

BEULAH MISSIONARY BAPTIST CHURCH WEDDING MINISTRY
Policies and Procedures for Conducting Weddings and Receptions
PRELIMINARY INFORMATION FORM

Congratulations on your upcoming marriage and your interest in holding your wedding ceremony at Beulah Missionary Baptist Church! The Wedding Ministry of Beulah is happy to assist you in scheduling and planning the service customized and suited for you. To do so, we provide the following ***Preliminary Information*** to which you must agree before you may:

- RECEIVE AN APPLICATION
- PAY THE NON-REFUNDABLE RESERVATION FEE
- RESERVE A WEDDING DATE
- HAVE A WEDDING AT BMBC

Before Reserving a Date

BEFORE A DATE CAN BE RESERVED, EITHER THE BRIDE OR GROOM MUST BE VERIFIED AS A MEMBER OF BEULAH MISSIONARY BAPTIST CHURCH.

Non-members of BMBC may reserve the Family Life Center for Weddings and/or Receptions (no Rehearsal Dinners will be held in the FLC). All BBC policies apply. Weddings may be scheduled earlier, but the date must be reserved at least 90 days before the desired date of the wedding. A person who wishes to reserve the church **must do so in person**, in the church office, after (1) reading the ***Preliminary Information Form*** and signing the ***Wedding Checklist***; (2) completing an ***Application***; and (3) paying the non-refundable ***Reservation Fee***. Some dates may not be available due to pre-determined annual events or holidays. Dates must also be verified with the BBC Coordinator. No reservations may be made by a third party.

When to Reserve a Date

<u>Month of Wedding</u>	<u>Deadline To Reserve</u>
January	October
February	November
March	December
April	January
May	February
June	March
July	April
August	May
September	June
October	July
November	August
December	September

Fee Required To Reserve a Date

Payment and Scheduling: After the ***Preliminary Information Form*** and ***Wedding Checklist*** have been read and signed, an ***Application*** can be obtained from the administrative staff in the BBC church office, Monday-Friday from 9:00-5:00 p.m. When the completed application is returned, a non-refundable reservation fee of **\$300.00** (to be applied to the total rental cost) must be paid unless it is 90 days before the event. **Ninety (90) days prior to the event, one-half (1/2) of the total fee must be paid;** It is at this time, only, that a date will be given, confirmed, and entered on the calendar. **This is a deposit and is NON-REFUNDABLE, along with any other fees paid.** All remaining fees must be paid in full thirty (30) days prior to the event / wedding. If the remaining balance is paid after 30 days, only a cashier's check or money order will be accepted.

Note - Fees only apply to those areas listed. They do not cover any fees related to services contracted with musicians, singers, florists, decorators, photographers, videographers, caterers, etc. Fees and charges for other goods and vendor services are contracted independently of the listed fees and should be negotiated with the appropriate persons/vendors. The listed fee structure was designed by, and for, Beulah Baptist Church in accordance with its needs and expectations. The fees are set to cover, first, the use of the church, and, second, expenses related to the operation of an event or activity outside of regular worship services. No additional breakdown of the fees will be given, nor will any fees be prorated.

Procedures to Review before Reserving a Date

Wedding Times: All weddings are conducted on Saturdays. This includes Sanctuary Marriages, scheduled through the administrative office. Weddings may be scheduled between and 2:00 and 4:00 p.m. No weddings can be scheduled after 4:00 p.m. Multiple BBC agents collaborate to conduct weddings at the specified time and on the designated date. Thus, an on-time start is expected for all weddings. Weddings cannot be delayed in the event participants are absent or late.

Wedding Coordinators: In accordance with the policies of Beulah Missionary Baptist Church, the Wedding Coordinator(s) for BBC must direct all weddings held at Beulah Baptist Church. **No other directors/coordinators will be used.** The Wedding Coordinator is Mrs. Debra Moore (404) 289-6561, and the Assistant Wedding Coordinator is Mrs. Geri Thomas (404) 373-8515. Additional persons are a part of the BMBC coordinating team. The coordinator or designee has the responsibility for directing the wedding in compliance with the wishes of the bride and groom. The responsibility of the wedding coordinator only extends to directing the rehearsal and the wedding, unless the bride and groom request additional assistance and consultation in collaboration with the wedding coordinator. The bride and groom may consult with a planner outside of Beulah Baptist Church with the understanding that the implementation of all ceremony plans will be by the coordinators(s) of Beulah Baptist Church. A non-Beulah Baptist Church member who schedules a wedding in the **Family Life Center** may use an outside coordinator who must schedule a meeting with the BBC coordinator to review the policies, procedures and guidelines. A BBC coordinator must also attend the rehearsals and weddings for non-members who marry in the FLC weddingcoordinator@beulahbaptist.org

Note: To allow for adequate planning, please contact one of the wedding coordinators as soon as possible to schedule the initial and subsequent meetings.

Officiating: The Reverend Jerry D. Black will officiate at all weddings unless he indicates otherwise, and, thereby, reserves the right to appoint a designee. All other participating ministers, including those from the BMBC ministerial staff must be approved by Reverend Black. Requests for a participating minister and/or an officiant outside of BMBC must be made through a written request to Reverend Black via the coordinator or the administrative staff. While Reverend Black does not require a fee or payment for conducting the wedding ceremony, it is customary for an honorarium to be provided to him or the designee who performs the ceremony.

Note: The wedding coordinator will provide suggestions where needed.

Marriage Counseling: The bride and groom **are required to attend** a series of (6) counseling sessions before getting married at Beulah Missionary Baptist Church or the Family Life Center. The sessions are conducted with the BMBC Marriage Counselor, Sis. Monique Gadson, and specified members of the counseling team. The final session is conducted by Reverend Black or his designee. The sessions must be scheduled directly with Sis. Gadson and completed within a 90-day period, prior to the wedding. It is suggested that counseling sessions are scheduled and begun before a date is set to ensure completion of all sessions before the wedding. Persons requesting a Sanctuary Marriage must also schedule Marriage Counseling.

Note: No weddings will be conducted by Reverend Black, his approved designee, or held at BMBC without completing all counseling sessions. (www.beulahbaptist.org). Any modifications to this process can only be made by the marriage counselor and approved by Reverend Black.

Wedding Rehearsal: All wedding rehearsals are scheduled for 7:00 p.m. promptly, the night before the wedding, and should not last longer than 90 minutes. The bride and groom are

responsible for conveying the correct day and time to all other wedding participants.

Music: Secular music is generally not used for weddings held in the sanctuary of Beulah Baptist Church. All music for the wedding, either instrumental or vocal, must be approved by the Minister of Music of Beulah Baptist Church. NO TRACKED MUSIC or CDs MAY BE USED. An outside musician may be used. The use of musicians other than those from Beulah must be approved by the Minister of Music. Reception Music should also be reviewed. Fees pertaining to any musicians, soloists or vocal ensembles are independent of the church required fee. The Minister of Music or his designee will be present at rehearsals and on the day of the wedding in accordance with church policies and independently of contracted services. Please contact Minister of Music, Mr. Earnest “Chip” Norman – (404) 580-7495.

Wedding Program: The wedding program and ceremony format, while considerate of the wishes and vision of the couple, must also be aligned with the procedures of BMBC. The BBC Wedding Coordinator will assist the bride and groom with planning the ceremony, providing a format and structuring the wedding program. A copy of the wedding program must be submitted to the wedding coordinator for final review and approval no later than two weeks prior to the wedding.

Note: No Programs Should Be Printed Before Receiving the Final Approval!

Catering: The services of a caterer are contracted independently of any other services and fees paid. That is, the fees to reserve the sanctuary, fellowship hall or Family Life Center do not cover the cost of catering. If a reception is held at Beulah Baptist Church, regardless of the caterer, please contact the head of the BMBC Culinary Ministry and caterer, Mrs. Mildred Armstead at (770) 987-1018. She will provide the information needed for reception planning in the Fellowship Hall and the Family Life Center.

Outside Catering: Caterers using the facilities must be licensed or bonded. If not licensed, there will be a bonding fee of \$500.00 subject to tender required for caterers who do not present a copy of their bond to Mrs. Armstead (30) days prior to the scheduled event. Failure to provide the deposit and/or a copy of the bond will result in the facility being made available for other purposes or usage denied.

Alert! A member of the culinary committee must be present any time the kitchen facilities or an outside caterer is used at either the Worship Center or the Family Life Center. In the interest of Beulah Missionary Baptist Church, the caterer or food service provider must comply with all State and local health rules and guidelines as well as those of Beulah Baptist Church. Oversight is conducted by a licensed member of the BBC Culinary Staff.

Attire: While wedding attire is a matter of personal preference, please keep in mind appropriateness and church etiquette when planning the attire for the couple and wedding participants. Weddings held in the sanctuary of the Worship Center are considered to be a worship service

Third Party Vendors: Except as specifically prohibited herein and in addition to the

requirements set forth herein, the bride and groom may contract with outside third parties to provide goods and services for the wedding. These may include but not be limited to caterers, florists, musicians, and decorators. Unless otherwise specified herein or authorized in writing by Beulah Baptist Church (“BBC”), no third party is authorized to act on behalf of BBC as employee, agent or representative of BBC and does not have the ability to bind BBC to any contractual relationship. Any such contracts are solely between the bride and groom and the third party. BBC has no liability related to any such third party contracts and makes no representations or warranties as to the qualifications of or ability to perform by said third parties. BBC specifically disclaims any responsibility related to the performance, duties or obligations of third parties. The sole remedy of the bride and groom is against said third party and they specifically release and hold harmless BBC from any liability associated therein.

Safeguarding Minors: Please note that the Beulah Missionary Baptist Church assumes no obligation to monitor or supervise the wedding party or their guests. No minor child should be allowed to leave the immediate rental space without adult supervision. In addition, the Beulah Missionary Baptist Church requires that two adults must be present with any minor child at all times (unless the child is accompanied by the child’s parent or legal guardian), including, but not limited to when the child is using the restroom.

Your signature on the *Wedding Checklist* indicates that you understand and accept the **POLICES AND PROCEDURES** for conducting weddings, receptions and related activities at BMBC listed, here, on the *Preliminary Information Form*. To minimize the potential for miscommunication, all binding information is provided in writing for the intended couple.

BEULAH MISSIONARY BAPTIST CHURCH
WORSHIP CENTER and FAMILY LIFE CENTER FEES

The sanctuary of the Beulah Missionary Baptist Church is available for the weddings and marriages of **BMBC members only**. Marriages will no longer be conducted in the Pastor's Study.

The Mary White Carlton Fellowship Hall is available for rental for wedding receptions for **BMBC members only**.

The Mary White Carlton Fellowship Hall is available for **Banquets to BMBC members and non-BMBC members**.

The Allen Keith Warford Youth Lounge of the Beulah Community Family Life Center is available to **BMBC members and non-BMBC members**. To schedule a wedding or reception for this site, contact the BMBC office (404)241-3307, and not the FLC. Weddings and receptions are subject to the same guidelines as those held in the Worship Center. ***A Beulah Wedding Coordinator will attend rehearsals and weddings of non-BMBC members and must hold an initial consultation with non-members to review policies and procedures.***

Reservations: A \$300.00 non-refundable deposit will be required at the time the facilities are reserved. Until the deposit is received, and the contract is signed, the reservation WILL NOT be confirmed. Half (1/2) of the total fee due must be received ninety (90) days prior to the scheduled event. All fees must be paid in full thirty (30) days prior to the event.

Fees for the Beulah Baptist Worship Center

<i>Banquet Facilities (Rental, only)</i>	<i>\$1,200.00</i>
<i>Wedding and Reception (Facility Usage, only)*</i>	<i>\$1,500.00</i>
(The fellowship hall is available for the rehearsal dinner at no additional cost <u>when the wedding and reception are held at the church</u> . Catering costs are not included)	
<i>Wedding and Rehearsal Dinner (Facility Usage, only)</i>	<i>\$1,000.00</i>
<i>Wedding Receptions (Facility Usage, only)</i>	<i>\$1,200.00</i>
<i>Wedding Only (Sanctuary, only)</i>	<i>\$800.00</i>
<i>*Sanctuary Marriage</i>	<i>\$200.00</i>

***Marriages will no longer take place in the Pastor's Study. Beulah now offers a Sanctuary Marriage for the couple who wishes to have a private ceremony conducted at the church with a minimum number (15) of witnesses. A Sanctuary Marriage is not a wedding and will not be treated as such. No decorations or music will be allowed. Guests will be limited to fifteen (15) and will be provided with a guest card for the day of the ceremony. The Sanctuary Marriage and required counseling must also be scheduled 90 days before the date of the ceremony. The fee for a Sanctuary Marriage is \$200.00 and must be paid in the church office at least thirty (30) days prior to the ceremony. Schedule the Sanctuary Marriage in person directly through the BMBC administrative office or call (404) 241-3307 for additional information.**

SANCTUARY WEDDING GUESTS WILL BE LIMITED TO (15) WITNESSES.

Fees for the Beulah Baptist Family Life Center

	<u>BMBC Member</u>	<u>Non-Member</u>
<i>Wedding Only</i>	<i>\$500.00</i>	<i>\$1,000.00 (max 2hrs)</i>
<i>Wedding and Reception</i>	<i>\$1,000.00</i>	<i>\$1,500.00 (max 4hrs)</i>
<i>Wedding Reception Only</i>	<i>\$800.00</i>	<i>\$1,200.00 (max 4hrs)</i>

Except for *Weddings, Only* (2hrs.), the total rental fee covers four hours of actual event usage. (Decorations/set-up may begin **no sooner than four hours prior to the wedding**, and the breakdown of all decorations must occur one hour after the end of an event unless otherwise specified). An additional charge of \$100.00 may be incurred for each hour or fractional hour beyond the four-hour actual event period

Note: The Family Life Center IS NOT available for rehearsal dinners on the night of the rehearsal

The Maximum Capacity for the Family Life Center for *Wedding and Reception* or *Wedding Reception, Only* is 150 (20-22 round tables) and 400 chairs or less for a *Wedding, Only*. The following will be configured for the Beulah Community Family Life Center:

400 Chairs or less –Wedding Ceremony, only.(not to exceed 400) .

22 Tables or less–Wedding and Reception (setup is for tables and chairs, not to exceed 150 persons)

22 Tables or less –Reception, only (not to exceed 150 persons)

Note: The configurations for the events listed are a one-time configuration. There will be no breakdown from the ceremony configuration to a reception configuration. The setup will be for (1) a wedding, only; (2) a wedding and reception with tables and chairs; or, (3) a reception, only, with tables and chairs. Rectangular or Estate Tables may be requested for food service for the reception, but might be limited to a certain number. Upon meeting with the BBC Wedding Coordinator, indicate the number needed when completing the Needs Checklist.

The final number/count and diagram of the configuration for the wedding/reception held in the FLC must be provided to the church office and the BBC Wedding Coordinator no later than one week prior to the wedding.

BEULAH MISSIONARY BAPTIST CHURCH
WEDDING MINISTRY
Contact Information

Please contact the following members of the Wedding Ministry to assist you with planning your wedding.

Wedding Coordinator	Mrs. Debra Moore	404-289-6561
Wedding Coordinator	Mrs. Geri Thomas	404-373-8515
Culinary Staff/Catering	Mrs. Mildred Armstead	770-987-1018
Minister of Music	Mr. Earnest Norman	404-580-7495
Sound/Media Ministry	Mr. Ronald Marshall	404-241-7531 or 404-241-3307 x229
Marriage Counselor	Mrs. Monique Gadson	404-241-3307 Ext:244
Church Office	Mrs. Allesia Alexander	404-241-3307
Church Office	Mr. Morris Marshall	404-241-3307