



## **Greater Bethlehem Temple Church**

# **Wedding Policy Guidelines and Agreement**

### **Introduction**

Greater Bethlehem Temple Church encourages the celebration of holy and lawful matrimony between individuals of faith who understand both the spiritual and natural implications of marriage. We believe that a wedding is a sacred ceremony honored by God through which couples enter into a contractual agreement between themselves and the Almighty. Couples are discouraged from entering into marriages where spouses have conflicting religious convictions, where one or both parties have not reached full emotional maturity or where either party refuses pre-marital counseling. Our church does not perform same-sex marriage ceremonies.

### **Pre-Marital Counseling**

Pre-marital counseling with the Senior Pastor is a condition of weddings performed at GBTC. Couples, members and non-members, should call the administrative office to set up an initial appointment for pre-marital counseling with the Senior Pastor prior to scheduling a wedding date.

### **Scheduling**

Intended couples should contact the church Communications Office to schedule their wedding to ensure there is no conflict with the proposed wedding date. Couples must complete a Request for Special Event form to be signed by both the Communications Director and Facilities Manager. A signed copy will be returned to the couple upon request. The church reserves the right to cancel wedding ceremonies in favor of other church events with written notice not less than six months (180 days) prior to the scheduled wedding date. The church reserves the right to host other events on the same day in areas unassociated with the wedding. Dates are not guaranteed until all fees have been paid in full and both bride and groom have signed the Wedding Policy Agreement.

### **Officiating Clergy**

Management of the church's pulpit duties, including performing wedding ceremonies, is the sole responsibility of the Senior Pastor. The Senior Pastor alone may designate this responsibility to another at his discretion when prudent or as needed. The Church does not loan or rent the use of its sanctuaries to the general public or to other religious organizations outside of our affiliation without approval of the Senior Pastor.

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### Fees

GBTC does not charge building usage fees to members of the church in good standing. Both members and non-members, however, are assessed fees for compensation of specific personnel who assist with the wedding, including the custodian, audio technician and musician. Our ministers do not charge a fee for performing wedding ceremonies. Marriage ceremonies performed during church business hours, requiring a minister only, may not incur any fees, provided no other personnel are needed to assist.

Both members and non-members will be charged additional fees for specific optional services upon request, including table linen, seat covers and videography.

The following fees are fully refundable upon cancellation (not less than 14 days prior to the scheduled wedding date) and subject to change without prior notice:

<i>Fee Description</i>	<i>Member</i>	<i>Non-member</i>
Main Sanctuary Usage	\$0	\$750
Chapel Usage	\$0	\$350
Personnel Fees (Sanctuary)	\$450	\$450
Personnel Fees (Chapel)	\$350	\$350
Fellowship Hall (up to 4 hours)	\$0	\$700
Kitchen	\$200	\$300
Cleaning Deposit	\$150	\$0

<i>Fee Description (Optional Services)</i>	<i>Member</i>	<i>Non-member</i>
Reception Linen	TBD	TBD
Videography ( <i>main sanctuary</i> )	TBD	TBD

### Reception

Wedding receptions held in the GBTC Fellowship Hall must adhere to strict standards for appropriateness. Alcoholic beverages may not be served, and the church policy on music applies. No dancing is allowed. Food preparation is the responsibility of the intended couple and must be prepared offsite unless prior approval has been granted by the Facility Manager. (In some cases, a separate fee is incurred for use of the kitchen.) The cleaning deposit will be refunded to members only if the fellowship hall has been returned to its prior condition, including replacement of furniture, removal of all trash, food and decorations and cleaning of the floor. The maximum time allotted for receptions (including clean-up) is four hours.

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### **Wedding Rehearsal**

Couples are granted one 2-hour rehearsal for weddings. Rehearsals must be scheduled in advance through the Communications Office and may not occur during service times.

### **Rehearsal Dinners and Showers**

Rehearsal Dinners and Wedding Showers are solely the responsibility of the intended couple. GBTC does not guarantee the use of its facilities for rehearsal dinners or showers.

### **Dressing Rooms**

The church Facility Manager will designate dressing rooms as necessary.

### **Equipment and Furniture Placement**

It is the policy of GBTC that church furniture and/or equipment may only be disconnected, dismantled or moved by approved personnel. Specific furniture, including pulpit furniture, may not be moved for weddings unless prior approval has been granted by the Church Facility Manager. Movement of Fellowship Hall tables and chairs is permissible with prior approval only. A minimum of 18 tables and 108 chairs must remain in the Fellowship Hall during any private event.

### **Music**

All music performed or played for weddings at Greater Bethlehem Temple Church must adhere to strict standards for appropriateness. Music containing suggestive or offensive lyrics will not be allowed. Wedding music and song lyrics must be submitted for approval through the Church Wedding Coordinator not less than 60 days before the scheduled wedding date. A Church musician or approved designee will be on-hand to provide musical accompaniment during the rehearsal and ceremony upon request. Song listings for music to be played during receptions (including live performances) must be submitted through the Church Wedding Coordinator not less than 15 days before the scheduled wedding date.

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### Decorations

Decorations for weddings are the responsibility of the intended couple. Couples are encouraged to use professional decorators for their weddings. All decorations and props (including candles) are subject to inspection for safety and appropriateness by the Facility Manager. Decorators are allowed a maximum of 4 hours for setup at each event. It is the responsibility of the intended couple to have all decorations removed. Existing Church décor may not be changed without express permission from the Facility Manager.

### Attire

Planned attire for members of the wedding party must adhere to strict standards for appropriateness. Attire deemed as inappropriate or offensive will not be allowed. Proper attire for men will include long slacks (non-sagging in fit), long-sleeved shirts and/or jackets, socks and shoes. Proper attire for women will include knee-length or longer dresses (or skirts) with tops (or blouses) fully covering the shoulders and cleavage areas and shoes. Couples should direct questions on appropriateness of planned attire to the assigned GBTC Wedding Coordinator at least 90 days before the scheduled wedding date, as **written standards are not all-inclusive**.

### Security and Guidelines

GBTC will provide limited security for all approved wedding events on its premises. Couples may be required to provide additional security upon written notice at least 60 days before the scheduled wedding date. No alcohol, drugs, or tobacco products are permitted on our church grounds.

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We, the undersigned, do hereby acknowledge written receipt of the Greater Bethlehem Temple Church Wedding Policy Guidelines and agree to honor all conditions contained therein.

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Intended Bride

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Date

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Intended Groom

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Date

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