***Greater Archview Baptist Church***

***Wedding Ministry***

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***1720 W. 23rd Street***

***Little Rock, AR 72206***

***Rev. Kenneth Martin***

***“Experiencing the transformation of God”***

**Checklist**

\_\_\_\_\_ Thoroughly read the wedding guidelines

\_\_\_\_\_ Agree to abide by all church policies

\_\_\_\_\_ Contact the church secretary to set the date

\_\_\_\_\_ Pay your deposit (non-member)

\_\_\_\_\_ Decide which minister you want to officiate – if Pastor Martin is not officiating the services, inform the church secretary in writing

\_\_\_\_\_ Contact the wedding ministry to schedule a meeting

\_\_\_\_\_ Bring a CD of music or a list of songs for approval

\_\_\_\_\_ Schedule a pre-marital counseling

\_\_\_\_\_ Pay the reminder of your fees to the administrative secretary

 (non-member)

\_\_\_\_\_ Arrange delivery time for flowers and other rental items

\_\_\_\_\_ Make sure someone is at the church to sign for rentals

\_\_\_\_\_ Schedule rehearsal and dinner

\_\_\_\_\_ Clean all rooms used by the wedding party

**Note: Your Signature on the wedding checklist indicates that you understand and accept policies and procedures. To minimize potential miscommunications, all binding information is provided in writing for you, the intended couple.**

Bride: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

![C:\Users\mary.jacobs\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\2TKBQDGR\weddingbells[1].jpg]()Groom: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Dates and Location List**

This section is here to help you keep up with your dates and locations

Our rehearsal is scheduled for:

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Our wedding is scheduled for:

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Flowers will be delivered:

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Rentals will be delivered on:

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Location of rehearsal/wedding:

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Program approval: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Music notification: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Minister notification: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Deposits paid on: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Counseling Dates: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Last day to pay remainder of fees:

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Remainder of fees paid on:

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**Reserving a Date**

Arrangements must be scheduled with the church secretary so that your date will not conflict with other activities and events. Weddings may be schedule earlier, but the date must be least 90 days prior to desired date of wedding. A person wishing to reserve the church must do so in person, with the church secretary, and in the church office. The date for the wedding and rehearsals are reserved upon receipt of a non-refundable reservation fee (non-member). No reservation may be made by a third person.

**Note: Before a date can be reserved, either the bride or groom must be verified as a member of Greater Archview Baptist Church.**

**When to Reserve a Date**

For a wedding in: Reserve the date in:

January October

February November

March December

April January

May February

June March

July April

August May

September June

October July

November August

December September

**Fees Required Reserving a Date**

A non-refundable reservation fee is dependent on membership status and will be applied to the total rental cost.

The reservation fee must be paid unless it is 90 days before the wedding. If it is 90 days before the wedding, half (1/2) of the total fee must be paid. It is at the time a date will be given, confirmed, and entered on the calendar. This at the time a date will be given, confirmed, and entered on the calendar.

![C:\Users\mary.jacobs\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\2TKBQDGR\weddingbells[1].jpg]()This is a deposit and is non- refundable, (along with any other fees paid).

Fees charges are adopted by, and for, Greater Archview Baptist Church in accordance with its needs and expenditures. The fees are to cover the use of the church, expenses related to the operation of the wedding, security, sound system operator, furniture arrangement, church clean-up, and pastor or pastor designee.

Fees only apply to the listed service. They do not cover ministers not on GABC staff, musicians, singers, florists, decorators, photographers, videographers, caterers, and wedding coordinators.

Fees and charges for these services are contracted independently, negotiated with appropriate persons/ vendors, and is your responsibility.

**Procedures to Follow before Reserving a Date**

Wedding Time: Weddings time will be based on availability of church. An on-time start is expected for all weddings. Weddings cannot be delayed for late or absent participants.

 GABC Member Non-Member

Wedding Only Free $300.00 / Sanctuary

 Free $100.00 / Chapel

Fellowship Hall Free $200.00

Sound System/Engineer Free $50.00

Maintenance/Cleaning Free $100.00

We suggest remaining balances be paid at intervals to allow for financial ease. All remaining fees must be paid in full thirty (30) days prior to wedding. If the remaining balance is paid after the 30 days, only a cashier’s check or money order will be accepted.

**Wedding Coordinator(s)**

Currently there is one known wedding coordinator as a member of GABC. Contact the Church Secretary. The coordinator has the responsibility for directing the wedding in compliance with the wishes of the bride and groom.

The responsibility of the wedding coordinator only extends to directing the rehearsal and the wedding. The bride and groom may consult with their own personal wedding planner of which the planner will be responsible for the wedding, not the wedding coordinator.

![C:\Users\mary.jacobs\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\2TKBQDGR\weddingbells[1].jpg]()**Note:** *For adequate planning, please contact the wedding coordinator as soon as possible to schedule the initial and subsequent meeting.*

**Officiating the Wedding**:

GABC’s Senior Pastor will officiate all weddings or appoint a designee. Request for a minister outside of GABC may be granted, however requests must be written and directed to Senior Pastor via church secretary.

The pastor will meet with the bride and groom, even if not performing the ceremony.

**Marriage Counseling:**

The bride and groom are required to attend a series of counseling sessions before getting married at Greater Archview Baptist Church. It is suggested that counseling sessions are scheduled and begun before a date is set to ensure completion of all sessions before the wedding.

All counseling sessions will be conducted by the Senior Pastor or a designee. Persons requesting a Sanctuary Marriage must also schedule Marriage Counseling.

**Note:** *No wedding will be conducted by Senior Pastor, his approved designee, or held at GABC without completing all counseling sessions. Any modifications to this process may only be made by Pastor Martin.*

**Wedding Rehearsals**

Wedding rehearsals are scheduled for 6:00 p.m. or earlier depending on the availability the night before the wedding and should last no longer than 120 minutes.

**Music**

All music for the wedding, either instrumental or vocal, must be approved by the Wedding Ministry/ Minister of Music of GABC. An outside musician may be used but must be approved by the Minister of Music of GABC. Fees pertaining to musicians, soloist, or vocal ensembles are independent contracted service; therefore you will be responsible for any financial obligations to those services. Minister of Music or designee will be present for rehearsals and on the day of the wedding.

**Decorations**

**General**

* No thumbtacks, nails, or adhesives may be used to attach any of the decoration, including pew bows. Plastic clips are allowed
* Decorating the facility cannot start until the day of rehearsal
* No rice or birdseed may be thrown inside or outside the church. Bubbles may be used outside the church only. No helium balloons are to be used inside the facility
* Flowers and decoration must be removed immediately following the wedding![C:\Users\mary.jacobs\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\2TKBQDGR\weddingbells[1].jpg]()
* No live flowers petals placed on the floor

**Furniture and equipment**

* Equipment (pedestals, candelabras, tables, etc.) must be stored in the church’s designated place, not in the foyer or halls.
* If you have rental equipment delivered to the church, please designate someone to sign for the equipment on the date it is to arrive.

**Candles**

* Use adequate floor covering under all candles and candelabras. You must provide the floor covering

The drip-less candles will drip. Plastic must be placed under any and all candles that will be lit. Bride and groom are responsible for any cleaning damages.

**Procedures**

**Time allotments**

* A total of ten (10) hours are allowed for your event, including rehearsal dinner, dressing, decorating, the ceremony, pictures, and cleaning.
* The rehearsal is usually scheduled to be held the day before the wedding. You are allowed 2 hours for rehearsal without dinner and 4 hours for rehearsal with dinner.

**Please be on time.**

* Items left will be placed in a box and discarded after 2 weeks.
* All rooms used by the wedding party must be cleaned. This includes removing clothes, shoes, clothes hangers, dry cleaning bags, flowers, flower boxes, and all other items used by the wedding party.

**Church Rules**

* No smoking is allowed inside the church or on the church grounds
* No alcoholic beverages or bottles that suggest alcoholic beverages (e.g. grape juice in a wine bottle) are allowed on the premises.
* No use of profanity is allowed on the church premises.
* No eating, drinking, candy, or gum allowed in the church sanctuary.

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**Wedding Ministry**

**Wedding and Reception**

**Policies and Procedures**

*Congratulations* and best wishes on your upcoming marriage. On behalf of the Greater Archview Baptist Church for one of most scared moments in the lives of the both of you… your ***wedding.***

A wedding is more than a gala social event, it is a religious ceremony, a worship service where two people assemble with friends and family, vow their love for one another, and invoked the blessing of God upon your union.

The wedding ministry of Greater Archview Baptist Church is happy to assist you in planning and executing a service that will be both suited for you and one that will reflect as much dignity as possible.

**Wedding Coordinator**

Dr. Mary V. Perkins-Jacobs

(501) 227-0719 – H

(501) 350-2171 – C

msmvjacobs@sbcglobal.net

(501) 375-6673 - Church

<http://www.greaterarchview.com/>