



Policy & Procedures For Wedding Services

Meeting With the Minister

You will need to meet with the minister. This is important for several reasons. First, it will give you an opportunity to get to know one another, and this will make for a much better wedding ceremony. Second, it will enable you to discuss issues that will play a central role in your marriage – common values, hopes and dreams, children, religious background and spiritual convictions. Third, it will enable you to talk about marriage in general and your wedding service in particular. Please call (281) 391-6894 so you can meet together about three to six months before your wedding. Our Pastor performs weddings for members only.

Invitations

When ordering invitations the suggested format for the name and address of the church is:

**Alief Baptist Church at Katy
906 Avenue A
Katy, Texas 77493**

Florist

Arrangements for floral decorations should be made with the florist of your choice, except at Easter and Christmas time when arrangements may be made with the Wedding Coordinator to use the church decorations. In this case, the bride's family contributes to the fund, which provides the flowers.

Local florists will be able to suggest various decorations for your consideration. If your florist is not familiar with our church, he/she should be told that it is not permissible to put tape, nails or tacks into the woodwork and hurricane lamps are not permitted on the pews.

Rice, Birdseed, Confetti, etc.

We rejoice with you! But we must ask that you cooperate by not scattering rice, confetti, birdseed, tissue flowers or other objects whether inside or outside the church building. Please advise your family, wedding party and guests of this requirement. Should the throwing of any of these items occur, an additional fee for cleanup will be charged. First and foremost, your church is a place of worship. We ask your cooperation in helping to keep your church holy. Please do not bring alcoholic beverages onto the premises (church or church grounds) and observe the "No Smoking" signs throughout the church building.

The Sanctuary

The pews may not be moved for any reason. If you plan for a flower girl to throw petals, you must secure an aisle cloth from your florist. Sweet-smelling petals stain the carpet.

Candles

Non-drip candles are required for use in the sanctuary.

Rehearsals

If the wedding party consists of no more than four adults, a rehearsal may not be necessary. However, if more than four persons are involved, and especially if children are included, a rehearsal is wise. Forty-Five minutes is ample time for the rehearsal, and all persons involved are urged to be prompt.

Music

If organ music is used in your ceremony, our Minister of Music must provide it or assign it to our staff. You may provide your own vocalist, or guitarist. Since a wedding is a religious service, the music, whether instrumental or vocal, should have a religious significance. The Minister of Music must approve all music, even when it is contemporary music, because the lyrics are to be in keeping with the meaning of a Christian marriage. **No secular music allowed.** Our Minister of Music is also an excellent musician and is familiar with a wide selection of music. You may wish to leave the choice of music to him/her. Usually, prelude music is played as guests are seated; the processional and recessional are played for the bridal party.

Policy for the use of the Keyboard

Because of the high quality of this instrument and the expense involved in its maintenance, we must limit its use by nonmembers of the church to professional musicians. We also ask that those using the keyboard abide by the following:

- No drinks or food are allowed in or near the choir loft.
- No items (other than music) should be placed on or near the keyboard.
- When finished, please lower the keyboard lift and key cover, lock with lock-strap, and replace keyboard cover.
- Under no circumstance should the keyboard be moved.

Should you choose to provide your own musician, a \$50.00 damage deposit is required. This damage deposit will be returned in full, after an inspection by the Minister of Music and your musician. In the event any damage has been found, it will be noted and discussed with the musician at that time.

Your help in preserving this fine instrument will enable us to provide many others with high-quality music in the future. Thank you for your cooperation.

The Wedding Service

The State of Texas requires that a license for marriage be obtained and that the couple fulfill the legal formality of pronouncement. A license may be obtained in any county of the State of Texas and is good for 30 days following the date of issue.

At our church, we offer a Christian service in which the wedding vows are made in a context of worship, prayer, and thanksgiving. A typical wedding service includes.

- A Welcome
- Invocation
- Words from the minister about the meaning and joy of marriage
- The Wedding Charge
- Scripture Reading or other readings
- A Song if desired
- The Exchange of Wedding Vows
- The Exchange of Rings
- The Lighting of the Wedding Candle
- Song if desired
- Prayer of Dedication and Benediction
- Pronouncement of Marriage

Wedding Fees

The fees for a wedding at Alief Baptist Church are \$1,300.00 which includes:

- Honorarium for the Minister
- Wedding Coordinator
- The Musician
- Sound Technicians
- Janitorial Services

One half deposit is due to hold your date on the calendar. The balance is due one week prior to the ceremony.

Fifteen **(15)** business days notice is required to receive a full refund.

Wedding Application

Bride's Information

Name: _____ Date of Birth:

Address:

Street	City/State	Zip
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Phone: (H) _____ (W) _____ (C)

Email: _____ Occupation

Parents Name:

Alief Baptist Church Member? Yes No If no, Where?

Are you a believer in Jesus Christ? Yes No

Church

Involvement: _____

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Statement of Faith:

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Groom's Information

Name: _____ Date of Birth:

Address:

Street	City/State	Zip
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Phone: (H) _____ (W) _____ (C)

Email: _____ Occupation

Parents Name:

Alief Baptist Church Member? _____ Yes _____ No If no, Where?

Are you a believer in Jesus Christ? _____ Yes _____ No

Church

Involvement: _____

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Statement of Faith:

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Wedding Application

(cont.)

Couple's Information

How long have you been dating?

How long have you been engaged?

Are you currently living together? Yes No

Wedding Information

First Choice: _____ Time: _____

Second Choice: _____ Time: _____

Wedding Date:

Wedding Ceremony: Sanctuary Family Life Center Other: _____

Reception: Family Life Center Other: _____