

Shadow Hills Baptist Church

Wedding Guide

Setting the Date

When you have made a decision about marriage, please contact the church office to arrange for a date. This date is tentative until it has been checked with the minister and considered in a church staff meeting to avoid conflicts with other events. Guidelines for fees and use of the church facilities will be explained.

Pastor

When the deposit is paid and thus the date confirmed, please be sure the date is cleared with the pastor, if you desire him to perform your ceremony. When another clergyman is desired, this must be made known at the time the date is set. The pastor requires counseling for all weddings he officiates. If you choose to go through counseling with someone else, bring documentation verifying the completion of the program. A good way to handle the pastor's honorarium is to place it in the envelope with the marriage license and give it to him at the rehearsal. There is no set fee for the Pastor, but an honorarium is customary.

Premarital Counseling

Premarital counseling is a requirement of Shadow Hills Baptist Church if our Pastor is desired to perform the ceremony. Cost is \$150 for 4 sessions.

Music

Only appropriate music should be used. All music to be played or sung shall be approved by the Minister of Music or by someone appointed by him. You will need to contact a pianist directly. If the person is unfamiliar with our piano, they need to arrange with the church office when they may practice. Be sure to inform the church if you are to use a tape rather than an instrumentalist.

Florist

No nails, tacks, or screws shall be put in walls, furniture, or pews. Use tape (no duct tape). Only non-drip candles should be used. Plastic covers are to be placed under all candles. The florist will be responsible for cleaning wax or any other damages to the property caused by decorations. All decorations must be removed immediately after the wedding.

Reception

The Fellowship Center is available for receptions. Please provide your own materials for your reception. Please inform any caterer you may use that no alcoholic beverages may be served on the church premises.

Custodian

Final clean up will be handled by the church's custodial crew.

Electronic Media

Only Shadow Hills Baptist Church personnel are to operate the sound, lights and projector systems. If you wish it to be used, please contact Michael Corbin (791-0448). Although there is no set fee for Michael's time, an honorarium is customary. For non-members there is a separate fee of \$100 payable, if by check, to Michael Corbin. Fees or honorarium should be paid at the rehearsal.

Rehearsal

For an orderly wedding, a rehearsal should be held and directed by the officiating minister, or someone designated by him. All members of the wedding party, including parents, should attend. The license should be given to the minister at the rehearsal. It is recommended that you schedule the rehearsal the evening before the wedding.

Fees Charged for Use of Church Building

Non-Member Fees

Deposit	\$ 50.00
Non-Member Fee	\$450.00
Reception	\$100.00
Custodial Cleaning	\$ 75.00
Rehearsal Dinner	\$100.00
Total	\$775.00

Member Fees

Members & Immediate family members	
Deposit	\$ 50.00
Reception	\$100.00
Custodial Cleaning	\$ 75.00
Rehearsal Dinner	\$100.00
Total:	\$325.00

Deposit is due when date is confirmed.

Remainder due day of rehearsal.

General Church Regulations

Alcoholic beverages in any form are **not** permitted on church property. Absolutely **no smoking** or tobacco use is permitted.

We have found that the throwing of rice or bird seed is extremely hazardous to the safety of others using the hallways and walkways. Therefore, its use is strictly prohibited anywhere inside the building. Also, because we are concerned for the safety of our older members, we ask that you sweep away all remaining bird seed/rice from the sidewalks and under the portico.

Rooms for the various members of the wedding party to dress in will be provided. The Nursery/Preschool area is usually where the men dress; the second door to the left (down the hallway leading to the Fellowship Hall) is usually where the ladies dress. Furniture in these rooms may be moved around to accommodate the wedding party, but must be returned to original locations following the wedding.

The dress of the wedding party should be in good taste and should conform to suitable clothing for a religious ceremony.

The user will pay for any damages that occur during use of the church facilities.

There will be no weddings on Sundays or holidays (check with the pastor for any change in this policy).

Damage Clause:

The bride and groom will be responsible for any damages which might occur to the buildings and /or furnishings of Shadow Hills Baptist Church during the time of occupation by the wedding party and all those associated with the wedding.

Wedding Reservation for Shadow Hills Baptist Church
5911 4th Street Lubbock, TX 79416 PH 806-792-4438 FAX 806-792-5026

Bride _____ Birthday _____ Phone _____

Address _____

Member of what church _____

Parent's name and address _____

Groom _____ Birthday _____ Phone _____

Address _____

Member of what church _____

Parent's name and address _____

Wedding: Date: _____ Time: _____

Rehearsal: Date: _____ Time: _____

Rehearsal Dinner: Time: _____ Place: _____

Officiating Minister _____

Reception Hall: (Y or N) If Yes Time: _____ If No Where: _____

Bakery _____ Delivery Time: _____

Florist _____ Delivery Time: _____

If flowers are to be left at church for the Sunday worship services, the following note will be included in the church bulletin: Flowers given this Sunday by _____

Photographer's Name and Address: _____

(Be sure you have advised the florist and photographer of church policies)

Pianist _____ **Vocalist** _____

Other Types of Instrumental Music _____

Microphones: (Y or N) How Many? _____ Located Where? _____

Address after marriage _____

I have read and accept the "**Wedding Information for the Bride and Groom**" by Shadow Hills Baptist Church and will cooperate according to have a meaningful and well-planned wedding.

Signature of the Bride _____ Date: _____

Signature of the Groom _____ Date: _____

The deposit is due when date is confirmed.

This form may be turned in at any time, but must be in at least two weeks before the wedding.