vessel in sanctification and honor, not in lustful passion, like the Gentiles who do not know God; and that no man transgress and defraud his brother in the matter because the Lord is the avenger in all these things, just as we also told you before and solemnly warned you. For God has not called us for the purpose of impurity, but in sanctification. So, he who rejects this is not rejecting man but the God who gives His Holy Spirit to you.

- C. Covenant of Faithfulness – Believing that the Church is God’s greenhouse for growing strong marriages, you must find a place of involvement in His Church, the Body of Christ, and pursue a lifestyle of faithfulness with your church family (Hebrews 10:19-25; Matthew 18:20).
2. Both partners must meet Scripture’s qualifications for marriage.
 - A. No homosexual marriage
 1. Genesis 2:18-25 states that a suitable helper was not another man, but a woman.
 2. Leviticus 18:22 – You shall not lie with a male as one lies with a female; it is an abomination.

3. Leviticus 20:13a – If there is a man who lies with a male as those who lie with a woman, both of them have committed a detestable act.
4. Romans 1:26-27 – For this reason God gave them over to degrading passions; for their women exchanged the natural function for that which is unnatural, and in the same way also the men abandoned the natural function of the woman and burned in their desire toward one another, men with men committing indecent acts and receiving in their own persons the due penalty of their error.

B. No unequally yoked marriage

2 Corinthians 6:14-15 – Do not be bound together with unbelievers; for what partnership have righteousness and lawlessness, or what fellowship has light with darkness? Or what harmony has Christ with Belial, or what has a believer in common with an unbeliever?

C. No previous divorce(s) except where Scripture makes exceptions

1. Matthew 19:9 – And I (Jesus) say to you, whoever divorces his wife, except for immorality, and marries another woman commits adultery.
2. Luke 16:18 – Everyone who divorces his wife and marries another commits adultery, and he who marries one who is divorced from a husband commits adultery.
3. I Corinthians 7:10-11, 15 – But to the married I give instructions, not I, but the Lord, that the wife should not leave her husband (but if she does leave, she must remain unmarried, or else be reconciled to her husband), and that the husband should not divorce his wife... Yet if the unbelieving one leaves, let him leave; the brother or the sister is not under bondage in such cases, but God has called us to peace.
4. Malachi 2:16 – “For I hate divorce,” says the LORD, the God of Israel, “and him who covers his garment with wrong,” says the LORD of hosts. “So take heed to your spirit, that you do not deal treacherously.”

3. Both believing partners must be committed to a Christian marriage, as defined in the Bible

- A. Marriage is permanent. Therefore, divorce is not an option and should not be considered as such by the husband or wife.

Matthew 19:6 – So they are no longer two, but one flesh. What therefore God has joined together, let no man separate.

B. Adam did not take a wife; he received one from God (Genesis 2:18-25). Therefore, she is not the husband's doormat or slave, but is a precious gift from God and must be treated as such.

1. Proverbs 18:22 – He who finds a wife finds a good thing and obtains favor from the LORD.
2. Proverbs 19:14 – House and wealth are an inheritance from fathers, but a prudent wife is from the LORD.
3. Ephesians 5:25 – Husbands, love your wives, just as Christ also loved the church and gave Himself up for her.

C. A husband and wife must be committed to the principles of biblical headship so he can truly love his wife as Christ loved the church (Ephesians 5:21-33).

4. Membership at Ninth and O Baptist Church is mandatory. Due to the number of wedding requests we receive, we must limit it to serving members of our own body of believers.
 - Bride or groom must be a member in good standing
 - Parents of either the bride or groom must be members in good standing.
5. A minister of Ninth and O Baptist Church or a minister of a cooperating evangelical church will marry the couple. This minister must be from a church in agreement with our interpretation of biblical guidelines for marriage. When it is the wish of the bride and groom to have another pastor (i.e., relative of family, or family pastor) assist in the service, this should be made known to our pastor, who will issue a letter of invitation to the guest pastor.
6. Both partners must be willing to complete pre-marital counseling with a minister of Ninth and O Baptist Church or an approved pre-marital counselor.
 1. The couple shall have at least 7 sessions or 10 hours of pre-marital counseling.
 2. If more than 7 sessions are warranted, the couple must be willing to meet with the minister as often as he deems necessary.
 3. The couple must be willing to take responsibility for any expenses incurred in the pre-marital counseling program. This fee should be considered an act of worship to God as He prepares you for marriage, not a fee “for services rendered.” (ex. Book, etc..)
7. The wedding participants abide by the Building Use Policies of the church.

PARENTAL APPROVAL

Though not a biblical requirement for marriage, lack of parental approval indicates questions of timing, wisdom, and discernment. It is a huge red flag. Ninth and O Baptist desires and expects parental approval. Granting approval without it will be an extreme exception.

- Genesis 2:24 directs a man to leave his father and mother and cleave to his wife. If he is financially unable to do this without parental intervention, it is wise to wait until the problem is alleviated.
- I Timothy 5:8 – If anyone does not provide for his own, and especially for those of his household, he has denied the faith, and is worse than an unbeliever.

PRE-MARRIAGE MENTORING

BEFORE YOUR FIRST SESSION

Pre-marriage mentoring is designed to assist the couple in building a biblical understanding and foundation for their marriage. The earlier a couple enters into it, the better the minister and mentoring couple can assess the strengths and weaknesses of your relationship. In view of the seriousness of the commitment you are considering and the importance of the material to be covered, we advise couples to start sessions at least five months before their marriage in order to complete the counseling. This will give some grace for rescheduling appointments or adding more counseling sessions, if necessary. Here are some of the basics involved in our pre-marriage mentoring ministry:

1. A man and a woman who want to get married may participate in our mentoring program if they meet at least one of these criteria:
 - A. They want to get married at our church.
 - B. They want to be married by one of our ministers.
 - C. They are members who are getting married somewhere else but want to go through pre-marriage mentoring at Ninth and O.
2. Please contact Philip Brown (pbrown@naobc.org) to set up an appointment for your initial session.
3. You will need to purchase two copies of *Preparing for Marriage* by David Boehi, Brent Nelson, Jeff Schulte, and Lloyd Shadrach. (Cost is around \$10)
4. You will need to finish the first two projects in the book (background, expectations) at least 48 hrs. before your first meeting with Philip. A digital copy will be sent to you.
5. Please note, participating in the pre-marriage mentoring ministry does not reserve the building or a pastor for your wedding day. You must follow up on those things separately.

YOUR FIRST SESSION AND BEYOND

1. Your first session will be about 2 hrs. We want to find out as much about your relationship as possible so we can do our best to fit you with a mentoring couple.
2. You will meet with the mentoring couple for at least 7 sessions 10 hrs to go over the remaining subjects in the book.
3. After that, we ask that you commit to two follow-up sessions. Between six months and your first year of marriage, we would like you to meet with your mentoring couple again to talk about how things are going in your new marriage. Then we would like you to meet with Philip Brown again to follow up on the pre-marriage mentoring process as a whole and to talk about your marriage. These two sessions do not have to be in the given order.

We want to be very clear that beginning the pre-marriage mentoring process does not guarantee the use of our church or the participation of our ministers. The minister and mentoring couple assigned to you must be satisfied that you understand and meet the requirements and qualifications for marriage.

USE OF CHURCH FACILITIES

It is the desire of the church to make the building available to the Lord's people who wish to use it for weddings and to minimize the expense for them. Reserved dates for the wedding and rehearsal are tentatively penciled in, awaiting approval of the minister and/or pre-marriage counselor.

A. FEES

The cost for your wedding venue can be one of your largest cost on your big day. We have taken that into consideration as we set our fees. Our fees are based on the church's cost to have the church cleaned and heated/cooled. That is the only cost we are passing along to you.

B. CANCELATION POLICY

In the event the wedding is cancelled, the refund policy of Ninth and O Baptist church is as follows:

- (a) If more than sixty (60) days from the wedding date, then the full deposit is refundable.
- (b) If more than thirty (30) days from the wedding date, but less than sixty (60), then 50% of the deposit is refundable.
- (c) If less than thirty (30) days from the wedding date, then the deposit is non-refundable.

C. RESERVATIONS

Reservation requests and subsequent confirmation are considered on the basis of: 1) the clear testimony of personal salvation on the part of both partners and your biblical eligibility for marriage; 2) the approval by the minister, and 3) your willingness to actively participate in a pre-marriage counseling program.

We suggest that you schedule the date of your wedding and make your request for premarital counseling at least six months in advance.

Weddings may NOT be scheduled on the following dates:

- Palm Sunday
- Easter weekend
- Any weekend in December
- Holiday weekends (unless prior approval is received from the minister)

In addition, church activities that use the building will take priority when scheduling your wedding. The date you choose is tentative until the church receives pastoral approval, your deposit payment, and your signed agreement.

If the reception is being held in the church building, then the wedding must take place no later than 5:00 p.m.

D. GENERAL BUILDING POLICIES

Ninth and O Baptist Church strictly enforces the following policies:

- Neither smoking nor the use of any tobacco product is permitted anywhere on the church grounds.

I Corinthians 6:19-20 – Or do you not know that your body is a temple of the Holy Spirit who is in you, whom you have from God, and that you are not your own? For you have been bought with a price: therefore glorify God in your body.

- Alcoholic beverages of any kind are not permitted to be consumed anywhere on the church grounds.

Ephesians 5:18 – And do not get drunk with wine, for that is dissipation, but be filled with the Spirit,

Proverbs 20:1 – Wine is a mocker, strong drink a brawler, And whoever is intoxicated by it is not wise.

- Inappropriate and/or obscene language, coarse gestures, and rude behavior will not be tolerated.

Ephesians 4:29 – Let no unwholesome word proceed from your mouth, but only such a word as is good for edification according to the need of the moment, so that it will give grace to those who hear.

Proverbs 17:20 – He who has a crooked mind finds no good, and he who is perverted in his language falls into evil.

- Although there are times of worship and celebration through dance documented in the Bible, because of the vulgarity of some dances and the lack of discretion by some who engage in them, it is our policy that only the traditional father-daughter, bride & grooms first dances be allowed. If it is important to the bride and groom to have any additional dancing at their reception, then we request you to find another location for the reception.
- Proper attire appropriate for a wedding is required for all in the wedding party and should be modest and becoming of Christians seeking to reflect the image of Christ.

Violations of these policies are grounds for immediate removal of the individual. In extreme cases of violation(s), Ninth and O Baptist Church reserves the right to immediately cancel the rehearsal, wedding, and/or reception for failure to abide by these policies. Ninth and O will not be held liable to reimburse any fees to the wedding party if such violations result in cancellation.

The bride and groom are asked to notify their groomsmen, bridesmaids, florist, caterer, photographer, wedding coordinator, and anyone else involved in the ceremony to observe these policies.

WEDDING COORDINATOR

While the bride is free to choose a professional consultant to coordinate all wedding details prior to the wedding rehearsal, Ninth and O Baptist Church requires the use of our wedding coordinator at the rehearsal and the actual wedding. She is there to help with church policy and to assist the minister and the wedding party. She will help send the wedding party down the aisle at the proper time. Outside wedding coordinators will need to work in conjunction with the one provided by Ninth and O.

The Ninth and O Wedding coordinator will contact you within the first month of receiving your wedding form to confirm the time, date, and location of your rehearsal, wedding, and reception. She will also **schedule a meeting with you** to go over the details of your wedding, including the Order of Service.

It is very important that all members of your wedding party attend the rehearsal and that they arrive on time. If you have ushers in addition to groomsmen, please ask them to be present at the rehearsal. Parents of the bride and groom are also encouraged to attend.

Room 114 will be made available as a dressing room for the bride's party and room 202 will be made available for the groom's. Appropriate and modest dress is requested for all wedding participants.

Because the church will be open during the rehearsal and wedding, the responsibility for all valuables, gifts, and personal items is left to the wedding party. The dressing rooms need to be cleared out as soon as possible following the wedding.

Ninth and O Baptist Church is not responsible for lost or stolen items before, during and after the rehearsal and/or wedding.

THE REHEARSAL WEDDING & RECEPTION

THE REHEARSAL

- Rehearsals will be led by the Wedding Coordinator and/or the pastor residing over the ceremony
- Rehearsals are expected to cover the general outline of the service but may not contain all portions of the ceremony.
- Musicians must coordinate with the soundman in order to practice before or after the set rehearsal time.
- In respect for your family, pastors, musicians, the wedding coordinator and our soundman, please plan ahead of time by having most of your ceremony nailed down. Rehearsals should not last any longer than one hour.
- Rehearsals are normally done in conjunction with a meal. In the case that the meal follows at the church, please take notice of fees and policies concerning the use of our kitchen.

THE WEDDING

CHILDREN

- Children under the age of five (5) are permitted in the processional only.
- After the Processional, all children under the age of five (5) must be seated among the congregation.
- The minister performing the ceremony will not proceed until all participating children are seated among the congregation.
- Babysitters or rooms are not provided nor are recommendations given by Ninth and O Baptist Church.

ANIMALS - No use of animals may be used in processional or can they be in the building unless they are service animals which are in line with the ADA. See link below for details.

https://www.ada.gov/regs2010/service_animal_qa.pdf

STAGING, MUSICAL, AND TECHNICAL CONSIDERATIONS FOR YOUR REHEARSAL, CEREMONY, AND RECEPTION

An Audio/Visual/Lighting (AVL) Technician will be assigned to your wedding and will ensure proper setup, operation, and teardown of all NAOBC technical and musical equipment and instruments. The required fee for this person is found in the fee schedule on page 28.

Reconfiguration of Stage for Wedding

- Existing equipment on the stage must not be moved by the wedding party under any circumstances.
- Requests to move existing equipment on the stage must be submitted at least four weeks prior to your wedding ceremony. We cannot guarantee accommodation of requested changes submitted after this deadline.
- If it is not possible to move equipment, we recommend considering options to hide this equipment according to the decorations guidelines on page 20.
- Existing tape markers on the stage may not be removed.
- Masking tape may be used to secure tool or other materials to hide equipment. Duct tape, gaff tape, electrical tape and other high-residue adhesives are not permitted to be used on the stage. The AVL Technician may approve or decline the use of various methods of securing these materials.
- No person shall enter the AVL booth at any time without express permission from the AVL Technician.
- Audio
 - We will provide basic sound reinforcement necessary for your wedding, including microphones for speakers and vocalists, amplification of instruments, and CD or MP3 playback.

(Notice: Use of the church's Spotify account is not permitted for weddings)

- Video Projection
 - Use of the projection equipment is available upon request at least four weeks prior to your wedding ceremony.
 - All content to be used on the screen (text, images, videos, etc.) must be submitted at least two weeks prior to your wedding ceremony. All content must be approved by the Worship Pastor before it will be projected on the screens.
- Video Cameras
 - We are unable at this time to accommodate the use of our video equipment for your wedding.
 - Should you choose to hire a videographer, please refer to the guidelines on page 21.

- Lighting
 - We will provide basic and adequate room and stage lighting in the worship center for your rehearsal, wedding, and reception.
 - Basic changes to intensity may be requested during your rehearsal. We are unable to accommodate requests to re-position the physical placement of lights or change the colors of our LED lights.
- Music
 - Musical selections are not required to be strictly from Christian sources. However, content must reflect Christian values and convictions. All musical selections for your rehearsal, wedding, and reception must be approved by NAOBC's Worship Pastor at least four weeks prior to your wedding ceremony.
 - Musicians
 - A list of on stage musicians and their instrumental needs should be submitted to the AVL technician no later than two weeks prior to the date of your wedding.
 - The church's piano, drums, and/or organ are available for use. Please indicate these needs when submitting your list of musicians and instruments.
 - Musicians may schedule rehearsal in the worship center one hour before or after the wedding rehearsal and only with the AVL Technician present.
 - If the musicians wish to rehearse on the day of the wedding prior to the ceremony, this request must be approved by the Wedding Coordinator and AVL Technician. Once approved, the musicians may rehearse at the agreed upon time and only with the AVL Technician present.
 - Please do not attempt to unlock or open the piano without the AVL Technician. Doing so may damage the piano.
- All items placed on the stage for the wedding that are not property of the church must be removed before the building is closed after the wedding.
 - All personal items must be removed from the choir room before the building is closed after the wedding.
 - Access to the Green Room is not permitted during weddings.
- The wedding party assumes full responsibility for any damage, loss, or breakage to church equipment and instruments during the wedding and any other activities related to the wedding, such as but not limited to the rehearsal, preparation, the wedding ceremony, reception, and tear-down.

WEDDING SERVICES

(PAID, FAMILY OR FRIEND)

DECORATIONS

The couple requesting use of the building is responsible for providing all decorations, flower containers, candelabra, candles, table linens, dishes, etc.

- In order to protect the carpet and furniture, mechanical candles or candles with globes must be used. Non-flammable, protective material must be placed under all candles and floral arrangements on the platform. Those decorating should be careful not to cover air-conditioning or heating vents when arranging protective material.
- Please be careful to use nothing, which will mar the carpet or furniture. Nails, staples, adhesives, etc. are not permitted.
- Pew markers must be secured with padded or plastic hooks.
- Bubbles, birdseed and other items may be used only outside church buildings. Confetti and rice are not permitted.
- Furniture (chairs, couches, etc.), decorations (permanent flower arrangements) and audio equipment (monitors, microphones, etc.) must not be moved. This includes the large floor speakers on the stage. The wedding party assumes responsibility for any damage, loss, or breakage to church property. They agree to assume liability for any personal injuries incurred during their use of the facilities and shall hold the church harmless from any such claims against it.

Items Available from Ninth and O upon special request - white wall partition, an assortment of white columns, 2 white candelabras, kneeling bench, candelabra lighters. These items must be requested to the wedding coordinator at the time of their first meeting. Items are not maintained by the staff of Ninth and O and may require minor maintenance or painting.

All decorations including flowers must be removed immediately following the wedding ceremony (or after post wedding pictures are taken).

The Church does not store any wedding decorations from outside sources.

PHOTOGRAPHY & VIDEOGRAPHERS

As you make plans with your photographer, remember that your wedding is a worship service and nothing should distract you or your guests from worshipping the Lord. We have attempted to strike a balance between the desire for pictures of your wedding day and our intent to provide a worshipful atmosphere.

- No pictures should be taken from the stage after the bride comes down the aisle and the service has begun.
- Couples are required to include the following announcement in their printed bulletins: *“Because a wedding ceremony is a worship service, Ninth and O Baptist Church respectfully requests that no flash pictures be taken during today’s wedding ceremony.”*
- It is suggested that most, if not all, photographs be completed before the start of the ceremony. However, any photographs taken after the wedding ceremony should be completed within **30 minutes** following the conclusion of the ceremony as a courtesy to your guests.
- The dressing rooms for your wedding, the worship center, the fellowship hall and surrounding church grounds are available for photographers on the day of your wedding, immediately before or after the ceremony. No other rooms should be used. **The church facilities are not available for bridal portraits or engagement photographs.**
- Those persons involved in photographing your wedding should be dressed appropriately for the wedding.

-PLEASE GIVE A COPY OF THIS INFORMATION SHEET
TO YOUR PHOTOGRAPHER-

FLORIST

The wedding party must provide all decorations, flower containers, mechanical candles, table linens, dishes, etc. The wedding party assumes responsibility for arranging for all equipment and decorations to be removed immediately following the wedding/reception. The church provides only the cleaning of the building after everything has been removed.

- Your florist will have access to the room **two hours prior to the scheduled time of your wedding.**
- Only mechanical candles or candles with globes are permitted at the front of the auditorium. Protective material must be placed under all candles to protect the carpeting. Wax candles without a globe are not permitted at any time. The only exception is for those using a unity candle and this should be done in conjunction with the wedding coordinator.
- No nails, thumbtacks, staples, or screws are to be used in any part of the building or on furniture. Be careful not to block air-conditioning or heating vents.
- The florist should contact the church office during normal office hours for delivery or set up. A 2:00 p.m. closing time should be given to delivery personnel as they are often late, and the office will be closed. Any other access to the building must be arranged through the church office from 8:30 a.m. to 3:00 p.m. weekdays. The church will accept deliveries of rental equipment if the responsible party has settled financial arrangements. We cannot accept C.O.D. deliveries.

Please note that:

- Supplies stored in the refrigerator are stored at your own risk.
- Neither smoking nor the use of any tobacco product is permitted on the church property.
- Inappropriate language, coarse gestures, and rude behavior will not be tolerated. They are grounds for immediate removal from the church grounds.
- Birdseed only is permitted outside the building.
- The florist or wedding party is responsible to remove all floral decorations and accompanying equipment.
- The wedding party assumes full responsibility for any damage, loss or breakage of church property.

-PLEASE GIVE THIS INFORMATION SHEET TO YOUR FLORIST-

CATERER

Whether your plans are to pay someone or you have friends and family volunteering their gifts and talents for your rehearsal dinner and/or reception, following the policies below will help us keep the food service around your wedding at its best.

- The church's kitchen available food preparation for only those who have paid for the kitchen.
- All weddings may use the following.
 - The Refrigerator (see policy about storage)
 - The Ice Machine
- A reception involves the wedding party being willing to provide:
 - 1) Set up
 - 2) Food service personnel for the reception
 - 3) Clean up after the wedding and/or reception.
- All used facilities should be left in the condition in which they are found and the caterer or wedding party is responsible for providing any and all needed supplies.
- The wedding party, or the caterer, should contact the church office during normal office hours for delivery or set up. A 2:00 p.m. closing time should be given to delivery personnel as they are often late, and the office will be closed. Any other access to the building must be arranged through the church office from 8:30 a.m. to 3:00 p.m. weekdays. The church will accept deliveries of rental equipment if the responsible party has settled financial arrangements. We cannot accept C.O.D. deliveries.
- Supplies stored in the refrigerator are stored at your own risk. We do have a freezer for storage and an ice machine. Leftover food and supplies must be removed immediately after your wedding/reception. If there is no caterer, the wedding party should assign someone this responsibility, and indicate on your building use form his or her name and telephone number.

Please note that:

- Our facility does not have storage room available after the wedding.
- Neither smoking nor the use of any tobacco product is permitted on the church property.
- Inappropriate language, coarse gestures, and rude behavior will not be tolerated. It is grounds for immediate removal from the church grounds.
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-PLEASE GIVE A COPY OF THIS INFORMATION SHEET TO YOUR CATERER-

INFORMAL & OFFICE WEDDINGS

Some people do not want a formal wedding with the full services normally offered. An informal wedding best serves their needs. There are no fees or deposits required because there are no church personnel provided other than the minister.

Informal Weddings

- An informal wedding is a ceremony involving family and a few close friends, limited to less than 25 people.
- Informal weddings must be conducted by one of the ministers from Ninth and O Baptist Church.
- No wedding rehearsal is involved. No food, drink, flower arrangements, decorations or candles may be used. The piano and sound system are not available. Furniture in rooms may not be moved or altered.
- The facility scheduled for your informal wedding will be available thirty minutes before the ceremony is scheduled to begin. There will be no dressing room available.
- Please be certain to deliver your marriage license to the minister before the wedding.
- Please help us by reminding your guests that smoking and alcoholic beverages are not permitted on the church property. Rice, confetti, birdseed, flower petals or any other material that may be thrown or dropped at the wedding may not be used. Bubbles and balloons are acceptable.
- A wedding reception at the church is not permitted following an informal wedding.

Office Weddings

- An office wedding is similar to an informal wedding, but takes place in the minister's office.
- An office wedding should be limited to the pastor, bride, groom, two witnesses, and any children from a previous marriage.
- A wedding reception at the church is not permitted following an office wedding.

Renewal of Vows

- Renewal of vows will only be performed similar to an informal wedding due to the demand of our facilities.

Scheduling an Informal or Office Wedding

- The church is able to accommodate informal and office weddings only for members of Ninth and O Baptist Church and their children.

Submit your informal or office wedding application to the church office – then make an appointment with the Ninth and O Baptist minister whom you wish to conduct the ceremony. Informal weddings will not be booked until a minister has agreed to perform the ceremony.

APPENDIX



Wedding Application

Bride's Name: _____ Groom's Name: _____
 Address: _____ Address: _____
 Age: _____ Phone: _____ Age: _____ Phone: _____
 Church: _____ Church: _____
 Single Divorced Single Divorced

WEDDING CEREMONY

Date: _____ a.m./p.m. Place: Sanctuary Other _____
 Officiating Ministers: (1) _____ (2) _____
 Approximate Number Attending: _____ Florist: _____
 Photographer: _____ Consultant: _____

Additional Requests

Additional Rooms: _____ Tables for the reception(etc) _____

REHEARSAL

Date: _____ a.m./p.m. Dinner Location: _____

RECEPTION

Location: _____ Hostess: _____
 Caterer: _____

MUSIC

Songs to be Sung: _____ Musicians: _____

Reminders:

- Make a premarital counseling appointment with the officiating minister
- Turn in one-half of the fees to the office along with this form
- Contact Sandy Hazelrig during regular church office hours to obtain a key to the church.
- Notify the church of any changes



Ninth & O BAPTIST CHURCH

Wedding Fees

Facility Fees:	<u>Amount</u>
Worship Center/Kitchen/Fellowship Hall	\$100
Room 231/233	\$150
Coordinator	\$150
Soundman/AVL Technician	\$150
 Total Fees	 \$_____
 Deposit (one-half of total fees)	 \$_____

Balance of fees is due one month before your wedding date.

NOTE:

- * In the event wedding plans are cancelled, the deposit will be refunded by check to the person whose name is on the deposit receipt or the cancelled check.
- * The Wedding party is responsible for putting everything back in its place. The church is responsible for cleaning the bathrooms and floors.
- * Fees are to cover facility use, heating/cooling, and bathroom paper products.

PLEASE SIGN FORM BELOW

I have read and fully understand the wedding policy of The Ninth and O Baptist Church. I promise that this wedding will be carried out according to all guidelines. I will accept responsibility and consequences for any guidelines that are abused.

(Bride) (Date)

(Groom) (Date)

IN ORDER TO SECURE YOUR WEDDING DATE ON THE CHURCH CALENDAR, PLEASE RETURN THE COMPLETED INFORMATION FORM, THIS FEES SHEET, AND THE DEPOSIT TO THE NINTH AND O BAPTIST CHURCH AS SOON AS POSSIBLE.