



Wedding Handbook

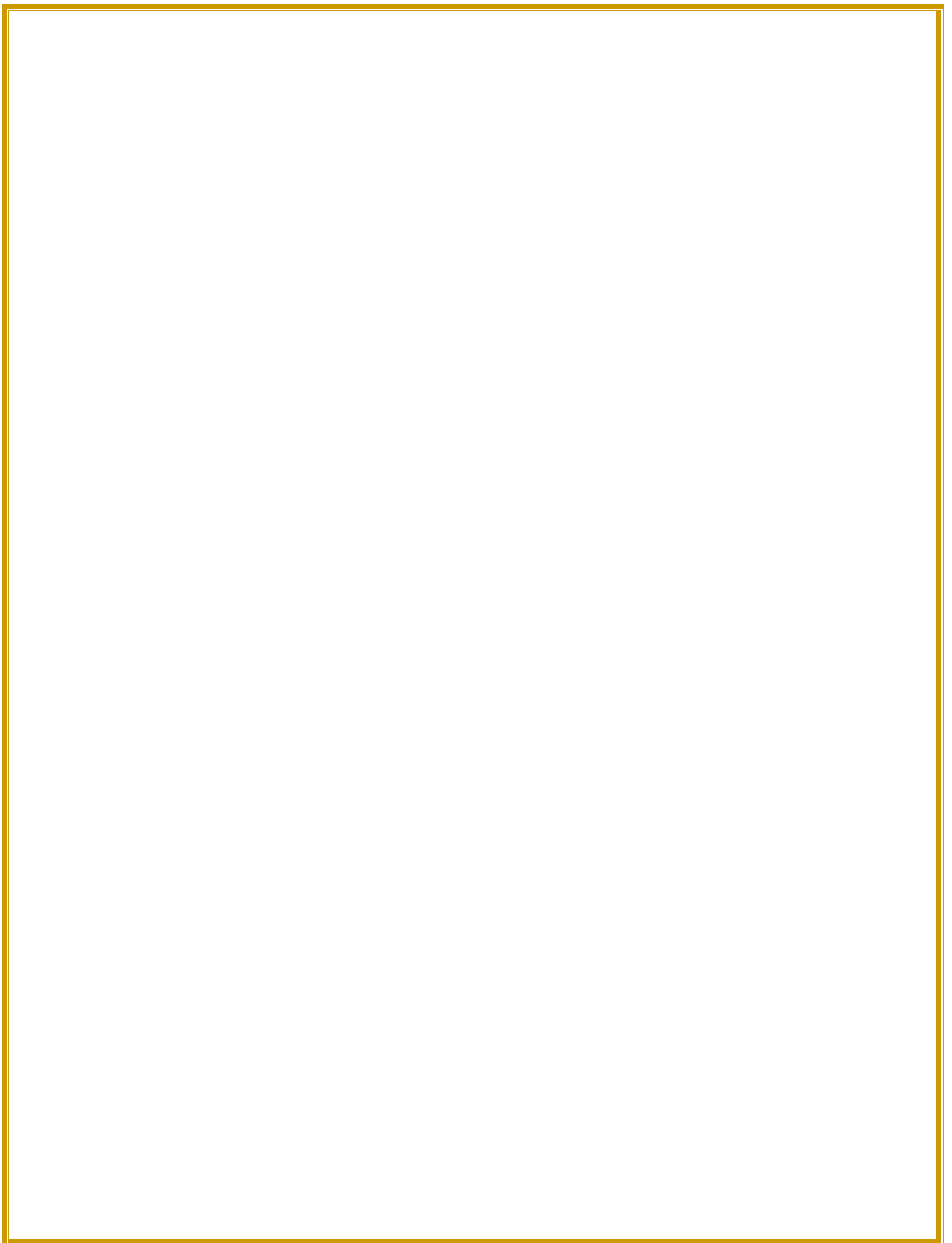


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Office Phone: 502-491-8301 Fax: 502-491-8376

Rev. Dr. D. Corrie Shull, Senior Pastor



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Our Mission:

The mission of the Wedding Ministry at Burnett Avenue Baptist Church is to communicate the priority of a Christ-centered marriage, to encourage couples to gain an understanding of the principles and guidelines of marriage as taught in the Bible, and to provide assistance to couples for their wedding celebration making it a joyous, meaningful, and worshipful celebration signifying a new beginning of a man and woman joining their lives together for a lifetime.

Your Wedding at Burnett Avenue Baptist Church

Pastor Shull and the staff of Burnett Avenue Baptist Church (hereafter "Burnett Avenue") wish to extend assistance to you so that your wedding ceremony will be a beautiful and memorable event. Care is taken to ensure that individuals are prepared spiritually and practically for their marriage. Believing that God has ordained marriage between one man and one woman and that every wedding performed at Burnett Avenue Baptist Church should be Christ-honoring, the following policies have been established with regard to weddings held at Burnett Avenue.

General Information & Requirements

- All weddings are scheduled through the Church Administrator. Weddings are to be scheduled at least six (6) months in advance, and a wedding liaison will confirm the exact date when the Pastor has agreed to officiate the wedding.
- Wedding rehearsals, wedding ceremonies, and/or wedding receptions will not be scheduled on the following holidays: Easter weekend, Christmas Eve, Christmas Day, and New Year's Eve. Wedding ceremonies and wedding rehearsals will not be scheduled at times that will conflict with church services or special church events. Worship services and general programs of our church will have first preference for calendar dates.
- While weddings are joyous celebrations, they are also worshipful and sacred. The staff of Burnett Avenue requests that the bride and wedding party select attire that is appropriate and tasteful for the wedding rehearsal and the wedding ceremony. All parties involved in the wedding, including vendors and guests, should abide by the guidelines pertaining to conduct outlined in these policies.
- Smoking, alcoholic beverages, and drugs of any kind are not allowed anywhere on the church property, including parking lots, dressing rooms, etc. Any member(s) of the wedding party found to be under the influence of alcohol or drugs will be asked to leave the church property.
- Childcare is not provided for wedding rehearsals, wedding ceremonies, or wedding receptions. Children must remain under direct supervision of adults at all times during wedding rehearsals, decorating and ceremonies.
- Creating an aisle and removal of the chairs in the sanctuary is the responsibility of the wedding party. There will be space to store the chairs during the rehearsal and ceremony, and they should be replaced in the sanctuary after the ceremony.

- The bride and groom are responsible for all personal items of the wedding party brought to the church. All rented or borrowed property is the responsibility of the bride and groom to see that the items are removed from the sanctuary immediately after the ceremony. Also, all items in dressing room area should be removed before leaving for the ceremony or reception; if applicable. The church will be cleaned and secured immediately after the wedding party vacates the premise and all items left behind will be discarded.
- The bridal party and wedding guests must remain in the sanctuary and/or rooms of the church assigned for use. No one should enter other areas of the church or church office.
- The laws of the state of Kentucky require that each couple wishing to be married obtain a license from the County Clerk’s office. We encourage you to deliver the license to the Pastor at least three days prior to the wedding. No wedding ceremonies will be performed without a valid wedding license issued by the Jefferson County Clerk’s Office.
- Each couple desiring Pastor Daniel Shull to officiate their wedding must complete pre-marital classes or counseling prior to the wedding either attending Burnett Avenue’s pre-marital classes or with a licensed family therapist. Certificate or statement of completion is required from licensed family therapist.
- Careful consideration should be given to the selection of all vocal and instrumental music to be used in your wedding so that it is appropriate. Your church wedding should be a worship service in every sense. Marriage is an ordinance of God, and the ceremony at the altar places the marriage under the blessing and command of God. Therefore, music used in your ceremony should not include profanity, sexually explicit lyrics or messages contrary to the doctrine of our Lord and Savior Jesus Christ.
- Burnett Avenue staff musicians ARE NOT included in the facilities fees. You may contract with them, or with outside musicians separately. These contracts are solely between you and the musician(s) and not with Burnett Avenue. Church instruments may be used by any contracted musician.

Pricing – Deposits & Fees

Reservation Deposit

A refundable deposit of \$200 is required with your Wedding Reservation Form (included in this document) to secure your wedding on the church calendar. This fee is separate from the Facility Fee(s).

Fee Types

Member Fees: Either the bride or groom must be a member of Burnett Avenue for at least (6) months prior to the date of your deposit; all other persons will be considered non-member.

Facility Fees – All fees are due 30 days prior to the ceremony

	Members	Non-Members
<i>Facility – Wedding Rehearsal and Ceremony (includes sound technician)</i>	\$550.00	\$700.00
<i>Fellowship Hall for Rehearsal Dinner</i>	\$300.00	\$400.00
<i>Fellowship Hall for Reception</i>	\$400.00	\$500.00
<i>Kitchen Use (Cooking/Storage Use)</i>	\$150.00	\$150.00

**The Kitchen must be fully cleaned upon departure. If the kitchen is not cleaned, the wedding party may forfeit their facility deposit of \$200.00.*

Getting Started

Procedures for Scheduling Your Wedding

To schedule a wedding at Burnett Avenue, you will need to contact the *Church Administrator at (502) 491-8301* for church facility and Pastor calendar approval. The Church Administrator will provide you with information regarding pre-marital counseling/classes with the church, and will assign your wedding liaison.

The wedding liaison will become the person you will work with throughout your entire wedding planning process. She will assist you in confirming the date and time for your ceremony. Every effort will be made to schedule your wedding on the date you desire. However, we suggest that you have several options in mind.

Appointment with Your Wedding Liaison

You will need to arrange an appointment with your wedding liaison prior to your wedding date to discuss the details relating to your ceremony at Burnett Avenue. They will also assist your wedding coordinator in organizing and facilitating your wedding rehearsal and ceremony. Your assigned wedding liaison is NOT a professional wedding coordinator. The wedding liaison will assist you with the following:

- Calendar Reservations
- Facility Reservations
- Color scheme of wedding
- Additional Request of the Pastor during the ceremony
- Security Deposits/Payments/Fees
- Audio Needs

Wedding Reservation

Fill out a Wedding Reservation Form. Return the form to the church with a \$200.00 deposit to secure your reservation on the church calendar. The form and the deposit can be turned in at the church offices of Burnett Avenue.

Rehearsal and Wedding Ceremony

You are allowed 1 hour 30 minutes for the rehearsal, and additional 1 hour and 30 minutes for the rehearsal dinner. Please encourage your participants to be on time. Should you run over the allotted time, an additional fee will be assessed; see below:

- Rehearsal or Rehearsal dinner - 30 minutes over a \$75 fee will be assessed
- Rehearsal or Rehearsal dinner – 1 hour over a \$100 fee will be assessed
- Rehearsal or Rehearsal dinner – Anything past an hour over time allotted a \$200.00 fee will be assessed

**Fees will be deducted from your \$200 deposit. Any fees exceeding \$200 will need to be paid prior to the ceremony and/or submitting your marriage license with the Jefferson County Clerk's Office.*

You will have access to use the church facility 1 hour and 30 minutes prior to your wedding start time, and 1 hour after the ceremony. This will allow time for decorating and photographs prior to the ceremony and after the ceremony for additional photographs and cleanup.

Please note: Pastor Shull does not attend wedding rehearsals. Any specific request of him should be discussed and approved with your wedding liaison.

Decorating Policy

The flower arrangements bouquets, and greenery that you choose will enhance the beauty of your wedding and create the atmosphere that you desire for this special occasion. The following policies will ensure a beautiful wedding and will also preserve the beauty and furnishing of our facilities.

1. The church will be available for decorating two hours prior to the scheduled time of your wedding.
2. The church will be ready for the wedding ceremony when the florist arrives at the church. The florist is responsible for cleaning up any debris in the sanctuary or other areas that resulted from their decorating.
3. Decorator and/or Wedding Party must remove all flowers and decorations within one hour following the ceremony. The church does not store any wedding decorations. The church property must be left clean and ready for the next event after removal of flowers and decorations.
4. No tacks, pins, nails, glue, tape, staples, or gum should be used to fasten any decorations to the furniture, walls, or carpet. Only plastic clips, ribbon, or materials that do not mark the furnishings should be used to fasten decorations.
5. Candles on the candelabras must be metal-sheathed candles. When using florist's candelabras, the florist is required to use dripless candles and plastic sheet.
6. Confetti, rice, birdseeds, bubbles, etc may not be used inside of the building. Birdseed and bubbles may not be used outside.
7. The bride and groom will be held responsible for any damage to the carpet or furniture that may have resulted from the wedding.
8. Aisle runners may be used.
9. You are welcome to use stationary Burnett Avenue seasonal decorations. Should you desire not to use these decorations, they can be removed by Burnett Avenue personnel only.
10. Burnett Avenue is not responsible for any loss or damage to equipment. We are also not responsible for anything left at the church by the florist or members of the wedding party.
11. Your assigned wedding liaison is available to meet with you, either personally or by phone, prior to the date of the wedding to discuss any further questions/concerns.

Photography and Videography

The staff of Burnett Avenue recognizes the importance of wedding photography and videos as lasting remembrances of your wedding day. The following policies are designed to give the bride, the groom, and their families' lifelong memories of this special occasion, and also to preserve the dignity of the wedding ceremony. Because the wedding ceremony is a religious service, all photographers/videographers (amateur and professional) are asked to reverence the ceremony and the church. We ask that the photographer/videographer be as unobtrusive as possible, and that he or she be dressed appropriately for a wedding. Photos and videos can be taken before or after the ceremony in several areas of the building – Bride's Room, Groom's Room, outside areas, Foyer and Sanctuary.

1. Pictures are permitted freely in the vestibule of the sanctuary, and as the bride walks down the aisle.
2. Pictures are permitted during the recessional.
3. The bridal party may regroup in the sanctuary after the ceremony for final pictures. The wedding party is requested to spend no more than thirty minutes for final pictures. Remember, guest will be waiting. The photographer and the bride should plan in advance the list of shots to be made.
4. Please do not move any furniture or accessories in the church. Please do not stand on the furniture. The Pastor will be available for pictures following the ceremony. Please see that pictures involving him are taken first.
5. Videographers must use their own equipment. Burnett Avenue equipment is not available for use.
6. Videographers are not permitted to stand on chairs or furniture.



Checklist:

- Review of Burnett Avenue's Wedding Handbook
- Wedding Date confirmed by Church Administrator
- Wedding Reservation Form Signed and Returned to Church Administrator
- Reservation Deposit Paid to Church Administrator
- Wedding liaison contacted
- Additional request of Burnett Avenue and/or Pastor Shull have been confirmed
- Audio or musical needs provided to wedding liaison

Additional Notes

WEDDING RESERVATION FORM

PLEASE PRINT

(To be completed and returned with \$200.00 reservation deposit)

Wedding Date Requested: _____ Time: _____ # of Guests: _____

Rehearsal Date Requested: _____ Time: _____ # of Guests: _____

		Facility Fees: Member	Non-Member
Facilities Requested:	<input type="checkbox"/> Sanctuary (Rehearsal and Ceremony)	\$550	\$700
	<input type="checkbox"/> Fellowship Hall (Rehearsal Dinner)	\$300	\$400
	<input type="checkbox"/> Fellowship Hall (Reception)	\$400	\$500
	<input type="checkbox"/> Kitchen per Use	\$150	\$150

Rehearsal Dinner Date: _____ Time: _____ # of Guests: _____

Reception Date: _____ Time: _____ # of Guests: _____

Bride's Information

Bride's Name: _____

Address: _____

Home Phone: (____) ____ - ____ Work Phone: (____) ____ - ____ Cell Phone: (____) ____ - ____

E-mail Address: _____

Burnett Avenue Church Member? Yes No If not, where? _____

Groom's Information

Groom's Name: _____

Address: _____

Home Phone: (____) ____ - ____ Work Phone: (____) ____ - ____ Cell Phone: (____) ____ - ____

E-mail Address: _____

Burnett Avenue Church Member? Yes No If not, where? _____

Address after Marriage: _____

Home Phone: (____) ____ - ____ E-mail Address: _____

(Signatures are required on next page)

Your wedding date is not confirmed until this form is returned to the church office with your reservation deposit of \$200.00. You must also have had your requested date cleared through the church calendar. Other fees may be paid by cash or check no later than 30 days prior to the wedding.

A full refund of deposit is allowed for cancellations prior to the Rehearsal Date. No part of the deposit will be refunded when cancellations are made on or after the Rehearsal Date.

After the ceremony; our facilities will be inspected by the Wedding Liaison.

If you wish, you or a designee may arrange to be present during the inspection. If no damage is noted, you shall receive your refund within two (2) weeks of your wedding ceremony.

By my signature, I:

- Verify that I have read the Pricing - Deposits & Fees section and I am willing to pay said fees for use of the facilities and services utilized;
- Accept full financial and legal responsibility for any accident that might damage the facility and understand that I alone must make restitution to Burnett Avenue Baptist Church, should the facility be damaged in any way;
- Understand that no decorations may be nailed, screwed, glued, or taped to any surface in the facility, including PUSH PINS; and
- Understand that I am responsible for cleaning tables, placing all trash in trash receptacles, removing all decorations, food, and serving items brought into facility.
- Understand that all furniture, equipment, pulpit, etc. must be returned to its prior state before leaving the facility.
- Agree to accept the report of the inspection team.

Bride's Signature: _____

Date: _____

Groom's Signature: _____

Date: _____

Payment Received: \$ _____ Cash / Check Date: _____ Received By: _____

Payment Received: \$ _____ Cash / Check Date: _____ Received By: _____

Payment Received: \$ _____ Cash / Check Date: _____ Received By: _____

Payment Received: \$ _____ Cash / Check Date: _____ Received By: _____

FOR OFFICE USE ONLY

Calendar Approval: _____ Date: _____

Approved By : _____

Assigned Wedding Liaison: _____ Phone: _____