

# CHURCH MEMBER WEDDING GUIDELINES

**MANASSAS BAPTIST CHURCH**  
8800 Sudley Road (8730 Administrative Offices)  
Manassas, VA 20110  
(703) 361-2146 Ext 1  
Revised July 2016

Manassas Baptist Church considers a church wedding to be a worship experience. The worship experience honors God and, in a spirit of celebration, focuses on the commitment you will make before God, family and friends. Because we see church as critical to faith, a church wedding also acknowledges the responsible commitment between the couple and the believers in that location.

Church weddings, while unique and personal, are shared openly by family and friends as a testimony by which the couple publicly declares Christ to be a part of their marriage. For this reason, we encourage our members to use the church facilities to celebrate their marriage.

## GUIDELINES

The following guidelines can help enhance the joy and meaning of your wedding ceremony. Because a wedding ceremony is a unique partnership between two individuals, a church and a minister, please know that the following applies:

- Respect of your beliefs and desires.
  - Respect for the theological and ethical concerns of MBC.
  - A minister has the right to perform or refuse to perform a service as led by God.
  - Certain music, readings or rituals may not be permitted at the discretion of the church staff.
- MBC will work to make your wedding a meaningful experience.

### I. Application Process

- A. Request and read MBC's Wedding Guidelines
- B. Complete and return the "*Wedding Reservation Form*" attention: Terri Johnson in the church office.
- C. Make sure all fees accompany the reservation form. (See attached fee schedule.)
- D. If a Manassas Baptist Church minister is desired, contact with that minister can be made prior to or simultaneously with making your request.  
(See Section III-B if other than a MBC minister will perform the ceremony.)

- E. The church staff will confirm (when all fees are received)
- the rehearsal and wedding date,
  - music staff availability,
  - minister availability,
  - sound person availability.

Then the church staff will contact you by phone and/or e-mail. Dates are approved on a first-requested basis.

- F. As soon as the date is confirmed by the church office you must follow up with the Music Director to arrange an appointment to review your musical selections.
- G. As soon as the date is confirmed by the church office you must follow up with the minister to arrange an appointment to complete details for the wedding.

## II. Counseling

MBC ministers vary in their particular requirements for counseling. In some cases couples may be given the opportunity to complete a “*Prepare/Enrich*” Inventory. This inventory provides each couple with a tool to further their awareness of relationship strengths and growth areas. Discussion of these issues facilitates honest and open communication. If the officiating minister does not require the *Prepare/Enrich* Inventory please feel free to ask if you desire to avail yourselves of this pre-marital instrument.

## III. Officiating Minister

### A. Manassas Baptist Church Minister

1. Contact the minister to schedule appointment times for wedding preparation.
2. Expect some time will be spent on your relationship and faith.
3. Expect at least a second meeting to discuss the ceremony, general decorum, reception and room setup.

### B. Minister Other than Manassas Baptist Staff

1. If you desire a minister other than a MBC minister to officiate at your wedding, a letter must accompany your wedding request with the following information regarding the officiating minister: Name, position, relationship with couple, address, phone number and e-mail of the minister performing the ceremony.
2. The Senior Pastor of Manassas Baptist Church will write to welcome the minister’s presence and provide information about MBC guidelines. The visiting minister will be requested to confirm that marriage counseling will be provided if the couple chooses not to participate in counseling at MBC. The visiting minister shall have a written rehearsal program which he/she will review with the on-site MBC staff member.
3. A Manassas Baptist staff member will be assigned as contact person for your wedding and will be present at the rehearsal and just prior to the beginning of the wedding ceremony. The assigned staff member will work with the visiting minister.

#### **IV. Church Facility**

- A. The building will be open thirty (30) minutes before the approved rehearsal time and two (2) hours before the approved wedding time.
- B. Use of the chapel or sanctuary automatically provides use of changing rooms for men and women. A request for any other rooms to be used in conjunction with the wedding and associated functions must be designated on the "*Wedding Reservation Form*".
- C. An on-site custodian will be available during the wedding for building-related needs only.
- D. Alcoholic beverages are not permitted anywhere on the premises, including the parking lot.
- E. Smoking is not permitted in any part of the campus or building.
- F. Moving of furniture or musical instruments is permitted only when approved by the minister and/or under the supervision of a church official. Pulpits are never moved.
- G. Rice, bird seed or confetti are not allowed to be thrown on church property.
- H. Live flower petals are not permitted to be dropped by flower girls (silk are fine).

#### **V. Music**

A music staff person will assist in planning meaningful music appropriate for a wedding worship service. MBC reserves the right to refuse music that is not consistent with our understanding of the sacred wedding ceremony. The pipe organ is only available for sanctuary weddings. Remember you are responsible for contacting this person for an appointment date as soon as your wedding is placed on the church calendar.

Other competent organists/pianists may be used if approved by the Manassas Baptist Church Music Director in a timely fashion. Even though someone other than a MBC musician plays for the wedding, a music staff person must be contacted to approve your musical selections and to ensure that the musician is familiar with the church music instruments.

#### **VI. Florist and Decorations**

- A. MBC must coordinate if more than one wedding is scheduled per day.
- B. The wedding party must confirm with the church office the delivery time for flowers or other decorations.
- C. No nails, tacks, screws or tape shall be used on walls, furniture or pews. Care should be taken to prevent scratching or marring of pew ends.
- D. Drip-less candles must be used. Each candelabrum holds seven one-inch wide candles. Suggested height is ten or twelve inches.

- E. All flowers and decorations must be removed after the wedding. If the bride desires to leave some of the flowers for Sunday worship, please communicate this with the church office the week prior to the wedding.

## VII. Reception and/or Rehearsal Dinner

A. Weston Hall or Metz Center may be requested on the “*Wedding Reservation Form.*”

**Metz Center: Six round tables (seating 48) and four/four foot rectangle serving tables. A total of sixty (60) can be accommodated for a stand-up reception.**

**Weston Hall: Up to eighteen eight-foot rectangle tables (seating 144) and three serving tables.**

**A total of 250 can be accommodated for a stand-up reception.**

B. Alcoholic beverages are not permitted on the church premises, including the parking lot.

C. Punch/beverages containing red dye are not permitted for receptions/dinners.

D. No nails, tacks, screws or tape shall be used on walls, ceiling or furniture.

## VIII. Wedding Director

Ministers vary in their rehearsal approach. Please ask the officiating minister if you should have a wedding director and be clear about his/her responsibilities. The on-site MBC staff person for outside ministers can assist with the rehearsal if contacted and details can be arranged. The wedding should be planned in advance so that the rehearsal is a “*walk through*” only. Extended rehearsals may require an extra fee.

## IX. Parking

Parking is, of course, available for the wedding party; however, parking spaces will not be reserved. Please respect designated handicapped areas and fire lanes.

## X. Damages

Any damages to the church property during the rehearsal, ceremony or reception will be the responsibility of the wedding party. Any breakage or security problems should be reported immediately. MBC is not responsible for equipment or personal items left in the building.

## XI. Exceptions

The ministers of Manassas Baptist Church want all parties to know that the desire to be married by a minister, to have a service of faith, and a celebration of Christ around the commitment made by the bride and groom shall not be limited by calendar or by finances. Ministers will, upon request, marry couples in the church where time and space permit if the wedding is an unadvertised small service that does not require any building alterations, is not accompanied by elaborate preparation and does not involve special considerations.

## XII. Marriage License

It is the couple's responsibility to obtain a license from the Clerk of the Circuit Court. (703-792-6040). The license may originate in any county in Virginia. The license must be given to the minister at the rehearsal.

## XIII. Fees - See attached Fee Schedule.

Additional questions contact Terri Johnson @ terri.johnson@manassasbaptist.org

# MANASSAS BAPTIST CHURCH WEDDING CHECKLIST

\_\_\_\_\_ Read the Wedding Guidelines.

\_\_\_\_\_ Contacted a Manassas Baptist Church minister about performing the wedding ceremony.

\_\_\_\_\_ Submitted a "*Wedding Reservation Form*" accompanied by fees.  
[If another minister is to assist, a letter with name, position or relationship, address, telephone number and email must accompany the "*Wedding Reservation Form*."]

\_\_\_\_\_ Indicated use of the Metz Center/Weston Hall if a reception and/or rehearsal dinner are being held at the church and have included all appropriate fees.

\_\_\_\_\_ Received a confirmation call and/or email that your wedding date is scheduled.

\_\_\_\_\_ Scheduled appointment dates with minister.

\_\_\_\_\_ Scheduled appointment dates with the Mrs. Becky Verner or Mrs. Terri Johnson for music.

\_\_\_\_\_ Scheduled the following and given each MBC guidelines and/or instructions:

_____	Caterer	_____	Notified church of arrival time
_____	Florist	_____	Notified church of arrival time
_____	Photographer		

\_\_\_\_\_ Included in the printed program a statement of "*No flash photography or automatic winders during the service.*"

\_\_\_\_\_ Completed meetings with the minister.

\_\_\_\_\_ Completed meetings with Mrs. Becky Verner or Mrs. Terri Johnson

\_\_\_\_\_ Obtained marriage license and have given it to the minister prior to the service.

**WEDDING GUIDELINES**  
**MANASSAS BAPTIST CHURCH**  
8800 Sudley Road, Manassas, VA 20110

**The Photographer**

Talk with your photographer before signing any contract about their decorum and dress for your wedding. Photographers should dress in clothes that approximate the dress of your ceremony.

No flash pictures may be taken or automatic winders used during the ceremony or prelude **except** for the seating of mothers and the entrance and exit of the wedding party. **THIS APPLIES TO AMATEUR AS WELL AS PROFESSIONAL PHOTOGRAPHERS.** Video taping is allowed, but the videographer must be set up and ready at least one-half hour before the service. Then the operator **must** remain stationary during the ceremony. The minister will designate appropriate setup locations no later than the rehearsal. If the set up is in the balcony, the individual(s) must be set up prior to the beginning of the music and maintain a decorum that will not disturb the organist. The photographer/videographer is expected to remove his or her camera(s) and equipment from the sanctuary immediately after pictures and before going to the reception.

The photographer may not be in the center aisle except for entrance and exit of honored guests and the wedding party **AND THEN, not more than one-third way down the aisle from the back.** The photographer will not move back and forth among the wedding party during the ceremony. **If this breach of etiquette occurs, the minister will stop and ask the photographer to leave.**





# Member Wedding Fee Schedule

**(PLEASE RETURN A COPY OF THIS FORM WITH YOUR PAYMENT)**

***Wedding date will be permanently calendared upon receiving all fees.  
Membership three months prior to wedding date.***

Included (√)	Amount	Description of Fee(s)	Notes/Comments
<input type="checkbox"/>	\$200.00	<b>Building Fees:</b> Base fee for building use, custodial expense, dressing rooms and use of wedding related items.	
<input type="checkbox"/>	\$200.00	<b>Rehearsal Dinner or Wedding Reception:</b> Base fee of facilities, including kitchen and Metz or Weston Hall for four hours.	
<input type="checkbox"/>	\$125.00	<b>MBC organist or pianist only:</b> This fee covers playing for rehearsal and wedding, as well as a consultation to select music.	
<input type="checkbox"/>	\$25.00	<u>If vocalist and/or instrumentalist</u> is used there is an additional \$25 fee ( <b>per musician</b> ) that covers the additional rehearsal time necessary for the MBC organist/pianist.	
<input type="checkbox"/>	\$150.00	<b>MBC Staff Representative:</b> When MBC Pastor is not performing the ceremony. Will be present at rehearsal and start of the wedding. <b>Mandatory</b>	
<input type="checkbox"/>	\$75.00	<b>Sound Technician (required for Sanctuary)</b>	

***Fees will be refunded only if consultations, rehearsals or weddings do not occur.  
Changes which require increase/decrease can be made through the Facilities Manager.***

MINISTERS OF MANASSAS BAPTIST CHURCH DO NOT CHARGE A FEE FOR MEMBER WEDDINGS. ANY GIFT OR HONORARIUM SHOULD BE CONSIDERED JUST THAT— A GIFT GIVEN DIRECTLY TO THE MINISTER.