

# WEDDING GUIDELINES FOR UNAFFILIATED PERSONS

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

Manassas Baptist Church recognizes that a wedding presents persons new to a community or who have no affiliation with our church or particular faith an opportunity to experience their marriage in a Christian environment. When requested and when possible and after consultation with the engaged couple we will help the couple plan the wedding as a worship experience that honors God and, in a spirit of celebration, focuses on the commitment you will make before God, family and friends.

You are encouraged to carefully read the following to see if we can be of assistance in helping you plan a unique and personal ceremony that can be shared with others and will give testimony to the role of Christ in your life.

## 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 or musician is desired, contact 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 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. This should be done well in advance of the wedding date.
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 prior to the rehearsal. This can be emailed to the church.
3. A Manassas Baptist staff member will be assigned as contact person (they will have a copy of the pre-sent service order) for your wedding and will be present at the rehearsal and just prior to the beginning of the wedding ceremony. The visiting minister should arrive early so the assigned staff member can help prepare them for the rehearsal.

## **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 and will not function as a security person.
- 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).
- I. Aisle runners are discouraged because of tripping possibilities.
- J. Weapons are not permitted on church grounds. If military honors are involved those should be arranged during the planning process.

## **V. Music**

A music staff person will assist in planning meaningful music appropriate for a wedding worship service whether you use an MBC musician or not. 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. 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. Please make sure the florist has the church telephone number.
- 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. 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.

## **VIII. 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.

## **IX. 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.

## **X. 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. Other states will not honor their state license performed in Virginia by a Virginia minister.

## **XI. Fees** - See attached Fee Schedule.

Additional questions contact Terri Johnson @ [terri.johnson@manassasbaptist.org](mailto: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*."]

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

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

\_\_\_\_\_ 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.

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

**WEDDING GUIDELINES**  
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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.**

**WEDDING RESERVATION FORM**  
**MANASSAS BAPTIST CHURCH**  
**8800 Sudley Road, Manassas, VA 20110 -- (703) 361-2146**

**BRIDE**

Name: \_\_\_\_\_  
 Telephone: Ho. \_\_\_\_\_ Cell. \_\_\_\_\_  
 Address: \_\_\_\_\_

**GROOM**

Name \_\_\_\_\_  
 Telephone: Ho. \_\_\_\_\_ Cell \_\_\_\_\_  
 Address: \_\_\_\_\_

Address After Wedding: \_\_\_\_\_

**DATES:**

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

**WEDDING**     Chapel (capacity 125)     Sanctuary (capacity 400)

Please return this form to the church office with the proper fees (see attached fee schedule) to request a reservation. The request will be reviewed to ensure availability of facility and minister. The officiating minister or office staff will contact you after the request is reviewed. All fees are refundable if the wedding cannot be scheduled.

I have read and agree to abide by the Wedding Procedures and Guidelines:

Bride: \_\_\_\_\_ Groom: \_\_\_\_\_  
 Date: \_\_\_\_\_ Date: \_\_\_\_\_

FOR OFFICE USE ONLY	DATE RECEIVED: _____
Fees Required: _____ + _____ + _____ + _____ + _____ <small>_____ (SEE POLICIES)      building      music      minister      sound      Prepare/Enrich</small>	
TOTAL REQUIRED: _____ TOTAL RECEIVED: _____ DATES FEES DISBURSED: _____ _____	
Date Approved and Calendared: _____ Date Bride Notified: _____	
MBC Minister: _____ Other Minister: _____ <input type="checkbox"/> Info Sent <input type="checkbox"/> Ltr Sent	
Custodian Assigned: _____ Additional Rooms Assigned: _____	
Copies to: <input type="checkbox"/> Minister <input type="checkbox"/> Music <input type="checkbox"/> Finance <input type="checkbox"/> Calendar <input type="checkbox"/> Church Secretary	

## Non-Member Wedding Fee Schedule

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

***Wedding date will be permanently calendared upon receiving all fees.***

Included (√)	Amount	Description of Fee(s)	Notes/Comments
<input type="checkbox"/>	\$500.00	<b><u>Building Fees:</u></b> Base fee for use of the building, custodial services, utilities, dressing rooms and wedding related items.	
<input type="checkbox"/>	\$500.00	<b><u>Refundable deposit:</u></b> This will be returned after all Wedding guidelines have been met.	
<input type="checkbox"/>	\$300.00	<b><u>Minister's Fee:</u></b> Applies if an MBC minister is officiating and includes counseling, rehearsal and the wedding.	Includes consultations, rehearsal and wedding
<input type="checkbox"/>	\$150.00	<b><u>MBC Consultant on-Site Fee:</u></b> If an MBC minister is not officiating the rehearsal and wedding an MBC Consultant will be present for the rehearsal at the start of the wedding.	
<input type="checkbox"/>	\$75.00	<b><u>Sound Technician Fee:</u></b> The technician will attend the rehearsal and the wedding. (required for Sanctuary weddings)	
<input type="checkbox"/>	\$150.00	<b><u>Organist or pianist Fee:</u></b> Applies when an MBC staff person consults to select music and plays for the rehearsal and wedding.	
<input type="checkbox"/>	\$25.00	<b><u>Addition Music Rehearsal Fee:</u></b> Applies when an MBC organist/pianist work with additional vocalist and/or instrumentalist.  Fees for invited vocalists/instrumentalists are your responsibility.	

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.