



# Wedding Policies & Procedures

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# Wedding Policies for Brentwood Baptist Church (and all affiliated campuses)

Brentwood Baptist Church is one church, multiple locations. Together, our campuses make up one church with one mission. We share resources, staff, and governance so each congregation can effectively reach our Middle Tennessee communities.

Brentwood Baptist Church affirms that the marriage of a man and a woman is sacred in the sight of God and blessed by God. Marriage was God's idea. It was the Lord who said, "It is not good for the man to be alone. I will make him a helper as his partner. Therefore, a man leaves his father and his mother and cleaves to his wife and together, they become one flesh." Therefore, the institution of marriage should not be entered into lightly.

The wedding ceremony is an important event as couples begin their married lives together. Brentwood Baptist Church believes that the ceremony is a worship service and dedicates worship space for this purpose. The policies that are listed below are intended to reflect this intent and purpose. They are not intended to be restrictive or exclusive in any way. Rather, they are intended to preserve the sacredness of the event.

## Policies

1. Individuals who are seeking to have a wedding ceremony at Brentwood Baptist Church or any of her affiliated campuses must be members of the church, regular attendees of the church, or the children or grandchildren of members of the church.
2. Regular attendees of the church must have a letter from an ordained minister of the church that validates their active participation. If no minister is known by the regular attendees, an attendance form obtained from the Facilities Office must be signed by a Brentwood Baptist minister indicating that the couple has attended Brentwood Baptist Church at least four (4) times prior to the wedding.
3. It is understood that all wedding couples (including those living out of town or out of state) will be able to meet the following expectations:
  - The wedding couple or, at a minimum the bride, will meet in person with the Facilities Administrative Assistant to review and sign the wedding policies. Surrogates such as the parents of the wedding couple, may not complete this task for the wedding couple;
  - The wedding couple or, at a minimum the bride, will meet in person with the Wedding Coordinator to review the wedding plans. Surrogates such as the parents of the wedding couple, may not complete this task for the wedding couple;
  - The wedding couple will complete all requirements for premarital counseling (see note below).
4. Couples must complete premarital counseling prior to the wedding. If the counseling is not done at Brentwood Baptist, the couple must have a form obtained from the Facilities Office signed by their minister stating that they have completed premarital counseling.
5. Couples who are living together prior to marriage must abstain from sexual relations and move apart until the time of the wedding ceremony.
6. Because God has ordained marriage and defined it as the covenant relationship between a man, a woman, and Himself, Brentwood Baptist Church will only recognize marriages between a biological man and a biological woman. Further, our pastors and ministers and the staff of

Brentwood Baptist Church shall only participate in weddings and solemnize marriages between one man and one woman. Finally, the facilities and property of Brentwood Baptist Church (and its campuses) shall only host weddings between one man and one woman.

7. Brentwood Baptist Wedding Coordinators and assistants will be required for all ceremonies (coordinator fees are included in the wedding fees). Outside consultants may be used, but must defer to the decisions and interpretation of policies of the assigned Wedding Coordinator. Outside consultants must sign the “Outside Consultant Agreement” obtained from the Facilities Office.
8. A security deposit of \$500 is required in order to reserve a wedding date on the calendar for all campuses.
9. The wedding fee must be paid in full at least 60 days before the wedding in order for the wedding ceremony to take place.
10. Couples must meet with the Facilities Administrative Assistant and complete a wedding application form before a date can be set for a wedding ceremony.
11. A trained and authorized sound tech is required to operate the audio and video equipment of the church.
12. Dates and times for weddings and rehearsals must be calendared through the Facilities Office.
13. Any changes to dates and times must be made **2 weeks prior** to the wedding. No changes will be considered after the 2 weeks prior deadline.
14. Any changes to scheduled times must be communicated **by the coordinator** directly to the Facilities Office.
15. Rehearsal and wedding start and end times must be adhered to closely.
16. Seating is limited to the number listed in the policy. Fire codes prevent seating in the aisles and hallways.
17. Guest seating is not allowed in the sound booths. Only photographers, videographers, or musicians are allowed in the sound booths. There are no exceptions.
18. When requested, the elements of the Lord’s Supper will be served to the bride and groom only, and not to the wedding guests.

### ***Bride Photo Policy***

*Brentwood Baptist will allow couples who are getting married on a Brentwood campus to have a photo shoot at the campus as long as the photo shoot is scheduled in advance and approved through the facilities office. Two nights each month will be designated by the facilities office for the Baskin Chapel to be used for these sessions. In the case of a funeral or other event that cannot be planned in advance, the scheduled photo shoot may be changed. It will be required that the wedding coordinator that is working with the couple be present for the shoot. A facilities and coordinator fee of \$50/hour will be charged for the session. The session may not last longer than 2 hours. Brentwood Baptist campuses may not be used for photo shoots for members who are getting married at other venues.*

# WEDDING APPLICATION BRENTWOOD BAPTIST CHURCH

**I affirm that:**

1. I understand that the church does not allow its facilities to be used in a way that contradicts its faith or by persons or groups holding beliefs that contradict the church's faith.
2. To the best of my knowledge the purpose for which I am requesting use of church facilities will not contradict the church's faith, and I commit to promptly disclose any potential conflict of which I am aware, or become aware, to church staff.
3. I understand that Brentwood Baptist Church will only recognize marriages between a biological man and biological woman. Further, our pastors and ministers and the staff of Brentwood Baptist Church shall only participate in weddings and solemnize marriages between one man and one woman. Finally, the facilities and property of Brentwood Baptist Church (and its campuses) shall only host weddings between one man and one woman.
4. I understand that Brentwood Baptist Church will not perform a wedding ceremony for couples who are currently living together unless they agree to move apart until the time of the wedding.
5. I understand that upon approval of my facilities use request, I will need to provide a security deposit in the amount of \$500 and any other fees required by the church.
6. I understand that the church does not allow its facilities to be generally available to the public, and that my use of these facilities is subject to the executive pastor's approval, which is conditioned in part on my agreement to the requirements in the "Church Facility Use Policy," a copy of which I have read and understood.
7. The church believes disputes are to be worked out between parties without recourse to the courts. See, generally, Matthew Chapter 18 and 1 Corinthians Chapter 6. Accordingly, users of the facility agree to attempt resolution of any disputes through Christian mediation.

Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Bride**

Name: \_\_\_\_\_

Member? Yes (campus) \_\_\_\_\_ No (OR) Regular Attendee? Yes (campus) \_\_\_\_\_ No

Current Address: \_\_\_\_\_

Home #: \_\_\_\_\_ Work #: \_\_\_\_\_ Cell #: \_\_\_\_\_

E-mail: \_\_\_\_\_

Bride's Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Groom**

Name: \_\_\_\_\_

Member? Yes (campus) \_\_\_\_\_ No (OR) Regular Attendee? Yes (campus) \_\_\_\_\_ No

Current Address: \_\_\_\_\_

Home #: \_\_\_\_\_ Work #: \_\_\_\_\_ Cell #: \_\_\_\_\_

E-mail: \_\_\_\_\_

Groom's Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

The time allowed for weddings will be:

- Saturday - 8:00 AM - 12:00 PM
- Saturday - 2:00 PM- 6:00 PM
- Saturday - 4:00 PM- 8:00 PM

MINISTER TO PERFORM THE CEREMONY:

WEDDING REHEARSAL                      DATE: \_\_\_\_\_                      TIME: \_\_\_\_\_

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

*Once a location, date and time have been selected, no changes can be made after two (2) weeks prior to the wedding. Changes that are requested before the two (2) week prior deadline will be considered, but cannot be guaranteed.*

REFUNDABLE SECURITY DEPOSIT OF \$500 IS REQUIRED TO CONTINUE APPLICATION PROCESS AND TO CONFIRM THE DATE ON THE CHURCH CALENDAR

## COMPLETION OF PREMARITAL COUNSELING

This certifies that \_\_\_\_\_ have completed the required premarital counseling as required by Brentwood Baptist Church.

\_\_\_\_\_  
Minister (please PRINT)

\_\_\_\_\_  
Minister (signature)

\_\_\_\_\_  
Phone

**Please return this signed form to your Wedding Coordinator or campus Administrative Assistant at least 2 weeks prior to the wedding.**

## FLORIST POLICIES BRENTWOOD BAPTIST CHURCH

1. It is the responsibility of the wedding party to make sure all flowers and decorations are removed immediately after the wedding.
2. No set up of flowers is allowed in the baptistry. No nails, screws, tacks, glue or cellophane tape may be used on the walls carpet, floors, stage, furniture or woodwork. Protective covering must be placed under the unity candelabra. Only dripless candles are to be used in the unity candelabra.
3. Our church facilities staff will be responsible for removing and returning all church-supplied equipment to the wedding closet.
4. Use of wedding decorations or equipment in the aisles is prohibited.
5. The florist and their employees must refrain from the use of irreverent language, discourteous actions and smoking inside the building.
6. **Absolutely** no food or drink is to be taken into the wedding venue.
7. **NO REAL FLOWERS MAY BE DROPPED BY ANY PERSON OF THE WEDDING PARTY.** Silk petals may be dropped down the main aisle. However, it is the responsibility of the wedding party to pick up ALL petals immediately after the ceremony.
8. The florist may arrive 30 minutes prior to the reserved 4-hour time frame and should be scheduled through the wedding coordinator.

We agree to comply with the rules and regulations of Brentwood Baptist Church regarding decorations, conduct, etc., as described above for weddings.

Florist Name \_\_\_\_\_ Telephone \_\_\_\_\_

Florist Signature \_\_\_\_\_

Wedding Date and Time \_\_\_\_\_

Bride's Name \_\_\_\_\_ Telephone \_\_\_\_\_

**Please return this signed form to your Wedding Coordinator or campus Administrative Assistant at least two weeks prior to the wedding.**

## MUSICIAN POLICIES BRENTWOOD BAPTIST CHURCH

1. The Worship Ministry (at the campus where the wedding is being held) must approve all music used during the ceremony. It is the Bride's responsibility to email the appropriate Minister a complete listing of musical selections which will be used during the ceremony 30 days prior to the wedding date. The list must include song title, composer, and lyrics where applicable.
2. The harp, organ, and all electronic/electric instruments are available for use by approved musicians only. If you desire to use any of these instruments with an outside musician, this request must be made in writing to the Worship Ministry.
3. It is the Bride's responsibility to contract with any musicians being used for the wedding ceremony; therefore, musicians must consult the Bride directly with any music related questions. A list of "Special Event Musicians" is available from the Facilities Office or the Music and Worship office.
4. No flowers, ribbons, or other decorations may be affixed in any way to any church-owned musical instruments.
5. No church owned musical instruments may be removed from the church building. Neither can any church instruments be moved within the church building without the approval of the Music and Worship Minister.
6. Musicians and any of their employees must refrain from the use of irreverent language, discourteous actions and smoking inside the building.
7. No food or drink may be taken into the wedding venue.

We agree to comply with the rules and regulations of Brentwood Baptist Church regarding Wedding Ceremony Music as described above.

Musician Name \_\_\_\_\_ Telephone \_\_\_\_\_

Musician Signature \_\_\_\_\_

Wedding Date and Time \_\_\_\_\_

Bride's Name \_\_\_\_\_ Telephone \_\_\_\_\_

**Please return this signed form to your Wedding Coordinator or campus Administrative Assistant at least two weeks prior to the wedding.**

# OUTSIDE CONSULTANT AGREEMENT BRENTWOOD BAPTIST CHURCH

Each wedding held at Brentwood Baptist Church (or an affiliated campus) will be assigned a Brentwood Baptist Church Wedding Coordinator who will be present during all activities scheduled for the wedding.

The Outside Consultant agrees to do the following:

1. Ensure that all communication and special requests with the church go through the Wedding Coordinator.
2. Defer all decisions and interpretation of policies to the assigned Wedding Coordinator. Outside Consultant and Wedding Coordinator will go over the policies of the church and the Consultant will be responsible for ensuring all wedding attendees follow the policies.
3. Provide names and phone numbers of any vendors providing services to the wedding party at least two weeks prior to the event, with a description of services to be provided.
4. Provide information on technical needs directly to the Wedding Coordinator.
5. Ensure bride provides a list of wedding/ceremony music to the Wedding Coordinator and Worship Ministry at least 30 days prior to the wedding for approval by Music and Worship Minister.
6. Understand that under no circumstances will the Outside Consultant move any furniture, flowers, plants, instruments, panels, cameras, or ask technical staff to move them without first consulting the Wedding Coordinator.
7. Ensure that the wedding party stay confined to only those areas which have been reserved for the wedding. Non-compliance to this request may result in additional fees or loss of security deposit.
8. Ensure that the wedding ceremony begins and ends on time.
9. Ensure that they and their employees refrain from the use of irreverent language, discourteous actions and smoking inside the building.

I agree to comply with the rules and regulations of Brentwood Baptist Church as set forth above.

Outside Consultant Name \_\_\_\_\_ Telephone \_\_\_\_\_

Outside Consultant Signature \_\_\_\_\_

Wedding Date and Time \_\_\_\_\_

Bride's Name \_\_\_\_\_ Telephone \_\_\_\_\_

**Please return this signed form to your Wedding Coordinator or campus Administrative Assistant at least two weeks prior to the wedding.**

## WEDDING PHOTOGRAPHY POLICIES BRENTWOOD BAPTIST CHURCH

1. NO FLASH photography will be allowed during the ceremony. The ceremony begins when the bride arrives at the end of the aisle. Timed exposures ONLY are allowed from the balcony. You may photograph the bride and groom as they recess using a flash.
2. The use of tripods, stands, and other equipment is allowed as long as their use does not deface any of the church furnishings and does not interfere with the movement in the aisles.
3. The Church Wedding Coordinator can help direct your Photographer as to suitable locations for setup.
4. Any trash should be placed in its proper receptacle or be removed from the church when you leave.
5. Photographer and their employees must refrain from the use of irreverent language, discourteous actions and smoking inside the building.
6. No food or drink may be taken into the wedding venue.
7. All those assisting the Photographer are expected to abide by these same guidelines.
8. Should you choose NOT to follow these guidelines, you will be added to our UNAPPROVED list of photographers.

We agree to comply with the rules and regulations of Brentwood Baptist Church regarding Photographer as described above.

Photographer Name \_\_\_\_\_ Telephone \_\_\_\_\_

Photographer Signature \_\_\_\_\_

Wedding Date and Time \_\_\_\_\_

Bride's Name \_\_\_\_\_ Telephone \_\_\_\_\_

**Please return this signed form to your Wedding Coordinator or campus Administrative Assistant at least two weeks prior to the wedding.**

## **VIDEOGRAPHY POLICIES BRENTWOOD BAPTIST CHURCH**

1. Videotaping is permitted, but is not provided by Brentwood Baptist Church.
2. The Church Wedding Coordinator can help direct your Videographer as to suitable locations for setup.
3. The use of tripods, stands and other equipment is permitted as long as their use does not deface any church furnishings.
4. The use of any Church video equipment is not permitted.
5. Videographer and their employees must refrain from the use of irreverent language, discourteous actions and smoking inside the building.
6. No food or drink may be taken into the wedding venue.

We agree to comply with the rules and regulations of Brentwood Baptist Church regarding Videography as described above.

Videographer Name \_\_\_\_\_ Telephone \_\_\_\_\_

Videographer Signature \_\_\_\_\_

Wedding Date and Time \_\_\_\_\_

Bride's Name \_\_\_\_\_ Telephone \_\_\_\_\_

**Please return this signed form to your Wedding Coordinator or campus Administrative Assistant at least two weeks prior to the wedding.**

## WORSHIP CENTER WEDDING POLICIES

1. The Worship Center on the Avenue South campus is available for weddings not to exceed 280 attendees. Parking spaces on campus are limited to 50.
2. Please note that **rental of the Worship Center does not include access to a kitchen or reception space.**
3. Avenue South is located on a busy thoroughfare. To ensure the safe ingress and egress of your guests, it will be necessary to have an off-duty officer onsite for the duration of your ceremony. It will be your responsibility to compensate the off-duty officer.
4. The time allowed for weddings will be 8:00-12:00 PM, 2:00-6:00 PM and 4:00-8:00 PM on Saturdays.
5. The bride's room will be scheduled for 4-hour time periods. Requests for longer time periods will not be permitted.
6. No musical instruments, technical equipment, furniture or greenery located throughout the building may be moved or rearranged. If staging necessitates the moving or rearrangement of musical instruments, technical equipment or furniture, it may be done **ONLY** with prior approval of the Music and Worship Minister and **ONLY** under the direction and supervision of the Wedding Coordinator, Facilities Office, and Media Technical Staff.
7. It is the responsibility of the wedding party to make sure all flowers and decorations are removed immediately after the wedding.
8. No nails, screws, tacks, glue or tape of any kind may be used on the walls, floor, stage, furniture or woodwork.
9. **Open flame candles are prohibited on all Brentwood Baptist Church campuses (with the exception of the unity candle).**
10. Lighting of the unity candle (use dripless candles only) will be done under the supervision of the Church Wedding Coordinator. Protective covering must be placed under the unity candelabra.
11. Use of wedding decorations or equipment in the aisles is prohibited.
12. Confetti, rice, sparklers or other materials are not to be thrown in the church building. **NO REAL FLOWERS MAY BE DROPPED BY ANY PERSON OF THE WEDDING PARTY.** Silk petals may be dropped down the main aisle. However, it is the responsibility of the wedding party to pick up ALL petals immediately after the ceremony.
13. Aisle runners will not be allowed.
14. Cost for this venue: \$1,350.00

## A WORD FROM OUR CAMPUS & TEACHING PASTOR

I want to extend my congratulations to you on your engagement and upcoming wedding! This is an exciting time for you and I'm honored that you would consider Avenue South being part of such an important moment in your life. I definitely want God's best for you, as does our entire staff. As a pastor, I'm called to ensure the sacred nature of a wedding ceremony and the importance of establishing a strong biblical foundation to build your marriage upon. With that in mind, I wanted to share with you some brief thoughts about marriage and your wedding day. Please take a few moments to read this and please don't hesitate to let me know if you have any questions.

The opening narrative of Scripture in the book of Genesis begins with a man (Adam) and a woman (Eve, in relationship with God & each other through marriage. The biblical imagery of marriage is used by God throughout the Bible to communicate Christ (the groom) and his love for the Church (the bride). That love is best understood by Jesus' sacrificial love for His bride on the cross to atone for our sin and separation from God, and to provide new life and hope to us. We call this the Gospel story, which means "good news." So clearly, marriage was created by God for his glory, and to reflect His love for His people. Therefore, the most pressing concern for me in regards to your marriage is that both of you know the love of Christ through a relationship with His Son, Jesus. It's through the lens of your faith that you will view all aspects of marriage, such as finances, communication, conflict resolution, and even intimacy. You need to be on the same page, spiritually, and I'd be glad to talk with you about your faith as individuals & as a couple. This is one of the things I address with every couple that I have the privilege to officiate their ceremony.

Marriage is a demonstration of the Gospel & an act of worship. The way a husband and wife love and interact with each another over the course of their marriage paints a picture of the Gospel story to our culture. While marriage certainly does bring the couple a great amount of joy, the purpose is to bring God glory by demonstrating the Gospel story. Since marriage is a witness to the world of the relationship between Christ and the church, it's important that our relationship during engagement reflects that picture in the purest way possible. Therefore, we encourage you to reflect the integrity of the Gospel and honor God's original intent throughout your engagement.

Many couples choose to live together before marriage. There are any number of reasons for this – saving money on finances, a desire to be with each other more often, etc. And on the surface, these might seem to be valid reasons to cohabitate before marriage. However, living together before marriage dramatically increases the temptation to be sexually active. I've actually never met a couple who is living together that is not having sex. While I understand that human desire, doing so before entering into marriage will certainly impact your relationship with Christ and can have a negative impact on the emotional & physical foundation you're trying to establish. Additionally, there is increasing research that shows couples who live together & sleep together before marriage have a greater likelihood of marital dissatisfaction once they are married. Therefore, we want to encourage you to view your engagement as demonstration of the gospel and an act of worship – and this includes your living arrangements and physical interaction. For this reason, because of our profound respect for the Gospel & our love and concern for you – we do not, as a church, officiate wedding ceremonies for couples who are currently living together.

This position is not one of judgment, condemnation or legalism. Our motivation is actually the opposite: a deep love for Jesus, for the local church, and for you. I believe the best way I can support your engagement, your marriage, and confidently officiate your wedding ceremony is to be open and honest with you throughout this process – especially about this. In light of this, if you choose to ask someone else to officiate your wedding then I will respect that decision. However, if you are currently co-habiting and still interested in having me officiate your wedding, I'd be honored to talk with you about options for separating and finding other living arrangements until your wedding day. When you choose to honor God and your fiancée, He'll strengthen the foundation of your marriage as you prepare your wedding.

Again, please let me know if I can answer any questions you have about this, or be of assistance in any manner.

Sincerely,  
Aaron Bryant | Campus & Teaching Pastor | 615.850.3155

# Regular Attendee Form

Name: \_\_\_\_\_

Date	Service Attended	Minister

Date	Service Attended	Minister

Date	Service Attended	Minister

Date	Service Attended	Minister

This form must be signed by a minister of the church on the date of attendance.