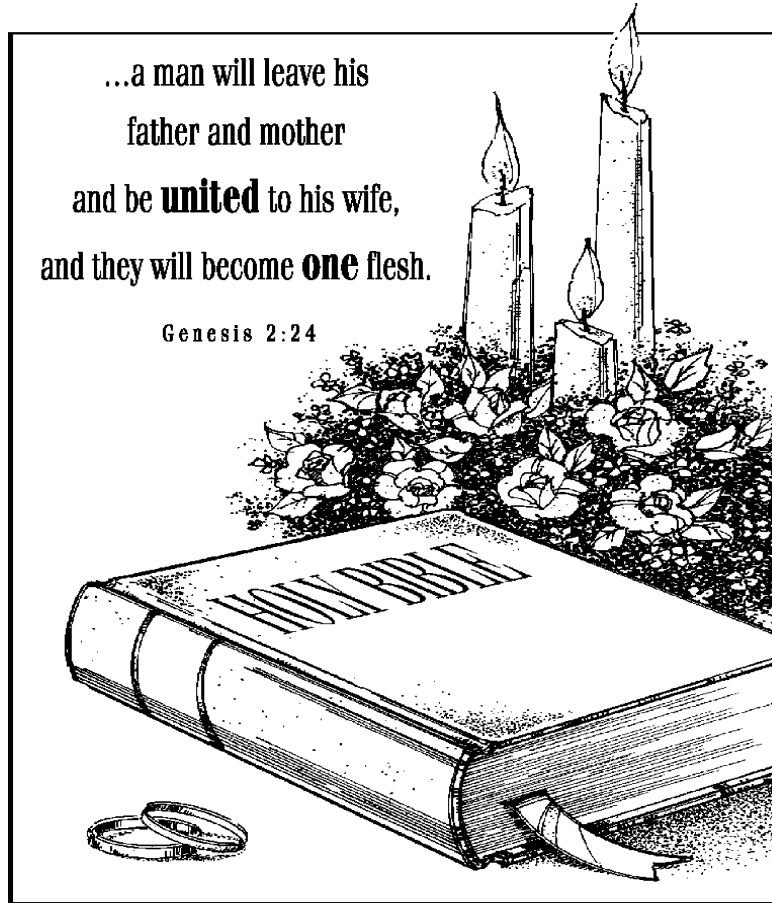


BEAR CREEK BIBLE CHURCH

Wedding Guidelines



**1555 North Tarrant Parkway
Keller, TX 76248
817-479-0217**

Bear Creek Bible Church Wedding Guidelines

This booklet will provide you with the customs and procedures for weddings conducted at Bear Creek Bible Church. Please read this material carefully. The entire wedding party is responsible for compliance with these guidelines.

Initial Planning Steps

1. Obtain a copy of “**Wedding Guidelines**” from the church office.
2. If a pastor of Bear Creek Bible Church is to officiate the ceremony, the date must be cleared with him.
3. Complete the wedding application paperwork and return it to the church office. Completed paperwork along with the damage deposit is required to confirm your date on the church calendar.
4. The wedding application should be submitted at least three months in advance.
5. Weddings must be performed in a Protestant Christian tradition between one biological man and one biological woman. A guest minister may be used upon approval. An ordained pastor must conduct the ceremony. A judge or justice of the peace is not acceptable.
6. No weddings may be scheduled on Sunday or holidays because of regular church activities. No weddings may be scheduled on New Year’s Eve, New Year’s Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving, Christmas Eve or Christmas Day.
7. Weddings and receptions held on Saturday must be completed by 6:00 p.m. in order to allow time for the building to be prepared for Sunday worship services.
8. The church will provide a wedding coordinator to assist you.

General Requirements

1. A wedding is a worship service. Members of the wedding party must conduct themselves in a manner befitting a place of worship at all times.
2. **NO ALCOHOLIC BEVERAGES** are permitted on the church property. Any wedding participants appearing to be under the influence of alcohol during the rehearsal or wedding will be asked to leave.
3. **NO SMOKING** will be permitted in any buildings or on the church property at any time.
4. **NO CONFETTI OR RICE ALLOWED.** Birdseed, bubbles, or petals may be used **OUTSIDE ONLY. ABSOLUTELY NO BIRDSEED INSIDE THE BUILDING.**
5. Breakage and damage of any kind to any church equipment must be reimbursed at replacement cost. The damage deposit will be applied towards the replacement cost.
6. Wedding decorations may not be stored at the church for later pick up. All accessory items used by florist, caterer, or family must be removed immediately after the wedding.
7. The church Kitchen Coordinator must be present any time the kitchen facilities are used to oversee proper use of equipment.
8. Custodians are responsible for seeing that the building is cleaned before and after every function.

Church Personnel

Pastor

1. Premarital counseling is required of any couple who chooses to have a pastor of Bear Creek Bible Church perform their ceremony. Please make arrangements with the pastor directly.
2. A ministerial honorarium should be provided directly to the minister. Please remember that the minister is present for two occasions (rehearsal and wedding), plus they have provided several hours of counseling and consultation.

Wedding Coordinator

1. The church will provide a wedding coordinator.
2. The wedding coordinator does not take the place of your wedding director. The wedding coordinator is available to answer questions concerning church guidelines and policies.
3. The wedding coordinator is accountable to the church. The coordinator's major responsibility is to protect the interests and property of Bear Creek Bible Church.
4. The wedding coordinator will be available to advise concerning seating of the mothers and or guests, flowers, photography, reception lines, cutting the cake, communication with sound technician, kitchen coordinator, maintenance, and chair/table set-up.
5. The wedding coordinator will be available during the rehearsal and wedding.
6. The wedding coordinator will be available the day of the wedding to ensure doors are unlocked and everything is prepared for the wedding.

Sound Technician

1. Our sound engineer is able to provide you with an audio recording of your wedding.
2. The sound engineer will be present both during the rehearsal and the wedding.
3. The sound engineer will provide consultation on sound and lighting decisions.

Kitchen Coordinator

1. The kitchen coordinator must be present during the reception. She will oversee the proper use of equipment.
2. The kitchen coordinator must also be present if the wedding party holds the rehearsal dinner at the church.
3. The kitchen coordinator must be present even if the rehearsal dinner and/or reception are catered.

Custodian

1. The custodian will clean the church prior to the rehearsal.
2. If the rehearsal dinner is held at the church, the custodian will clean the building before the wedding.
3. The custodian will clean the building after the wedding.
4. The wedding party is responsible for leaving the kitchen and fellowship area in the order in which it was found. All trash must be placed in the trash receptacles.
5. The custodian is responsible for emptying the trash and vacuuming the church. It is not the custodian's responsibility to clear tables and clean the kitchen.

Information applicable to Photographers, Videographers, Caterers, and Florists

1. No flash photographs may be taken during the ceremony unless given permission by the bride/groom, except for the entrance and exit of the bride.
2. Your wedding may be videotaped. The church does not provide videographers, so please make separate arrangements.
3. Photographers and videographers should be properly attired for a wedding.
4. Wedding receptions and rehearsal dinners may be held in the Fellowship area. The adjoining kitchen may also be used.
5. The caterer must contact the wedding coordinator to make arrangements as to times for set-up and delivery of food.
6. The fellowship and kitchen area must be vacated by 6:00 p.m. on Saturday night.
7. The caterer must leave the kitchen and fellowship area in the order in which it was found.
8. The florist must make arrangements with the wedding coordinator as to times for set-up and delivery of decorations.
9. The church does not have candelabra, unity candle, or candle lighters. Your florist will need to provide these items.
10. Only church staff may remove pulpit furnishings.
11. The piano may not be moved.
12. Nails, tacks, tape, staples, sticky tack, pins, adhesives or anything that will mar woodwork or furniture may not be used.
13. All candles used in candelabras must be spring-loaded. Votive or dripless candles may be used in hurricane lamps. Flammable materials cannot surround candles.
14. Plastic material must be under all floral arrangements and candles or candelabras in order to protect carpets and furniture. Flower arrangements may not be placed on top of the piano.
15. Flowers and decorations in the worship area must be removed immediately following the wedding ceremony. The building must be left in the same order in which it was found. The area must be vacated by 6:00 p.m. on a Saturday night.

WEDDING APPLICATION

Bride's Name: _____

Address: _____

Home Phone: _____

Cell Phone: _____

Work Phone: _____

E-mail Address: _____

Member of Bear Creek Bible Church: Yes No

Groom's Name: _____

Address: _____

Home Phone: _____

Cell Phone: _____

Work Phone: _____

E-Mail Address: _____

Member of Bear Creek Bible Church: Yes No

Date(s) Requested for Church Usage:

Rehearsal

Date: _____

Begin Time: _____ End Time: _____

Wedding

Date: _____

Begin Time: _____ End Time: _____

Rooms Requested:

Sanctuary

Fellowship Area

Kitchen

Classrooms

Minister performing ceremony: _____

Minister's Church Affiliation: _____

I have read the Wedding Guidelines and agree to abide by church policies.

Bride's Signature

Date

NON-MEMBER WEDDING FEES FOR BEAR CREEK BIBLE CHURCH

Damage Deposit: (Refundable) \$200 \$ _____
Due with application to confirm booking

Worship Center: \$500 \$ _____
 Wedding Coordinator \$100
 Custodian \$100

Rehearsal Dinner:
 Fellowship Area & Kitchen \$100 \$ _____
 Custodian \$100 \$ _____

Reception:
 Fellowship Area & Kitchen \$125 \$ _____
 Custodian \$100 \$ _____

BCBC Pastor
 Rehearsal, wedding, and
 consultation on wedding
 ceremony \$150 \$ _____
 Rehearsal, wedding,
 premarital counseling, and
 consultation on ceremony \$250 \$ _____

Sound-Lighting Technician:
 Rehearsal \$100 \$ _____
 Wedding \$100 \$ _____

TOTAL COST OF YOUR WEDDING: \$ _____

| | | | |
|--------------|----------------|-------|----|
| Total Cost | | | \$ |
| Paid | Damage Deposit | \$200 | - |
| Paid | | | - |
| Paid | | | - |
| Paid | | | - |
| | | | |
| Balance Due | | | |
| | | | |
| Paid In Full | | | |

Separate checks must be written to the Sound Technician, Custodian, BCBC Pastor, and Wedding Coordinator. Bear Creek Bible Church will notify you of the names of these people once they have been confirmed for your wedding.

MEMBER WEDDING FEES FOR BEAR CREEK BIBLE CHURCH

Damage Deposit: (Refundable) \$200 \$ _____
Due with application to confirm booking

Worship Center: \$ _____
 Recommended honorarium for
 Wedding Coordinator \$100

Rehearsal Dinner:
 Recommended honorarium for
 Custodian \$ 75 \$ _____

Reception:
 Recommended honorarium for
 Custodian \$ 75 \$ _____

BCBC Pastor (recommended honorarium)
 Rehearsal, consultation on ceremony,
 ceremony \$150 \$ _____

or

Premarital counseling, rehearsal,
 consultation on ceremony,
 ceremony \$250 \$ _____

Sound-Lighting Technician:
 Recommend honorarium for
 Rehearsal \$ 50 \$ _____

Recommended honorarium for
 Wedding \$ 75 \$ _____

TOTAL COST OF YOUR WEDDING: \$ _____

| Total Cost | | | \$ |
|--------------|----------------|-------|----|
| Paid | Damage Deposit | \$200 | - |
| Paid | | | - |
| Paid | | | - |
| Paid | | | - |
| | | | |
| Balance Due | | | |
| | | | |
| Paid In Full | | | |

Separate checks should be written to the Sound Technician, Custodian, Pastor, and Wedding Coordinator. Bear Creek Bible Church will notify you of the names of these people once they have been confirmed for your wedding.