



## Wedding Policy

### 1. RELATIONAL GUIDELINES

- 1.1. Cornerstone Baptist Church will not allow a couple who are already living together or are engaged in pre-marital sex to marry in our church, unless they agree to cease these activities for six months prior to the ceremony.
- 1.2. Couples seeking to be married in our church must complete pre-marital counseling. Cornerstone reserves the right to grant exception to this policy.
- 1.3. Couples in which one or both parties are previously married must comply with the Cornerstone Baptist Church, marriage-Divorce-Remarriage policy.

### 2. GENERAL WEDDING POLICIES

- 2.1. It is the responsibility of the wedding party to provide all decorations (e.g. flower containers, non-drip candles, candle holders, and candelabras, table linens, etc.) for the ceremony.
- 2.2. All decorations must be removed the day of the ceremony.
- 2.3. Candles used must have protective material placed under the stands.
- 2.4. Candles in the aisle must be tall candle holders/pillars and protected by some type of glass or other non-flammable covering.
- 2.5. Do not use thumbtacks or nails or mar the woodwork, furniture, or the walls in the process of decorating.
- 2.6. Pianos are not to be moved, nor have anything placed on them.
- 2.7. Tables or decorations in any of the rooms within the church are not to be moved and used as wedding decorations without prior permission of the Wedding Coordinator.
- 2.8. No "silly string" may be used inside or outside the church.
- 2.9. No animals may be in the wedding party.
- 2.10. Anything on the stage that needs to be removed must be coordinated with the Wedding Coordinator.
- 2.11. Rice may not be tossed at Cornerstone Baptist Church. Birdseed, confetti, bubbles and rose petals are acceptable alternatives. These things are to be tossed outside the building only and must be cleaned up after the wedding.
- 2.12. The Wedding party must remove all items in the rooms prior to vacating the premises on the wedding day.
- 2.13. The Church is not responsible for the loss, theft or damage of personal items such as wedding dresses, wraps, purses, silverware, glassware, or any other items brought to the church for use in a wedding or rehearsal.

- 2.14. Loss, theft, or damage of church equipment or property is the responsibility of the wedding party.
3. WEDDING STAFF
  - 3.1. Officiate
    - 3.1.1. All weddings shall be conducted by a member of Cornerstone Baptist Church.
    - 3.1.2. The leadership of Cornerstone Baptist Church reserves the right to grant an exception to this policy.
  - 3.2. Wedding Coordinator
    - 3.2.1. The Wedding Coordinator will receive all wedding forms and will be in contact with you throughout your wedding process.
    - 3.2.2. It is the responsibility of the Wedding Coordinator to represent Cornerstone Baptist Church in wedding matters once a wedding date has been secured.
    - 3.2.3. It is the responsibility of the Wedding Coordinator to run the wedding and the wedding rehearsal
    - 3.2.4. The Wedding Coordinator will inform the sound operator, facilities manager and any others of all wedding arrangements.
  - 3.3. Sound Operator
    - 3.3.1. A qualified Cornerstone Baptist Church sound Operator will operate the sound equipment for the wedding and handle any pre-recorded music used in the wedding program.
    - 3.3.2. The Sound Operator will be present for the wedding only, unless otherwise requested.
    - 3.3.3. If requested, the Sound Operator will make a recording of the ceremony. It is the responsibility of the wedding party to provide discs for this service.
4. MUSIC
  - 4.1. All music should conform to an atmosphere of reverence and worship.
  - 4.2. Cornerstone does not provide a pianist, instrumentalist, or soloist.
  - 4.3. It is the responsibility of the wedding party to notify the Wedding Coordinator of the sound needs of musicians.
5. DRESS AND CONDUCT
  - 5.1. Both dress and conduct at the rehearsal and wedding should be appropriate for a church.
  - 5.2. Smoking is prohibited in church buildings.
  - 5.3. Alcoholic beverages and illegal drugs are prohibited on Cornerstone property. Users will be asked to leave the property and/or law enforcement called as appropriate.
6. FACILITIES
  - 6.1. Cornerstone Baptist Church is available for weddings of members or those who regularly attend, Cornerstone Baptist. (Exceptions for non-members will be at the discretion of the leadership of Cornerstone Baptist Church.)

- 6.2. Weddings are secured through the Office of Church Administration by completing a Wedding Reservation Form.
  - 6.3. The Wedding Reservation Form must be turned into the Office of Church Administration no later than 2 months before the date of the ceremony unless otherwise approved.
  - 6.4. Weekends prior to Christmas, Thanksgiving, and Easter are unavailable for weddings at Cornerstone. Other long weekend holidays (i.e. New Years, Independence Day) will be available at the Church's discretion.
  - 6.5. It is the responsibility of the Wedding Party to be present for rental deliveries and pickup.
  - 6.6. The church doors may not be propped open or left un-attended. It is the responsibility of the wedding party to make arrangements with the Wedding Coordinator to let them in at the appropriate time to receive deliveries.
  - 6.7. Reservations for use of any and all rooms must be made in advance.
  - 6.8. The Wedding Parity will vacate all rooms at Cornerstone by 8:00 pm unless prior consent of Cornerstone Baptist Church is secured.
7. FEES
- 7.1. The total fees stated on the reservation form are due before the wedding date.
  - 7.2. A deposit of \$300.00 is required to secure the date on the Cornerstone calendar and is payable within a month after the date is agreed upon. The deposit will be returned to you after the wedding.
  - 7.3. The Minister's fee is customarily the discretion for the groom, and is not included in these stated fees. Payment is made directly to the pastor, Not to CBC.
  - 7.4. The Office of the Church Administration sets facility fees annually. The Wedding fees will cover the cost of custodial fees, the sound operator and utilities for the building(s)/rooms used by the Wedding Party.