



Chestnut Street Baptist Church Wedding Handbook

We at Chestnut Street Baptist Church are pleased this place of worship had been chosen for your wedding ceremony. A wedding is a celebration for two people brought together by God. The family at Chestnut Street Baptist Church believes that a wedding ceremony should be Christ centered. Therefore, the wedding and its preparation should be done in a way that will bring honor and glory to God.

It is the desire of the staff and members in making our church available to be as helpful as possible in making this a very happy occasion. The following policies will govern the use of our facilities for weddings. They are designed to establish uniform practices and to eliminate misunderstandings that might result from verbal information.

ACCOMMODATIONS

1. The Worship Center will seat approximately 264 people when completed.
2. The Fellowship Hall will accommodate approximately 125 guests seated at tables or a maximum of 150 people with a combination of tables, chairs only, and standing room.
3. The Wedding Party is responsible for arranging chairs and tables in both the Worship Center and Fellowship Hall. Chairs and tables must be returned to their prior arrangement following the wedding and reception.

GENERAL POLICIES

1. All weddings performed by staff of Chestnut Street Baptist Church and/or in the facilities of Chestnut Street Baptist Church will be between one man and one woman, in keeping with Biblical principles, the church's statement of faith, and the church staff's participation in the Kittitas County Marital Agreement, signed in 2003 and renewed in 2013.
2. All those participating should show honor and respect to the church facilities by conducting themselves in a Christian manner before, during, and following the rehearsal and wedding.
3. No alcoholic beverages may be served or allowed on church premises.
4. No smoking or other tobacco use is allowed in any of the church facilities.
5. No rice may be used. Bird seed or bubbles may be used outside the building only.
6. Those individuals reserving the church facilities will be responsible for any damage incurred in their use and will compensate the church accordingly.
7. Space is provided for the wedding party to dress at the church. It is strongly recommended that nothing be left in the rooms overnight. The church does not assume responsibility for valuables or personal property.
8. The wedding party should be at the church no less than one hour prior to the ceremony.
9. **No wedding ceremonies will be scheduled for Sundays. Also, no wedding will be scheduled to begin later than 5:00 PM on Saturdays.**

PREMARITAL CONFERENCING POLICIES

1. If requesting pastoral staff of Chestnut Street Baptist Church to perform the wedding ceremony, the couple must complete the premarital conference program as presented by the pastor at least one week prior to the ceremony. This will require between 3 – 4 months of lead time. The cost for the program will be presented by the pastor who is asked to officiate.
2. If not requesting pastoral staff of Chestnut Street Baptist Church, any other person officiating will be interviewed and approved by the senior pastor of Chestnut Street Baptist Church prior to scheduling the ceremony.

REHEARSAL POLICIES

1. The rehearsal should be scheduled the evening preceding the wedding. It should begin promptly and take approximately one hour.
2. Both sets of parents and entire wedding party, including ushers, should be present.
3. Soloists or other musicians should be present.
4. A church approved sound technician will be present to coordinate any music and/or videos.
5. Number of ushers will depend on anticipated attendance. Usually two is sufficient. Groomsmen may double for ushers if needed.

REHEARSAL DINNER

1. Rehearsal dinner at church facilities is an option for members only, but must be requested at least six weeks in advance.
2. Dinners may be held if there is no conflict with other church activities.
3. The family is expected to remove all supplies and leave the kitchen and fellowship hall in the same clean condition it was found.

MUSIC

1. Music selected for the ceremony should reflect the dignity of worship. All music must either be sacred, contemporary Christian or classical. Any exceptions must be reviewed and approved by a CSBC minister. This should be done at least two weeks before the wedding.
2. CD's may be used and must be brought to the rehearsal.
3. The Bride and Groom are responsible for contacting soloists, organist, pianist and/or any other musicians they wish to play/sing at the wedding.

PHOTOGRAPHY

1. The photographer may take pictures before or after the ceremony.
2. Flash pictures taken during the ceremony are at the discretion of the Bride and Groom.
3. Those other than the official photographer taking pictures are not allowed to stand on chairs.

RECEPTION

1. Alcoholic beverages are not permitted on church premises.
2. Dancing is not permitted in any church facility.
3. A kitchen attendant will be assigned to assist during the reception.
4. The use of food or drink is restricted to the fellowship hall.
5. A coffee maker, punch bowl, cups and plates are available for use at church reception upon request for a fee of \$25.

DECORATION

1. Approval must be obtained from the church office before decorating any part of the church.
2. Specific decorating times must be approved by the church office.
3. No furnishings may be removed from other parts of the building.
4. Nails, tacks, staples, screws, pins, tape or anything that will damage wall or ceiling finishes are not allowed.
5. Only dripless or encased candles may be used. In case of accident, the wedding party is responsible for cleaning any wax from the floor.
6. Clear plastic must be used under unity candle as well as candelabra to protect the carpet.
7. Floral arrangements must be placed securely to avoid accidents or water damage.
8. The wedding party is responsible for removing flower petals used by the Flower Girl following the ceremony.
9. Candelabras are not available from the church building.
10. No equipment, candelabras, etc., should be left at the church facility following the wedding.
11. All decorations must be removed immediately following the ceremony unless previous arrangements have been made with the church office. CSBC is not responsible for any items left after the wedding.
12. The church properties must be left in the condition in which they were found; otherwise the damage deposit will not be refunded.

SUGGESTED HONORARIUMS

1. The following is a list of suggested honorariums that are given for the benefit of assisting the wedding couple as they consider their wedding budget:
 - Minister \$75-\$150
 - Vocalist \$25-\$50
 - Pianist \$25-50
2. It is common practice and accepted etiquette to give any gifts of thanks to the bridal party at the rehearsal dinner.