

# MT.ZION BAPTIST CHURCH

**4000 THURMOND TANNER ROAD**

**FLOWERY BRANCH, GA 30542**

**(770) 967-3722**

[mtzionflowerybranch.org](http://mtzionflowerybranch.org)



## **WEDDING GUIDELINES**

### **NON-MEMBERS**

**Created November 2008**

**Rev. Emerson Ross, Pastor**

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## **WEDDING GUIDELINES**

Mt. Zion is known for “The Church of Unconditional Love and Caring”. We congratulate you on making one of the most life changing decisions that anyone could ever make. We are committed to working with you to ensure that your wedding honors God and is cherished forever. You have chosen to commit yourselves to one another and Mt. Zion encourages you to align your marriage with the biblical standards that God has created for us.

## **AVAILABLE FACILITIES**

The Sanctuary may be reserved for weddings and the Fellowship Hall may be reserved for receptions.

## **RESERVATIONS**

Reservations may be submitted twelve months in advance and no less than 90 days. To reserve a date, a \$75 non-refundable deposit is required with a completed reservation form. Once the availability of the date has been confirmed and approved by the Pastor, a written confirmation will be mailed or sent via email to the bride and groom. Your wedding date will be added to the calendar only after reservation requirements have been fulfilled.

## **SCHEDULING**

We are unable to schedule weddings on dates that will be a conflict with any worship services or events that have been pre-scheduled by the church. The only available days for weddings are Fridays (after 6:00 p.m. and Saturdays any time after 12:00 noon and no later than 7:00 p.m. We will not schedule a wedding on Sundays, Christmas Eve, Christmas, Easter weekend, New Year’s weekend, or any holiday without approval from the Pastor.

We are unable to schedule two weddings in one day unless there’s a four hour period between the ceremonies.

## FEES

### **CEREMONY PACKAGE:**

**\$500 (Without Fellowship Hall)**

- \*2 hour for rehearsal
- \*2 hours for ceremony
- \*Custodial clean up
- \*Utilities
- \*Use of Sanctuary

### **FELLOWSHIP HALL**

**\$125(Additional)**

**PLEASE NOTE: ALL FEES MUST BE PAID 30 DAYS PRIOR TO THE WEDDING DATE.**

## OFFICIATING

The Pastor or an appointee will preside over the ceremony. If you would like to have another Pastor or Minister officiate your wedding ceremony, the officiant of your choice must contact our Pastor for verification of being licensed or ordained.

**THE MARRIAGE LICENSE MUST BE PRESENTED TO THE PASTOR BEFORE THE WEDDING CAN BE PERFORMED. THE GROOM MUST PROVIDE THIS DOCUMENT TO THE PASTOR ON THE DAY OF THE WEDDING REHEARSAL. THE WEDDING CANNOT BE PERFORMED WITHOUT THE MARRIAGE LICENSE.**

### **\*PREMARITAL COUNSELING\***

Premarital counseling is required for all weddings performed by the Pastor or a member of his ministerial staff. A marriage is a holy and sacred gift from God. It is our desire that couples approach marriage according to a way that is pleasing to God. The Pastor fees are separate from the ceremony package and due on rehearsal night.

## MUSIC

A wedding ceremony is a joyous occasion but still a service of worship. Therefore, the selection of music should be chosen accordingly. Please submit your music selections to a member of our Wedding Committee for approval by our Music Ministry one month prior to your wedding date. **(Cont'd on the next page)**

## **MUSIC CONT'D**

If you are in need of an organist, pianist, soloist, or audio technician from our music ministry, a negotiable fee will apply.

## **CHURCH FURNITURE**

The church furniture may not be rearranged. We may only consider moving the floral arrangements at the altar.

## **REHEARSAL**

The allotted time for rehearsal is approximately 2 hours. It is very important that rehearsal start and end on time. Please advise your wedding party to show up 15 minutes early in order to start on time. Rehearsals are scheduled on the night before the wedding starting at 7:00 p.m. sharp. We cannot wait on those who are late and will have to start without them. It is very important to have someone directing your wedding who has previous experience to ensure that rehearsal will go smoothly. If rehearsal goes over the allotted time, an additional fee may apply.

## **THE CEREMONY**

The ceremony will take place in the Sanctuary. All candles used during the ceremony must be drip less (mechanical). Aisle runners are prohibited. Flower girls are only allowed to drop silk petals. There will be no throwing of rice, confetti, beads, etc in or outside of the building. Bubbles may be used outside only.

## **DECORATIONS**

The sanctuary may be decorated the morning of the wedding. A scheduled time must be set with a member of the Wedding Committee. There will be no use of glue or nails to attach decorations on the pews. However, wrapped wire, pipe cleaners, or plastic clips may be used. Hanging decorations on the walls or other areas than the pews are prohibited. **(Cont'd on next page)**

## **DECORATIONS CONT'D**

Decorations must be removed immediately after the photographer has completed the photography after the wedding. The bride is responsible for assigning someone to remove all decorations after the wedding. If the decorations are not removed immediately after the photographer has completed the photography, an additional fee may apply.

## **RECEPTION**

The Fellowship Hall may be used for rehearsal dinners and receptions but only seats 75 guests. The hall is not equipped for dancing or playing music. There is absolutely no serving of alcohol allowed on the property of Mt. Zion Baptist Church.

## **WEDDING COORDINATOR/DIRECTOR**

You may use a wedding coordinator/director of your choice. It is highly recommended that an experienced coordinator is used to keep everything on schedule. It is very difficult to use someone who is not familiar with the order of a wedding ceremony.

If you do not have a Wedding Director, one will be assigned to you for a cost of \$150.

Our Wedding Committee has been put into place to ensure that all guidelines are followed on the day of your wedding and must cover all guidelines with the wedding coordinator of your choice. However, they are available to assist you in planning your wedding for a negotiable fee if you do not have a wedding coordinator.

## **DISCLAIMER**

The church will not be held responsible for any items or decorations that are used for the wedding or reception. We will not be liable for any items that are damaged, lost or stolen. You are responsible for all rental items used for your wedding.

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MEMBERS WEDDING RESERVATION FORM

WEDDING DATE AND TIME: \_\_\_\_\_

**BRIDE**

**GROOM**

PRINT NAME \_\_\_\_\_ PRINT NAME \_\_\_\_\_

SIGNATURE \_\_\_\_\_ SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_ DATE \_\_\_\_\_

EMAIL \_\_\_\_\_ EMAIL \_\_\_\_\_

HOME PHONE \_\_\_\_\_ HOME PHONE \_\_\_\_\_

CELL PHONE \_\_\_\_\_ CELL PHONE \_\_\_\_\_

I/WE HAVE FULLY READ THE MT. ZION BAPTIST CHURCH WEDDING GUIDELINES AND AGREE TO ABIDE BY ALL GUIDELINES AS MENTIONED HEREIN. WE UNDERSTAND THAT OUR WEDDING DATE WILL NOT BE SECURED UNTIL ALL DEPOSITS AND FEES HAVE BEEN PAID IN FULL (NOT INCLUDING ADDITIONAL FEES FOR ANY MUSICIANS, WEDDING COORDINATORS OR AUDIO TECHNICIANS PROVIDED BY MT. ZION).

I ADDITION, I/WE AGREE THAT ALL PARTICIPANTS AND VENDORS INVOLVED IN OUR WEDDING SUCH AS: THE BRIDAL PARTY, FAMILY MEMBERS, FLORIST/DECORATORS, AND PHOTOGRAPHERS WILL ABIDE BY THE REGULATIONS AND GUIDELINES AS WELL. IT IS UNDERSTANDABLE THAT OUR RESERVED WEDDING DATE COULD BE CANCELLED AS SHOWN ON MT. ZION'S CHURCH CALENDAR IF GUIDELINES ARE NOT FOLLOWED.

\_\_\_\_\_  
SIGNATURE OF BRIDE

\_\_\_\_\_  
DATE

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SIGNATURE OF GROOM

---

DATE

---

SIGNATURE OF PASTOR

---

DATE

\*The wedding date will be placed on the church calendar after availability has been confirmed and approved by the Pastor.