

Clear Creek Missionary Baptist Church Incorporated
"River of Faith Ministry"
Hwy 6 West, 35 County Road 313
Mailing Address: P. O. Box 1091, Oxford, Mississippi 38655
Telephone: 662-234-4372; Fax 662-234-4344

Wedding Guide, Policies and Procedures
For Your Church Wedding Services

[Revised March 15, 2011]

We, the Clear Creek Missionary Baptist Church family believe that Scripture teaches us that marriage, instituted by God, is one of the most sacred ceremonies to be held in the Sanctuary. The lifetime commitment made by believers invokes the blessings of God upon their marriage. Your service, from the words spoken, music played, singing of songs should reflect a spiritual significance, giving reverence to Almighty God.

This guide contains policies, procedures and fee structures to aid in the planning of your wedding. It is our desire that your wedding ceremony, held here at Clear Creek, be a service of worship, a religious ceremony, and all plans and preparations should be made with this in mind.

In order to establish a uniform practice with regard to weddings and to make available to all interested persons the accepted custom of the Church, the following policies and procedures are listed. Consideration and courtesies are extended to accommodate the Church family as much as possible and others upon the receipt of fees as outlined in this guide.

I. STEPS TO PLANNING YOUR WEDDING AT CLEAR CREEK

Step 1. Visit a worship service at Clear Creek. If you are a non-member, please join us during worship services and feel free after the service to introduce yourself, let us know that you are considering having your wedding here at Clear Creek and fellowship with us.

Step 2. Check the availability of the Church for your desired wedding date. The Church will not reserve a wedding date further than one year in advance. Also, when reserving your date, please include the date of your rehearsal which are generally held the afternoon or evening prior to the wedding. **Only one rehearsal is allowed.**

Step 3. Make your wedding deposit. A deposit of \$150.00 is required **for non-members or inactive members** to reserve your wedding date on the church calendar. **For Church members, in good standing and who have been a member for at least one (1) year, there is no cost for the use of the building for your wedding service.** When you submit your deposit, please complete the wedding reservation form listing the basic information regarding the details of your wedding. Make checks payable to: Clear Creek M. B. Church, Inc.

Step 4. Make contact with the Church Staff. You may pick-up a wedding reservation form from the Pastor's secretary or Church Clerk to list your preferences. Submit your completed form and deposit **for non-members or inactive members** to the Pastor's Secretary or Church Clerk. Clear Creek's Church Staff are available to answer additional questions and concerns about your wedding as needed.

Step 5. Make contact with the Pastor performing your wedding. If you intend to use other Clergy to perform your ceremony, please inform the Church Clerk and obtain approval from the Pastor. List the Clergy's name and Church affiliation on the reservation form. If you intend for our Pastor to officiate your ceremony, it is our Pastor's policy for the bride and groom to attend at least a three (3) hour, pre-marital counseling session several weeks prior to the wedding service. During the sessions, the true meaning of a Christian marriage are outlined. Questions are encouraged. When your completed reservation form and fees are submitted, please set-up your counseling sessions at this time.

II. USE OF CHURCH PROPERTY

The Church will open four (4) hours prior to the start of your wedding and/or reception, no earlier than one (1) hour prior to the wedding rehearsal. A maximum of two (2) hours will be allowed for the rehearsal. Contact a member of the church staff for access to the Church. It is preferred that the rehearsal be held the night before the wedding ceremony and please strive to be timely considering the overhead involved with the use of the Church building. It is necessary for all participants to attend the rehearsal. The officiating Pastor or someone designated by the Pastor is in charge of the rehearsal. The bride and groom or their coordinator are asked to inform the wedding party, florist, caterers, musicians and all others to be familiar with and observe the Church's wedding policy. A member of the Church's Staff will be present to assist the wedding party both at the rehearsal and at the wedding.

Alcoholic Beverages and or Illicit Drugs. There will be no use of alcoholic beverages or illicit drugs of any kind permitted on the Church premises at any time. Anyone who is intoxicated or exhibits inappropriate behavior will be asked to leave the Church premises.

Smoking. Smoking is discouraged and is not allowed on the Church property or grounds.

Sanctuary Furniture. Movement of sanctuary furniture from the rostrum is not allowed. Some items of furniture such as the offering table, Church floral stands and podiums may be moved for your ceremony, but must be returned to its proper location after your ceremony. Only members of the Church Staff are authorized to move items in the Sanctuary. The Communion table may **not** be moved or used unless the Communion Service is included in your wedding ceremony. Please refrain from attaching items to Church furniture in such a way as to damage it. If damage occurs, repair or replacement will be deducted from the wedding deposit. Also, the bride and groom are responsible for any damages occurring at the rehearsal and also before, during and after wedding ceremony. **No eating or drinking is allowed in the Sanctuary at any time. All eating should take place in the Church Fellowship hall.**

Parking. It is the responsibility of the wedding coordinator or another designated person to reserve parking for limos or special wedding cars in front of the sanctuary. Contact the Church Clerk for cones if necessary. The wedding party is expected to respect the Church grounds and refrain from playing loud music, smoking or horseplay on the Church parking lot or Church premises.

Decorations. Case candles or dripless candles are the only candles that may be utilized in the sanctuary. Candle lighters must be used to light the candles to protect carpet. A ground covering must be placed underneath the candles in case of dripping or spillage upon removal. Special care should be taken to assure protection of floors and carpets during the placement of any arrangement. Decorations hung or suspended from fixtures or furniture with tape, staples, nails, tacks, pins or screws are not permitted. Floral brackets may be used to decorate pews. Please refrain from providing wedding guest with confetti, rice, birdseed or flower petals to be thrown as the couple exits the Church as these items can be harmful and damaging to other guest and would require extensive cleaning. Removal of wedding decor and cleanup after the ceremony are the responsibility of the bride and groom.

Photographs & Video Recording. It is recommended that every couple consider having the majority of their photographs taken prior to the beginning of the ceremony for the following reasons: to eliminate the waiting period of guests who wish to congratulate the couple after the ceremony; to ensure the bride and groom that all attendants are present, dressed and ready for the wedding to begin; provides a more relaxed atmosphere for the bride and groom to enjoy their day. All pre-wedding photography should be completed forty-five (45) minutes prior to the scheduled start of the wedding ceremony. Still photographers are asked to remain in designated areas and limit moving up and down the center and side aisles once the ceremony begins. Please consult with your photograph, wedding coordinator and Church Staff regarding the photographing of the wedding ceremony. Video recording is the responsibility of the wedding party. Clear Creek will not provide any audio or video recording services nor will any Clear Creek equipment be utilized for these services. Please obtain prior approval from Church Staff as to the placement of video cameras. No photographic equipment may be attached to any woodwork.

Wedding Party. Members of the wedding party are asked to conduct themselves in a manner befitting the atmosphere of a place of worship at all times. Appropriate dress is required during rehearsal. The day of the wedding, rooms will be made available for the bride, groom and the wedding party to dress through the Church Staff. It is the responsibility of the bride and groom to see that the requirements of this policy are upheld. Please remember this is the bride and grooms special day and every courtesy should be given to provide them with joy and happiness.

Rehearsal Dinners & Receptions. The Church Fellowship Hall is available for rehearsal dinners and receptions. Arrangements may be made with the Church Clerk. **Friday rehearsal dinners must be concluded by 10:00 p.m.; Saturday receptions held in the Fellowship Hall must be concluded by 9:00 p.m.** Clean-up of the Fellowship Hall is the responsibility of the wedding party.

Music. All music used during your ceremony should reflect the meaning of this sacred service. No secular music is allowed. All lyrics to songs should be given to the Pastor during the counseling sessions or one week prior to the ceremony. You may utilize musicians that are not affiliated with Clear Creek M. B. Church, Inc. if you so desire.

III. FEES & EXPENSES

Wedding & Facility Use fees for Non-Members & Inactive Members:

- *Reservations will not be made without a deposit of \$150.00.**
- *Deposit \$150.00 (payable with Reservation Form)**
- Sanctuary \$700 (Fee includes the use of the Sanctuary 2 days, Wedding Rehearsal & Wedding Day and any damages incurred during use)**
- Fellowship Hall (Rehearsal Dinner, ending at 10:00 pm) \$200.00**
- Fellowship Hall (Wedding Reception). \$200.00**
- Custodial Services (Wedding only) \$ 50.00**
- For Reception, add \$ 50.00**

These fees are payable thirty (30) days prior to wedding ceremony. Fees should be paid to Church Clerk. Checks should be made payable to Clear Creek M. B. Church, Inc.. If a scheduled date has to be cancelled, any received deposits or payments will be refunded. Courtesy fees and honorariums for Pastor, Musicians, soloists etc. are not included in the above fee schedule and are the responsibility of the bride and groom. Courtesy fees and honorariums should be agreed upon by both parties prior to the wedding and paid directly to each individual.

IV. CLOSING REMARKS

Clear Creek M. B. Church, Inc. reserves the right to ban any service, vendor, coordinator, photographer, videographer, musician, florist etc. who have cause difficulties in the past or at other weddings or events. Additional questions or concerns outlined in this wedding policy may be addressed to the Pastor or Church Staff. We are very happy that you are about to take this important step in your life. We believe that marriage is” Instituted by God, regulated by His commandments, blessed by our Lord and Saviour Jesus Christ and to be held in honor among all men.” Careful consideration has been given that your wedding will be remembered as a holy, sacred service. For that reason, the above guidelines will govern your wedding service at Clear Creek M. B. Church, Inc. We pray that God will bless your union.

