



*Morningside  
Baptist Church  
Wedding Policy*

*Revised 10-15*

*Morningside Baptist Church  
897 South Pine Street  
Spartanburg, SC 29302*



## *Our Church and Your Wedding*

Morningside Baptist Church is a beautiful setting for a wedding. It is a privilege for us to have a part in this very important occasion in your life. We will do everything possible to assist you with the preparations so that your ceremony will be beautiful and worshipful. While our congregation is committed to accepting all persons, the Morningside Baptist Church facilities and its staff are not available for same-sex marriages.

We trust you will understand that the church must have definite policies to safeguard the sacredness of the ceremony itself and to protect the physical property. Surely you also understand that certain expenses are involved in a church wedding.

It is our hope that your wedding experience at Morningside Baptist Church will influence you toward the establishment of a Christian home and service to our Lord and Savior Jesus Christ. If you are not already a part of our church family, we hope that you would allow our church to continue to minister to you and your family and that you would consider making Morningside Baptist Church your permanent church home.

Brides may request that any of our Ministerial Staff officiate. The officiant who conducts the service may require pre-marital counseling sessions for couples prior to the wedding. These sessions should be scheduled well in advance of the wedding date.

A pastor other than those serving at Morningside may also conduct the wedding. In that case, we reserve the right to have one of our Ministerial Staff present during the ceremony. The Senior Pastor's secretary must be notified, and she will extend an invitation to that individual.

## *Reserving the Church*

The first step in arranging a wedding at Morningside is to call the church office and schedule an appointment to meet with the Senior Pastor's secretary. She will place the wedding date on the church calendar and reserve the facilities only after the completion of all necessary forms, which are a part of this guide, and the payment of necessary fees.

Reservations of the Sanctuary and/or Fellowship Hall for members will be placed on the church calendar no earlier than one year in advance of the wedding date.

Couples who are not members of Morningside or who are not immediately related to church members may also reserve the Sanctuary for the ceremony. Again, reservations will be placed on the church calendar no earlier than one year in advance of the wedding date. The Fellowship Hall is not available for rehearsal dinners and/or receptions for non-members.

For the most part, the use of our facility is on a first-come, first-serve basis. Once the date has been placed on the calendar, all conflicts on this date will be resolved. Due to the considerable use of our facilities, holiday periods are especially busy in the life of the church. We want to work with you on a date that is convenient for you, but we may not be able to schedule a wedding during holiday periods.

## *Wedding Director*

A Wedding Director is instrumental in a well-coordinated wedding. Brides must use an individual from the list approved by the church. Any other person the bride has asked to direct the wedding will serve as an assistant to the church-approved Wedding Director.

Please remember that the Wedding Director is not a Wedding Planner. Prior to the rehearsal date, the Director will meet with the bride concerning such details as the placement and procession of the wedding party, seating arrangements of family members, order of service, arrangement of pulpit furniture, and arrival times of caterers, photographers, and florists, etc.

## *Music and Sound*

Following the approval and reservation of the Sanctuary for the wedding, the bride should make an appointment with the Minister of Music. Since a wedding in a Christian church is a worship service, the Minister of Music should review all music selected for the ceremony.

Our pianist and organist may be available to offer suggestions of appropriate music, if desired. The couple may invite one or both to provide the music for the wedding ceremony. The couple may choose to invite other musicians and/or soloists to participate in the ceremony.

The Wedding Director will coordinate with the Audio-Visual Committee for lighting needs and sound equipment usage during the rehearsal and wedding.

## *Rehearsal*

The time of the rehearsal shall be established at the time the wedding date is placed on the church calendar. The bride shall notify all members of the wedding party of the hour and request that they be on time. Cooperation by the wedding party during the rehearsal will ensure a smooth and joyful experience for all involved in the ceremony the following day. An adult should attend any children participating in the ceremony.

The couple should discuss details of the order of the service with the officiating Minister and the Wedding Director well in advance of the rehearsal date.

## *Photographs/Videos*

Wedding guests, family members, and professional photographers may take flash pictures only before and after the ceremony.

During the ceremony, photographers and videographers will be permitted to take pictures or record only from the back of the Sanctuary or from the balcony. Those individuals may not move about on the platform at any time or on the floor of the Sanctuary at the front of the church.

The photographers and videographers should dress and act with discretion, remembering they are in attendance at a formal, sacred wedding service.



## *Facility Use Regulations*

- All required forms must be completed and returned to the Senior Pastor's Secretary and all applicable fees paid before the date(s) are placed on the church calendar.
- Morningside Baptist Church does not supply candelabras or any other decorations associated with a wedding ceremony.
- The privacy rails and choir loft chairs are not to be removed at any time. The church custodian will remove and replace any furniture owned by the church, such as the pulpit, short pews, stairs, and speakers.
- Decorative pew hangers must have sleeves or felt backing in order to avoid scratching the furniture.
- Only mechanical candles may be used in standard candelabras. Pillar candles or votives may be used in globes. No open flames are otherwise permitted.
- No wire, tape, tacks, or nails may be used to affix any decorations at any time. Decorations may not be hung from the lights, moldings, or ceilings. No decorations of any kind may be placed on the organ console or on the piano.
- Flower girls may drop only silk flower petals down the church aisle, as real petals will stain the carpet.
- All decorations (plants, trees, candelabras, candles, flowers, bows, wreaths, etc.) must be removed immediately after the conclusion of the wedding ceremony.
- The caterer for the reception must have a current business license on file in the church office and meet with the appropriate staff member responsible for reserving the Fellowship Hall. All foods, beverages, decorations, dishes, etc., brought in by a caterer must be removed the same day as the reception.
- Smoking inside any area of the church is prohibited.
- Alcoholic beverages are not permitted on church property. Anyone under the influence of alcohol will be asked to leave the church property.
- Birdseed is permissible outside of the church buildings. Rice and confetti may not be used.
- The wedding party is responsible for disposing of the refuse used for decorating any vehicle.
- The bride should inform each member of the wedding party, the florist, the caterer, the photographer/videographer, and any other persons associated with the wedding of the guidelines set forth in this document.
- Failure to adhere to these regulations may result in the loss of the security deposit.



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**Morningside Baptist Church Wedding Information Form**  
**This form must be completed, returned, and discussed with the Pastor's Secretary before the dates are reserved on the church calendar.**

Bride's Full Name: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone #: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Groom's Full Name: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone #: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Address After Marriage: \_\_\_\_\_

Name and Address of Assisting Pastor (if applicable) \_\_\_\_\_

Wedding Date: \_\_\_\_\_ Time: \_\_\_\_\_

Wedding Location: \_\_\_\_\_

Wedding Reception Location: \_\_\_\_\_

Wedding Reception Caterer (Members Only) (If Held at Morningside): \_\_\_\_\_

Rehearsal Date: \_\_\_\_\_ Time: \_\_\_\_\_

Rehearsal Dinner Location: \_\_\_\_\_

Rehearsal Dinner Caterer (Members Only) (If Held at Morningside) \_\_\_\_\_

Morningside Director: \_\_\_\_\_

Organist/Pianist: \_\_\_\_\_

Other Musicians: \_\_\_\_\_

Vocalist(s): \_\_\_\_\_

Sound Technician: \_\_\_\_\_

Florist: \_\_\_\_\_ Phone #: \_\_\_\_\_

Do you wish to leave the flowers for the Sunday morning worship service? \_\_\_\_\_

### *Fees - Non-members*

**Facility-Use Fee: \$50.00** The fee for reserving the Sanctuary is non-refundable and due at the time the church is reserved. \$ \_\_\_\_\_

**Security Deposit: \$100** This fee will be refunded in part/in full, depending on adherence to policy regulations. \$ \_\_\_\_\_

**Pastor: \$250.00** \$ \_\_\_\_\_  
Check is payable to the Morningside pastor performing the ceremony, if applicable.

**Wedding Director: \$250.00** \$ \_\_\_\_\_  
Check is payable to the Morningside staff member providing the service.

**Organist/Pianist: \$250.00 each** \$ \_\_\_\_\_  
Check is payable to each Morningside organist/pianist providing the service.

**Sound Technician: \$100.00** \$ \_\_\_\_\_  
Check is payable to the Morningside AV Committee member providing the service.

**Custodian: \$200.00** \$ \_\_\_\_\_  
Check is payable to the Morningside custodian providing the service.

**TOTAL:** \$ \_\_\_\_\_

**All fees (except facility-use fee and security deposit) should be paid ninety (90) days before the wedding. If the Sanctuary is cancelled after that date, 75% of the balance will be returned.**

**DATE FACILITY-USE FEE/SECURITY DEPOSIT PAID:** \_\_\_\_\_ / \_\_\_\_\_ \$ \_\_\_\_\_

**DATE BALANCE TO BE PAID:** \_\_\_\_\_ **TOTAL BALANCE PAID:** \$ \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Staff Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Fees - Members*

**Security Deposit: \$100** This fee will be refunded in part/in full, depending on adherence to policy regulations. \$ \_\_\_\_\_

**Pastor:** \$ \_\_\_\_\_  
It is customary for the groom to give the Pastor an honorarium to express appreciation.  
The groom should discuss with the Pastor's Secretary the amount of an appropriate honorarium.

**Wedding Director: \$250.00** \$ \_\_\_\_\_  
Check is payable to the Morningside staff member providing the service.

**Organist/Pianist: \$250.00 each** \$ \_\_\_\_\_  
Check is payable to each Morningside staff member providing the service.

**Sound Technician: \$100.00** \$ \_\_\_\_\_  
Check is payable to the Morningside AV Committee member providing the service.

**Custodial Fees:**  
- **Sanctuary Set-up and Clean-up: \$200.00** \$ \_\_\_\_\_

- **Fellowship Hall Set-up and Clean-up (Rehearsal Dinner)**  
**Entire: \$250.00** \$ \_\_\_\_\_

**Half: \$125.00** \$ \_\_\_\_\_  
**Note:** Members may opt to clean the Fellowship Hall themselves, following guidelines available from the Staff Representative.

- **Fellowship Hall Set-up and Clean-up (Reception)**  
(Members must use a Morningside custodian for cleaning the Fellowship Hall after a reception. The room must be emptied of all occupants no later than 9:00 P.M. on Saturday nights.)  
**Entire: \$250.00** \$ \_\_\_\_\_

**Half: \$125.00** \$ \_\_\_\_\_

**TOTAL : \$ \_\_\_\_\_**

**A Church Facilities Reservation Request Form must also be completed (when reserving the Fellowship Hall) before the date is placed on the church calendar.**

**Unless otherwise specified, the fees are the responsibility of the bride.**

**All fees should be paid ninety days (90) before the wedding.**

**If church facilities are cancelled after that date, 75% of the balance will be returned.**

**DATE FACILITY-USE FEE/SECURITY DEPOSIT PAID: \_\_\_\_\_/\_\_\_\_\_** \$ \_\_\_\_\_

**DATE BALANCE TO BE PAID: \_\_\_\_\_ TOTAL BALANCE PAID: \$ \_\_\_\_\_**

**Signature: \_\_\_\_\_ Date: \_\_\_\_\_**

**Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_**

# CHURCH FACILITIES RESERVATION REQUEST FORM

Name of Organization/Group \_\_\_\_\_

Date of Request \_\_\_\_\_ Date of Event \_\_\_\_\_

**Non church-related events may not be calendared sooner than 90 days before an event and no later than two weeks prior to an event.**

Contact's Name \_\_\_\_\_ Phone No. \_\_\_\_\_

Mailing Address \_\_\_\_\_

Person In Charge of Setting Up \_\_\_\_\_ Phone No. \_\_\_\_\_

Number Attending \_\_\_\_\_ Time Facility Needed: From \_\_\_\_\_ until \_\_\_\_\_

Rooms/Area Needed \_\_\_\_\_

Requested Church Equipment (if available) \_\_\_\_\_

Set Up/Special Instructions \_\_\_\_\_

Person Responsible \_\_\_\_\_ (Signature Required)

Caterer: \_\_\_\_\_

Has Read and Signed Caterer's Form (Initial) \_\_\_\_ Has Caterer's Form on File (Initial) \_\_\_\_\_

Key (MBC Members Only: Checked Out (Initial) \_\_\_\_\_ Checked In (Initial) \_\_\_\_\_

**If custodians are responsible for set up and cleanup for non-church related events, a fee will be charged. Custodial fees are as follows: half of the fellowship hall \$125; full fellowship hall \$250.**

**Please use the contact information below for fee information for the use of other church facilities.**

\* \* \*

**For more information, please contact Rev. Jack Dodds.  
Church Office at 585-5457/FAX 585-6217.**

### Office Use Only

Date of Request: \_\_\_\_\_

Emailed Facilities-Use Committee: \_\_\_\_\_

Date Approved: \_\_\_\_\_

Date Group Notified: \_\_\_\_\_

Key (MBC Members Only):

Checked Out (Initial) \_\_\_\_\_

Checked In (Initial) \_\_\_\_\_