

BGBC WEDDING POLICY AND PROCEDURE

- 1) Who may be married at Battle Ground Bible Church?
 - a) Both the prospective bride and groom must have trusted Christ as Savior and have satisfactorily shared their personal testimonies of salvation with a member of the pastoral staff.
 - b) Neither the prospective bride nor groom may have a living spouse from a previous marriage.
 - c) An actual or potential meaningful ministry relationship must exist between Battle Ground Bible Church and the couple or their families. Couples affiliated with like-minded local ministries that lack adequate facilities for a wedding may be exempt from this requirement at the discretion of the deacons.
 - d) The bride and groom may not be living together or engaging in on-going sexual activity prior to the wedding.
 - e) All state requirements must be met.

- 2) What clergy can officiate or participate in a wedding at Battle Ground Bible Church?
 - a) Any member of the current pastoral staff.
 - b) Any professing believer qualified by the state to perform weddings and approved by the deacons of Battle Ground Bible Church.

- 3) Who can hold a wedding reception at Battle Ground Bible Church?
 - a) Any couple married at Battle Ground Bible Church.
 - b) When a wedding is held elsewhere, the reception may be held at Battle Ground Bible Church if the bride, the groom, or their parents appear in the current church directory and whose wedding has satisfied items 1 a), c), d), and e) above. A trustee-appointed representative of the church must be present to assist with facility needs. (i.e. heat, air conditioning, lights, security, etc.)

- 4) How do I apply to hold a wedding and/or reception at Battle Ground Bible Church?
 - a) Contact a member of the pastoral staff for an appointment to discuss the wedding and/or reception. At the meeting you will need to:
 - i) Give your personal testimony of salvation (both prospective bride and groom)
 - ii) Schedule a date for the wedding that does not conflict with other church activities.
 - iii) Secure the consent of the pastoral staff member for his involvement.
 - iv) Be prepared to write a check of \$150.00 to Janitor for custodial services. (For non-Battle Ground Bible Church requests only.)
 - v) Be prepared to write a check to Battle Ground Bible Church for facility fees.
 - b) Seek deacon approval for any non-Battle Ground Bible Church clergy involved in either the wedding or the reception.

- 5) What do I need to do the day of the wedding?
 - a) Give your valid state marriage license to the officiating clergyman no later than the day of the wedding.
 - b) If not paid earlier, leave checks for the appropriate church fees with a Battle Ground Bible Church pastoral staff member or the church treasurer.
 - c) If needed, pay Sound System Operator fee directly to the Operator.

- 6) What are the responsibilities of the Bride and Groom?
- The Bride and Groom will be held responsible for the actions of their guests and wedding party during any and all uses of the facilities to ensure proper decorum and non-infringement on quiet enjoyment of surrounding neighbors.
 - There will be no smoking in the building.
 - There will be no alcoholic beverages present on the property of Battle Ground Bible Church.
- 7) What are the fees for a wedding at Battle Ground Bible Church?

Church Related		Deposit	Fees
	Auditorium and foyer	None	No Charge
	Fellowship Hall	None	No Charge
	Janitor	\$100.00 (<i>made payable to Janitor</i>)	\$20.00 per hour 4 hour minimum
	Sound System Operator	None	\$20.00 per hour 2 hour minimum
Non Church Related			
	Auditorium and foyer	\$75.00	\$75.00
	Fellowship Hall	\$50.00	\$50.00
	Janitor	\$150.00 (<i>made payable to Janitor</i>)	\$20.00 per hour 4 hour minimum
	Sound System Operator	None	\$20.00 per hour 2 hour minimum

Church related = Parent, bride, or groom that are listed in the current church directory.

Non church related = All others

Special Note: All remuneration for the janitor's fees and the sound system operator fees should be paid directly to those individuals. Fees for the facility should be paid to the church.

Housekeeping Information & Guidelines:

The Janitorial deposit will be applied to clean-up following the wedding/reception. Custodians (2) will keep track of time required to prepare church for Sunday morning services. (\$20.00 per hour, 4 hour minimum = \$80.00) If the clean requires less time, a refund of the remainder of the Janitorial fee deposit will be sent to the couple or paying party within 14 days of the wedding.

- If the reception is going to take place at the church, the wedding party is responsible to set up tables and chairs the way they want them. They need to have someone responsible to stay after the reception to take down tables and chairs so janitors can clean the floors. Couple is also responsible to clean up the kitchen (including washing, drying, putting away any utensils and dishes used from the church, as well as removing all unwanted and

left-over food items), if used to prepare food. Janitors will sweep and mop the kitchen floor.

- b) The wedding couple is responsible to set-up the auditorium and foyer (that is, if the Communion Table is not used or if they want the choir pews and band stands out of sight, they need to remove them to the back rooms. If plant, tree, and tables are rearranged in the foyer, they will do that). The wedding couple is responsible to (have someone) reset the auditorium for Sunday morning services . . . take down decorations and reset front of church if furniture was moved around. . . janitors will sweep and recheck pews.
- c) If the nursery or classrooms are used, the wedding couple will be responsible to arrange as desired. The wedding couple is responsible to (have someone) reset the nursery or classrooms for Sunday morning services.
- d) Janitors will sweep entire church after wedding/reception and clean all bathrooms.
- e) If the reception is going to take place somewhere else, couple is still responsible for a), b), and c) above (before 9:00 pm).
- f) Strongly recommended ending time is before or at 9:00 pm, which allows the custodian to be able to finish his/her job before 1:00 am). While the final ending time is subject to agreement by the janitor and Bride & Groom, the ending time should be near 9:00 pm.

I have read, and agree with the above information:

Groom _____ Bride _____
(Printed name) (Printed Name)

Groom Signature: _____ Bride Signature: _____

Date: _____

Date: _____

Revision 2.7.10
Approved by the Church Council

Contact Information: (765) 567-2844 or sec@bgbc.org