



Lindsay Lane Baptist Church
1300 Lindsay Lane
Athens, AL 35613
(256) 232-0020



Dusty McLemore
Senior Pastor

“Bearing the Cross”
Ministries Luke 14:27

A Word From Our Pastor...

Marriage is one of the most important steps in a person’s life. It is my responsibility as a pastor to counsel with a couple about this important matter. This is why our church has the policy of requiring a counseling session with you before planning the ceremony. The purpose of this session is for me to get to know you better and to share with you the Scriptures concerning marriage. I also take some time to go over the details of the ceremony.

When a couple comes to the church to be married, certain things are to be understood.

1. You are saying by coming to the church and the pastor or officiating minister, “We want a Christian marriage.”
2. It is understood that you are seeking the counsel of the pastor as to what is involved in a Christian marriage.
3. It is assumed that you understand that the church is not to be used just as a place to have a ceremony.
4. Here at Lindsay Lane, we are committed to building Christian homes, and it is our firm conviction that those who are married there should both desire and commit themselves to Christ and to the building of a Christian home.

If these are not your goals, and it is not the desire of your hearts to commit yourselves to Christ and to the building of a Christian home, you will want to have your service elsewhere. This will be the first thing I will talk with you about in the interview process. Scripturally, I am forbidden to marry a Christian to a non-Christian. If either party is a non-Christian, the first thing I will do is share with that person how to become a Christian. Please understand this policy before coming for counseling. All the ministers of LLBC reserve the right to make the decision as to whether they can, in good conscience perform the wedding ceremony for a couple. Please schedule your counseling session as early as possible in order that these matters can be quickly determined. Read through the rest of the policies of our church concerning other issues.

Thank you for your cooperation in working with us to make your wedding a Christ-honoring ceremony and your home a Christ-centered home.

In His Service,
Dusty McLemore

General Wedding Policy

1. Before making any public announcements regarding your wedding date, the following must be done:
 - a. Familiarize yourself with the wedding policies of Lindsay Lane Baptist Church (LLBC) contained in this booklet to ensure no conflict exists that would preclude having your wedding here.
 - b. If the pastor or a staff member is to officiate or participate in your wedding, the date must be cleared with them prior to the following procedures. Please communicate directly with the assistant of the pastor or staff member you wish to engage for your wedding.
 - c. It is appropriate to consult the pastor when plans include using someone other than the pastor or a staff minister to conduct a wedding ceremony at LLBC. Please discuss this matter with the pastor's assistant.
 - d. After carefully reading the wedding policies, complete and sign the Wedding Application form and return it to the pastor's assistant. **Only after your request has been approved will the date be considered confirmed.** {In order for the date to be secured, the deposit must also accompany the wedding application.}
2. The Sanctuary may be used for weddings. The Family Life Center (FLC) may be used for receptions. (Refer to the Fee Schedule for the cost involved for each of these.)
3. All Couples using LLBC for their wedding must use an approved wedding coordinator. Appropriate discretion must be used in selection of wedding attire for female attendants as to refrain from wearing dresses that are not in keeping with a Christian wedding. {Check with wedding coordinator for approval of selected attire.}
4. You will be required to use a LLBC custodian and sound technician. Refer to the Fee Schedule for the cost involved for each of these.
5. A Christian wedding is a sacred and important service of worship. Music has long been recognized as an important aid to worship, and should reflect the character of the event. Only sacred, classical, or appropriate music must be used for the wedding ceremony and reception. Music selections must be approved by the Minister of Music of LLBC.
6. Fees for accompanists and soloists are set by those musicians.
7. Please keep the following in mind as you request church facilities for your wedding:
 - a. Wedding dates will not be confirmed more than 12 months prior to wedding.
 - b. Weddings and/or rehearsals are **not** scheduled on Sundays, **holidays** or holiday weekends.
 - c. Weddings and/or rehearsals are not scheduled that will conflict with any worship service or event involving the membership as a whole.
 - d. Weddings and/or rehearsals are not scheduled earlier than 10 a.m. or later than 7 p.m.
 - e. A wedding rehearsal is required, unless otherwise agreed upon by pastor performing ceremony.
 - f. **Choir chairs will not be removed for ceremony.**
 - g. The pulpit and pulpit chairs will be removed for ceremony.
8. Shower or Wedding invitations are not printed in the church's Sunday bulletin, *The Exciting Times* newsletter, *Church News & Prayer Report* or other church publication.

9. A wedding is a worship service. Members of the wedding party are expected to conduct themselves at all times in a manner befitting the atmosphere of the place of worship. It is the responsibility of the bride and groom to familiarize the members of the wedding party with the policies contained in this booklet. **There will be absolutely no pranks, jokes or other activity during the processional, ceremony or recessional that would detract from a Christian worship experience.** Because the wedding ceremony is one of worship, and small children may become a distraction, the bride and groom are encouraged to not include children under four (4) years of age in the wedding party.
10. The wedding rehearsal must begin promptly at the time you have designated. The wedding party is expected to vacate the facilities immediately upon conclusion of the rehearsal. Fees are based on the expectation that you will be in 'rehearsal' for two (2) hours. Time deviation that requires any personnel to be here more than two hours will require additional billing.
11. **The church does not provide facilities or personnel for childcare for weddings.** Families will need to make **private** arrangements off of the church campus if this service is needed.
12. Appropriate rooms will be assigned as dressing rooms for the bride and groom.
13. Members of the wedding party must refrain from using alcoholic beverages or drugs prior to and during any activity held at the church. No alcoholic beverages may be brought to the church or served on the church premises at anytime. No wedding rehearsal or wedding will be conducted if any member of the wedding party is under the influence of alcohol or drugs. It is the responsibility of the bride and groom to be certain this policy is understood and followed by all members of the wedding party and those who service the wedding (florist, caterer, photographer, etc.).
14. Smoking is not permitted in any of our church buildings. It is the responsibility of the bride and groom to be certain that this policy is understood and followed by all members of the wedding party and those who service the wedding (florist, caterer, photographer, etc.)
15. Nothing is to be thrown inside the Sanctuary or inside the welcome area of the church as the bride and groom depart. Bird seed, bubbles or natural flowers petals may be used **outside** as the bride and groom depart. *Because of the hazards involved with rice, the use of it is prohibited both inside and outside the buildings.* The use of confetti is prohibited anywhere on the church campus. Failure to abide by this will necessitate forfeiture of deposit.
16. The flower girl may drop silk petals of light color on the bride's aisle. Please instruct your florist accordingly.
17. Food and drink are not permitted inside the Sanctuary or foyer. Refreshments for the members of the wedding party may be brought to the bride's and groom's room, but for consumption in these areas only and cleanup must be immediate after the wedding.
18. Breakage of and/or damage to any church equipment or facilities must be reimbursed at replacement value. This will also in addition to the forfeiture of the deposit.
19. The church is not responsible for lost or stolen personal items, articles or equipment brought to the church for rehearsals, weddings or receptions. However, every reasonable effort will be made to assist the wedding party in protecting such property.

20. The church will gladly use wedding flowers for the worship service when this is possible. Floral arrangements that are too large to be moved cannot be used and must be removed by your florist. Please discuss your desire with your florist and **indicate your plans to the pastor's assistant** at least two weeks prior to the wedding date.
21. The bride and her family are responsible for all personal items of the wedding party brought to the church. If rented or borrowed property has been used, it is the responsibility of the bride's family to see to its **return immediately after the wedding**.
22. The bride and groom will be responsible for unlocking and locking the buildings. One set of keys will be made available to the wedding party on the day of the rehearsal. The keys must be picked up and returned during church office hours.
23. Any payment of fees to LLBC's custodians, technicians, musicians etc. should be given to the Wedding Director on the day of the rehearsal.

Pastor's Wedding Policy

1. The pastor will not unite a Christian and a non-Christian in Christian marriage because of the Biblical prohibition against in **I Corinthians 6:14-18**.
2. Because marriage is a lifetime commitment, premarital counseling is **required** for all wedding at LLBC. Sessions are usually one to one and a-half hours and are conducted by the minister who will be performing the ceremony. Arrangements for these sessions are made through the minister's secretary.
3. Since the primary purpose of the wedding rehearsal is for the wedding party and since the pastor and bride and groom have spent relaxed and private moments in the premarital conferences discussing and planning the actual ceremony and worship service, the pastor **does not always** attend the wedding rehearsal.
4. The pastor's assistant will act as the Wedding Director for the Pastor during the rehearsal and the wedding service.
5. To avoid the possibility of an embarrassment, the pastor (who cannot legally perform the wedding ceremony without the license in hand) requires that the marriage license be given to his assistant in the church two (2) days prior to the wedding.
6. Although the Lord's Supper is often used as a part of the wedding ceremony in other worship traditions, Baptists see the Lord's Supper as a church and congregational ordinance. As a result, the Lord's Supper will not be observed at LLBC wedding ceremonies.
7. The pastor's attire for all church weddings will be a black clerical robe, unless the preference of an appropriate black dress suit (small weddings) is indicated to him by the bride and groom.
8. On the wedding day, the pastor will meet the groom and best man in his office approximately twenty (20) minutes prior to the time scheduled for the wedding.
9. The pastor is pleased to share the joy of the wedding ministry with staff members. They will be happy to officiate at weddings as their schedule permit. Policies similar to those outlined by the pastor will be followed by staff ministers.
10. The amount of the honorarium to the minister performing the wedding ceremony is left to the discretion of the bride and groom. It should be remembered that the minister has given of his time in counseling, as well as the time given to perform the ceremony.

Wedding Director's Policy

1. All persons having a wedding at LLBC must utilize the services of a wedding director.
2. The Wedding Director's responsibilities are as follows:
 - a. She will attend the rehearsal and the wedding.
 - b. She will meet prior to the wedding with the bride and Wedding Coordinator to coordinate the wedding ceremony.
 - c. She will arrive 15 minutes prior to rehearsal time go over last minute schedule changes with the bride and wedding coordinator.
 - d. She will direct the rehearsal in conjunction with wedding coordinator.
 - e. She will arrive 30 minutes prior to the time of the wedding ceremony.
3. The Wedding Director's fee is referred in the Fee Schedule, but is paid directly to her.

Wedding Coordinator Policy

1. All persons having a wedding at LLBC must utilize the services of a wedding coordinator approved by the Pastor or his assistant. A list of approved wedding coordinators is attached. (Page 24) Contact one as soon as your date has been confirmed on the church calendar so that she can arrange a meeting to discuss your wedding plans. Notify the pastor's assistant of your selection when that's confirmed.
2. The Wedding Coordinator's responsibilities are as follows:
 - a. She sees that your wedding plans are consistent with church policies.
 - b. She approves the selected wedding attire for all members of the wedding party.
 - c. She is directly responsible to the bride and the bride's mother.
 - d. She acts as a liaison between the pastor's assistant and the bride.
 - e. She will help you utilize our church facilities and assist in arranging for the facilities.
 - f. She requisitions payment(s) to appropriate paid services as mandated by the church's fee schedule.
3. The Wedding Coordinator's fee is set individually and paid directly to her.

Custodial Policy

1. All persons having a wedding at LLBC must utilize the services of the church's custodians.
2. The custodians' responsibilities are as follows:
 - a. On the day of the rehearsal, remove the pulpit and pulpit chairs.
 - b. After wedding and after the florist is finished, prepares Sanctuary for worship service.
 - c. After reception and after caterer is finished, prepares FLC for next scheduled event.

3. The custodians' fee is referred in the Fee Schedule, but is paid directly to them.

Sound Technician Policy

1. All persons having a wedding at LLBC must utilize the services of a trained sound technician. No one else is permitted to operate the church's sound system. A list of approved sound technicians is attached. Contact one as soon as your date has been confirmed on the church calendar so that he can arrange a meeting to discuss your wedding music. Notify the pastor's assistant of your selection when that's confirmed.
2. The sound technician's responsibilities are as follows:
 - a. He will attend the rehearsal and the wedding.
 - b. He will arrive 30 minutes prior to the rehearsal to set up sound equipment needed to rehearse with the pianist and/or vocalist(s).
 - c. He will arrive one hour prior to the time of the wedding to set up sound equipment needed and to meet with the pianist and/or vocalist(s) for a sound check.
3. The sound technician's fee is referred in the Fee Schedule, but is paid directly to them.

Lighting & Video Technician Policy

1. All persons having a wedding at LLBC must utilize the services of a trained lighting or video technician. No one else is permitted to operate the church's lighting and video system. A list of approved technicians is attached. Contact one as soon as your date has been confirmed on the church calendar so that he can arrange a meeting to discuss your wedding music. Notify the pastor's assistant of your selection when that's confirmed.
2. The lighting and video technician's responsibilities are as follows:
 - a. He will attend the rehearsal and the wedding.
 - b. He will arrive 30 minutes prior to the rehearsal to set up review lighting and video requests of the wedding party. If a video presentation is to be played during the rehearsal or wedding, a copy of the presentation must be given to the pastor's assistant two days before the ceremony. ***This person is not responsible for making the video presentation.***
 - c. He will arrive one hour prior to the time of the wedding to set up equipment needed.
3. The lighting and video technician's fee is referred in the Fee Schedule, but is paid directly to them.

Music Coordinator Policy

1. All persons having a wedding at LLBC must utilize the services of our music coordinator. No one else is permitted to authorize the music selections. A list of approved personal is attached. Contact one as

soon as your date has been confirmed on the church calendar so that he can arrange a meeting to discuss your wedding music. Notify the pastor's assistant of your selection when that's confirmed.

2. The music coordinator's responsibilities are as follows:
 - a. She will attend the rehearsal and the wedding.
 - b. She will arrive 30 minutes prior to the rehearsal to review music selections and rehearse with the sound technician and/or vocalist(s) for a sound check
 - c. She will arrive one hour prior to the time of the wedding to meet with the sound technician and/or vocalist(s) for a sound check.

3. The music coordinator's fee is referred in the Fee Schedule, but is paid directly to them.

Caterer, Florist, Photographer, or Video Taping Policy

Caterer, Florist, Photographer, or Video Taping must agree to follow all policies stated on their instruction forms (#10-12) which require not only their signatures, but the bride and grooms as well. These forms must be submitted to the church office at least two weeks prior to the event or the wedding.

Financial Policy

Please complete the Financial Form in the Bride's Packet portion of this booklet. This must be given to the pastor's assistant with the confirmation deposit within two (2) weeks after you are notified of the approval of your wedding date. Only then shall your date be confirmed. The balance of the wedding fee is due two (2) weeks prior to the wedding. Make checks payable to Lindsay Lane Baptist Church.

Members of Lindsay Lane Baptist Church and their sons and daughters may use the Sanctuary and Family Life Center for weddings, rehearsals, and rehearsal dinners **rent-free**. For **non-members** of Lindsay Lane Baptist Church, the rent and deposit for the use of the Sanctuary and Family Life Center are **due at time of reservation**.

All refundable deposits are to be **paid at the time of registration**. The amount for members is \$500.00 and the amount for non-members is \$1,000.00. The refund will occur a few days after the wedding unless damage to the church or church furnishings/equipment during the wedding, rehearsal, and/or rehearsal dinner.

In the event any wedding is cancelled, all prepaid fees shall be refunded in full providing the pastor's assistant, minister, and personnel involved are notified in writing at least two (2) weeks in advance.

PLEASE READ IMMEDIATELY

Bride's Packet

This packet contains the following forms:

- | | |
|--|--|
| 1. Wedding Application | Return to the Pastor's Assistant |
| 2. Visiting Minister's form | Return to the Pastor's Assistant |
| 3. Financial Requirements form | Return to the Pastor's Assistant |
| 4. Wedding Information form | Return to Your Wedding Coordinator &
a Copy to the Pastor's Assistant |
| 5. Wedding Music form | Return to Your Wedding Coordinator &
a Copy to the Pastor's Assistant |
| 6. Sound Technician form | Return to Your Wedding Coordinator &
a Copy to the Pastor's Assistant |
| 7. Lighting and Video Technician form | Return to Your Wedding Coordinator &
a Copy to the Pastor's Assistant |
| 8. Music Coordinator form | Return to Your Wedding Coordinator &
a Copy to the Pastor's Assistant |
| 9. Building Use form | Return to Your Wedding Coordinator &
a Copy to the Pastor's Assistant |
| 10. Caterer's Instructions | Return to Your Wedding Coordinator &
a Copy to the Pastor's Assistant |
| 11. Florist's Instructions | Return to Your Wedding Coordinator &
a Copy to the Pastor's Assistant |
| 12. Photographer & Video Taping Instructions | Return to Your Wedding Coordinator &
a Copy to the Pastor's Assistant |
| 13. List of approved LLBC Personnel | Return to Your Wedding Coordinator &
a Copy to the Pastor's Assistant |
| 14. Customary Financial Responsibilities | For your information only |

Please complete all of the forms in this booklet and turn in the originals to the designated persons as listed above and make copies for yourself so there will be no misunderstandings or miscommunications about your wedding plans.

Wedding Application

(Form # 1 – Return to the Pastor’s Assistant)

Wedding Date Requested: _____

Time of Wedding: _____

Time of Rehearsal: _____

Bride: _____

Address: _____

Telephone – Home/Work/Cell: _____

Parents: _____

Groom: _____

Address: _____

Telephone – Home/Work/Cell: _____

Parents: _____

Church facilities desired:

Wedding

- Sanctuary
- Family Life Center

Reception

- Family Life Center

Dressing Area

- Bride’s Room
- Groom’s Room

Rehearsal Dinner

- Family Life Center

Officiating Minister: _____

If you choose a minister other than a LLBC staff minister to perform your ceremony, he will need to be approved by the pastor. Please have him complete the Visiting Minister’s form and return it to the pastor’s office at least 45 days prior to the wedding date. Normally, only ministers who are ordained and experienced will be approved. The minister performing the ceremony will be required to provide you with premarital counseling.

Bride’s Signature

Groom’s Signature

Date

Date

For Office Use Only
Rehearsal date and time: _____
Rehearsal Dinner date, time and location: _____
Wedding date and time: _____
Reception date, time and location: _____
Date Confirmed On: _____

Visiting Minister's Form

(Form # 2 – Return to the Pastor's Office 45 Days Prior to Wedding Date)

Bride & Groom: _____

Wedding Date, Time: _____

Rehearsal Date, Time: _____

Name of Minister: _____

Address: _____

Telephone – Home: _____ **Work:** _____

Ordained Minister: Yes No **Present Ministry:** Pastor Staff Other _____

Denomination of Ordinance: _____

Church (name and place) where minister currently serves or attends: _____

Minister's Signature

Date

Return to:
Pastor's Assistant
Lindsay Lane Baptist Church
1300 Lindsay Lane
Athens, AL 35613

Financial Requirements Form

(Form # 3 – Return to Pastor’s Assistant)

	Member – Small (less than 50 in attendance)	Member – Large (more than 50 in attendance)	Non-Member
Deposit	\$500.00	\$500.00	\$1,000.00
Building			
a. Sanctuary	Free	Free	\$750.00
b. Family Life Center	Free	Free	\$350.00
c. Both (if needed)	Free	Free	\$1,000.00
Custodian			
a. Sanctuary	\$100.00	\$100.00	\$150.00
b. Family Life Center	\$100.00	\$100.00	\$150.00
c. Both (if needed)	\$200.00	\$200.00	\$300.00
Sound Technician	\$100.00	\$100.00	\$100.00
Lighting and Video Technician	\$100.00	\$100.00	\$100.00
Music Coordinator optional	\$125.00	\$150.00	\$300.00
Wedding Coordinator	\$50.00	\$50.00	\$100.00

Make check for deposit payable to **Lindsay Lane Baptist Church**. Please note on check “For (bride’s name) wedding”. The deposit refund will occur a few days after the wedding unless damage to the church or church furnishings/equipment during the wedding, rehearsal, and/or rehearsal dinner.

All other payments are to be paid directly to the person. Payments for fees listed above are to be given to the Wedding Coordinator before the wedding rehearsal for her to distribute after the wedding.

Wedding Information Form

<p>Bride: _____ Groom: _____</p> <p>Rehearsal Dinner date, time and location: _____</p> <p>Wedding date and time: _____</p> <p>Reception date, time and location: _____</p>
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The following information may be completed after your wedding date has been confirmed.

Officiating Minister: _____

Wedding Coordinator: _____ Phone: _____

Sound Technician: _____ Phone: _____

Lighting & Video Technician: _____ Phone: _____

Music Coordinator: _____ Phone: _____

Organist: _____ Phone: _____

Pianist: _____ Phone: _____

Instrumentalist(s): _____ Phone: _____

Instrumentalist(s): _____ Phone: _____

Vocalist(s): _____ Phone: _____

Vocalist(s): _____ Phone: _____

Florist: _____ Phone: _____

Photographer: _____ Phone: _____

Videographer: _____ Phone: _____

Wedding Information Form

Mother of the Bride: _____ Phone: _____
Father of the Bride: _____ Phone: _____
Mother of the Groom: _____ Phone: _____
Father of the Groom: _____ Phone: _____
Maid of Honor: _____ Phone: _____
Best Man: _____ Phone: _____
Bridesmaid(s): _____ Phone: _____
Bridesmaid(s): _____ Phone: _____
Groomsmen(s): _____ Phone: _____
Groomsmen(s): _____ Phone: _____
Usher(s): _____ Phone: _____
Usher(s): _____ Phone: _____
Flower Girl(s): _____ Phone: _____
Flower Girl(s): _____ Phone: _____
Ring Bearer: _____ Phone: _____
Grandparents(s): _____ Phone: _____
Grandparents(s): _____ Phone: _____
Grandparents(s): _____ Phone: _____
Grandparents(s): _____ Phone: _____
Great-Grandparents(s): _____ Phone: _____
Great-Grandparents(s): _____ Phone: _____

Wedding Information Form

(Form # 4 – Return to Your Wedding Coordinator and a Copy to the Pastor’s Assistant – page 3 of 3)

How will attendants enter the church?

A. Groomsmen together and bridesmaid single file _____

B. Groomsmen and bridesmaids paired together _____

Will you use a kneeling bench? Yes _____ No _____

Will you use aisle carpet? Yes _____ No _____

Will you use a three-candle ceremony? Yes _____ No _____

Will you use printed programs? Yes _____ No _____

How many songs will you have? Number _____

Title and where will they be in the ceremony? _____

Suggestion – create a time line to use the night of the rehearsal. It is important that all participants in the wedding be present for the rehearsal. Keep in mind, the fewer number of people present that are not in the wedding party, the less distracting and time consuming the rehearsal will be.

The music chosen can make all the difference in the spiritual experience of the ceremony. We suggest that secular music be at the very first part of the ceremony.

We will seek to make your wedding a unique and memorable occasion, through contemporary vows, scriptures, poems, or illustrations. However, if you wish to write your own vows, all or part, that will be perfectly acceptable.

This form is intended not only to help the Pastor/Wedding Coordinator organize and carry out a successful rehearsal, but also to help you with your plans for a beautiful and meaningful wedding. May God bless your future together!

Wedding Music Form

(Form # 5 – Return to Your Wedding Coordinator and a Copy to the Pastor’s Assistant)

Bride: _____ Groom: _____
Rehearsal Dinner date, time and location: _____
Wedding date and time: _____
Reception date, time and location: _____

Sound Technician: _____ Phone: _____

Lighting & Video Technician: _____ Phone: _____

Music Coordinator: _____ Phone: _____

Instrumentalist(s): _____ Phone: _____

Instrumentalist(s): _____ Phone: _____

Vocalist(s): _____ Phone: _____

Vocalist(s): _____ Phone: _____

Vocalist(s): _____ Phone: _____

Prelude: _____

Vocal selections: _____

Tape or CD selections: _____

Processional(s): _____

Recessional: _____

Sound Technician Form

(Form # 6 – Return to Your Wedding Coordinator and a Copy to the Pastor’s Assistant)

<p>Bride: _____ Groom: _____</p> <p>Rehearsal Dinner date, time and location: _____</p> <p>Wedding date and time: _____</p> <p>Reception date, time and location: _____</p>
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Sound Technician: _____ Phone: _____

1. Microphones needed:

- a. Minister(s) _____
- b. Instrumentalist(s) _____
- c. Vocalist(s) _____

2. Position and types of microphones:

- a. Near piano _____
- b. Choir loft – left _____ right _____
- c. Cordless _____
- d. Lapel _____
- e. Stand(s) _____

3. Will accompaniment tracks (tapes or CDs) be used by vocalist? Yes _____ No _____
(If yes, be sure to bring the tracks to the rehearsal)

Lighting and Video Technician Form

(Form # 7 – Return to Your Wedding Coordinator and a Copy to the Pastor’s Assistant)

<p>Bride: _____ Groom: _____</p> <p>Rehearsal Dinner date, time and location: _____</p> <p>Wedding date and time: _____</p> <p>Reception date, time and location: _____</p>
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Lighting & Video Technician: _____ Phone: _____

1) Lighting settings requested

- a. Seating of the guests _____
- b. Seating of the grandparents _____
- c. Entrance of the Wedding Party _____
- d. Entrance of the Bride _____
- e. During Ceremony _____
- f. While Bride & Groom leave _____
- g. Exit of Wedding Party _____

2) Video needs:

- a. PowerPoint slide show
- b. DVD
- c. Any video show during the rehearsal or wedding must be given to the Wedding Director two (2) weeks prior to the event.

Music Coordinator Form

(Form # 8 – Return to Your Wedding Coordinator and a Copy to the Pastor’s Assistant)

<p>Bride: _____ Groom: _____</p> <p>Rehearsal Dinner date, time and location: _____</p> <p>Wedding date and time: _____</p> <p>Reception date, time and location: _____</p>
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Music Coordinator: _____ Phone: _____

1. Music Selections:

- a. Before Wedding: _____
- b. During Wedding: _____
- h. Instrumentalist(s) _____
- i. Vocalist(s) _____

2. Position and types of microphones:

- j. Near piano _____
- k. Choir loft – left _____ right _____
- l. Cordless _____
- m. Lapel _____
- n. Stand(s) _____

3. Will accompaniment tracks (tapes or CDs) be used by vocalist? Yes _____ No _____
(If yes, be sure to bring the tracks to the rehearsal)

Building Use Form

(Form # 9 – Return to Your Wedding Coordinator and a Copy to the Pastor’s Assistant)

<p>Bride: _____ Groom: _____</p> <p>Rehearsal Dinner date, time and location: _____</p> <p>Wedding date and time: _____</p> <p>Reception date, time and location: _____</p>
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Church Facilities: (indicate location, date and time)

Rehearsal: _____

Rehearsal dinner: _____

Wedding: _____

Reception _____

Time caterer will arrive to set up (day and hour) for rehearsal _____

Time caterer will arrive to set up (day and hour) for wedding _____

Time florist will arrive to decorate (day and hour) for rehearsal _____

Time florist will arrive to decorate (day and hour) for wedding _____

Time caterer will depart after cleanup (day and hour) for rehearsal _____

Time caterer will depart after cleanup (day and hour) for wedding _____

Time florist will depart after cleanup (day and hour) for rehearsal _____

Time florist will depart after cleanup (day and hour) for wedding _____

1. Air conditioning/heat will be turned on only as long as necessary to cool/heat the Sanctuary and Family Life Center before the wedding and rehearsal. The temperature is set from 69° to 72°.
2. Follow diagram for set-up of reception area – **must be given to Wedding Director at least 2 weeks prior to Wedding** and copy to be forwarded by coordinator to church custodian. The custodian will remove pulpit furniture on the morning of the rehearsal and restore pulpit furniture after the wedding.

Caterer's Instructions Form

(Form # 10 – Return to Your Wedding Coordinator and a Copy to the Pastor's Assistant – Page 1 of 2)

Bride: _____ Groom: _____
Rehearsal Dinner date, time and location: _____
Wedding date and time: _____
Reception date, time and location: _____

Name of Person in Charge _____

Name of Business _____

Address _____

City, State, Zip _____

Telephone Number _____

Place: Lindsay Lane Baptist Church, 1300 Lindsay Lane, Athens, AL 35613, 232-0020.

We are happy to have you in our facilities to cater for the wedding reflected above. Please review the following instructions.

1. Any caterer or family/friends that will be using the kitchen of LLBC in connection with a wedding event **must contact the church's office at least two weeks prior to the event** for a review of it's equipment.
2. All caterers using the LLBC will be expected to leave the facilities clean and orderly. **Total clean up** of the kitchen and reception area (including putting the garbage in the dumpster and restrooms) is to be completed by the caterer, wedding party, or family. **The catering company is responsible for cleaning the area of all material and food brought in.**
3. Caterers will be responsible for damages that may occur. A deposit from the Caterers of \$100.00 is required. This will be reimbursed back to the Caterers the week after the wedding unless a problem occurs.
4. All caterers should clear with the custodial staff regarding time when equipment and supplies are to be brought into the Family Life Center area for receptions.
5. There will be no smoking and no alcoholic beverages in our buildings at any time.
6. Please be certain that any Lindsay Lane Baptist Church owned items that are used at the receptions are left on the premises.
7. Caterers must provide all necessary serving supplies and accessories, including tablecloths.

Caterer's Instructions Form

(Form # 10 – Return to Your Wedding Coordinator and a Copy to the Pastor's Assistant – Page 2 of 2)

8. Caterers are expected to leave the kitchen and reception area in the order in which it is found. The custodian is responsible for setting up the church for the next day's activities immediately following a reception, and **any delay on the caterer's part that delays the custodian schedule may require an additional fee.**
9. The caterer is responsible for paying for any damage he/she might cause to the church property. The forfeiture of the \$100.00 deposit plus any expenses.
10. Air conditioning/heat will be turned on only as long as necessary to cool/heat the Family Life Center before the wedding. The temperature is set from 69° to 72°.
11. This form must be turned in to the church office no later than two weeks before the wedding date.
12. The wedding party is responsible for access to the facilities on the day of the rehearsal and wedding.

Time caterer will arrive to set up (day and hour) for rehearsal _____

Time caterer will depart after cleanup (day and hour) for rehearsal _____

Time caterer will arrive to set up (day and hour) for wedding _____

Time caterer will depart after cleanup (day and hour) for wedding _____

I, the undersigned, have read the policies and procedures and do hereby agree abide by them.

Signature of person in charge of catering: _____ Date: _____

Signature of bride/groom: _____ Date: _____

Signature of Wedding Coordinator: _____ Date: _____

Approved: _____ Date: _____

Church Staff Member

Deposit paid _____

Florist's Instructions Form

(Form # 11 – Return to Your Wedding Coordinator and a Copy to the Pastor's Assistant – Page 1 of 2)

Bride: _____ Groom: _____
Rehearsal Dinner date, time and location: _____
Wedding date and time: _____
Reception date, time and location: _____

Name of Person in Charge _____

Name of Business _____

Address _____

City, State, Zip _____

Telephone Number _____

Place: Lindsay Lane Baptist Church, 1300 Lindsay Lane, Athens, AL 35613, 232-0020.

We are happy to have you in our facilities to decorate for the wedding reflected above. Please review the following instructions.

1. All florists decorating for any wedding will be expected to leave the room in the same condition in which they found it when they began decorating. **Clean up is to be done immediately after the ceremony.** In case of a delay, please contact the church well in advance and make other arrangements. A deposit of \$100.00 is required by the Florist. This deposit will be refunded to the Florist after the wedding if no problem occurs.
2. Decorating in the Sanctuary may begin at noon on the day before the wedding if necessary.
3. No tacks, nails, or any materials, which may permanently deface the buildings or furnishings, may be used in decorating. Only **masking tape** may be used. Only wrapped wire or ribbon that will not mar the pews may be used to fasten bows.
4. **Clear plastic sheeting must be placed under the candelabra to protect the carpet.** (This is required because wax spillage can be caused by the airflow even with chase candles.) **Only "dripless" candles may be used.** If damaged is caused, especially by candles, then the Florist forfeits the \$100.00 deposit, plus any expenses incurred.
5. No flowers, ferns, candles or arrangements may be placed on the piano.
6. Only silk flower petals may be dropped by the flower girls.

Florist's Instructions Form

(Form # 11 – Return to Your Wedding Coordinator and a Copy to the Pastor's Assistant – Page 2 of 2)

7. Air conditioning/heat will be turned on only as long as necessary to cool/heat the Sanctuary for wedding. The temperature is set from 69° to 72°.
8. **Chairs may not be removed from the choir loft of the Sanctuary.**
9. Pulpit and platform furniture in the Sanctuary will be moved by our building personnel only.
10. It is the responsibility of the florist to remove any debris from the decorations prior to the wedding.
11. Smoking and the use of alcoholic beverages are not permitted in our buildings.
12. The Bride should instruct the florist if any flowers and containers are to be left for use in the worship service. The wedding party is responsible for any and all containers left at the church.
13. The florist will be responsible for paying for any damage he/she might cause to the church property.
14. This form must be turned in to the Church Office no later than two weeks before the wedding date.
15. The wedding party is responsible for access to the facilities on the day of the rehearsal and wedding.

Time florist will arrive to decorate (day and hour) for rehearsal _____

Time florist will depart after cleanup (day and hour) for rehearsal _____

Time florist will arrive to decorate (day and hour) for wedding _____

Time florist will depart after cleanup (day and hour) for wedding _____

I, the undersigned, have read the policies and procedures and do hereby agree abide by them.

Signature of person in charge of floral decorations _____ Date: _____

Signature of bride/groom: _____ Date: _____

Signature of Wedding Coordinator: _____ Date: _____

Approved: _____ Date: _____

Church Staff Member

Deposit paid _____

Photographer & Video Taping Instruction Form

(Form # 12 – Return to Your Wedding Coordinator and a Copy to the Pastor’s Assistant – Page 1 of 2)

Bride: _____ Groom: _____
Rehearsal Dinner date, time and location: _____
Wedding date and time: _____
Reception date, time and location: _____

Name of Person in Charge _____

Name of Business _____

Address _____

City, State, Zip _____

Telephone Number _____

Place: Lindsay Lane Baptist Church, 1300 Lindsay Lane, Athens, AL 35613, 232-0020.

We are happy to have you in our facilities to photograph for the wedding reflected above. Please review the following instructions.

1. Please arrange to take as many pictures as possible before the wedding ceremony.
2. **No flash pictures to be taken during the Wedding vows or Ring ceremony.** Please make all pictures during the ceremony in a discreet position. Flash pictures may be made as the bride comes down the aisle and as she and the groom leave the ceremony or during the unity candle ceremony.
3. Only pre-set videotapes may be made during the ceremony. You may make videotapes from the floor or from the choir loft. However, no video cameras may be placed in the worship area itself.
4. There will be no smoking in our buildings at any time. Intoxicating beverages are not permitted in any of the church buildings.
5. The photographer and the Bride should plan in advance the list of shots to be made so that wedding guests will not be kept waiting excessively.
6. It is the photographer's responsibility to see that the wedding party is informed about the group pictures to be made after the ceremony so the wedding party will be available.

Photographer & Video Taping Instruction Form

(Form # 12 – Return to Your Wedding Coordinator and a Copy to the Pastor’s Assistant – Page 2 of 2)

7. The minister will be available for pictures following the ceremony. Please see that pictures involving him are taken first.
8. If the photographer makes studio type photos in any other area of the building, then photographer is responsible for putting that room back in its original condition. It is not the responsibility of the church custodian.
9. You are not allowed to stand on the pews to take pictures. The photographer must bring his/her own ladder or chair to stand on, if needed.
10. Candelabra(s) may not be rearranged for pictures due to hot wax spillage on carpet and furnishings.
11. The photographer or videographer will be responsible for paying for any damage he/she might cause to the church property.
12. This form must be turned in to the Church Office no later than two weeks before the wedding date.
13. The wedding party is responsible for access to the facilities on the day of the rehearsal and wedding.

Facilities will be open for your use at _____.

I, the undersigned, have read the policies and procedures and do hereby agree abide by them.

Signature of person in charge of photography: _____ Date: _____

Signature of bride/groom: _____ Date: _____

Signature of Wedding Coordinator: _____ Date: _____

Approved: _____ Date: _____

Church Staff Member

List of Approved LLBC Personnel

(Form #13)

Wedding Coordinators

Janie McBay – 232-8570

Patsy McLemore – 232-6763

Kelli Sandy – 232-9777

Sound Technician

Shane Seay – 771-0709

Lighting & Video Technician

Music Coordinator

Jennifer Jimmerson – 230-0861

Custodian

Cindy Stilley – 874-0982 (Sanctuary)

Chuck Biggs – 233-4110 or 777-4927 (Family Life Center)

Customary Financial Responsibilities

(Form #14 – For your Information Only)

- The Bride pays for:
 - Her trousseau
 - Wedding ring for the bridegroom
 - Wedding gift for the bridegroom (optional)
 - Presents for her attendants
 - Personal stationery and calling cards
 - Accommodations for her attendants

- The Bride's Family pays for:
 - Wedding invitations and enclosure cards
 - Announcements
 - Engagement and wedding photographs
 - Fees for the organist or soloist
 - Flowers for the church
 - Bridesmaids' bouquet and flower girls' headdress
 - The wedding reception
 - All church fees

- The Bridegroom pays for:
 - Bride's engagement and wedding rings
 - The marriage license
 - Gift for the bride
 - His medical examination
 - Bride's bouquet and going-away corsage
 - Flowers for the two mothers
 - Boutonnieres for the men in the wedding
 - Gifts for his ushers and best man
 - The wedding trip
 - Flowers to the bride's mother after the wedding with a 'thank you' note
 - Minister's honorarium

- The Bridegrooms' family pays for:
 - Clothes they wear to the wedding
 - Any traveling expenses and hotel bill
 - Wedding gifts for the bride and bridegroom
 - The dinner preceding the wedding rehearsal
 - Minister's attire if other than a dark suit

Minister's Guidelines for Weddings Performed at LLBC

1. Any LLBC minister that has agreed to perform a wedding ceremony at our church must follow these policies contained in the booklet. Before meeting with the prospective bride and groom, please review these policies to avoid any confusion or conflict with requested facilities or ceremony aspects.
2. Please confirm with the pastor's assistant when you have agreed to be the officiating minister so that she may note your commitment on the couples' wedding file in the church office.
3. As officiating minister, you will be responsible for conducting the couple's wedding file in the church office.
4. As officiating minister, it will be your responsibility, or that of your assistant, to insure the couple has given you their wedding license and ceremony the week of the wedding. It will be the responsibility of either yourself or your assistant to prepare the ceremony for the wedding service.
5. As officiating minister, you will be not responsible to attend the wedding rehearsal, unless determined with the bride and groom. The Wedding Director will direct the wedding rehearsal.
6. Remember, all dates/facility requests must be approved in the church staff meeting and placed on the church calendar before it is considered a confirmed event.

Custodian's Wedding Check List Form

Before the Wedding:

- _____ Vacuum where necessary
- _____ Pick up trash throughout the worship center and family life center
- _____ Set up pulpit area according to Bride's Wedding Diagram
- _____ Check choir heat vents to assure that they are closed to avoid candles dripping
- _____ Check foyer...straighten and clean
- _____ Set up Bride & Grooms room
- _____ Clean and stock bathrooms

After the Wedding:

- _____ Vacuum where necessary
- _____ Set up pulpit furniture according to it's next use
- _____ Recheck Bride & Grooms room for any trash or left items
- _____ Check foyer...straighten and clean
- _____ Check all restroom, empty trash, flush toilets
- _____ Check all Sunday School rooms
- _____ Set up family life center for its next intended use