

WEDDING POLICIES

WEDDINGS AT MOUNT VERNON BAPTIST CHURCH

"The Lord God said, 'It is not good for the man to be alone. I will make a helper suitable for him... For this reason a man will leave his father and mother, and be united to his wife, and they will become one flesh.' "

— Genesis 2:18, 24 —



THE PURPOSE OF MARRIAGE

Dear Groom and Bride,

Congratulations on your engagement to be married! A commitment to be married is a huge step in life. We are thankful that you want Mount Vernon to be part of your special day as you make that step together.

As a church, we believe marriage is a wonderful gift from our Creator God. He has ordained the family as the foundational institution of society. Your wedding day is when you vow to start a new family for the good of one another and society and for God's glory.

We believe God created marriage, so he defines it. Marriage is the uniting of one man and one woman in covenant commitment for a lifetime. It is God's unique gift to reveal the union between Christ and his church, it also provides for the context for intimate companionship, sexual expression according to biblical standards, and the means for procreation. Any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and pornography) is sinful and offensive to God and his plan for the family.

In addition, we believe that as husband and wife, you are both of equal worth before God because you were created in his image. The marriage relationship models the way God relates to his people. A husband is to love his wife as Christ loved the church (Eph. 5:25). He is responsible to provide for, to protect, and to lead his family. A wife is to submit herself to the servant leadership of her husband even as the church willingly submits to the headship of Christ (Eph. 5:22-24). She, being in the image of God as is her husband and thus equal to him, is responsible to respect her husband and to serve as his helper in managing the household and nurturing the next generation.

As you plan all the details of your wedding day, keep this purpose of marriage in mind. If this is the goal of your wedding—a biblically-rooted, Christ-centered marriage—then we look forward to being here along the way!

God bless,

Mount Vernon Baptist Church

WEDDINGS AT MVBC

Quick Reference: Requirements and Restrictions

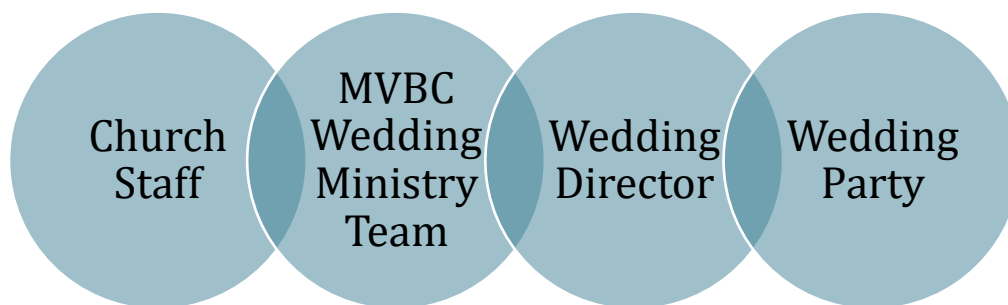
1. All parties seeking to be married at Mount Vernon Baptist Church must be able to affirm our wedding statement at the end of this packet.
2. Proof of premarital counseling is required. It's usually best that the counseling be done through the officiating minister.
3. Each wedding will be subject to fees (see the section titled "Fees" for more information about member and non-member fees). A 50% deposit is required to secure a wedding date.
4. All weddings should be scheduled no later than 6 weeks before the wedding date and no earlier than 6 months before.
5. No weddings will be scheduled between Thanksgiving and the New Year.
6. Each wedding must have a rehearsal the week of the wedding date.
7. The marriage license must be in the hands of the officiating minister before the wedding can be performed. **REMEMBER TO BRING IT WITH YOU ON THE WEDDING DAY.** If either the bride or the groom is a resident of Georgia, you may obtain the marriage license at any probate court in Georgia.
8. **NO ALCOHOLIC BEVERAGES** of any kind are allowed on church property. **NO SMOKING** anywhere on the church property.



Arrangements and Wedding Directors

Every wedding at Mount Vernon requires a Wedding Director arranged *by* the wedding party, but not *in* the wedding party itself. Mount Vernon Baptist Church *will* connect each wedding with our Wedding Ministry Team.

However, the Wedding Ministry Team does not do the job of a Wedding Director. This team acts as a liaison between the church staff and the Wedding Director.



Calendar

Scheduling

1. Weddings may be on any day of the week except Sundays and most Wednesdays.
 - a. The wedding hour on a weekday can start as late as 7pm and as early as 6pm.
 - b. The wedding hour on a Saturday can start as late as 6pm and as early as 11am.
 - c. *If there the reception is at MVBC then the latest the wedding hour can start is 4pm.*
2. Only one wedding can be scheduled per weekend.
3. The Facility Director or Administration Pastor must approve any requested dates before progress can be made to reserve the church (submitting a request does not reserve your wedding date).
4. No weddings will be scheduled between Thanksgiving and New Years Day.
5. Any changes to the wedding date should immediately be communicated to the church staff .

6. The wedding date is secured on the staff calendar after:
 - a. An application is submitted.
 - b. A wedding tour is completed
 - c. 50% deposit is received.
 - d. Confirmation is given from the church.
7. Below are the hours that the church will be open to the wedding party in relation to the wedding hour.
 - a. *Before the wedding hour: 3 hours*
 - b. *After the wedding hour: 1 hour*



Officials

Request for an MVBC Minister (Members Only)

It is your responsibility to secure an officiating minister. It is required that you schedule time to meet with them to discuss the wedding and arrange pre-marital counseling.

Three Pastors on Mount Vernon staff are available to perform wedding ceremonies:

Dr. Aaron Menikoff, Senior Pastor

Rev. Brad Thayer, Associate Pastor

Rev. Dustin Butts, Associate Pastor

Requirements for Guest Ministers:

Any guest minister officiating a wedding hosted at the church shall not be a woman and shall affirm the inerrancy of Scripture, exclusivity of the Gospel, and the substitutionary atonement of Jesus Christ. Use of a minister other than one of the Mount Vernon staff must receive the consent of the Senior Pastor or his official designee.

Officiate Honorarium (Members Only)

The honorarium for the officiating minister is not covered in the wedding fees paid, but is a discretionary amount given to him on the day of the wedding.

Rehearsal

1. Each party must have a wedding rehearsal date set for the week of the wedding.
2. A representative from the wedding party, the Wedding Director, an MVBC's Wedding Ministry Team Liaison, and the sound tech from the church should be present at the rehearsal.
3. A one-hour block will be reserved for the rehearsal.



4. At the rehearsal be prepared to explain the stage layout and order of service to the Facility Director and the Sound Tech. This will ensure everything related to the stage is prepared for the wedding.

Music

1. If you would like Mount Vernon's musicians to play for your wedding, you must contact them personally as their schedules and fees are not set by the church.
2. All wedding music should be chosen with the sacred nature of the marriage ceremony in mind and should be reviewed by the Associate Pastor/Administration.
3. Vocalists and musicians will seek to rehearse during the times the facility has been reserved for the wedding rehearsal or in the hours prior to the wedding.

Audio / Visual

Sound

The church will arrange a Sound Technician for the rehearsal and the wedding. The sound tech will arrive an hour and a half before the wedding hour. A simple audio recording of the wedding can be requested.

Video

The sound tech will not do any video recording of the ceremony. It is recommended that you hire a videographer to record the service.

Projector

The projector is not available on wedding days due to limited staff and technical fragility. It is recommended that you print any song lyrics in the wedding program. **The church does not print or design wedding programs.** Baptist hymnals are available in the pews and may be used during the wedding.

On-stage inputs

The stage is equipped to weekly amplify a guitar, a piano, a stringed instrument, and three vocalists for the ensemble at our gatherings. Consult with the Operations and Facility Director about any other stage input questions. Only the piano is provided by the church.



Videography and Photography

We understand that photographs are important mementos of your wedding. Because of the solemnity of the occasion we have the following guidelines:

1. No flash bulb pictures may be taken during the ceremony. At the end of the service flash bulb pictures may be taken of the Bride and Groom as they exit.
2. Under no circumstances are pictures to be made from the front during the ceremony. The photographer should not be visible to the

congregation during the wedding ceremony. This is to ensure the wedding officiate can continue the wedding without disruption.

3. Photographs may be made in the Mount Vernon Room before the wedding.
 - a. No furniture or accessories will be moved.
4. We do not recommend the photographer set up equipment (lights, umbrellas, etc.) or take camera bags in the Mount Vernon Room. Camera equipment and bags should not be placed on furniture or chairs in the Main Hall Foyer or Fellowship Hall Foyer. All camera equipment should be stored in the coat closet of the Main Hall Foyer.

Decorations and Florists

The following guidelines have been established concerning florists or persons decorating for a wedding in the Main Hall or for a reception in the Fellowship Hall:

1. No decorations may be glued, tacked, nailed, or stapled to the walls, woodwork, pews, furniture, carpets, or floors. Care should be taken to protect all church property.
2. Masking tape, ribbons, and string may be used to secure aisle cloth and floral decorations to pews. Pew decorations should be wrapped to prevent damage to the wood.
3. Decorations must not be hung or suspended from the fixtures or furnishings.
4. Wax candles may NOT be used. Battery power candles are recommended. Unity candles on stage, and used only during the ceremony, are permitted.
5. All containers holding water must be leak proof. If containers are used on furnishings, a protective covering must be used.
6. Fresh flower petals may not be strewn in the Main Hall. They stain the carpet.

7. All floral arrangements and decorations must be removed within one hour after the wedding. No equipment may be stored over the weekend.
8. At times when special decorations are used by the church, i.e. Christmas, Easter, etc., it is understood that these special decorations will not be removed or disturbed.
9. Balloons are prohibited in the Main Hall and Fellowship Hall.



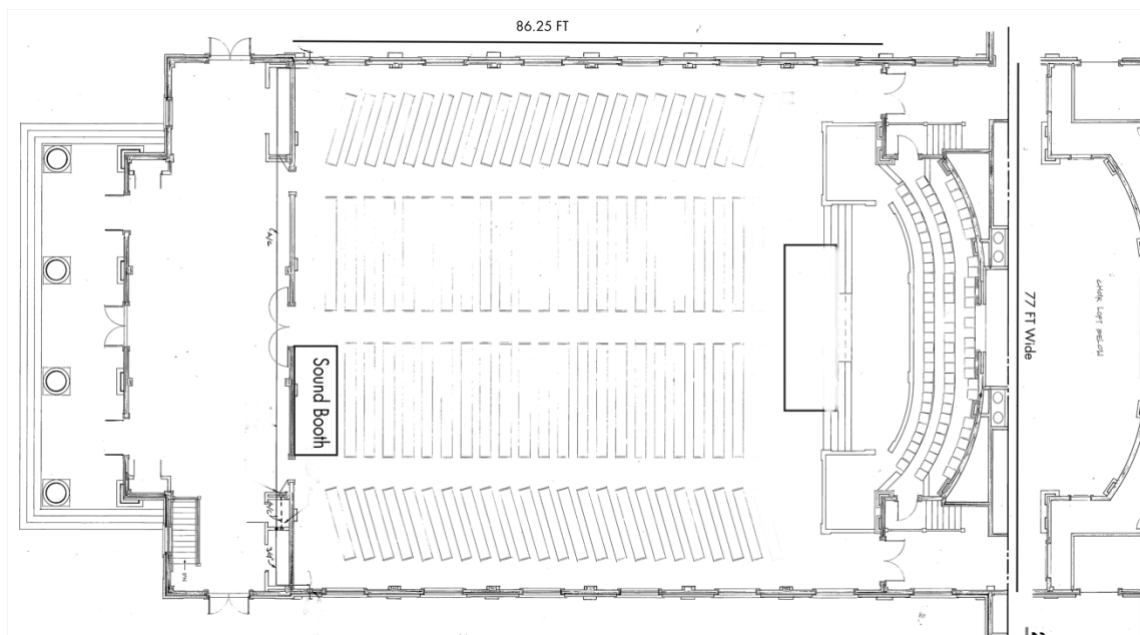
Refreshments:

- The church does not provide any bottled or dispensed refreshments.
- Drinks are allowed in the Bridal Suite and Groom's room.
- Drinks are strongly discouraged from the Main Hall and Foyer, except for personal water bottles.
- The commercial kitchen is not allowed to be used for weddings, however guests can use the kitchenette near room 211 as needed.

Facility / Cleanliness

Main Hall/Sanctuary

The Main Hall seats ~525 guests. It has a center aisle with 22 pews on each side. There are also two side aisles with 22 pews each. The color scheme is taupe and burgundy.



The Mount Vernon Room



The Mount Vernon room is the bridal suite. Furniture should remain in the room and in the location it was found. For safety reasons, please do not start any fires in the fireplace.

Room 202 (Groom's room)

Room 202 will be reserved for the Groom's party to gather for the wedding. It is recommended that any wardrobe changes be made in the bathroom across the hall.

Custodian

A custodian will be on site for the entirety of the time that the doors are open. He/she will ensure the doors are open, lights are on, and will address any maintenance/custodial needs or emergencies. To ensure the building can be cleaned in a timely manner, please advise by the following guidelines:

1. The Mount Vernon Room (Bride's Room) and all dressing rooms must be cleared of personal belongings one hour after the ceremony. The church is not responsible for any property on the premises before, during, or after the wedding or its related functions.
2. It is recommended to assign a specific person to do final checks of the rooms to remove any personal belongings.
3. A \$250 refundable deposit is required for weddings with an anticipated attendance over 200 people. This deposit will be used in the event that the facility was exceptionally dirty after a wedding or reception to pay for custodial overtime.
4. Throwing rice or birdseed inside or outside of the church is strictly forbidden. Rose petals may be thrown only outside of the building. Bubbles are recommended for the sending celebration.





WEDDING FEES

To receive the membership rate for a wedding, the bride, groom, or his or her parents/grandparents must be current members of Mount Vernon.

Members' wedding fees are charged in order to maintain the upkeep of the building and to cover the direct labor costs of maintenance personnel and audio/visual technicians. This cost does not include the minister or the musicians, who need to be contacted directly by you.

All fees must be paid in full two weeks prior to the wedding. Checks should be made payable to "Mount Vernon Baptist Church" and noted "Wedding Fee for (name of bride and groom --date of wedding)." Please mail this payment to the church marked to the attention of the Facility Director.

Below are spaces at Mount Vernon you are allowed to be married in along with their respective cost. Every Wedding includes a Groom's Room and a Bridal Suite.

Weddings:

Main Hall: \$700 (members) / \$1400 (non-members)

Fellowship Hall: \$500 (members) / \$1000 (non-members)

Mount Vernon Room: \$100 (members) / \$200 (non-members)

Courtyard: \$100 (members) / \$200 (non-members)

Below are rooms at Mount Vernon you are allowed to host a Rehearsal dinner or Reception in, along with their respective cost.

Receptions (only available to members):

Fellowship Hall: \$500

Rehearsal Dinners (only available to members)

Fellowship Hall: \$500



WEDDING RECEPTIONS AND REHEARSAL DINNERS

**Only applicable for member weddings.*

Time and Location

1. Mount Vernon's Fellowship Hall is available for wedding receptions if the wedding hour is no later than 4pm.
2. The reception must not last more than 2 hours. After 2 hours the Wedding Director or member of the wedding party must ensure attendees are dismissed in a timely manner so custodial staff may clean.
3. Rehearsal dinners may start as late as 6pm.

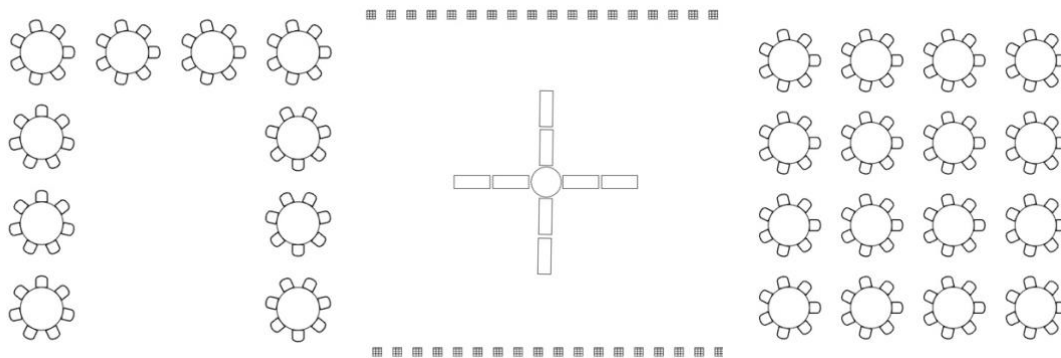


General Requirements

1. No dancing is allowed during a reception or rehearsal dinner. Exceptions are for the Bride and Groom's First Dance and the Mother/Son and Father/Daughter dances.
2. The music selection should be wholesome out of respect for the church. It is the responsibility of the Wedding Director and the wedding party to confirm the music selection with a representative of MVBC's pastoral staff.
3. The Facility Director or Administration Pastor must approve any requested dates before progress can be made to reserve the church (submitting a request does not reserve your wedding date).

Items Included in the Fee *(If a more elaborate set up is needed, then hiring an experienced fellowship AV tech is required and must be approved by the Facility Director).*

1. Use of the Fellowship Hall
2. Use of the church's available 6' x 2'6" rectangular tables, 5' round tables, and red conference chairs. This includes white round table cloths for the 5' round tables and paper coverings for the 6' x 2'6" rectangular tables. Three general layouts are available:



3. Large trash cans.
4. Custodial services to dispose of trash.
5. Use of the unmanned AV system. This includes:
 - a. 2 wireless, handheld microphones and stands.
 - i. The Facility Director will give instructions for using the sound system prior to the event.
 - b. 1 AUX cord

Food & Drink

1. The wedding party shall furnish a caterer who will be responsible for the reception and its details. It is the responsibility of the Wedding Director or wedding party to ensure



that the caterer adheres to the church requirements and policies.

2. The caterer shall bring his/her own help for setting up, serving, and carrying food and equipment.
3. The church kitchen may not be used by the caterer.
4. No alcoholic beverages may be served.
5. We recommend using the catering company that leases our kitchen.

Contact Information: Ultimate Culinary (Chef Andy Grimes), 404-421-9080. agrimes@ultimateculinary.com.



WEDDING STEPS



Contact MVBC's Facility Director

- Inquire about possible Wedding Dates.
- Receive a copy of this Wedding Policy.



Schedule a Wedding Tour with MVBC's Wedding Ministry Leader

- Review the Wedding policies.
- Tour the building to see and understand the facility.



Apply to be Married at MVBC

- Confirm a Wedding Director outside of the bridal party.
- Confirm with an officiating minister before applying.
 - (If applicable, get approval for any non-MVBC ministers)
- Submit a 50% deposit (and cleaning deposit if applicable).
- Wait for a wedding approval from MVBC.



Wedding Preparation

- Contact the Wedding Ministry Team with questions.
- Two weeks before the Wedding:
 - Pay the remaining 50% of the Wedding Fee.
 - Let MVBC staff know of any significant changes to the Wedding.



Wedding Week

- Conduct your rehearsal with your Wedding Director, MVBC Wedding Liaison, Sound Tech, and MVBC Facility Director.
- Ensure all AV instructions are given to the Facility Director and Sound Tech at this time.
- Get Married.

APPLICATION

CONTACT INFORMATION

BRIDE

Name: _____

Phone: _____ Email: _____

Current Address: _____

Name of church where are a member or attend: _____

GROOM

Name: _____

Phone: _____ Email: _____

Current Address: _____

Name of church where are a member or attend: _____

Address after Wedding:

WEDDING INFORMATION

Wedding date: _____ Ceremony Start & End Time: _____

Rehearsal date: _____ Time: _____

Reception in Fellowship Hall? ☐ Y / ☐ N *(members only)*

Wedding Director's Name *(required)*: _____

Phone: _____ Email: _____

Expected Attendance: ☐ <50 ☐ 51-100 ☐ 101-200 ☐ >200¹

¹ A \$250 refundable cleaning deposit is required for weddings with an expected attendance over 200 people. It will be refunded the week after the wedding if no excessive cleaning was required.

OFFICIATING MINISTER

Name: _____

Phone: _____ Email: _____

Name of Church or Ministry Associated With: _____

Church or Ministry Website: _____

Do you agree to Mount Vernon's policy regarding officiating ministers? ☐ Y / N ☐

The officiating minister, whose biological sex and gender identity is male, affirms the inerrancy of Scripture, exclusivity of the Gospel, and the substitutionary atonement of Jesus Christ. He will receive the consent of the Senior Pastor or his official designee before officiating the wedding.

BELIEFS ABOUT MARRIAGE & FAMILY

We believe (please initial):

_____ Marriage is a wonderful gift from our Creator God. He has ordained the family as the foundational institution of human society.

_____ Marriage is the uniting of one man and one woman in covenant commitment for a lifetime. It is God's unique gift to reveal the union between Christ and his church and to provide for the man and the woman in marriage the framework for intimate companionship, the context of sexual expression according to biblical standards, and the means for procreation.

_____ Any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God and his plan for the family.

_____ Husband and wife are of equal worth before God because they are created in his image. The marriage relationship models the way God relates to his people. A husband is to love his wife as Christ loved the church (Eph. 5:25). He has the God-given responsibility to provide for, to protect, and to lead his family. A wife is to submit herself graciously to the servant leadership of

her husband even as the church willingly submits to the headship of Christ (Eph. 5:22-24). She, being in the image of God as is her husband and thus equal to him, has the God-given responsibility to respect her husband and to serve as his helper in managing the household and nurturing the next generation.

AGREEMENT

By signing below, I am stating that I have read and agree to abide by the wedding policies of Mount Vernon Baptist Church.

Bride: _____ Groom: _____

Date: _____

For Office Use Only

- ☐ Toured Facility: Date _____ With: _____
- ☐ Submitted Application: Date _____
- ☐ Submitted Deposit: Date _____ Amount: _____
- ☐ Date & Time Confirmed: _____
- ☐ Custodian Confirmed: Name: _____
- ☐ AV Tech Confirmed: Name: _____
- ☐ Two Week Out Checkup
 - Full Payment Received: Date: _____ Amount: _____
 - Special Changes: _____
- ☐ Rehearsal Complete
- ☐ Condition of the facility after the event:
 - ☐ Acceptable
 - ☐ Unacceptable
- ☐ Cleaning deposit refunded (*if applicable*)
 - Date: _____ Amount: _____