

WEDDING POLICY FOR MEMBERS OF

The Bible Church of Little Rock
19111 Cantrell Road
Little Rock, AR 72223
501.227.4980 Fax 501.227.8998
Revised April 2009

CONGRATULATIONS on your future marriage! We are glad that you have chosen to be married at The Bible Church of Little Rock. The Wedding Policy was designed to answer many of the questions raised during wedding planning and preparation. We believe that the following procedures and guidelines will help in your preparation for this very important day. If you have questions, which are not covered in this policy, please contact the BCLR Wedding Coordinator – Diane Nichols (W) 501-227-4980, (H) 501-868-9386 or (C) 501-607-1418.)

I. SCHEDULING YOUR WEDDING WITH THE OFFICIATING PASTOR

After you have received the wedding policy from the Wedding Coordinator you should meet with the pastor that you have chosen to perform your ceremony so that he can reserve a time for your wedding on his calendar. Because the wedding ceremony is a Christian ceremony, the Officiating Pastor is in charge of the rehearsal and the wedding ceremony.

NON-BCLR Pastor: If you have chosen to use a Pastor not on the staff of The BCLR, you should obtain approval from the Worship Pastor, Todd Murray.

II. PREMARTIAL COUNSELING

Premarital counseling is essential, not only for you to grow in your mutual understanding and love for one another, but also for the Pastor to get to know both of you. The BCLR pastors require that both of you commit yourselves to premarital counseling sessions. You will need to call the Pastor to schedule these appointments. During your last counseling session, you will probably discuss the wedding ceremony. Be sure to communicate any personal preferences that you would like to have added to the ceremony.

Be sure to check with your Pastor as to when he wants the marriage license. This should be turned in before your wedding date.

III. SCHEDULING YOUR WEDDING WITH THE WEDDING COORDINATOR

When you receive the Wedding Policy, you should schedule your wedding date and time and rehearsal date and time with the Wedding Coordinator. Before a date can be added to the church calendar you must obtain a Facility Use Reservation Form which is available on the church web site or in the church office. After you have returned the form to the Wedding Coordinator she will have it approved and signed by the church administrator. If there are no conflicts, she will place your dates and times for the wedding and rehearsal on the church calendar. This form can be returned in person or mailed to:

Diane Nichols
The Bible Church of Little Rock
19111 Cantrell Road
Little Rock, AR 72223

If the Wedding Coordinator has a conflict, she will contact an Alternate Coordinator to work with you. After you have returned the Facility Reservation Use Form you should contact the Wedding Coordinator or Alternate to set a date for your first meeting. Prior to the scheduled appointment with the wedding coordinator the Wedding Policy should be read and the following forms listed should be completed by the Bride:

1. Two copies of the Wedding Information Sheets (pages 12-18)
2. Two copies of the Rental Reservation Form (page 9)
3. Two copies of the Wedding Fees Agreement Form (page 10)

One copy of each form is for the Bride and Groom. The additional form is to be given to the Wedding Coordinator during the above mentioned scheduled appointment with her.

The BCLR Wedding Coordinator will be able to answer all of your questions or make any clarifications regarding all of the information and guidelines contained in this wedding policy.

NOTE: If for any reason you cancel or postpone your wedding, please immediately contact the Wedding Coordinator, Diane Nichols.

IV. INFORMAL WEDDINGS

An informal wedding is defined as a wedding with a small number of guests without live music or a church reception and having only minimal decorations in the Worship Center. If you decide to have an informal wedding, you must still complete and return the Facility Use Reservation Form and the Wedding Information Sheet form to the Wedding Coordinator. The Facility Use Form can be obtained on the church web site or at the church office. The BCLR Wedding Coordinator will be available to answer questions from the Bride and Groom participating in an informal wedding.

V. WEDDING COORDINATOR RESPONSIBILITIES

The Wedding Coordinator will be responsible to do the following:

1. Check her calendar to make sure she has no appointments or other activities that would conflict with the scheduled dates and time for the wedding and rehearsal.
2. Arrange for an Alternate Coordinator to coordinate and direct the rehearsal and wedding if she has a conflict. The Wedding Coordinator or Alternate Coordinator will hereafter be referred to as Coordinator.
3. Schedule a date to meet with the Bride and Mother.
4. Arrange for a copy of the Wedding Policy to be picked up in the church office.
5. Meet with the Bride and Mother at The Bible Church of Little Rock to go over the Facilities Use Policy, Wedding Policy, Rental Reservation Form, Fees Agreement Form, and Wedding Information Sheet, and to discuss all the details of the rehearsal, wedding ceremony, and reception
6. Answer all questions prior to and during your rehearsal and wedding
4. Schedule a BCLR Sound Technician for your wedding
5. Arrange for custodian to clean building after wedding if requested by the bride.
6. Contact Deacon of the Week to arrange for the removal or repositioning of the following items before the rehearsal and replacement after the wedding ceremony: pulpit, piano, keyboard, drums, and kneeling bench (if being used.) Remind Deacon of the week to make sure all doors are unlocked prior to the rehearsal and wedding and locked following the wedding.
7. Collect rental fees and other fees from bride, prior to the wedding, to be distributed to Musicians, Sound Technicians, Janitorial Service, etc. if requested by the bride.
8. Type schedule (not program) for day of wedding and distribute to the Wedding Party at the rehearsal after receiving program from Bride to be.
9. Open the church at the designated time for rehearsal and wedding, including the side door of the worship center leading in from the choir room.
10. Make sure the heat or air conditioning are properly regulated, contacting deacon of the week for assistance if needed.
11. Provide access to dressing room for the Wedding Party
12. Check all church facilities used during the wedding to make sure that bridal party has restored all areas used to the original condition following the ceremony

Unless otherwise designated the Coordinator will also serve as the Wedding Director with duties outlined as follows:

1. Oversee the rehearsal along with the Officiating Pastor
2. Distribute flowers to Bridal Party and pin corsages & boutonnieres on persons designated by the Bride: Groomsmen, Parents, Grandparents, Reception servers & others

3. Verify placement of materials in Worship Center: (candles, flowers, pew bows, etc.)
4. Light candles before photography begins. If candles are to be lit as part of the service she will extinguish them after photography is completed.
5. Direct Ushers in seating of Guests, Parents and Grandparents
5. Cue Candle Lighters and Musicians as needed
6. Cue Ring Bearers, Flower Girl, bride's Maids, Maid or Matron of Honor
7. Cue Minister, Groomsmen, the Best Man, and Groom
8. Cue Bride and Bride's Father
9. Cue the Bride and Groom as to when to cut cake, toss the garter and throw the bridal bouquet
10. See that birdseed, bubbles, etc. is distributed by designated person and cue guests to line up outside when the Bride and Groom are preparing to leave for their honeymoon

VI. RECEPTION COORDINATOR RESPONSIBILITIES

Wanda Gerke is the BCLR Kitchen Coordinator. Please contact her (501-224-6772) for a suggested Reception Coordinator and instructions for using the BCLR Kitchen.

If your reception is held at The Bible Church of Little Rock, the Reception Coordinator will be responsible to do the following:

1. Verify placement of all tables, cakes, and flowers used in reception area
2. Count rental dishes and flatware to be used
3. Remove silver items that are to be used from boxes
4. Check dishes for chips and count dishes
5. Check all silver to make sure it is dry, replace protective coverings around silver and put back in boxes
6. Return dishes, flatware and silver to Wedding Closet
7. Fold cloths to be taken home to be washed, ironed and returned to the Wedding Closet
8. Notify Bride and Groom or Parents of broken or chipped items
9. Make sure all lights are turned off, thermostat is reset and the church is securely locked when the reception is over

The Bride and Groom are responsible for ensuring that all church facilities are restored to their original condition following the ceremony and reception, to include dressing rooms, bathrooms, kitchen area, nursery (if used), Activity Center, foyer, and Worship Center.

Note: The Reception Coordinator is NOT responsible for washing dishes and silver items. This is the responsibility of the bridal party.

VII. JANITORIAL SERVICE

Janitorial Services: The Bride and Groom are required to pay a cleaning fee to have the facilities cleaned after the ceremony and reception unless their family agrees to be personally responsible for cleaning. (See page 9 for fees and the Facility Use Reservation Form) If you are using the janitorial staff, payment must be made prior to the wedding.

You or those helping with the Wedding and the Reception are responsible for setting up and arranging tables, chairs, and/or any other items necessary for your wedding or reception. You or those helping with the wedding are also responsible for restoring the Activity Center, Worship Center, foyer, dressing rooms, and bathrooms to their normal condition. The janitorial staff is not responsible for washing dishes, taking down decorations or removing candles or other items from the Worship Center.

The church Janitorial Service will be sure that the church has been cleaned in preparation for the rehearsal and wedding. The janitorial staff is only responsible for preparing the building for Sunday services.

VIII. SOUND TECHNICIAN

A sound/light Technician from BCLR must be used to operate the church's sound system. The Technician can record your wedding if you supply him with a blank CD. The Wedding Coordinator will contact Dennis Leake to arrange for a technician. (See page 9)

IX. MUSICIANS

You are welcome to schedule your own Pianist, Organist, Soloists, or other Musicians for your wedding. However, if you need assistance in securing Musicians or Soloists, contact Pastor Todd Murray by calling the church office at 501-227-4980.

Since your marriage is a Christian ceremony, the music you select should exalt Christ. To ensure that all of your musical selections are appropriate, please provide the Coordinator with a list of the titles of your musical selections at least two weeks prior to the wedding ceremony. **The final decision concerning whether a particular song can be used in the wedding ceremony is the responsibility of The BCLR Worship Pastor, Todd Murray.**

X. ANNOUNCEMENTS

If you are a member of BCLR, we would be happy to put your wedding invitation in our church bulletin two weeks before the wedding date. A copy of your wedding invitation should be sent or hand-delivered to a church administrative assistant at least three weeks prior to the wedding.

XI. FACILITIES

There is no charge for the use of the facilities by BCLR members and their immediate families. This expense is shared by the congregation as a gift to the wedding couple and their families. **The guidelines outlined below must strictly be adhered to.**

No confetti is allowed inside or outside the building. Birdseed can be used outside the buildings only. An additional custodial fee will be assessed if these items are found inside the building.

No smoking will be allowed in the church building at any time. Also, no alcoholic beverages will be allowed at any time on church premises.

Decorations

The Worship Center will be available for decorating the day prior to the wedding ceremony. If additional time is needed, your Florist and/or Decorator are responsible for scheduling a delivery or setup time through the Coordinator.

1. Candles: **No tapers** may be used in the Worship Center unless of the **mechanical** variety with only one exception. **Dripless** tapers can only be used if a unity candle is a part of your ceremony. Visquene must be adequately placed under the unity candles. Votives or pillar candles used on the ledges surrounding the baptistery in the Worship Center must be placed in the trays that are available for use. Contact the coordinator if you choose to use these. Pillar candles used on candelabras in the Worship Center or Activity Center must have a large Visquene carpet cover under them. Candles must be extinguished with a snuffer (not blown out) and allowed to cool and wax to congeal before removing from holders to discard or store.

An additional custodial fee of \$50 will be assessed if any candle wax is left on the carpet or on the walls. Candles used in the reception area must also be either encased in glass or of the mechanical variety.

2. Furniture: BCLR has a kneeling bench that is available for use at no charge to the bridal party. Contact the Coordinator if you wish to use this bench. No wire is allowed for connecting pew bows to pews. Furniture on the stage such as the pulpit, communion table, etc. will be move prior to the rehearsal and center steps for entering the stage area will be put in place by the Wedding Coordinator or Deacon of the Week. **Chairs may not be removed from Choir loft.**

Nails, glue, etc: No nails, glue, tacks, pins or other items can be used to fasten any decorations to walls, railings, pews or other furniture. If you have any questions, call the Coordinator.

Also, no furnishings should be removed without permission of the Coordinator.

3. Flowers: Flowers used for the wedding may be left for use in the church services on the following Sunday. Please advise the Coordinator as soon as possible so that she may reserve that Sunday for you. If you wish to have an appropriate announcement in the bulletin, please notify the Coordinator at least two weeks prior to the wedding.

All flowers (except those being left for Sunday services), decorations, candles, and other items used by the Wedding Party are to be removed from the Worship Center, foyer, and Activity Center immediately following the ceremony and reception. The name of the person responsible for cleaning up these areas and restoring them to the original use must be provided to the Coordinator at least two weeks prior to the rehearsal.

XII. RECEPTION

BCLR is happy to provide the use of the Activity Center for your reception. If you wish to use this facility, please schedule this with the Coordinator. If your reception will be held at BCLR, please adhere to the following:

1. All tables, chairs, etc. used in the Activity Center must have a protective cover on the legs of the item to prevent harming the floor.
2. Your Caterer and/or Reception Coordinator are responsible for scheduling a delivery or setup time through the Coordinator.
3. No beverages using **red coloring** may be served due to staining of cloths and floor in the Activity Center. Candles may be used on the tables but they must be **in or on a glass container** to prevent wax from dripping on the table cloths.
4. The kitchen and Activity Center must be cleaned immediately following the reception. The name of the person responsible for cleaning up these areas and restoring them to their original use must be provided to the Reception Coordinator at least two weeks prior to the rehearsal.
5. The Activity Center floor is not to be wet mopped. Dry mopping to clean crumbs, trash, etc. is allowed. A professional cleaning service is required to properly clean the floor.
6. If any equipment, materials, or decorations cannot be removed immediately after the reception, you must contact the Coordinator for approval and to schedule a later time for pick-up.

XIII. RENTAL POLICY

Rental Items listed on the Rental Reservation Use Form include dishes, flatware, tablecloth and silver trays are available to rent at a nominal charge as a service to you. (See page 8)

These items may be used only at receptions held at BCLR. They may not be removed from the premises. They will be rented on a first-come-first serve basis. Complete the Rental Reservation Form and return it to the Coordinator as

soon as possible, and no later than one (1) month prior to wedding. The Reception Coordinator will count and issue rental items before the wedding and count and return all items to the cabinet after the reception. **A check for the total rental fees should be made payable to The Bible Church of Little Rock and conveyed to the Coordinator at least two weeks prior to the wedding.**

If any of the items are broken, torn, lost or otherwise damaged, the Bride and Groom assume the responsibility for replacing those items. **Ironing of the cloths for the wedding or reception is the responsibility of the Bride and Groom.** Within two weeks after the wedding, the Coordinator will send the Bride and Groom an itemized statement describing the damaged items and the cost of replacement. A check should be made out to The Bible Church of Little Rock for damages, breakage, etc. and sent to the Coordinator within one after month of the wedding at the address previously listed in this policy.

RENTAL RESERVATION AGREEMENT FORM

NAME OF BRIDE AND GROOM _____

SIGNATURE OF RESPONSIBLE PARTY _____

- Glass dishes and cups, flatware, silver serving pieces and tablecloths \$150.00
 Silver serving pieces and tablecloths \$ 75.00
 Table cloths (\$3.00 each) Number of cloths requested _____ \$ _____

Total Cost for rental \$ _____

Items	Replacement Cost	Total Cost
Dishes and Flatware		
300 clear glass plates	\$1.25 each	
300 clear glass punch cups	\$1.25 each	
250 Stainless forks	\$1.25 each	
125 Stainless salad forks	\$1.25 each	
125 Stainless spoons	\$1.25 each	
125 Stainless knives	\$1.25 each	
White Dinner/Luncheon Dishes	\$2.00 each	
Silver		
2 Silver Punch Bowls, Ladles, and Trays	\$240 each set	
7 large footed oval trays	\$ 39.00 each	
2 sets of 3 graduated trays	\$ 15.00 each	
2 Three Branch Silver Candelabras	\$ 49.00 each	
1 Silver Coffee Service	\$249.00	
Tablecloths		
Six-foot with skirt	\$30.00	
72' Round	\$20.00	

I agree to pay for the above rental items and will also pay for replacement of any items that are damaged or broken. The need for replacement of items will be assessed by the Reception Coordinator.

Bride

Date

WEDDING FEES AND MONETARY GIFTS AGREEMENT FORM

The Wedding Coordinator or Alternate Coordinator will assist you in paying the following fees. All checks should be made payable to the appropriate person and given to the Wedding Coordinator at the rehearsal or the rehearsal dinner.

Custodial Fee -----	\$100.00
Contact: Caitlin Dunlap at 224-9890	
Sound/Light Technician -----	\$100.00
Wedding Coordinator -----	\$200.00
Informal Wedding	
Reception Coordinating	
Cake, punch, and food -----	\$200.00
Cake and punch only -----	\$75.00
BCLR Organist -----	\$100.00
BCLR Pianist -----	\$100.00
Soloist Fee -----	\$50.00

The following expenses are to be paid separately by the Groom

Officiating Pastors do not charge a "fee" for performing the wedding ceremony. However, a gift of appreciation is both customary and appropriate, though not required. The Groom should handle this expense. A check is usually given to the Best Man before the day of the wedding. The Best Man sees that the honorarium is given to the Pastor on the day of the wedding or at the rehearsal. (Since the Bride and Groom frequently ask the Coordinator for a recommended amount, a suggested range is from \$75.00 to \$150.00)

Pastor's Honorarium \$ _____

BRIDE AND GROOM AGREEMENT FORM

1. We have read the Wedding Policy and agree to abide by the terms of the policy.

Signature of Bride _____ and Groom _____

2. We have read the information on modesty in dress (The Modesty Check by Carolyn Mahaney), listened to the CD by C.J. Mahaney and discussed the guidelines with a member of the pastoral staff.

Signature of Bride _____ and Groom _____

WEDDING INFORMATION
PAGE 1

Bride: _____ H phone: _____ C phone: _____

Groom: _____ H phone: _____ C phone: _____

Date & time of wedding: _____

Date & time of rehearsal: _____

Time of arrival at church on day of wedding: _____

Date and time for decorating Worship Center and Reception:

Dressing Room for Bridal Party – Room 222

Dressing Room for Grooms Party – Jr. High Room

Bride's Mother: _____ Phone number: _____

Bride's Father: _____ Phone number: _____

Bride's Grandparents ushered in during ceremony: _____

Groom's Mother: _____ Phone number: _____

Groom's Father: _____ Phone number: _____

Groom's Grandparents ushered in during ceremony: _____

Name and relation of person giving bride away: _____

Family & friends of Bride needing special seating: _____

Family & friends of Groom needing special seating: _____

Number of pews needed to seat Brides family and friends: _____

Number of pews needed to seat Grooms family and friends: _____

WEDDING INFORMATION
PAGE 2

Maid or Matron of Honor: _____

Bridesmaids (in order on stage starting with closest to Maid of Honor):

Best Man: _____

Groomsmen (in order on stage starting with closest to Best Man): _____

Bridesmaids walking alone or with Groomsmen: _____

Head usher (Not Groomsmen): _____

Ushers: _____

Flower Girl(s): _____

Ring/Bible Barer(s): _____

Candle Lighter(s): _____

Unity Candle placement and time to be lit: _____

Kisses or presentation of flowers to Parents: _____

Kneeling Bench or other special touches: _____

Officiating Minister(s): _____

Deacon(s) of the week: _____

Sound Technician name & number (Coordinator will arrange): _____

Video Camera Operator name & number: _____

Wedding music – CD or live: _____

Pianist name & number: _____

Organist name & number: _____

Last song to be played during prelude: _____

Soloist(s): _____

List of song selections and when they will be sung during wedding:

Other Musicians & music selections: _____

Photographer name & number: _____

Times for photos to be taken (before, during, and/or after wedding and reception): _____

Florist name and phone number: _____

Time and delivery of flowers: (make sure florist labels all flowers with names of each recipient): _____

Special arrangements if any for pickup of florist items, such as arches, etc. after ceremony: _____

Guest Book Attendant (s): _____

Gift Table Attendant(s): _____

Additional Information: _____

RECEPTION INFORMATION
PAGE 3

Place of reception if being held at another location _____

Reception Coordinator name & number: _____

Caterer name & number: _____

Person in charge of clean up (make sure adequate help is available): _____

Bakery name and number: _____ Delivery time: _____

Bride's Cake Servers: _____

Groom's Cake Servers: _____

Punch Servers: _____

Coffee Server: _____

Other Servers: _____

Garter toss yes or no: _____ Bridal bouquet toss yes or no: _____

Using Bridal Toss Bouquet yes or no:

Person(s) distributing birdseed or other choice: _____

Special arrangements for pickup of any reception items: _____

Other special arrangements that need to be made: _____
