

Tea Creek Baptist Church
5465 S County Rd. 300 W
North Vernon, IN 47265
(812)346-3728

Church Wedding Policy and Guidelines

Our Church building is very special to us because it provides our congregation a place for worship and growing together in our faith. We hope you will respect our church, and we ask that you follow our guidelines and policies.

We are eager to help make the occasion of your wedding beautiful and meaningful. The wedding is a service of Christian Worship and as such, our Christian faith and traditions must be respected. It is not necessary for a wedding to be elaborate to be beautiful. The true beauty lies on the spirit and attitude of those who share in your special day.

The church and staff want to do everything possible to help your wedding be such an experience. There are, however, certain guidelines and policies that have been designed to preserve the dignity of worship to protect church property, and to ensure the integrity of our heritage as Tea Creek Baptist Church

Minister

All services in our church must be officiated by the ministers who serve our congregation unless a guest minister has been approved by our pastor. The wedding service must meet with the approval of our pastor and follow within the guidelines of our Wedding Policies and traditions of the American Baptist Churches-USA. We expect the officiating minister to meet with the couple to be wed a minimum of 2 times prior to the wedding. All wedding services will be developed by the minister in consultation with the couple.

Arrangements

A tentative date for a wedding may be scheduled by calling the church. The tentative date will not be officially reserved until the officiating pastor has been consulted and have their approval after confirming the date is available on their calendar and it is approved by the Church Business meeting or Church Advisory Board. Again, before announcing any date for a wedding, please clear the date with the pastor. We recommend that you clear this date as far in advance as possible. Be advised that seeing that the date on the calendar is open does not automatically mean you have the date reserved for your wedding.

The church is not available for weddings on the following days:

New Year's Eve and New Year's Day

Holy Week

Thanksgiving Day and the day after,

Christmas Eve, Christmas Day and the day after Christmas.

Please note that Christmas decorations will be in the sanctuary beginning the first Sunday in Advent (end of November) through twelve days after Christmas.

Music

All music must be submitted at least one week prior to the wedding and meet with the approval of the officiating pastor. Because the wedding ceremony is a service of Christian worship, we believe that the wedding music should be consistent with such a spirit.

If you would like to use the organ or piano for your wedding, you are responsible for making your own arrangements. Our organist and piano player are not part of the agreement you make with the church.

Audio/Visual System

Our church has a modern sound and video system capable of presentation and recording. Wedding planners are encouraged to make arrangements early in order to ensure that a member of our Audio/Visual committee will be available on the rehearsal and wedding dates. The ministers do not make the technical arrangements. We ask that members of wedding party do not adjust, operate, or plug into our audio or video systems.

A member of our Audio/Visual Committee is required if the in-house audio or video system is to be used to play recorded music, sideshow, or video during the event. A member of the Audio/Visual committee is required to operate the live-feed or recording cameras of the video system.

Basic facility fee does not cover operations which require and Audio/Video Committee member to be present. You are responsible for making arrangements for fees and payments directly with the committee member involved.

Event planners are welcome to have 3rd party audio/visual production crews involved, and those crews must bring their own equipment. Again, we ask that members of the wedding party or even professional videographers to not adjust, operate, or plug into audio or video systems.

Having the date for your wedding reserved and booked does not guarantee the availability of an Audio/Visual committee member.

Wedding Decoration Guidelines

In decorating for the wedding celebration, it is important that all symbols of the church be respected. Significant symbols such as the crosses cannot be moved or covered with decorations.

Nails, tacks, staples, pins, tape or anything which will mark the woodwork or walls cannot be used.

Wrapped wire or ribbon that will not mark the surface may be used on the ends of pews to fasten bows. Do not use tape.

Live plants may not be set on the instruments, altar/communion table, pulpit or any other wood furniture that may be damaged by moisture.

All decorations and equipment must be removed following the ceremony. The church will not be responsible for decorations and equipment left after the wedding. The church must be left in the same condition in which it was found.

Glitter and confetti may not be used.

If you would like to move the piano and organ to the side for the wedding you must obtain permission from one of our Trustees.

In case of damage, you will be held responsible for charges necessary to repair the damage.

Wedding Bulletins

Printed bulletins containing the order of worship and name of the participants can be used. You are responsible for seeing they are printed.

Other Policies

Alcoholic beverages may not be served anywhere on church property either prior to or following the wedding. Smoking is not permitted in any part of the church.

Bird seed, bubbles, etc may not be used inside any part of the building. It is recommended that these items be passed out following the service and used outside. The wedding party is responsible for any personal injuries due to the use of these items.

The time of the rehearsal and the wedding will be approved by the Pastor.

Wedding Fees

The following fees are required for the use of the church for a wedding.

Members- \$25.00 Refundable cleaning Deposit
- \$75.00

Nonmembers- \$50.00 Refundable Cleaning Deposit
- \$200.00

The bride or the groom must be a member of the church in order for Member Fee to apply.

Included in the rental fees: use of the church for wedding rehearsal the day before the wedding and the wedding day itself

Not included in the rental fees: Honorarium to the minister, organist/pianist's fee, audio/visual committee member's fee