



Weddings at

Calvary Baptist Church

755 8th St., NW, Washington, D.C. 20001

Your Wedding at Calvary Baptist Church

Your wedding is a sacred occasion. It will be most meaningful to you, your families and friends when it is carefully planned. For that reason, the following policies will govern plans for your wedding at Calvary Baptist Church (CBC). Our church staff will work with you to ensure that your wedding is a happy and memorable event.

A wedding ceremony conducted in the church is not just a social occasion performed within the walls of a religious building. It is a service of worship. Prayers are offered and solemn vows are made. It is expected that those present, and most particularly all of the wedding party, will be in the spirit of sincere worship. Like all services of worship a wedding ceremony is designed to glorify God who divinely ordained marriage. Because we see weddings as important religious services, anything that adds to the reverence of the occasion is proper and anything that detracts from the spiritual nature of the service is discouraged.

When planning your wedding at the church it is important that the dates and times of the wedding and rehearsal have been confirmed with the Minister and these dates secured on the church calendar.

Application for Service

In order to confirm a wedding date, a written and signed application and a non-refundable deposit of **\$500.00** must be submitted to the church office. *Please note: No weddings will be scheduled on Sundays, holidays or holiday weekends.*

Use of the Facilities

The sanctuary of Calvary Baptist Church seats approximately 900 persons.

Weddings shall begin no earlier than 10:00 a.m., and no later than 7:00 p.m., with receptions ending no later than 10:00 p.m. Rental of the sanctuary for a wedding entitles the couple to use the sanctuary space for one hour for rehearsal and up to three hours on the day of the wedding.

Persons being married at Calvary Baptist Church will have (a) the pastoral service of the Minister(s) – as arranged personally with the individual Minister(s); (b) the use of the sanctuary for the rehearsal and wedding (air-conditioned or heated); (c) the services of a church coordinator to assist with the rehearsal and ceremony; (d) adequate dressing areas for the bride and her party.

Pastoral Services Premarital Counseling

A CBC Minister must officiate the Wedding Service; guest Ministers may participate upon arrangement with the CBC Senior pastor. It is the responsibility of the guest minister to contact the CBC Senior pastor to confirm arrangements.

Premarital counseling sessions are a mandatory component of being married at Calvary Baptist Church. The sessions are held with Rev. Amy Butler, Senior Pastor or another qualified member of the church's pastoral staff. It is the responsibility of the couple to contact Rev. Butler to schedule sessions.

Five 1-1 ½ hour sessions are required and cover the following topics: *goals, conflict resolution, finances, family and planning the ceremony.*

The purpose of these sessions is threefold: to build a relationship between the couple and the Minister that will allow the Minister to assist the couple in the stressful months preceding their wedding; to allow the couple some respite time from the normal conflicts and stress involved in planning a wedding; to help the couple focus on the meaning of their commitment to each other and the immediate issues they will need to be prepared to deal with.

Active Calvary members* are asked to pay \$50.00 per premarital counseling session (total of \$250.00), which is given to the church. Further, members are encouraged to view the limited costs of facility use and staff time in light of the wedding budget as a whole. Calvary members are challenged and encouraged to consider a gift of 10% of their total wedding cost to the church as a way of marking this significant event in their lives.

Non member fees for the Pastor's time are as follows:

Sessions: \$100.00 each (total of \$500)

Rehearsal and Ceremony: \$500.00

TOTAL: \$1,000.00

It is the responsibility of the couple to pay the full amount of required fees prior to beginning the counseling process. Payment should be made to Calvary Baptist Church. In the event that the wedding is cancelled, fees for any services not rendered will be reimbursed in full. Any Minister's traveling expenses out of the ordinary (airplane fare, hotel fees, etc.) are the responsibility of the couple.

* An "active Calvary member" is defined as an individual whose church membership is held at Calvary, and someone who has been a giver of record in the last fiscal year and/or a regular worship attendee.

Music

CBC's church musician has first right of refusal for all weddings taking place at Calvary. If an outside organist is used, the church's musician shall still receive his/her scheduled fee, as per AGO wedding recommendations. It is the couple's responsibility to make contact with the organist at least 4 weeks prior to the wedding.

The couple will be responsible for providing the organist with any music not already available.

Any soloist or additional musicians are to be engaged by the couple. Calvary Baptist Church has soloists who may be contacted.

The wedding is a worship service. The church's policy is to allow only music appropriate for a worship service. Other music should be used for receptions. The use of pre-recorded music is discouraged and may only be used as approved by the officiating Minister.

Photography/Video Recordings

No one but the professional photographer is permitted to take pictures during the ceremony. The official photographer may take a few available light pictures during the ceremony from the very back of the sanctuary. The only flash pictures permitted during the ceremony are those of the bride and her attendants entering during the processional and the bride and groom leaving during the recessional.

No flash photography is permitted during the ceremony.

The above statement is to appear on any programs/bulletins that are used for your ceremony.

Video taping is permitted during the wedding only with permission of the Minister. The videographer will remain at a pre-determined fixed position during the ceremony.

Other pictures may be posed either before or after the ceremony. If pictures are taken before the ceremony, they must be completed and the wedding party out of the sanctuary (or chapel) 45 minutes before the wedding is scheduled to begin.

Florist/Decorations

Care must be taken at all times to see that floors, walls, and furnishings are not disfigured in the placing of flowers or other decorations. Protection must be placed under all pots, vases or plants so that no dampness seeps through.

Permission must be received from the Church for any special decorations placed on the communion table, pulpit, or lectern. Pulpit bows must NOT be secured with anything other than pipe cleaners, rubber bands, or ribbon. NO METAL OR PLASTIC CLIPS will be allowed.

Candles are not supplied.

All decorations are to be placed and removed at the expense of the couple on the day of the wedding (or the day before with prior scheduling with the church administrator). The couple will be responsible for any and all damage caused by the placement, use and removal of flowers and decorations.

The Rehearsal

The wedding ceremony will be worked out in advance by the couple in consultation with the Minister.

All members of the wedding party should participate in the rehearsal, including: *Bride and Groom; All Parents; Best Man; Maid/Matron of Honor; Bridesmaids; Groomsmen; Flower Girl; Ring Bearer; Ushers; Candle lighters; Minister.*

Plan 45 minutes to one hour for the rehearsal.

The rehearsal will be conducted by the Minister.

A \$100 charge per hour or fraction thereof will be applied for rehearsals that do not begin within 15 minutes of planned start time. In addition a \$500 per hour or fraction thereof charge will be applied for rehearsals that last longer than 1 hour from the planned start time.

The marriage license should be delivered to the Minister at the rehearsal.

We respectfully request that you inform all participants in your wedding party to please refrain from drinking alcoholic beverages prior to the rehearsal and wedding. Any member of the wedding party who is inebriated will not be allowed to participate.

NO ALCOHOLIC BEVERGES OR SMOKING PERMITTED ON THE PREMISES.

The Wedding

All physical arrangements must be completed at least thirty (30) minutes prior to the wedding.

All participants in the wedding are to be present thirty (30) minutes to ONE HOUR before the wedding.

Members of the wedding party dressing at the church should be dressed and ready at least thirty (30) minutes prior to the beginning of the wedding; earlier if pictures are to be taken prior to the service.

Grandparents and/or other guests to be seated individually should follow the direction of the Church Coordinator. The Church Coordinator will advise them when it is time for them to enter.

Miscellaneous

No rice or confetti should be thrown inside or outside the building. Birdseed is allowed outside the building. Please inform your guests.

Every precaution will be taken to prevent loss or theft of articles belonging to the wedding party and their guests, but the church can assume no responsibility if loss occurs.

The wedding should begin at the appointed hour with the seating of the bridegroom's mother.

A \$100 charge per hour or fraction thereof will be applied for rehearsals or weddings that do not begin within 15 minutes of planned start time.

A \$500 charge per hour or fraction thereof will be applied for wedding's use of the facilities beyond the agreed upon one hour scheduled rehearsal time or the three-hour scheduled time for the ceremony.

Calvary Baptist Church will provide a church coordinator, who will see that the rehearsal and wedding begin on time, and that the processional is carried out as rehearsed.

Summary of Wedding Fees

Members and Non-Members:

Deposit (non-refundable):

\$500 **payable to Calvary Baptist Church** to confirm the ceremony date.

\$300 **payable to the Church musician** (includes one rehearsal with soloists and instrumentalists—additional rehearsals \$100/hour)

\$500 per hour or fraction of an hour for overtime use (any time beyond the scheduled rehearsal or ceremony end time) of the facilities **payable to Calvary Baptist Church**.

\$100 per hour or fraction thereof for rehearsals or wedding ceremonies that do not begin within 15 minutes of planned start time **payable to Calvary Baptist Church**.

Additional Charges

For Members:

\$250 pastoral counseling fee **payable to Calvary Baptist Church**. Please consider a larger gift as described on page 3.

For Non-Members:

\$1,000 Minister's fee **payable to the Minister** prior to beginning the counseling process.

\$1,500 facility usage fee (with the \$500 deposit, for a total facility use fee of \$2,000) **payable to Calvary Baptist Church** at least two weeks prior to the ceremony (includes use of the sanctuary and services of a church coordinator).

All charges and fees must be paid in full before the marriage license will be registered.

All charges and fees referenced are for the rehearsal and wedding only, if the reception is to be held at the church arrangements must be made with the Church Administrator, there will be additional facility use fees and deposits may be required.

It is our hope that these policies answer your questions and help you in your planning. Our goal is to help you have a ceremony that you will remember always. Please call the church office if you have any questions (202) 347-8355. May God bless you as you make plans and guide you as you join your lives and your hearts together.