



ARROW HEIGHTS BAPTIST CHURCH
3201 SOUTH ELM PLACE
BROKEN ARROW, OK 74012
BOB GREEN, PASTOR



Wedding Policy & Procedures

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PLEASE CONTACT IMMEDIATELY FOR ANY QUESTIONS OR TOURS

Wedding Coordinator: Kim Allen 357-1546

E-mail: krattime@valornet.com

Wedding Reception Coordinator: Carolyn Shoemaker 355-1992

E-mail: wrshoe@valornet.com

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Notes:

ITEMS AVAILABLE FOR USE

STUDENT ACTIVITY CENTER:

Candelabras are available to **rent for \$35.00** (this includes all candelabras and candles)

2 Spiral Candelabras

15 Round Tables

2 8ft Tables

3 6ft Tables

116 Chairs

Lattice – 1 set

2 4ft Pillars (white)

2 7ft Pillars (white)

*Your
Wedding
at
Arrow Heights
Baptist Church*

*So they are no longer two, but one.
Therefore, what God has joined together,
let man not separate.*

Matthew 19:6

Wedding Policies

Arrow Heights Baptist Church is happy to know you are taking such an important step in your lives.

The most important decision you will ever make is to accept Jesus Christ as your Savior and Lord. The second most important is the choice of a lifetime partner in marriage. The marriage ceremony is one of the most sacred and beautiful of all services in the church. It is much more than a happy social event; it is a worship service in which two people commit their lives to each other and to the Lord. Because of the nature of the occasion, only the pastor or another ordained minister, with the pastor's approval, may officiate.

Arrow Heights Baptist Church requires couples to attend and complete Pre-Marital Counseling before exchanging vows. Our counselor is a fully trained, licensed professional (LPC) in pre-marital counseling. There is a one time charge of \$35 to be made payable to "Prepare/Enrich" for the questionnaire processing and a charge of \$30 per session (usually 4 sessions totaling \$120) payable to the counselor. At the completion of your counseling through AHBC and sign-off by the AHBC counselor, AHBC will reimburse you half (\$60) the total cost paid to the counselor. Exceptions for counseling must be approved by the AHBC Pastor.

The following policies and procedures are necessary so that all will receive fair treatment and also that the buildings will remain in readiness for regular services. In order that you may have a sacred and dignified wedding ceremony, you are urged to make thorough preparations. These guidelines are stated so the family will be aware of their responsibilities and the services provided by the church.

ITEMS AVAILABLE FOR USE

MAIN CHURCH BUILDING:

Candelabras are available to **rent for \$35.00** (this includes all candelabras and candles)

2 Spiral Candelabras

1 Fan Candelabra

Unity Candelabra

4 silk ficia trees

24 Round Tables

2 pew candle holders

12 8ft Tables

2 4ft Pillars (white)

8 6ft Tables

2 7ft Pillars (white)

300 Folding Chairs

2 planter boxes (white)

lattice – 4 Sets

1 metal white arch

35 pew bow holders

Ring Bearer pillows

**Tablecloths – Round and rectangular (enough for all tables)*
(There will be a minimal fee for the use of tablecloths – please speak with the Reception Coordinator)**

15 Large Hurricanes*

24 Small Hurricanes*

Various vases, large and small*

Mirror tiles (several)*

4 Punch bowls*

Silver cake knives and servers*

2 Coffee urns*

Various serving trays and platters*

Clear Luncheon plates (approximately 200-300)*

Other supplies are available – would need to be seen*

****All items with asterisk may also be used in the SAC upon request to the Reception Coordinator.**

MEMBER / NON-MEMBER

The following is a definition, which shall apply to the terms Members and Non-Members:

MEMBERS:

Bride, Groom, parents or guardian and grandparents of the Bride or Groom who are members of Arrow Heights Baptist Church and participate in the life of the church through giving of their time, talents, gifts and services.

NON-MEMBERS: Any person other than the above.

Scheduling Your Wedding

Weddings are to be scheduled at the discretion of the minister involved and in accordance with the church calendar. No weddings will be scheduled after 6:00pm on Saturday. Also, there will be no weddings scheduled during a holiday weekend or in the month of December. Rehearsal date should be scheduled at the same time the Worship Center and Student Activity Center is reserved. Friday night rehearsals will be scheduled at 6:00pm unless otherwise approved. *A maximum of 5 hours is allotted for each wedding (ceremony, reception and clean-up by wedding party).*

Consult with the Wedding Coordinator for an open date. Download the forms from our www.Arrowheights.org website. Once you have filled them out, mail them to the church along with a \$200.00 deposit, which will be held until your request is approved. Your request for that date must be approved at the next available staff meeting. After the date has been approved, you will be notified by the Wedding Coordinator. If for some reason your date is not approved, you will be notified and your deposit check returned to you.

In the event of a wedding cancellation **prior to one month** before the wedding date, half of the deposit will be refunded to you. If your wedding is canceled **within the month** of the wedding, there will be no refund of your deposit. If all policies and procedures are adhered to and if there is no damage or breakage, the full deposit will be refunded after the wedding. Failure to adhere to any of the listed policies will result in forfeiture of the deposit. All remaining fees are to be paid **no later than two weeks** before the wedding.

Room arrangement request forms are to be returned to the pastor's office **no later than three weeks** before the wedding.

Responsibility of the Wedding Party

The buildings of Arrow Heights Baptist Church are centers for worship activities. It is expected that members of the wedding party will conduct themselves at all times in a manner befitting the atmosphere of a place of worship.

No food or drinks are permitted in the worship center. The dress of the wedding party should be in good taste and should conform to suitable clothing for a religious ceremony.

Wedding rehearsals or wedding ceremonies will not be performed if any member of the wedding party is under the influence of alcohol or illegal drugs.

Rice, confetti, shaving cream, birdseed, live flower petals may not be used inside the church building. Birdseed may be used outside the building.

The Arrow Heights Wedding Coordinator is required to be at all weddings. She will advise and help the pastor to officiate and direct your wedding rehearsal and ceremony. Her presence aids in keeping the wedding running as smoothly as possible.

Please read the following information so you will be familiar with the policies and procedures of the use of the church buildings. Before your wedding plans are announced, we ask that you agree to comply with the requests contained in the material.

It is the obligation of the Bride and Groom to make certain these rules are made known to all members of the wedding party.

Rehearsal Dinners

SEATING CAPACITY and USE FEE: (There is a 3 hour minimum room rental)

Celebration Room off the Worship Center –

80 people - \$25.00/hr

Room 106 (next to the kitchen in the Church building) -

50 people \$15.00/hr

Room 101 of the Student Activity Center -

50 people - \$15.00/hr

Student Activity Worship Center - 150 people - \$25.00/hr

MEMBERS:

Use Fee (due two weeks before rehearsal dinner)

NON-MEMBERS:

\$100.00 plus Use Fee (due two weeks before rehearsal dinner)*

There is a \$50.00 deposit to reserve the kitchen with the event.

*If music is desired, there will be an additional charge of \$20.00/hour for a Sound/Light technician for Rehearsal dinners held in the Student Activity Worship Center. Arrangements need to be made in advance by contacting the Wedding Coordinator.

Reception Fees

MEMBERS:

Reception Fees (due two weeks before reception) \$250.00*

NON-MEMBERS:

Reception Fees (due two weeks before reception) \$500.00*

Wedding and Reception in SAC

MEMBERS: \$650.00

NON-MEMBERS: \$1,300.00

The fees which are included in the above prices are for the use of the facility, the Wedding Coordinator, Reception Coordinator, Sound Technician and Custodian.

*PLEASE NOTE: These fees do not include the organist, pianist, vocalist or the Minister honorariums. It is the responsibility of the wedding party to make sure these individuals are paid.

* PLEASE NOTE: There is an additional fee of \$100.00 per hour charged for anything beyond the maximum of 5 hours allotted time for the Wedding and Reception combined.

**Refundable—see page 10

If music is desired, there will be an additional charge of \$20.00/ hour for a Sound/Light technician for Receptions (minimum of 3 hours). Arrangements need to be made in advance by contacting the Wedding Coordinator.

* PLEASE NOTE: There is an additional fee of \$100.00 per hour charged for anything beyond the maximum of 5 hours allotted time for the Wedding and Reception combined.

Decorating for Your Wedding

The Church will be available for decorating *one day prior* to the day of your Wedding and Reception. It is the responsibility of the bride's family to arrange with a florist for decoration of the church and reception area. *Times to begin decorating will vary according to the season and the many activities that go on at the church. You will need to coordinate this time with the Wedding & Reception Coordinators and church office.* Air conditioning or heat will be turned on in appropriate season and only as long as necessary to cool or heat the building. Please keep this in mind when using fresh flowers. Custodians will be responsible for moving any furniture.

NO nails, tacks, staples, pins, glue, tape or anything that will mar the woodwork may be used on any furniture, molding or carpet.

Only mechanical candles (from church or rental facility) may be used. Only drip less candles may be used for the Unity Candle. Floors and furniture must be protected to prevent wax damage. *Florists are responsible for the cleaning of wax from floors, furniture and carpets and shall be required to see that the church premises are left as clean as possible.* No lighted candles are to be carried in the worship center. Candle lighting must be done with brass or silver candle lighters. Candelabras are available for a minimal charge from the church. Contact the Wedding Coordinator or the office for information.

The platform of the Worship Center will be cleared from the wood modesty rail forward. The organ, piano, percussion instruments, tympani, etc. and choir loft with chairs must remain in place. There will be a \$40.00 relocation fee to relocate the drums on the stage which will be done by AHBC Sound Staff.

When flowers with water in the containers are used, the carpet beneath them shall be covered to prevent damage. Any spillage must be cleaned up immediately. No preservative shall be used in the water for the flowers.

The placing of flowers, ferns, candles or anything decorative on either the piano or the organ is strictly prohibited.

All potted plants must be covered and placed on plastic to protect the carpet. *Church plants are not to be moved for wedding use unless specific permission is obtained from the Wedding Coordinator.* Special holiday church decorations are not to be moved or altered when weddings take place during the holiday season.

All wedding flowers (bride's bouquet, attendants' flowers, corsages, and boutonnieres) should be delivered two hours before the wedding. If you wish to leave the flowers from a Saturday wedding for the Sunday service, please contact the Wedding Coordinator as soon as possible.

It is the florist's responsibility to see that all their decorations and equipment are removed from the worship center immediately following the wedding. If no florist is used, this is the responsibility of the wedding party.

The church reserves the right to restrict the use of our facilities by wedding consultants, florists, or caterers who violate these regulations.

Wedding Fees

MEMBERS:

Worship Center \$650.00*

SAC \$550.00

\$200.00** Deposit (due upon receipt of application)

The remainder of the Wedding Fees are due two weeks before wedding.

NON-MEMBERS:

Worship Center \$1,300.00*

SAC \$1,100.00

\$200.00** Deposit (due upon receipt of application)

The remainder of the Wedding Fees are due two weeks before wedding

The fees which are included in the above prices are for the use of the facility, the Wedding Coordinator, Sound Technician and Custodian.

*PLEASE NOTE: These fees do not include the organist, pianist, vocalist or the Minister honorariums. It is the responsibility of the wedding party to make sure these individuals are paid.

* PLEASE NOTE: There is an additional fee of \$100.00 per hour charged for anything beyond the maximum of 5 hours allotted time for the Wedding and Reception combined.

**Refundable—see page 10

Wedding Music & Picture Slideshows

The wedding ceremony is a service of Christian worship. *All music must be approved by the Wedding Coordinator.*

The Bride’s family is responsible for arranging for an organist/pianist. If using an organist other than those of AHBC, they must be approved by the Minister of Music. It is the responsibility of the wedding party *to secure and pay* an organist or pianist.

If using CD’s for the music for your wedding, the songs must be on one CD, in order and clearly marked. The CD for the wedding as well as any accompaniment CD's should be brought to the rehearsal.

Because of the complex nature of the sound and lighting equipment in the worship center and the SAC worship center, *only* church trained operators will be responsible for sound and lighting during the rehearsal and wedding ceremony. Fees for this service are included in the charges for the wedding, **however, there will be an additional charge for a sound/light technician for Receptions.**

If you wish to have a picture slide show, you must contact the Media Tech at AHBC to find out the proper format to use. This DVD should be brought to the wedding rehearsal.

Wedding Reception

Reservations for the use of church facilities for the reception should be made at the time of scheduling the Worship Center or Student Activity Center (SAC). We have four areas available for receptions:

Gym	300 people
Room 106 (behind the kitchen).....	50 people
SAC Worship Center	150 people
SAC Room 101	50 people

The Gym has a large professional kitchen adjacent to it. The SAC Worship Center and Room 101 have a small connecting kitchen.

A time for Reception set up and decorating should be arranged through the Reception Coordinator. *Utilization of the gym is seasonal due to the activities therein. Arrange well in advance for a time to decorate.*

The Reception Coordinator will be present the day of set-up to help with supplies and see that everything is available. She will also be present the day of the wedding to assist the hostesses with whatever is needed.

It is the responsibility of the catering service or the family to restore the kitchen and reception area to the condition in which it was found. *All dishes and utensils are to be washed and returned to their place. The area is to be cleaned of all food particles or liquid spills.* If no catering service is used, you may enlist several family members or friends to be responsible for clean up. *Floors should be swept and mopped, liners replaced in trash cans. The Reception Coordinator will be there through the kitchen cleanup, and sign-off when cleaning is done.*

Everything should be returned to the way you found it in order to receive the **full refund** of the \$200 deposit.

The catering service should be informed that **no alcoholic beverages** may be served in the church buildings, and **no alcohol** is allowed on the church premises.

Red punch and soft drinks (grape, orange, strawberry) **cannot** be used the SAC Worship Center. The red dye in punch will permanently stain the carpet. The Reception Coordinator must be present when the kitchen facilities are in use.

Wedding Photography

A wedding is sacred. Flash photographs take away from the ceremony and are not to be taken during the ceremony. Flash photographs may be taken during the processional and recessional.

As many pictures as possible should be taken prior to the arrival of guests and no later than thirty minutes prior to the time the wedding is scheduled to begin. It is a courtesy to your wedding guests not to delay the reception for a lengthy photo session.

No photographic equipment shall be attached to the woodwork. The photographer should not stand on pews or tables when taking pictures.

Video cameras should be placed in discreet areas as not to distract from the ceremony.