

Wedding Policies

of

Walnut Street Baptist Church

1143 S. Third Street

Louisville, Kentucky 40203

(502) 589-5290

Office Hours: 8:30-5:00 M-F

1. Wedding Forms and Fees

- ◆ Wedding Application Form accompanied by non-refundable deposit assures date to be placed on church calendar.
- ◆ The deposit will be subtracted from total bill for Wedding Fees.
- ◆ All remaining fees are due two weeks prior to Wedding Date.
- ◆ All remaining forms are due two weeks prior to wedding or at time of consultation with Church Wedding Consultant.
- ◆ 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.
- ◆ Signed copies of Individual Policy Forms are to be returned by Photographer, Florist, Caterer and Videographer to Wedding Coordinator no later than two weeks prior to Wedding Date.

2. Wedding and Rehearsal Times

- ◆ Plan early so use of church space can be arranged without conflict.
- ◆ Weddings with or without Church Receptions are available.
- ◆ Time Frame that facilities are available for Wedding without Church Reception is 4 hours.
- ◆ Time Frame that facilities are available for Weddings with Church Reception is 5 hours.
- ◆ It is very important that you stay within your time frame.
- ◆ Weekday times are available on a limited basis.
- ◆ Weddings are not scheduled on Sundays, Wednesdays or for the holiday weekends of New Year, Thanksgiving, Fourth of July, Memorial Day, Christmas and Labor Day.
- ◆ Rehearsals are generally scheduled the day before the Wedding Date.
- ◆ All members of the wedding party and the minister performing the ceremony need to be in attendance for the Rehearsal.
- ◆ Rehearsals last no longer than one hour.

3. Wedding Consultant

- ◆ Assists Bride with all details of the Wedding and Rehearsal.
- ◆ Church Staff Wedding Consultant must be present at consultation and any time the church facility is used by wedding party even if an outside wedding consultant is employed.
- ◆ To be present and of assistance during all receptions scheduled at Walnut Street.
- ◆ Oversees use of church facilities and assures that Wedding Policies are adhered to by wedding party and contracted service providers.
- ◆ Oversees the time scheduled for the wedding service, rehearsal and reception and assures that scheduled time is adhered to by wedding party.

4. Minister Performing Ceremony

- ◆ Must be a Minister of Walnut Street Baptist Church or a Minister of a Cooperating Baptist Church (a church in agreement with our interpretation of biblical guidelines for marriage).
- ◆ In unusual circumstances a minister of another faith may take part if the Senior Minister of Walnut Street Baptist church agrees.
- ◆ Weddings will be conducted in accordance with biblical guidelines and the state law.

5. Counseling Classes

- ◆ All persons getting married at Walnut Street Baptist Church are required to attend four counseling sessions prior to the Wedding Date.
- ◆ Sessions are conducted by our church ministers.
- ◆ Sessions are held on the first Sunday of each month.
- ◆ Sessions are approximately 1 and one-half hours beginning at 4:30.

6. Wedding Music

- ◆ Keep in mind that a church wedding is a worship service.
- ◆ Music should be in accordance with the reverence that is observed upon entering the house of the Lord.
- ◆ All music and musicians used in Wedding Service must be approved by the Walnut Street Baptist Church Minister of Music.
- ◆ Arrangements of live music to be played at the reception (if held at Walnut Street) must also be approved by the Walnut Street Baptist Church Minister of Music.

7. Dressing Rooms

- ◆ Facilities are provided so that the Bride and her party may dress at the church.
- ◆ A like courtesy will be extended to the Groom and his attendants upon request.
- ◆ Dressing Rooms are provided two hours before the wedding time.
- ◆ It is the responsibility of the Bride and Groom to arrange for the care and transportation of personal items belonging to the wedding party before, during and after the wedding.
- ◆ Walnut Street Baptist Church is not responsible for lost or stolen items before, during and after the rehearsal and/or wedding.
- ◆ The Dressing Rooms need to be cleared out as soon as possible following the wedding.

8. Photographers and Videographers

- ◆ It is the responsibility of the bride to instruct the photographer and family that no flash pictures are permissible in the Sanctuary or Chapel once the ceremony begins.
- ◆ Pictures of Bride entering and leaving accepted if the photographer is no further than 5 pews from the rear of the church.
- ◆ Photography should be done as discreetly as possible.
- ◆ A time exposure and/or videotaping of the ceremony may be taken from the balcony only.
- ◆ Balcony locations for photography and videotaping are the front areas on piano and organ sides.
- ◆ Photographs may be taken of Bridal Party in the Sanctuary or Chapel no more than two hours prior to the start of the service nor later than thirty minutes prior to the service.
- ◆ Following the wedding service the wedding party may return for pictures and flash equipment may be used at that time and also during the reception.
- ◆ Out of consideration for the guests, the wedding party, the church custodian and other scheduled events, it is suggested that the taking of pictures following the ceremony be concluded within 30 minutes.
- ◆ Photographers and Videographers are required to sign and return respected policy forms two weeks prior to the Wedding date.

9. Sound System

- ◆ Church Audio Technician will arrive approximately one hour before the ceremony is to begin.
- ◆ Musicians are permitted to have a short rehearsal after the Audio Technician arrives.
- ◆ Audio Technician will equip the minister and soloists with microphones.
- ◆ Following the rehearsal, the Wedding Consultant will provide Audio Technician with the number of stands and microphones needed for the ceremony.

10. Decorations

- ◆ Walnut Street's Sanctuary and Chapel provide a setting for a dignified and beautiful service and require minimal but carefully planned decorations.
- ◆ All decorations and floral arrangements must be removed from the church facilities immediately following the wedding ceremony and/or reception.
- ◆ The florist will provide floor coverings for all candelabras that are used during the services and must use driplless candles.
- ◆ An aisle runner must be used whenever flower petals are used.
- ◆ In order to preserve the beauty of our church facilities, decorations may not be attached to the pews, furniture, or walls by pinning, gluing, taping or nailing.

11. Borrowed or Rental Articles

- ◆ Arrangements must be made for the return of borrowed or rental articles immediately after the wedding and reception.
- ◆ Storage space is not available for rented or personal items.
- ◆ While every reasonable effort is made to ensure their safety, the church cannot be responsible in this regard.

12. Wedding Receptions

- ◆ Church Receptions may be held in the Dining Room.
- ◆ Arrangements for receptions are to be made with the Church Wedding Consultant, who must be present at all church receptions.
- ◆ Food Service Hostess must be present at all times when and if the church kitchen is opened.
- ◆ Outside caterers will be expected to provide all supplies.
- ◆ Church Food Service Hostess will provide instructions to caterer regarding the clean up after the reception is over.
- ◆ The kitchen should be left in the same condition as it was found.
- ◆ Friends of the bride's family may decorate Dining Room.
- ◆ Use of alcoholic beverages or drugs, dancing and smoking are not permitted on church property.
- ◆ Reception plans will be discussed and cleared with the Church Wedding Consultant and the Church Food Service Hostess.

13. The Wedding Party

- ◆ Members of the Wedding Party will recognize that the church is the House of God and will conduct themselves at all times in a manner befitting the atmosphere of a place of worship.
- ◆ Any member of the wedding party who is under the influence of alcohol or drugs will not be permitted to participate in the wedding.
- ◆ Use of alcoholic beverages or drugs, smoking and dancing are not permitted on church property.
- ◆ Appropriate and modest dress is requested for all Wedding Participants.
- ◆ Flower petals, bubbles, birdseed and other items may be thrown only outside church buildings. Confetti and rice are not permitted.

14. Damages

- ◆ Any damages on the premises before, during or after the Rehearsal, Wedding or Reception will be deducted from the Security Deposit and/or become the responsibility of the Wedding party.

WEDDINGS AT WALNUT STREET

Walnut Street Baptist Church

1143 South 3rd Street

Louisville, KY 40203

(502) 589-5290

WEDDING APPLICATION FORM

Complete and send to above to reserve wedding and rehearsal dates.

Bride _____ **Groom** _____
Address _____ **Address** _____
Phone _____ **Phone** _____
Email _____ **Email** _____
WSBC Member _____ **WSBC Member** _____

Application form does not guarantee reservation of wedding and/or reception without clearance by church wedding coordinator.

Wedding Date _____ **Wedding Time** _____
Rehearsal Date _____ **Rehearsal Time** _____
Minister Officiating _____

Church wedding Coordinator: Marilyn James (502-426-8576)
weddings@walnutstreet.org

Reception at Walnut Street Baptist Church _____

Reservation Fee: \$250 *(Applies toward total wedding fees and assures official reservation on church calendar)*

Date Paid _____ **Date Received** _____
(Church Office Only)

We have read and understood the Walnut Street Baptist Church wedding policies and will be responsible for seeing that all participants in the wedding abide by them. We will be responsible for payment of fees with total payment made two weeks prior to wedding.

Bride _____ **Groom** _____

MARRIAGE PREPARATION WORKSHOPS

LifeCare Counseling Center has offered marriage preparation classes for several years and is committed to continuing to provide meaningful opportunities for personal and relational growth as couples prepare for marriage.

The Marriage Preparation Workshops will be presented on Saturday mornings three times each year. Each couple will be expected to attend two of the Saturday morning workshops in order to fulfill the marriage preparation class requirement. Workshops are scheduled in February, May, and September. All six sessions will be presented each time the workshop is offered. Couples will select three sessions at the first workshop and complete the others at the second workshop. Registration for attending the workshop and selection of specific sessions is to be made by telephone.

The six sessions are:

- Love and Forgiveness – This session will focus on understanding the role of forgiveness in marriage and offer practical tools for implementing these skills in the marriage relationship.
- Understanding Personality – This session will focus on the impact of each individual's personality in the marriage relationship.
- Communication – This session will provide an opportunity to better understand the skills needed for effective communication in the marriage relationship.
- Conflict Management – This session will present a basis for dealing with conflict and an understanding of the impact of conflict on the relationship.
- Financial Management - This session will provide couples with principles for developing a financial plan.
- Sexuality – This session will present sexuality as a gift of love and intimacy within Christian marriage.

Our offices are located in the four-story brick building to the right of the Third Street entrance to the church parking lot. Please use the intercom at the door for access to the building and come to LifeCare's Reception Room.

We request that you arrive between 8:30 a.m. and 8:45 a.m. The workshop sessions will begin at 8:45 a.m. and conclude at 12:00 noon. A light snack will be provided at the mid-morning break.

Schedule of Sessions:

(Note: All sessions will be offered each time the workshop is held so that couples can easily complete the six sessions.)

8:30 – 8:45	Arrival/Registration	LifeCare Reception Area
8:45- 9:10	Welcome	LifeCare Reception Area
9:15 – 10:00	Session One a) Communication b) Conflict Management	
10:05 – 10:50	Session Two a) Understanding Personality b) Financial Management	
10:50 – 11:10	Break	LifeCare Reception Area
11:15 – 12:00	Session Three a) Sexuality b) Love and Forgiveness	