

# Wedding Policy

---

2634 Drake Road • Lebanon, OH 45036 • www.urbancrest.org • Office: 513-932-4405 • Fax: 513-932-4455

Congratulations! We are happy to hear that you are taking such an important step in your life. Indeed, the choosing of life's mate according to God's will is one of the most important decisions in life. Our church considers the wedding ceremony to be a deeply sacred and spiritual service of worship – recognizing that marriage is “instituted of God, regulated by His commandments and blessed by our Lord Jesus Christ.”

It is our desire to join you in making your wedding as beautiful as it can be – an experience of worship that will be meaningful to you and one that will always live in your memory. To this end, we are happy to offer our services and the facilities in accordance with the policies and regulations of the church.

Even the simplest wedding requires some forethought and preparation. Many weddings are solemnized at Urbancrest, therefore, it is important for you to set a date and reserve our facilities well in advance – for the wedding, the rehearsal, the reception, and the use of the facilities. Since many people are involved: minister, musicians, attendants, custodian, decorator, etc., dates and hours should be strictly followed out of consideration for all.

Our church considers premarital counseling essential to the formation of a Christian home. Therefore, it is necessary that you contact the church office at least ninety (90) days prior to the date of your wedding. This will enable the scheduling of the counseling sessions with the bride and groom.

## **BASIC GUIDELINES**

1. The Senior Pastor prefers a minimum three-month notice of all weddings in which he is to be involved.
2. The Senior Pastor requires seven (7) premarital counseling sessions, and eight (8) sessions minimum for either partner that has been married before or has children, with an Urbancrest associated counselor, with every couple before he performs the ceremony. The cost is \$400 and is to be paid to Urbancrest in full prior to the first counseling session. All sessions are conducted on a confidential basis. Such things as the specifics of the wedding, communication, roles, finances, etc. are dealt with in the counseling sessions.
3. The Senior Pastor reserves the right to cancel his participation, at any point, in any wedding, should he become uncomfortable with the wedding details or circumstances.
4. The Senior Pastor will only conduct a wedding ceremony for two Christians. Based upon II Corinthians 6:14, the Senior Pastor will not perform a wedding ceremony for a Christian who is engaged to a non-Christian. The Senior Pastor will meet with the spiritually mixed couple in an attempt to lead the lost person to receive God's gift of eternal life.
5. The Senior Pastor requires the engaged couple to be “active church members” of Urbancrest. “Active church membership” is required prior to initiating the wedding process. “Church membership” encompasses the following: 1) salvation, 2) baptism by immersion, 3) indicating your desire to join the church, and 4) attend New Members Class. “Active Church membership” requires regular worship and Sunday School attendance.
6. If couples are inactive in their church attendance, they must become active within three months of their wedding date.
7. The Senior Pastor will extend weddings to the children and/or grandchildren of active members of Urbancrest.
8. The Senior Pastor reserves the right to lead the wedding rehearsal, and no outside wedding coordinators will be permitted. Most rehearsals last approximately one hour.
9. The Senior Pastor and his wife may or may not attend the rehearsal dinner. Due to the Senior Pastor's schedule, he is often not available for the dinner.
10. This policy is under the direction of the Senior Pastor and will be adhered to by all other presiding Pastors.

## **ARRANGEMENTS**

The bride and groom should first contact the church office by calling 513-932-4405 between the hours of 9:00am and 5:00pm, Monday – Friday. The Marriage Counselor will contact the bride and groom to arrange all counseling appointments.

Ordinarily, wedding guests are expected to be clear of the building within four hours after the beginning of your wedding service or by 10:30 P.M., whichever is first. This will enable the custodian to prepare the building for Sunday's services or the next day's use.

Wedding Coordinators are prohibited, and no weddings will be scheduled at the church in the month of December.

## **MUSIC**

A wedding is a service of worship, and therefore all music for weddings shall be in keeping with styles of music acceptable within a church setting. Only church members approved through the Minister of Music shall be permitted to operate the church instruments or sound equipment.

No music will be permitted at any time before, during, or after the ceremony which describes either non-monogamous relationships, or relationships between persons which are in conflict with the biblical design for marriage, and/or God's standard of conduct. Further, no music will be permitted which contains any profanity or descriptions (obvious or concealed) of the use of alcoholic beverages or other drugs. In addition, the church reserves the right to exclude from use on church property any music which the Minister of Music deems to be offensive to the church either in style or content. The bride or groom shall submit, in its entirety, a CD of all music to be used on church property no later than one month prior to the date of the wedding.

Any other participating minister must be approved by the Senior Pastor or his Associate.

Musicians, other than the Urbancrest Baptist musicians, must meet with the Minister of Music for instruction concerning instruments, etc. Nothing on the stage is to be moved without prior approval by the Minister of Music. DJs are prohibited at receptions held at the church.

Where sound equipment is used, the Urbancrest Sound and Lighting Director/Technician and/or the Minister of Music must be used or consulted for instruction and approval of another person or procedure.

Urbancrest custodian is to be used for the clean up after weddings and receptions.

All users of the building are to adhere strictly to the rules and regulations provided on the Urbancrest Wedding Policy sheet. The couple is responsible for communication of these rules and regulations to all persons involved.

## **COSTS AND FEES**

No charge is made for the use of the church building for weddings where either the bride or the groom is an attending and financially contributing member of Urbancrest Baptist Church or is the child/grandchild of an attending and financially contributing member of Urbancrest.

Urbancrest is not responsible for any accidents, injuries, or stolen personal property.

Pre-marital counseling fee of \$400 includes all sessions as well as handouts, homework, and workbooks.

The amount of the honorarium for the Pastor(s) is at the discretion of the bride and groom. Honorariums of \$75 are suggested for the musician(s), sound and lighting technician(s), vocalist(s), and/or other participants.

## **REGARDING THE RECEPTION**

If a reception is desired in our gymnasium, arrangements must be made with the Office Administrator and Building Maintenance Manager. If you wish to use a caterer, the bride should furnish a copy of this wedding policy to the caterer. All caterers are required to bring their own dishes, silver and other items needed. In no case should they mix their own

equipment, dishes or items with those belonging to the church. Your caterer should be prepared to provide cleaning services for the kitchen.

We are most appreciative for your understanding of and cooperation with these policies of our church. We are happy to assist you in planning your wedding, and we pray that God's richest blessings will be with you and upon the home you are establishing.

If our church may be of assistance to you before, during, or after the wedding ceremony, please call us.

### **SENIOR PASTOR'S TRADITIONAL MARRIAGE CEREMONY**

- Seating of Grandparents
- Unity Candle ceremony – Mother's light outside candles
- The seating of the Bride and Grooms parents
- Wedding party processional
- Prayer
- Statement of Purpose – "Dearly beloved: we have come together..."
- Declaration of Consent – Bride and Groom answer "I will"
- The Giving of the Bride: "Who is giving this woman to be married to this man?"
- Scripture Reading: Genesis 2:24
- The Marriage Vows
- Scripture Reading: 1 Corinthians 13:4-8
- The Exchange of Rings
- Lighting the Unity Candle
- Pastor's comments to the Bride and Groom
- Prayer
- Pronouncement of Marriage
- The "Kiss"
- Introduction of the Bride and Groom: "Ladies and Gentlemen, Mr. and Mrs. \_\_\_\_\_"
- Recessional

#### **Special Notes:**

1. Music can be added anywhere before, during, and after the ceremony. Traditionally a song is either sung or played during the Unity Candle Ceremony.
2. The entire ceremony without music is 12-15 minutes.
3. Each staff pastor may vary slightly in their ceremonies.

### **STAFF CONTACTS**

All Urbancrest Facilities Staff can be reached, Monday through Friday, at 513-932-4405 between 9 a.m. and 5 p.m.

- Worship Pastor                                 David Bickers
- Technical Director                             Nick Killin
- Membership Services                         Mark Daubenmire
- Building Maintenance Manager             Frank Tone                                     Cell Phone: 513-543-9035

## **Frequently Asksed Questions (FAQ):**

**1. How do we reserve the wedding date and use of the church?**

You will need to read the Wedding Policy and submit the Wedding Application. The submission of the Wedding Application indicates your agreement with all aspects of the Wedding Policy. Dates are confirmed and reserved only after receiving the Wedding Application.

**2. Can we bring in a wedding coordinator?**

No. The Urbancrest staff prohibits the use of wedding coordinators for ceremonies on the church property.

**3. Can we bring in our own pastor, musician(s) and/or singer(s)?**

Only upon the approval of the presiding pastor.

**4. What wedding accessories does the church provide?**

Nothing. Items such as candelabras, isle runners, decorations, etc., are the responsibilities of the bride and groom. We do offer three glass tables, podium and greenery for the ceremony.

**5. Can we clear the sanctuary stage?**

Not completely. The podium, orchestra chairs and microphones can be removed. The drums, percussion and piano will remain on the stage.

**6. Can we use the audio, video, lighting, and camera equipment?**

All equipment will be operated by UBC personnel. We do provide audio and video capabilities. Lighting will be used within our existing set-up. Currently, we do not offer video recording capabilities.

**7. Is the gym and kitchen available for the rehearsal dinner and/or the wedding reception?**

Yes.

**8. Is alcohol allowed? At least for the wedding toast?**

Absolutely not.

**9. Can we bring in a caterer?**

Yes. They will be required to bring their own dishes, glasses, utensils, cookware, and serving ware.

**10. Who takes care of the clean-up?**

The wedding party is required to remove all decorations, and return all rented or borrowed items. UBC provides standard cleaning such as vacuuming and mopping, returning the stage to the original arrangements, wiping off and storing of tables and chairs, and removing all trash.

**11. Can we bring in a DJ?**

No. UBC can provide a portable sound system for you to play recorded music.

**12. Can we dance?**

We only allow one dance for the father and bride, and one for the mother and son. All other dancing is prohibited.

## Wedding Application

2634 Drake Road • Lebanon, OH 45036 • www.urbancrest.org • Office: 513-932-4405 • Fax: 513-932-4455

Complete all sections (*print*):

Bride's Information	Name:		Birth Date:		
	Address:				
	City:		State:	Zip:	
	Occupation:		Home Phone:		
	Cell Phone:		Email:		
	Are you a Christian: <input type="checkbox"/> Yes <input type="checkbox"/> No		When did you come to know Christ as your Savior:		
	Church Member: <input type="checkbox"/> Yes <input type="checkbox"/> No		Where:		
	Have you been married before: <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, how many years:		
	Do you have children: <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, how many:		
Groom's Information	Name:		Birth Date:		
	Address:				
	City:		State:	Zip:	
	Occupation:		Home Phone:		
	Cell Phone:		Email:		
	Are you a Christian: <input type="checkbox"/> Yes <input type="checkbox"/> No		When did you come to know Christ as your Savior:		
	Church Member: <input type="checkbox"/> Yes <input type="checkbox"/> No		Where:		
	Have you been married before: <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, how many years:		
	Do you have children: <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, how many:		
General Information	Do the Bride and Groom currently reside at the same address: <input type="checkbox"/> Yes <input type="checkbox"/> No				
	What will your address be after the wedding:				
	City:		State:	Zip:	
	Couple will use Urbancrest Marriage Counseling: <input type="checkbox"/> Yes <input type="checkbox"/> No		If no, what other source:		
	Requested date of rehearsal:		Time:		
	Requested date of wedding:		Time:		
	Requested Pastor:				

Once again, it is our desire to make your wedding as beautiful as it can be – an experience of worship that will be meaningful to you, and one that will always live in your memory. To this end, we are happy to offer our services and the facilities in accordance with the policies and regulations of the church.

**Facility & Equipment** (check all that apply)

Event(s):	<input type="checkbox"/> Rehearsal	<input type="checkbox"/> Rehearsal Dinner	<input type="checkbox"/> Wedding	<input type="checkbox"/> Wedding Reception
Area(s):	<input type="checkbox"/> Sanctuary	<input type="checkbox"/> Gym	<input type="checkbox"/> Kitchen	<input type="checkbox"/> Dressing Room(s)
Equipment:	<input type="checkbox"/> Television	<input type="checkbox"/> Projector	<input type="checkbox"/> VCR/DVD	<input type="checkbox"/> Portable Sound
Tech Support:	<input type="checkbox"/> Audio/Video	<input type="checkbox"/> Lighting	<input type="checkbox"/> Computer	
Group size:	Chairs (Qty):	Tables (Qty):		

I understand the guidelines of the Wedding Policy, and agree to all of the requirements and responsibilities in using the facilities of Urbancrest Baptist Church. In signing this application, I agree to the conditions set herein.

Bride \_\_\_\_\_ Date \_\_\_\_\_

Groom \_\_\_\_\_ Date \_\_\_\_\_

**WEDDING AND REHEARSAL DATES ARE NOT RESERVED UNTIL THIS DOCUMENT HAS BEEN COMPLETED, SIGNED, AND RETURNED TO URBANCREST.**