

WEDDING GUIDELINES FOR UNAFFILIATED PERSONS

MANASSAS BAPTIST CHURCH
8800 Sudley Road (8730 Administrative Offices)
Manassas, VA 20110
(703) 361-2146 Ext 1
Revised May 24, 2021

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: Becky Verner 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. 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.

XI. Fees - See attached Fee Schedule.

Additional questions contact Becky Verner @ bverner@manassasbaptist.org

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.**

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

BRIDE Name: _____ **GROOM** Name _____

Telephone: Ho. _____ Cell. _____ Telephone: Ho. _____ Cell _____

Address: _____ Address: _____

Address After Wedding: _____

DATES:

Rehearsal Date: _____ Wedding Date: _____
 Rehearsal Time: _____ Wedding Time: _____

WEDDING [] Chapel (capacity 125) [] Sanctuary (capacity 400)

REHEARSAL DINNER [] Metz Center [] Weston Hall
 Set up time _____ take down _____

RECEPTION [] Metz Center [] Weston Hall
 Set up time _____ take down _____

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 Metz/Weston Hall Prepare/Enrich</small>	
TOTAL REQUIRED: _____ TOTAL RECEIVED: _____ DATES FEES DISBURSED: _____	
Date Approved and Calendared: _____ Date Bride Notified: _____	
MBC Minister: _____ Other Minister: _____ [] Info Sent [] Ltr Sent	
Custodian Assigned: _____ Additional Rooms Assigned: _____	
Copies to: [] Minister [] Music [] Finance [] Calendar [] 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	Building Fees: Base fee for building use, custodial expense, dressing rooms and use of wedding related items.	
<input type="checkbox"/>	\$500.00	Refundable deposit: This will be returned after all Wedding guidelines have been met.	
<input type="checkbox"/>	\$300	Minister's Fee: Applies if an MBC minister is officiating and includes counseling, rehearsal, and the wedding.	Includes consultations, rehearsal and wedding
<input type="checkbox"/>	\$150.00	MBC Consultant on-Site Fee: 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	Sound Technician Fee: The technician will attend the rehearsal and the wedding. (required for Sanctuary weddings)	
<input type="checkbox"/>	\$150.00	Organist or pianist Fee: Applies when an MBC staff person consults to select music and plays for the rehearsal and wedding.	
<input type="checkbox"/>	\$25.00	Addition Music Rehearsal Fee: 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.