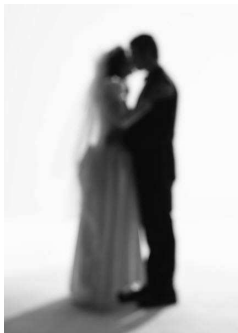


**Manley Baptist Church
3603 West Andrew Johnson Highway
Morristown, Tennessee 37814
Telephone 423.586.8665**

weddings@manley

your guide to having a wedding at our church



wedding facility coordinator:

sabrina starnes

telephones: 423.586.8665 x219

901.378.0444

Updated: July 2010

Greetings from the staff and members of **MANLEY BAPTIST CHURCH**

All of us at Manley Baptist Church are thrilled to share in the happiness and joy of your wedding. This booklet is provided as a guide for planning your special day at our facility.

Every part of your wedding ceremony should be planned with a spiritual theme in mind. It is a sacred time of worship for you and your groom and a time to offer joint praise to God for bringing the two of you together. Good planning and preparation will lead to a wonderful wedding day, as you and your groom commit your lives to each other and to God's glory. We hope it is a joyful day!

Both you and your groom should approach the rehearsal and wedding ceremony in a relaxed manner. Do your best to plan a ceremony that is glorifying to God and then you will be able to relax and enjoy your wedding day!

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General wedding policies

these policies apply to all weddings at Manley Baptist Church

Scheduling a wedding or reception

Members of Manley Baptist Church and all others who desire the use of the church facilities for weddings and receptions must make that request through our written application in the church office. Scheduling of dates will begin after your application has been discussed and approved. You will be contacted by the Wedding Facility Coordinator when your wedding date has been approved.

Premarital Counseling

Counseling is a vital factor in preparation for the ceremony. The bride and groom will arrange for such counseling with our Pastoral Care Administrative Assistant, Diane Woody, approximately three months before the wedding. Diane can be reached at 423.586.3762.

Minister Preference

In the event you desire to have a minister other than someone on our staff perform your wedding ceremony and/or premarital counseling, we request that you have the officiating minister write a brief letter stating that he will accept the responsibility of performing the wedding. Please address the letter as follows:

weddings@manley
Manley Baptist Church
3603 West Andrew Johnson Highway
Morristown, Tennessee 37814

Schedule

Weddings may not be scheduled later than 6:00 pm on Saturdays due to the preparation of the Worship Center for services on Sunday morning. The deadline to be completely out of the Worship Center is 8:30 pm. The reception following the wedding held in the Fellowship Hall must be completely finished and vacant by 9:30 pm.

Furniture

No furniture may be moved or removed from the current location without express approval of the MBC Wedding Facility Coordinator. Anything moved must be moved by custodial personnel. That includes choir loft chairs, pulpit furniture, musical instruments, books, literature, posters, pencils, pew materials, etc.

Advance Planning

Members of MBC may reserve the Worship Center and Fellowship Hall for weddings or receptions up to one year in advance. Non-members may reserve our facilities up to six months in advance.

Availability

The availability of the church does not guarantee the availability of the Pastor, Organist, Pianist, Vocalist, Photographer, Food Services Team, etc. All scheduling of their services must be completed individually.

Receptions

If you intend to have your reception in our Fellowship Hall, the availability of this resource must also be reserved through our MBC Wedding Facility Coordinator.

Policies and Procedures Confirmation

The policies and procedures listed in this booklet may contain material that must be made known to any or all of the following: Visiting Minister, Florist, Photographer, Videographer, Decorator, Wedding Planner, Caterer, and Members of the Bridal Party.

Conduct of the Wedding Party and Guests

Members of the wedding party and guests are expected to conduct themselves at all times in a manner befitting the atmosphere of a place of worship.

NOT ALLOWED

Alcoholic beverages are NOT allowed to be consumed or served on the church premises at any time. Also, neither the wedding party nor the guests may present themselves in an inebriated manner. Smoking is not permitted anywhere inside the building. Dancing is not allowed in the Fellowship Hall during the reception. The bride and groom are allowed their first dance and the bride and father of the bride are allowed their last dance. Guest dancing is not allowed. If your reception includes a musical band, the MBC Wedding Facility Coordinator must be made aware and given full details before it may be approved.

Lost or Damaged Items

MBC and its staff and/or members are not liable for any loss or damage to any items brought into the church for use at weddings and/or receptions.

Adjustments

Because of the delicate nature of our computer systems, NO ADJUSTMENTS may be made to any equipment in the Worship Center or Fellowship Hall without prior approval by the MBC Wedding Facility Coordinator and only an authorized operator shall move or adjust any equipment. This includes sound, lighting, thermostats, or control mechanisms. DO NOT TAMPER WITH SOUND SYSTEMS OR OTHER EQUIPMENT WITHOUT PRIOR PERMISSION. Your refundable deposit will no longer be refundable if any system is touched without prior permission.

Holidays

No weddings will be scheduled on holiday weekends or any other day that the church is closed. A wedding which takes place after the last morning worship service on Sunday and requires no additional set-up will be permitted. No weddings or receptions will be scheduled on the following major holiday weekends:

New Year's Eve**New Year's Day****Good Friday****Easter****Memorial Day****Fourth of July****Labor Day****Thanksgiving****Christmas Eve****Christmas Day**

Holiday weekend weddings are not allowed because it is impossible to schedule a custodian and/or a sound technician for a holiday weekend due to vacations and out-of-town events. This policy has been established for your benefit.

Number of Weddings

Only one wedding will be scheduled on any given date.

wedding facility coordinator

the responsibilities of our wedding facility coordinator

Coordinating the Facility Details

Following the initial confirmation of the wedding, the MBC Wedding Facility Coordinator will contact the bride and set up an appointment to cover all the details of the wedding rehearsal, ceremony, and reception. The MBC Facility Coordinator will have two meetings with the bride. One immediately after your wedding date has been approved to discuss facility needs and details; and one two weeks before your wedding to go over any last minute details and to deliver your final invoice. The Facility Coordinator will contact you to schedule these visits.

Coordinator Supervision

The MBC Wedding Facility Coordinator's main responsibility is to represent the church. Her responsibilities do not include "wedding planning." She will be present and oversee all facility needs during the wedding process, including directing the wedding party to their rooms, directing the florist, photographer, videographer, and caterer before, during, and after the wedding ceremony. This is to insure that all church policies regarding the wedding are being followed.

Church Staff

The Coordinator will be responsible for scheduling custodial staff, sound, and media technicians. Coordinator will make arrangements with the kitchen staff to be present to oversee use of the kitchen and operate equipment (dishwasher included).

Removal of Equipment

Coordinator will see that the florist, photographer, decorators, planners, and other personnel have removed all of their equipment and materials from the Worship Center and/or Fellowship Hall and that both areas are cleaned and returned to their original condition. Coordinator will report any damages done by the wedding party or helpers.

Flowers

In the event that the bride has chosen to leave flowers in the Worship Center, Fellowship Hall, etc., the Coordinator will make arrangements with the custodial staff about placement of these flowers. These wedding flowers should not interfere with the regularly scheduled arrangements requested for that Sunday.

Caterer

The Coordinator will see that the caterer has removed from the church all equipment and materials brought in for the reception, that the area is cleaned and everything is returned to the proper location. All Manley equipment will be cleaned and returned to the original location by a MBC employee. Coordinator will see that the reception area is in proper order after the wedding.

Personal Belongings

The Coordinator will see that all personal belongings of any member of the wedding party has either been claimed by them or delivered to them following the wedding. In any case, all personal belongings will be removed from the church property.

Worship & Music Pastor

The Manley Baptist Church Wedding Facility Coordinator is supervised by and accountable to the Associate Pastor of Worship and Music of MBC.

wedding music

policies for music included in your wedding

It is important to keep in mind that a Christian wedding is a very sacred service and should be centered in the Christian faith. All music should reflect this fact. The Associate Pastor of Worship and Music here at MBC may reserve the right to advise in matters he deems necessary and to refuse your use of certain types of musical selections.

Worshipful Weddings

Your wedding is an occasion of worship. The bride may contact the Associate Pastor of Worship and Music, Michael Turner, or the organist, Jeanie Wheeler, for assistance in musical selections for your wedding.

Pre-Service Music

Music before the ceremony usually begins about thirty minutes before the bride comes down the aisle. Vocal solos and the use of instruments other than the organ and piano are an optional part of the music selections. These musicians and vocalists must be secured by the bride and groom.

Obtaining Accompanists, Soloists, Instrumentalists

It will be the responsibility of the bride to secure the accompanists, soloists, instrumentalists, etc. A visiting organist is your option, however, due to the technical difficulty of a multiple keyboard organ, you may consider the use of one of the skilled musicians here at Manley Baptist Church. Practice, other than the rehearsal night, may be arranged with the Associate Pastor of Worship and Music or the church organist. A list of available soloists and instrumentalists may be obtained from the Worship & Music office during office hours, Monday-Friday, 8:30 am-5:00 pm.

Restriction of Privileges

The church reserves the right to restrict the privileges of any musician who violates the above regulations and those regulations included in this Wedding Guidelines booklet.

florist and/or decorator

policies for your florist or decorator to follow

Time to Decorate

The Worship Center will be available for decorating four hours before the scheduled rehearsal time. The Fellowship Hall is available up to four hours before the scheduled rehearsal time. Please make arrangements with the Wedding Facility Coordinator so that the kitchen staff and/or custodial staff will be available at your desired time.

Candles

All candles used must be drip-less type and be placed in candelabras to insure no drippings on the floor or carpet. Florist/decorator WILL BE responsible for removal of wax on carpet or floors. Please keep flammable materials a safe distance from candles. Candles may NOT be placed directly under hanging microphones in the choir loft area.

Protection of Surfaces

Protective material must be used under all floral arrangements to protect carpets and furniture. No preservatives harmful to carpet may be used in the flower containers.

Identification of Floral Arrangements

Please put names on flowers delivered to the church so they will be given to the appropriate people.

Damage to Furniture

No decorations may be attached to any of the pews or furniture with nails, tacks, staples, pins, adhesives, or anything that will mar the woodwork, furniture, or walls in the church Worship Center, foyers, hallways, or Fellowship Hall.

Rearranging Furniture

No furniture may be moved or rearranged unless done so by a member of the MBC Custodial Staff.

Removal of Decorations

All decorations in the Worship Center must be removed by at least one and one-half hours after the wedding "start" time. Any decorations not removed will be dismantled by the custodial staff and there will be a charge of \$25 per hour of delay.

Loss or Damage and Restriction of Privileges

MBC is not liable for any loss or damage to any item brought into the church for use at weddings and/or receptions. The church reserves the right to restrict the privileges of any florist who violates the above regulations or any regulation included in this Wedding Guidelines booklet.

photographer and videographer

policies for pictures and video at your wedding

Pre-Wedding Photography

We encourage couples to take all wedding photographs before the wedding ceremony. This gives the bride and groom special time to spend with the people they have chosen to be in their wedding party. Photographing the party before the wedding enables the family and the party to spend an hour or so enjoying each other. It is a relaxed and private time; you are not rushed; and best of all, your invited guests will not have to wait and you will not miss your own reception. It makes your photo session a memorable time with the special people in your life.

Ceremony Photographer

Please do not use flash photography during the wedding ceremony. The entrance of the bride and the exit of the bride and groom together may be photographed.

Videography / Photography

A video recording of the wedding may be made either from the rear of the Worship Center in the video and media station or from the front behind the choir rail. The videographer must be aware of his/her position and should act accordingly. The videographer or photographer should dress and act with discretion, remembering that they are in attendance at a formal and sacred worship service.

Videography @ Manley

The Video Team at Manley is available to professionally record your wedding. Please contact the Worship Technology Director, Justin Kirk, for prices and availability: jkirk@manleybaptist.org.

Restriction of Privileges

The church reserves the right to restrict the privileges of any photographer or videographer who violates the above regulations and those regulations included in this Wedding Guidelines booklet.

Who We Recommend

We have included three recommendations for photographers/videographers.

Photographer:

Rebecca Marcum Photography

1.423.736.1336 Packages for all Budgets

Studio Davissa

1.423.318.1087 www.studiodavissa.com

Outside Videographers:

Robin Keith, Keith Communications

1.423.312.5643 robin@keithcommunication.com

caterer

policies for kitchen use and food at your reception

Kitchen Use

If the Kitchen is open, a MBC Kitchen Staff person must be present. The kitchen is available up to four hours before the scheduled wedding time. Please schedule with the MBC Wedding Facility Coordinator, so that the kitchen staff will be available and present at your desired time. Kitchen staff is responsible for opening and closing the kitchen and for overseeing the use of all kitchen equipment, including the dishwasher.

Catering Your Reception

The MBC Kitchen staff are not responsible for catering your wedding unless separate arrangements are made with them. It is the CATERER'S responsibility to have the appropriate people available to "work" the wedding. You will need a "runner", a person assigned to keep trays and punch refilled, dishes replenished, and stacked, and to handle the removal of dirty dishes to the kitchen.

Reception Set Up

The MBC Custodial staff will set up the wedding reception area with tables and chairs to your specifications. The MBC Wedding Facility Coordinator will need the official "Reception Set Up Sheet" completed and turned in no later than two weeks before the wedding. *Ask the Coordinator for a copy of the "Reception Set Up Sheet"

Not Allowed

No Alcoholic beverages may be served under any conditions. No exceptions.

Glassware Available

Plates, cups, and punch bowls are available free of charge to members of Manley Baptist Church. If you have need of these items, please make arrangements with the MBC Wedding Facility Coordinator during your initial meeting. Any items missing or broken will be charged to the bride.

Linens

White linen tablecloths (round) are available to rent at a cost of \$5 each. This price includes dry cleaning after the wedding.

Custodial Fees

A custodial fee of \$25 per hour will be charged if catering cleanup is not completed within the three hour period after the wedding. Silverware, glassware, and all wedding decorations must be removed immediately after use. The Fellowship Hall is reserved for three hours after the wedding. Custodial fees of \$25 per hour begins following that three hour time frame.

Trash Removal

Please remember to take out your trash. A dumpster is located behind the kitchen area in the small parking lot.

Final Inspection

Please make a final inspection to see that the Fellowship Hall is left as clean as you found it. We call it "broom clean." The custodial fee for clean up will be in effect should the room not be left clean.

Departure of the Bride and Groom

Celebrating the departure of the bride and groom should be done outside the building. Only birdseed, flower petals, or bubbles are permitted. (No rice) Please do not dispense packets of birdseed inside the building.

Payment of Caterer

Payment to the Caterer is made directly by the bride.

Loss or Damage

MBC is not liable for any loss or damage to anything brought into the church for weddings and/or receptions.

Restriction of Privileges

The church reserves the right to restrict the privileges of any caterer who violates the above regulations and those regulations included in this Wedding Guidelines booklet.

Who We Recommend

We have included three recommendations for Caterers in the area.

Connie O'Neal, Food Service Director at Manley Baptist Church
1.423.586.2900

Kathy Stewart, Wedding & Party Rentals
1.423.317.7771

Megan's Corner, 123 North Henry Street, Morristown
1.423.585.0420

childcare

policies for childcare during your wedding and/or reception

Childcare Reservations

If you will need childcare reservations, you must make the Wedding Facility Coordinator aware during your initial visit. TWO WEEKS before the wedding, you should call the Childcare Coordinator, Patti Dalton, (423.587.1618) and finalize your plans with number and ages of children.

Childcare Policy

Policy requires two workers over the age of 16 with one of the workers being 18 or older to be present in each room at all times. No exceptions will be made to this policy. Childcare will be provided on two divisions of ages: newborn to age two and age two up to age four. The fee for childcare will be at the rate of \$12/hour per worker, with each worker being paid a minimum of two hours each. (Example: four workers provide childcare for a wedding and their services are needed for only one hour each, the fee would be \$96) Childcare will be available for receptions or wedding dinners that are held on church property ONLY, and at the above rates.

Payable To

The Childcare fees will be payable to Manley Baptist Church and may be collected by the Wedding Facility Coordinator. If the services of the childcare workers for any reason exceeds the requested time, the person requesting the childcare will be billed for any additional charges.

Restriction of Privileges

The church reserves the right to restrict the privileges of anyone who violates the above regulations and those regulations included in this Wedding Guidelines booklet.

fees

non-negotiable fees for use of the facility for your wedding

Wedding Deposit

A deposit of \$150 is payable directly to MBC two weeks prior to the wedding. This deposit will only be used in the event of extra kitchen/custodial time or damages. The balance of the deposit will be returned by way of a check in the mail after the wedding. This fee is NOT included in the following price lists.

Traditional Wedding Ceremony

Includes the following non-negotiables:

Wedding Facility Coordinator
Worship Center
Parlor/Brides Room *Dressing Room for Bridal Party*
Choir Room *Dressing Room for Groom's Party*
Sound & Media Technician

TOTAL: \$600

Traditional Wedding Reception

Includes the following non-negotiables and must be added to the above amount:

Fellowship Hall
Kitchen
Sound & Media Technician

TOTAL: \$300

Non-Member Extra Fees

If neither the bride, the groom, nor their parents are members of Manley Baptist Church, the following fees will be charged in addition to the previous fees:

| | |
|-----------------------|-------|
| Traditional Ceremony | \$200 |
| Traditional Reception | \$200 |

Intimate Parlor Ceremony

If you would rather have a small intimate ceremony set up in the Parlor, we can accommodate. The Parlor can seat up to 25 people maximum. We take the family-style furniture already occupying the space and set it up into a "chapel" atmosphere. No food or drinks are allowed in the Parlor following the ceremony. To have this wedding option, the fee is:

TOTAL: \$200

“Walk-in” Wedding Ceremony

A “walk-in” wedding is exactly that. You can use the Parlor as is with no set up or changes for your ceremony only– no rehearsal. A walk-in wedding must be scheduled through the Wedding Facility Coordinator to make sure there are no calendar conflicts. There is no damage deposit. The following fee is for up to one hour use of the Parlor with little to no decorations allowed.

TOTAL: \$50

If you have any further questions concerning the policies and procedures of having your wedding at Manley Baptist Church, contact the Worship Office at 423.586.8665, ext. 219.

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