



9832 Piscataway Road
Clinton, MD 20735
301-856-2170
Delman Coates, Ph.D., Senior Pastor

Wedding Policy

Statement of Policy

Wedding ceremonies at the Mt. Ennon Baptist Church seek to unite a man and a woman in Holy Matrimony in a sacred covenantal service ordained by God. The wedding ceremony will be most meaningful when there has been careful preparation and planning. For that reason, the following guidelines, for weddings held at (or conducted through) the Mt. Ennon Baptist Church (hereafter referred to as "Church"), are intended to clarify responsibilities and ensure full communication between the Church and all parties involved.

Procedures

Who may have a wedding?

An active member of the Church and their child (natural, adoptive, foster or step-child) 18 – 22 years of age will be allowed to hold weddings and the renewal of marriage vows at the **Church** in accordance with these guidelines. In accordance with Article IV, Section 5 of the Church Constitution and Bylaws, an "active member" is defined as "one who attends worship services of the Church, contributes to the support of the Church and its causes, and shares in the organized ministries of the Church." Each member is, therefore, expected to support the work and witness of the Church through regular attendance, consistent giving, and ministry participation. Active membership in good standing must be demonstrated for a period of six (6) months prior to completing a wedding application.

When may a wedding be held?

Onsite, the Sanctuary or Chapel is **available** for weddings and the renewal of marriage vows. Ceremonies shall be held on Fridays between 5:00PM and 7:00PM (ceremonies **extending beyond** 9:00PM will incur additional fees) and Saturdays between 11:30AM and 3:00PM (ceremonies **extending beyond** 3:00PM will incur additional fees). Onsite ceremonies are **not available** on federal holidays, religious holidays, nor Sundays. *See page 2 for Offsite Weddings.*

The use of the Sanctuary or Chapel is based on a five-hour block of time (i.e., two hours prior to the ceremony for set-up and decorating; the ceremony, and two hours following the ceremony for photographs, clean-up and vacating). Scheduled times are indicated on the *Wedding Application*.

What goes into planning a wedding?

- A. Complete and submit a *Wedding Application and Facility Use Agreement* (for onsite weddings only) to the Church Wedding Representative or Designee at the time the date is requested, and not less than sixty (60) days in advance of the desired wedding date.
- B. The bride and groom are required to complete *Premarital Classes* conducted by the Counseling Ministry of the Church according to the schedule determined by that ministry.
- C. The *Marriage license* must be obtained from the state/county of the wedding ceremony. The marriage license/wedding certificate shall be signed **after** all fees have been settled with the Church.
- D. The *Officiant*.
 - 1. The Church's officiating clergy shall have complete authority over the wedding ceremony.
 - 2. A guest clergy may officiate the ceremony upon approval granted by the Senior Pastor of the Church.
 - 3. Due to the vast responsibilities of the Senior Pastor, it may not be feasible for him to officiate your wedding.
- E. Select a *Venue*. Will you have your wedding at the Church or at an offsite location?
 - 1. **Onsite weddings.** the Sanctuary or Chapel is available for weddings and the renewal of marriage vows. See *Terms of Use for Church Facility* section on page 3.
 - 2. **Offsite weddings.** A deposit of \$100.00 is due upon approval of the application and confirmation of the date of the event.
 - a. The Church Wedding Representative has the same role for Offsite ceremonies as for Onsite ceremonies. See page 3 for roles of Church Wedding Representative.
 - b. The same terms apply for *Payment of Fees*. See page 4.
 - c. The fee for an offsite wedding is \$275.00; an additional \$50 will be assessed if the venue is more than 25 miles from the Church.
 - d. If the wedding has not started within 30 minutes of the scheduled start time, the officiating clergy is not obligated to wait, and the fee will be forfeited.
 - e. In the event of inclement weather, the officiating clergy may become unavailable.
 - f. A reserved parking space for the officiating clergy is required for all offsite venues.
 - g. Neither the Church Wedding Representative nor the Officiating Clergy is required to attend rehearsals for offsite ceremonies.
- F. *Rehearsals*. Wedding rehearsals may be held on Thursdays and Fridays for up to one and a half hours (1 ½ hours) not before 5:30PM, ending no later than 8:30PM. Rehearsals must begin and end on time. Officiating clergy is not required to attend wedding rehearsals.
- G. Coordinate *floral, decorative and photography requirements*.
 - 1. Florists and decorators have access to the Church during the two hours before and the two hours after the time scheduled for the ceremony.
 - 2. Any candles used in candelabras must be spring-loaded and may not be surrounded by any flammable materials.
 - 3. The use of nails, tacks, staples, pins, adhesives, or anything that will deface the church is prohibited.

4. Plants and furnishings may not be moved unless approved by the Church Representative or Designee. Seasonal decorations adorning the church must remain in place. Flower containers may not be placed on the organ or piano.
5. During the wedding ceremony, the official photographer of the Wedding Party is the only one authorized to take photos.
6. All decorations must be removed immediately after the ceremony. Overnight storage is not permitted.
7. The Wedding Party will be held liable for any damages to the Church. The security deposit will be used towards the cost of any damages to the facility. The Wedding Party agrees to pay any damages deemed in excess of the security deposit.

What are the Terms of Use for the Church Facility?

- A. The Church shall provide the following services:
 1. A Church Wedding Representative (or Designee)
 - a. Must be present during the wedding and is the primary contact person before, during and after the wedding.
 - b. Serves as the official liaison between the Church and the Wedding Party.
 - c. Discusses the details of the church's wedding guidelines in advance of the wedding with all participants, i.e., Bride and Groom, wedding director, and the Church's officiating minister.
 - d. Reserves the right to make decisions concerning the improper placement of cameras and personnel.
 - e. Receives and distributes payments.
 - f. Supervises all pre-service arrangements and oversees the rehearsal.
 - g. Approves the wedding program and all music used in the wedding. Only Christian, inspirational musical selections, and musical selections appropriate for a wedding ceremony may be used.
 - h. Ensures marriage license is completed and mailed.
 - i. Performs final walk-through with Bride and Groom's Wedding Director to ensure the church has been restored to the original condition and that all wedding decorations have been removed.
 2. A Sound Technician shall be made available to provide microphones and play pre-selected recorded music.
 3. Additional services must be negotiated between the Bride and Groom and the Church Wedding Representative.
- B. Payment of Fees. Facility use fees include the use of the facility and a sound technician. All fees must be paid no less than 14 days prior to the wedding ceremony. In the event the ceremony has not commenced after 60 minutes of the scheduled start time, the ceremony is subject to cancellation by the Church and the forfeiture of all fees.
 1. A *security deposit* of \$200.00 (refundable) is due upon approval of the application and confirmation of the date of the ceremony. The security deposit will be used towards the cost of any damages to the facility or for any late fees incurred. This deposit is not to be counted toward the facility use fee and will be refunded by check within 14 days following the ceremony, providing no damage or violation

of policies. **The security deposit may be forfeited** if there is failure to pay all fees within 14 days prior to the wedding ceremony and/or failure to begin the ceremony at the scheduled time. The balance of all fees must be paid by **certified check or money order** to the Church through the Wedding Representative or Designee. **Neither cash payments nor personal checks shall be accepted.**

a. 50% of the security deposit shall be automatically forfeited in the event the ceremony has not commenced after 30 minutes of the scheduled start time.

b. The remaining 50% of the security deposit shall be forfeited in the event the ceremony has not commenced after 60 minutes of the scheduled start time.

2. The *standard wedding Facility Use fee* is \$500.00 for using either the Sanctuary or the Chapel.

3. *Additional fees* apply as follows:

a. \$33.50 per hour for a ceremony extending beyond 3:00PM on a Saturday or 9:00PM on a Thursday or Friday.

b. \$50.00 per hour for an AV Technician (i.e., for Microphones and video)

c. Other fees would be assessed according to the requirements of the ceremony (\$50 per hour for each additional technician required)

Deposit in the amount of 25% of the total fees due shall be paid at the time the Wedding Application and Facility Use Agreement is signed.

C. *Cancellation* of the ceremony. In the event the ceremony is cancelled, the security deposit may be refunded if written notice is received not less than 14 days prior to the wedding ceremony.

D. *Miscellaneous Conditions.*

1. Users and guests are expected to conduct themselves in a Christian manner.

2. Children must be supervised by a responsible adult at all times.

3. In the event of inclement weather or unforeseen circumstances, the wedding ceremony may be moved to an alternate location within the church or postponed.

4. All wedding paraphernalia (i.e., clothing, decorations), facility users and guests must be vacated from the church not later than the end-time specified in the *Wedding Application*.

5. All Church equipment shall be operated only by Church personnel (i.e., staff and authorized ministry volunteers).

6. No materials shall be fastened to the walls or light fixtures of the church. The use of rice, bird seed and confetti or the use of any kind of tape or staples on the pews is prohibited.

7. No food nor beverages shall be brought into the Church.

8. Smoking and alcoholic beverages are strictly prohibited anywhere on the Church premises.

9. The Church accepts no responsibility for the loss of personal property.



For People on the GROW!

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WEDDING APPLICATION

Full Name of Bride: _____ Full Name of Groom: _____

Address: _____ Address: _____

City/State/Zip: _____ City/State/Zip: _____

Home Phone: _____ Home Phone: _____

Work Phone: _____ Work Phone: _____

Child of Member Bride Member Groom Member

Wedding Date: _____ Time: _____

Rehearsal Date: _____ Time: _____

Select the Venue: Chapel (seats approximately 250) Sanctuary

Offsite (Name of the Venue) _____

Address _____ City/State/Zip: _____

Phone: _____

Name of requested Officiating Clergy: _____ 1st Choice _____ 2nd Choice

Guest Officiant Requested: _____ Phone: _____

Church Affiliation of Requested Guest Officiant: _____

Address: _____

Wedding Coordinator/Manager: _____ Phone: _____

Our signature certifies we have read and understand the Wedding Policy and Conditions herein and duly agree to abide by them.

Bride's Signature: _____ Date: _____

Groom's Signature: _____ Date: _____

FOR INTERNAL USE ONLY

Signature of receiving MEBC Representative: _____ Date: _____



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FACILITY USE AGREEMENT - WEDDINGS

Full Name _____

Address: _____ City/State/Zip: _____

Home Phone: _____ Cell Phone: _____

Email address: _____

Wedding Date: _____ Time: _____

Requested Rental Area (s):

- Use of Sanctuary, Use of Chapel, Special Request: Video, Special Lighting, Ceremony after 3:00PM, Other: _____

This agreement made this _____ day of _____ 20____, by and between the Mt. Ennon Baptist Church and (Bride)_____ and (Groom)_____.

This document constitutes the entire agreement and no conditions implied or stated shall supersede the terms and conditions contained herein.

The rental cost of the wedding is \$ _____.

Our signature certifies we have read and understand the Wedding Policy and Conditions herein and duly agree to abide by them.

Bride's Signature: _____ Date: _____

Groom's Signature: _____ Date: _____

FOR INTERNAL USE ONLY

Amount Paid for Rental: \$ _____ Paid by: Certified Check, Money Order

Amount Paid for Security Deposit: \$ _____ Paid by: Certified Check, Money Order

Signature of receiving MEBC Representative: _____ Date: _____