



Wedding Information Packet
Policies and Procedures

Mt. Zion Baptist Church
4000 Thurmond Tanner Road
Flowery Branch GA 30542
770.967.3722



Wedding Information Packet Policies and Procedures

~ Facilities and Fees ~

Mt. Zion's Sanctuary (seating approximately 400-450) is available for weddings. In addition, the Fellowship Hall may be reserved for rehearsal dinners.

Reservations may be submitted twelve months in advance and no less than 90 days prior the wedding. To reserve a date, a non-refundable deposit of \$75.00 is required with a completed reservation form.

Once the availability of the date has been confirmed and approved by the Pastor, your wedding date will be added to the calendar only after reservations requirements have been fulfilled.

~ Fees ~

CEREMONY PACKAGE: \$500.00 (Without Fellowship Hall)

- ❖ 2 hours for rehearsal
- ❖ 2 hours for ceremony
- ❖ Custodial clean-up
- ❖ Utilities
- ❖ Use of Sanctuary
- ❖ Audio technician

FELLOWSHIP HALL: \$100.00 (Additional)

Additional fees will be accessed for usage of the fellowship hall for rehearsal dinners. The maximum allotted time for a rehearsal dinner is 2 hours. Also, all food must be catered or prepared prior to delivering to the fellowship hall.

Maximum number of participants for the rehearsal dinner is seventy-five (75) people.

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

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~ Scheduling ~

We are unable to schedule weddings on dates that will be a conflict with any worship services or events that is 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 4:00 p.m... We are unable to schedule two weddings on Saturdays.

We will not schedule weddings on:

- ❖ Christmas Eve
- ❖ Christmas
- ❖ Easter weekend
- ❖ New Year's weekend
- ❖ Any additional holidays not mentioned previously without approval from the Pastor.

~ Pre-Marital Counseling ~

A MARRIAGE IS A HOLY and SACRED GIFT FROM GOD.

Pre-marital counseling is required for all weddings performed by the Pastor or a member of the Ministerial Staff. It is our desire that couples approach marriage according to the way that is pleasing to God. Therefore, the bride and groom must arrange with the Pastor to begin their pre-marital counseling sessions at Mt. Zion Baptist Church.

The classes focus on building lasting, loving relationships that are equipped to manage and resolve differences and conflicts. This course will explore practical insights and methodologies which can help relationships not only remain intact through conflicts, but be strengthened as a result of them. When all required sessions have been completed, applicant(s) will receive a Certificate of Completion signed by the class instructor and will be issued to you.

Pre-marital counseling and matrimonial fee: \$300.00 for all completed sessions. (6 – 8 Sessions)

- ❖ If the wedding date has been confirmed and *counseling has not been completed* prior to the wedding date, *the wedding will be cancelled.*

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~ 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, Rev. Dr. Emerson Ross for verification of being licensed or ordained.

Guest Officiating Minister's Form must be completed and given to Rev. Dr. Emerson Ross for approval.

The verification process must be completed **6 months** prior to the wedding date.

~ The Ceremony ~

The ceremony will take place in the Sanctuary. This is a non-opened flamed facility.

- No candles (except unity) of any kind or any other decorations that are flammable. (picture attached below))
- Placing flowers ferns, candles or anything decorative on organ console is strictly prohibited.
- Aisle runners are prohibited (for your safety).
- Flower girl (s) are only allowed to drop silk petals.
- The family or her wedding coordinator of the bride is responsible for removing decorations immediately after the ceremony. The church assumes no responsibility for decorations left following the service.
- The family of the bride is responsible for any damages that might occur when using the church facilities for the wedding. This includes all areas that will be used for preparation for the wedding and after the wedding.

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~ The Ceremony ~ (continued)



- One floor-standing brass candelabrum – holding 3 candles for a unity feature
- Hurricane globes with candles
- If hurricane globes are not available, a non-flammable mat must be placed under the unity candles.

~ Church Furniture ~

It is church policy that no furniture be removed from the pulpit. No decoration shall be used or placed that will hide from clear view the worship symbols in the chancel. These include the communion table, the pulpit, the lectern and the baptismal font.

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~ Physical Facilities ~

- Nothing shall be thrown in or outside the Church including the Fellowship hall.
- No smoking is allowed on the church campus including parking areas ordered by the Fire Marshall.
- No alcoholic beverages are allowed on the church campus.
- Rehearsal Dinners held at the church Fellowship Hall must be over by 10:00 p.m.
- No persons will be allowed to park on the grass.
- No pets in or on church premises.

~ Music ~

Due to the sacred nature of this event, Mt. Zions reserves the right to approve all music that is selected to be a part of the Wedding event. Therefore, prior to committing to any musical selections, it is mandatory that the song list be submitted to the Mt. Zion Wedding Committee one month prior to your wedding date.

~ Photography~

PHOTOGRAPHY: Mt. Zion recognizes that most people wish to have photographs and/or video recordings of their wedding. We try to accommodate all reasonable requests. The official photographer may take photos throughout the service and during the signing of the register. Please ask your photographer to be respectful during moments of prayer.

- ❖ *As a courtesy to the minister, please plan any pictures in which he or she is to be included immediately following the ceremony and before the other photographs are made.*

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~ Decorations ~

- ❖ **Time frame:** The Sanctuary may be decorated within the two hours allotted during your rehearsal time.
- ❖ **UNDER NO CONDITION** shall decorations be attached to the pews or other furniture by using nails, tacks, staples, glue, or hot-glue, adhesives (including painters tape), pins or anything that will mar woodwork or carpet.
- ❖ Pew clips should be used to attach all pew bows. However, wrapped wire or pipe cleaners maybe used.
- ❖ Hanging decorations on the walls, doors or other areas than the pews are prohibited.
- ❖ No decorations are allowed on the floor next to each pew.
- ❖ Protective material must be used under the unity candles and flower arrangements to protect carpets and furniture. (It is suggested that silk flower be used in lieu of live flowers).
- ❖ Floral arrangements maybe used with approval of the church wedding coordinators. The florist must remove all decorations immediately after the wedding.
- ❖ There will be NO moving of the organ or drum sets.
- ❖ Seasonal decorations in the sanctuary and foyer are not to be removed.
- ❖ **Reminder:** Due to safety risk, there are no runners allowed in the sanctuary.

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- ❖ Reminder: This is a non-flammable facility and the only candles permitted will be the unity candelabra with carpet protection or globes.

~ Decorations ~ (continued)

- ❖ The bridal party and florist are responsible to see that the church premises are left as clean as they were found.
- ❖ The bridal party is responsible to clean-up their dressing area and to leave that area as clean as it was found.
- ❖ Rice has been a traditional part of weddings. However, it can damage carpeting and be a hazard to bystanders. We request that no materials be thrown, including bird seed, flower petals, confetti, etc. be used inside or outside the church premises.
- ❖ No fireworks may be used on church property.
- ❖ Any innovations in this regards to celebrating must have approval of the Mt. Zion Wedding Coordinators.

Removal: Decorations must be removed immediately after the photographer has completed the photography after the wedding.

~ Wedding Coordinators/Directors ~

You may use a wedding coordinator and or director of your choice. It is highly recommended that a wedding coordinator or director is used to assist with keeping everything on schedule.

The Mt. Zion 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.

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~ Rehearsal ~

- ❖ The allotted time for rehearsal is approximately 2 hours. **It is very important that rehearsal starts and end on time.** Please advise your wedding party to arrive 15 minutes earlier 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 to ensure that rehearsal will go smoothly and for your special day.
- ❖ If rehearsal goes over the allotted time, and additional fee of \$25.00 an hour may apply.
- ❖ Reminder: This is the time allotted for your assistants to decorate the sanctuary.
- ❖ We ask that ONLY the wedding party arrive for the rehearsal. Please have a designated responsible adult care for children during the rehearsal.
- ❖ Children should be supervised by an adult at all times. No running or jumping allowed.
- ❖ In the event of damage to the building or furnishings, you the renter will be responsible for the cost of cleaning, repair, and/or replacement.

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~ Rehearsal Dinner ~

- ❖ The fellowship Hall may be used for rehearsal dinners with the maximum capacity of 75 guests.
- ❖ No dancing or non-secular music is allowed during the rehearsal dinner.
- ❖ There is absolutely no serving of alcohol allowed on the property at Mt. Zion Baptist Church Fellowship Hall.
- ❖ (Fire Marshall requirement). There is absolutely no smoking inside or outside the Fellowship Hall.
- ❖ Church tables and chairs may be used.
- ❖ You are responsible for all table decorations including table cloths, cups, plates, napkins and eating utensils.
- ❖ No candles may be used in the Fellowship Hall for the Rehearsal Dinner. (Fire Marshall requirement).
- ❖ Nails, tacks, staples, tape, pins or anything that will mar the woodwork or walls in the Fellowship Hall cannot be used.
- ❖ Rehearsal Dinner should end at 10:00 p.m.
- ❖ It is your responsibility to clean, remove all trash and leave the Fellowship Hall in the same condition in which it was found. In case of damage, you will be held responsible for all charges necessary to repair the damage.
- ❖ Please have a designated responsible adult care for children during the rehearsal dinner.

We agree to comply with the rules and regulations set forth above regarding decorations and guideline for the Mt. Zion Fellowship Hall.

Bride's Signature _____ Date _____

Groom's Signature _____ Date _____

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~ Disclaimer ~

The Church (Mount Zion Baptist Church) will not be responsible for *personal* items brought to the church for use in the wedding or the rehearsal dinner, nor shall the Church be liable for such items lost, stolen or damaged.

You, the bride and the groom are responsible for all rental items used for your wedding. We will not house these items for an extended period of time. All items must be removed immediately following the wedding.

All couples are responsible for reading each of the policies and passing that information on to the appropriate florist, caterer, wedding coordinator/director, or photographer, so that they may be aware of the procedures at Mount Zion Baptist Church.

We agree to comply with the rules and regulations set forth above regarding the Disclaimer for the Mt. Zion Baptist Church.

Bride's Signature _____ Date _____

Groom's Signature _____ Date _____

Guest Officiating Minister's Form
Mt. Zion Baptist Church
4000 Thurmond Tanner Road
Flowery Branch GA 30542
770.967.3722

Bride: _____

Groom: _____

Wedding Date: _____

Bride Cell Phone: _____

Groom Cell Phone: _____

Bride Home Phone: _____

Groom Home Phone: _____

Bride Work Phone: _____

Groom Work Phone: _____

Minster's Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Ordained Minister: Yes or No

Licensed Minister: Yes or No

Denomination of Ordination: _____

Present Ministry: _____

Church where minister attends or pastors: _____

Church Address: _____

City: _____ State: _____ Zip: _____

How long have you been ministering here? _____

Mount Zion Baptist Church approval:

Signature of MZBC Minister: _____

Notes:

Wedding Reservation Form

(To be completed and returned to the Wedding Coordinator)

**Mt. Zion Baptist Church
4000 Thurmond Tanner Road
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Wedding Date Requested: _____ Number of Guest: _____

For Use of Mt. Zion Baptist Church

Confirmation: _____

Date: _____

Bride: _____

Address _____

Home Phone: _____ Work Phone: _____

Cell Phone: _____ Email Address: _____

Mt. Zion Baptist Church Member: Yes or No

Parent (s): _____

Address: _____

Phone: _____

Groom: _____

Address _____

Home Phone: _____ Work Phone: _____

Cell Phone: _____ Email Address: _____

Mt. Zion Baptist Church Member: Yes or No

Parent (s): _____

Address: _____

Phone: _____

Wedding Date and Time: _____

Rehearsal Date and Time: _____

Church Facilities Desired

Rehearsal Dinner: Fellowship Hall Circle: Yes or No

If yes, set up time requested _____

Ending time of dinner _____

Wedding: Mt. Zion Baptist Church Sanctuary Circle Yes or No

Wedding Information Packet Policies and Procedures Agreement

I/we have fully read the Mt. Zion Baptist Church Wedding Guidelines and agree to abide by all guidelines as mention 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 provided by Mt. Zion Baptist Church).

I/we agree that all participants and vendors involved in your wedding such as: The bridal party, family members, florist/decorations, and photographers will abide by the regulations and guidelines as well. It is understandable that our reserved date could be cancelled as shown on Mt. Zion's church calendar if guidelines are not followed.

In addition, I/we agree and understand that all fees are non-negotiable and must be paid in full before services are rendered.

Bride Signature _____ Date _____

Groom Signature _____ 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.*