



Wedding Policies and Procedures

Pastor Paul A. Little II

3268 Avondale Mill Rd

Macon, Ga. 31216

478-788-2766

www.bibbmtzion.org

As you are embarking on a life together in the sacred bond of marriage, we here at Bibb Mt. Zion Church wish you God's blessings. Many of your questions and concerns may center on the wedding ceremony, but since the wedding is a day, and marriage is a lifetime, our first concerns are your preparation for marriage. The following guidelines have been prepared to assist couples in both their preparation for marriage and their wedding. Please take time to read through the policies in its entirety and fill out the "Request for Wedding Reservation" and Liability forms along with your deposit and return to the church office. Please note: nothing is confirmed without a signed contract and deposit. There are some exceptions at the discretion of the Wedding Coordinator and Administrative Committee.

Request for Wedding Reservation Form (attached)

Restrictions on the use of the Worship Center and Family Life Center.

- No obscene Behavior
- No alcoholic beverages or persons who have been drinking are permitted on church premises.
- Smoking **IS NOT** permitted on church property.
- No illegal drugs or persons on illegal drugs are permitted on church premises.
- No distasteful music. (See Music section)
- No Rice or confetti. Birdseed packets may be used outside
- No **eating** or **drinking** may be brought into the Worship Center at any time.

Premarital Counseling

At least four sessions with Pastor Little or designated minister must be scheduled or a meeting/conference call from your pastor/Marital Counselor. **The Pastor/Counselor may extend additional sessions if needed.** You can contact the church office and set up an appointment.

Liability (see attached form)

It is your responsibility to see that the entire wedding party is aware of these rules and procedures. You assume full responsibility for the group. Because of this responsibility, there is a security deposit required in addition to any fees which will be held until after the wedding.

Wedding Coordinator

BMZ's Wedding Director is Eileen Straws, who is to direct ALL Weddings held at Bibb Mt. Zion Church. **NO EXCEPTIONS!** The fee for Eileen's Services are \$500.00 and her cell number is 478.256.0119. Eileen is an experienced and professional wedding director and is able to direct all aspects of your wedding. You may also choose your own wedding coordinator however they will work along with BMZ director. In the event you do not have your own wedding coordinator, the BMZ wedding Director may be available to provide that service and you will need to contact her directly at the number provided to schedule a consultation. The Wedding Director will facilitate all of your wedding plans for your ceremony and ensure BMZ wedding policies and procedures are adhered. On the day of the ceremony, the Wedding Director must arrange for wedding license signing by the Pastor no later than twenty (20) minutes before the Ceremony is to begin. The ceremony will begin promptly at the time scheduled. Please call the church office to schedule a pre-wedding planning meeting with our Director. This meeting enable you to discuss and plan in detail your wedding ceremony.

Music

ALL music must be submitted to BMZ wedding coordinator for approval 30 days **prior to your wedding date.**

Flowers and Decorations

- Decorations are to be arranged by the wedding party, and removed when ceremony is over or unless other arrangements made with BMZ wedding coordinator.
- Nails, tacks, tape, or other instruments are not to be used that would in any way **damage** the church property.
- All vendors, i.e. the florist, caterer, **decorator** (including family members) etc., must make arrangements with the Wedding Coordinator for entry.
- No candles can be used unless they are "Dripleless" candles.
- The wedding party shall be responsible for clearing **of** the pulpit furniture prior to rehearsal and putting it back in place following the wedding.
- **Flower girl** petals must be silk

Catering /Reception/Kitchen

Kitchen facilities are not to be used to prepare any meals unless arranged in advance by the Wedding Coordinator. Round and rectangular tables are available upon request. Please inform BMZ Wedding Coordinator of the number of tables and chairs if needed. Your caterer must provide their own dishes, glassware and all cooking utensils. Please be sure your caterer is aware that he or she is responsible for leaving the

facilities in the condition in which they were found including removing all supplies. No church and/or pantry supplies are to be used unless approved by BMZ wedding Coordinator. No food or any other items not belonging to BMZ should be left in the kitchen without permission of BMZ wedding coordinator.

Rehearsal

The rehearsal shall begin promptly at the time scheduled. One & half hours are allotted for the wedding rehearsal; therefore, we would like for the Bride and Groom to emphasize to the other participants in your wedding that everyone needs to be on time for the rehearsal as well as for the wedding. Promptness in starting rehearsals is important. For every 30 minutes after the allotted time a \$25.00 fee will be charged to the Bride/Groom. If rehearsal dinner is held in the fellowship hall; the fellowship hall must be cleaned prior to leaving.

Times

- Wedding ceremony times are to be arranged with BMZ Wedding Coordinator.
- No wedding will be scheduled later than 6 PM and be completed no later than 9 PM.
- A time frame of three hours (an hour for pictures before the ceremony, the ceremony itself and an hour after for pictures) is available for the wedding ceremony.

Any failure to adhere to time schedule **WILL** result in the forfeit of the security deposit.

Schedule of Costs and Fees

Member – A person who has joined BMZ in the last 90 days and is an active member. *

Non-member – A person who has not joined **BMZ** or is a member of another church.

FACILITY	MEMBER		NON-MEMBER	
	Security Deposit (Refundable)	Usage Fee	Security Deposit (Refundable)	Usage Fee
Primary Sanctuary	\$150	\$200	\$500	\$600
Legacy Sanctuary	\$ 75	\$150	\$200	\$300
<u>Fellowship Hall</u>				
• Front Half	\$ 75	\$125	\$150	\$250
• Rear Half	\$ 75	\$125	\$125	\$200
• Kitchen	\$ 50	\$ 50	\$100	\$100
• Entire Hall w/o Kitchen	\$ 75	\$150	\$200	\$400
• Entire Hall w/Kitchen	\$ 75	\$200	\$250	\$500
Gymnasium	\$150	\$200	\$400	\$600
Family Life Center* (includes Gym, Fellowship Hall & Kitchen)	\$150	\$400	\$300	\$1100
Wedding Coordinator		\$500		\$600
Security (Mandatory)		\$25/hr		\$25/hr
Custodial Services Fee		Included		Included
Audio/Visual Services		\$150		\$250

*An active member is one as defined in BMZ's Constitution and By-Laws. Extenuating circumstances as to an active member are the decision of the Pastor and Deacon's Ministry.

All fees must be paid 30 days prior to your wedding. **No Exceptions.** The deposit is for security purposes only, and is due upon signing of the contract. Checks should be made payable to Bibb Mount Zion Baptist Church. Security deposit may be refunded two - three weeks after the wedding to the address provided by the couple as long as policies and procedures have been adhered to and cleared by BMZ Wedding Coordinator.

If damages are incurred, the deposit will not be refunded and may result in additional liability to the renter.

By signing below you are stating that you understand the above wedding policies and Procedures

Signed: _____, Bride Date _____

_____, Groom Date _____

It is important that you read the entire wedding policy carefully and understand it. Please ask about anything you don't understand and/or unclear as to the meaning. Once you are comfortable please sign the necessary forms and return them to the church office as soon as possible with your deposit. Dates are booked on a first come, first served basis. You must work with the Wedding Coordinator to schedule times of rehearsal and wedding ceremony. Verbal commitments from any other party are not valid. It is your responsibility to contact the Wedding Coordinator to schedule consulting times. If you have any questions, please contact the church office (478-788-2766)

Wedding Staff Contact Info

Church Office – (478) 788 - 2766

You will be given the coordinator's name when you call the office.

Wedding Schedule of Costs and Fees

Revised June 2019

Effective July 1, 2019

Wedding Vendors at BMZ:

Please contact the office if you would like to communicate with the listed vendors below:

Musician: Joey Bronner

Photographer: Jennifer Bronner

Caterer: Evette Goolsby

Floral Designer: Vanessa Glover

Soloist: Ellise Gray

**Bibb Mt. Zion Baptist Church
Facility Use
Total Cost Summary Sheet**

Rental Description		Cost
1.		\$
2.		\$
3.		\$
4.		\$
5.		\$
6.		\$
7.		\$
8.		\$
9.		\$
10.		\$
Deposit Fee		\$
Usage Fee		\$
Total Charges		\$

*Renter Signature _____

*Renter Print Name _____

*Date _____

Wedding Liability

Any missing furniture or damage done to the church building, or property by the florist, photographer, caterer, wedding party, or any guest or attendee of the wedding noted below, either at the rehearsal, the wedding, or the reception is the sole responsibility of the bride and groom.

Any deviation from the Policies and Procedures set forth in these documents will result in the total forfeiture of your security deposit with NO EXCEPTIONS.

The church assumes no responsibility for clothing, jewelry, money, materials, equipment, etc. or any other items brought into or left on the church property.

Wedding of:

Wedding Date

Signature of Bride: _____

Signature of Groom: _____

Date Signed: _____

Official Use

Wedding Coordinator: _____

Date: _____

Administrative Staff : _____

Date: _____

Wedding Application
Bibb Mt. Zion Baptist Church
3268 Avondale Mill Road Macon, Georgia 31216 (478) 788-2766

Requested Wedding Date and Time:

Date: _____ Time: _____

Rehearsal Date: _____ Time: _____

Bride:

Bride's Full Name _____ Age _____

Address: _____

Phone: (H) _____ (C) _____ (W) _____

Email: _____

Church Membership: _____

Groom:

Groom's Full Name _____ Age _____

Address: _____

Phone: (H) _____ (C) _____ (W) _____

Email: _____

Church Membership: _____

Please reserve for us:

Sanctuary Only _____

Sanctuary and Family Life Center _____

Media Tech requested? Yes _____ No _____

Once the date is confirmed, all other requests for that date will be refused. Therefore, any cancellation will result in forfeiture of the deposit. The remainder of fees are due 30 days prior to the wedding date, no later.

By signing you are stating that you understand the above statement.

Signed: _____, Bride Date _____

_____, Groom Date _____

Official Use

Date Available: Yes No

Deposit Paid Yes No

Approved By: _____

Administrative Staff Signature: _____