

Providence Missionary Baptist Church

2295 Benjamin E. Mays Drive, SW

Atlanta, Georgia 30311

Phone: 404-752-6869 Fax: 404-752-5284

www.providenceatlanta.org

Dr. Damon P. Williams, Pastor



"Love is patient, love is kind. It does not envy, it does not boast, it is not proud. It does not dishonor others, it is not self-seeking, it is not easily angered, it keeps no record of wrongs. 6 Love does not delight in evil but rejoices with the truth. 7 It always protects, always trusts, always hopes, always perseveres. Love never fails."

~1 Corinthians 13:4-8a (NIV)

Providence Missionary Baptist Church

Wedding Handbook

Contents

I.	Introduction	3
II.	Wedding Coordination	4
III.	General Information	5
IV.	Guidelines and Procedures	7
V.	Fees and Cancellation Policy	10
VI.	Wedding Ceremony Agreement	11
VII.	Wedding Request Form	12

**Document subject to change.

I. Introduction

This is a special time for you and your fiancé! It is a time for commitment to each other and to God.

As a church, we are committed to helping you. Therefore, we have compiled this Wedding Handbook which provides our view of biblical marriage as well as our church's wedding policies and procedures.

During the time preceding your wedding, you will be working closely with our Wedding Facilitator.

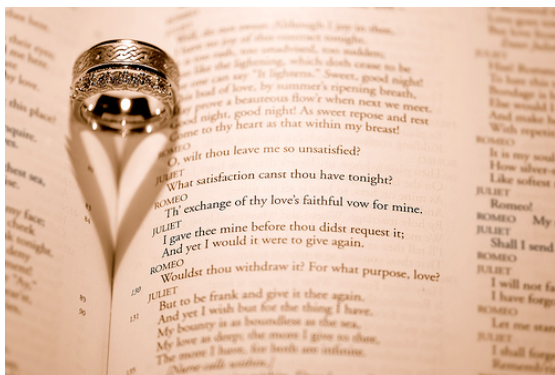
It is important that you read all of the information in this package and complete the Wedding Request Form prior to your first meeting with the Wedding Facilitator.

Please understand that the Trustees and Pastor of Providence Missionary Baptist Church (PMBC) have established the policies and procedures in this manual. It is the Wedding Facilitator's role to see that they are followed. We kindly ask for your cooperation and encourage you to direct any major concerns regarding these policies to the church's Wedding Facilitator.

The bride and groom should complete the PMBC Wedding Request Form and turn it in to the Church Office. You will be contacted by the PMBC Wedding Facilitator in a timely manner.

MARRIAGE COMMUNICATION COUNSELING

The Pastor encourages all couples to complete a premarital program. These counseling sessions with a member of the clergy are designed to deepen your awareness of the challenges of living together in a Christian marriage. Please contact the Providence Missionary Baptist Church Office for more information on counseling. If you have a pastoral relationship, please contact that minister. No proof of counseling is required, but is encouraged.



MARRIAGE LICENSE

You must obtain a Marriage License issued by the State of Georgia prior to the wedding ceremony. The license is usually obtained in the county of residence of either one of the parties or from any county in Georgia.

II. Wedding Coordination

CHURCH WEDDING FACILITATOR

The PMBC's Wedding Facilitator is here to make sure that your wedding runs smoothly and with as little stress on the bride and groom as possible.

The PMBC Wedding Facilitator will need to meet with the bride, groom, and any other appropriate persons, the week prior to the wedding to go over details. The facilitator will work closely with you on the day of the wedding to make sure we have appropriately met your needs for that special day.



The following is a list of the PMBC Wedding Facilitator's responsibilities:

The Facilitator will:

- ♥ contact you to initiate a meeting, upon receipt of the Wedding Request Form from the Church Office;
- ♥ give you a tour of the facility (if you wish) on your first appointment with her;
- ♥ go over the guidelines and policies stated in this Wedding Handbook packet.
- ♥ be available for your calls and questions; will act as the liaison between you and the Church;
- ♥ be present at your rehearsal, wedding ceremony, and reception (if held at PMBC) to help you in any manner deemed appropriate and necessary;
- ♥ enlist a sound technician, and custodial support (as required);
- ♥ will have the Church open to allow approved wedding related activities.

Please provide the Wedding Facilitator with an outline of the order of service at the rehearsal so that the Pastor or officiating minister can be apprised of the details of the ceremony.

Please advise if it is your desire to take Communion during the ceremony.

Your PMBC Wedding Facilitator is:

III. General Information



WEDDING DATES

Providence Missionary Baptist Church (PMBC) will not schedule weddings or rehearsals on Thanksgiving Day, Christmas Eve, Christmas Day, New Year's Eve, New Year's Day or Easter Weekend.

Weddings are booked on a first come first served basis. Your date selection does not guarantee availability until approval has been confirmed, approved and a refundable deposit has been received by an authorized representative of Providence. Any changes to your date must be requested in writing and approved in the same manner.

FACILITIES

- | | | |
|----|---------------------------------|-----------------------------------------------|
| 1. | Sanctuary | 600 persons seating capacity |
| 2. | Chapel | 180 persons seating capacity |
| 3. | Bride's Room (Room N201) | Approximately 10 persons |
| 4. | Groom's Room (Room N221) | Approximately 10 persons |
| 5. | Fellowship Hall | 140 Seated
200 Reception Style (No Tables) |

When you schedule your wedding at Providence, you will have access to the Bride's Room and the Groom's Room as a part of your wedding. All of these facilities are handicapped accessible.

PARKING LOT

The parking lot can accommodate approximately 220 cars. Your guest may also park along Beecher Road, and in front of the Church on Benjamin E. Mays Drive.

MUSIC

Please be considerate of the reverence of the Church when selecting music. Our preference is Christian music and light jazz. However, there are some secular love songs that are appropriate for wedding ceremonies.

MUSICIANS and AUDIO

Guest musicians may be permitted to use musical equipment such as the piano, organ and drums. If the couple desires a PMBC musician to play at the wedding, please let the PMBC Wedding Facilitator know. There is a charge for the musician(s)'s services.

Arrangements for microphones, CD's and other recordings must be coordinated by the PMBC Wedding Facilitator. There is a charge for audio technician services for ceremonies held in the Sanctuary.

PHOTOGRAPHY AND VIDEOTAPING

Following the ceremony, the wedding party may return to the area of the wedding ceremony to take pictures. Flash and other lighting equipment may be used at that time.

At all times photographers are cautioned against marring furniture by standing on it or placing camera equipment on the pews or other Church furnishings. You will be held responsible for any damage they cause.

DECORATING TIME

You are allowed to decorate the Church at least 1 ½ hours prior to the start of the wedding. Our facility's staff will remove any furnishings not customary for the wedding activity.

REHEARSAL

The rehearsal is usually held the evening before the wedding, and is an important part of the preparation for the ceremony. You are allowed 60 minutes for the actual rehearsal. Please adhere to your approved rehearsal time.

REHEARSAL DINNER

There is an additional cost for using the Fellowship Hall for the rehearsal dinner. No cooking is allowed. However, you are allowed to bring in your own food and can use the Church kitchen equipment for set-up and clean-up. The Church has equipment to keep prepared food warm or cold.

The dinner must begin immediately after the rehearsal and be cleared within two hours after the rehearsal. The wedding party is responsible for all items needed for the rehearsal dinner.

REMOVAL OF DECORATIONS/CLEAN-UP

All decorations must be removed from the Sanctuary, Chapel or Fellowship Hall no later than two hours following the start time of the ceremony and three hours following the start of the reception. This includes all boxes, trash and trash receptacles used when decorating the Church or Fellowship Hall. The caterer and/or the bridal party are responsible for making sure all trash is in receptacles after the rehearsal dinner and/or reception; and that all kitchen guidelines are adhered to.

IV. Guidelines and Procedures

1. The bride and groom are required to sign the *PMBC Wedding Agreement* whereby the bride and groom agree to abide by all guidelines and policies as stated in *PMBC Wedding Handbook* and return it to the PMBC Church Wedding Facilitator.
2. If destruction of property occurs during the rehearsal, wedding or reception, the bride and groom will be responsible for the cost of repair and will be billed by the church.
3. On the day of the wedding rehearsal, the PMBC Wedding Facilitator will open the building up to 15 minutes before the scheduled rehearsal time.
4. On the day of the wedding, the PMBC Wedding Facilitator will open the building at least 1 ½ hours before the start of the wedding.
5. All photographers and video operators should check in with the Wedding Facilitator prior to the wedding.
6. The Fellowship Hall is available for use during the wedding reception. The bride and groom (or their representatives) are responsible for the cleaning and the removal of trash from the Fellowship Hall immediately after the reception.
7. Providence Missionary Baptist Church will not be responsible for lost or stolen items.

USE OF FACILITIES

1. A chimney or glass globe must enclose candles used at the Church;
2. On Saturdays, the entire facility must be cleared by 9:00 p.m. in order to prepare for Sunday activities:
3. Furniture removal from the worship center platform is discouraged. However, if desired is allowed. The Church custodial staff will handle relocating furnishings when notified prior to the wedding.
4. The wedding party must make all special arrangements and or requirements known to the Wedding Facilitator to include the dates and times they desire to access the building at least one month prior to the wedding. It is highly recommended to make these scheduling arrangements during the first or second meeting with the Providence Wedding Facilitator to ensure desires may be fulfilled.

5. ***THERE IS TO BE ABSOLUTELY NO FOOD OR DRINK IN THE WORSHIP CENTERS (Sanctuary or Chapel).***
6. If a personal injury or building damage occurs, the wedding party will contact the PMBC Wedding Facilitator or Custodian immediately and provide any and all details.

THE CHURCH DOES NOT PROVIDE:

- Candles
- Wedding Programs
- Ceremony Decorations
- Reception Table Coverings and Decorations
- Childcare

DECORATIONS

1. Decorations must not be attached to pews or other furniture, walls and equipment by pinning, gluing, nailing, tacking, taping or stapling. Decorations may be attached using elastic bands or ribbons.
2. All live flower arrangements and candles must be placed on plastic and not directly on the wood furnishings.
3. All live flowers must be on a stand or in a vase.
4. We discourage any flowers or other objects to be placed on the piano. If this is desired for decoration, a soft cloth must be put down prior to placing the flowers/object on the piano and no water can be in the vase or container.
5. Sanctuary flowers used in the wedding may be left in the sanctuary for worship services the following Sunday and will be appropriately acknowledged in the Church bulletin, if desired by the couple. Please advise the Wedding Facilitator if these are your wishes.
6. Silk flowers or petals can be thrown or placed on a runner only where the bridal party walks.
7. All candles must be drip-less and placed in metal or glass candle holders or sitting inside of a chimney or globe. Please inform the Church Wedding Facilitator if you will be lighting a unity candle.

8. Balloon arches are permitted in the Sanctuary. However, no free-floating balloons are allowed. Balloon clusters are allowed in Fellowship Hall.

PROHIBITS

1. The throwing of rice or confetti is not permitted either inside or outside the Church building. Bubbles are a popular alternative that may be used outside the building.
2. **No smoking, alcoholic beverages, drugs, dancing or vulgar language are permitted within our Church's facilities.**
3. Children will not be allowed to roam freely about the building. We also ask that they are not permitted to run in the Sanctuary or run or jump on the pulpit and choir loft. Children should be properly supervised at all times.
4. Animals and/or pets are prohibited with the exception of animals used by handicapped individuals.
5. Food and beverages may not be taken out of the Fellowship Hall to other areas of the facility.
6. Do not move or remove any of the Church's equipment or decorations.

WEDDING CHECK LIST:

- ✓ Attend Pre-Marital Counseling
- ✓ Return the completed PMBC Wedding Request Form to the Church Office to reserve the facility on the Church's calendar
- ✓ Meet with the PMBC Wedding Facilitator and return wedding worksheets at that time
- ✓ Meet with the officiating Pastor to plan your wedding
- ✓ All fees are due four (4) weeks before the day of the wedding.
- ✓ Wedding Rehearsal
- ✓ Bring Wedding License
- ✓ Wedding Ceremony
- ✓ Clean up



V. Fees & Cancellation Policy

FEES

All Fees are due in the Church Office four (4) weeks before the wedding date.
Please see attached price structure.

REUNDABLE DEPOSIT(S)

Refundable deposit will be refunded within two weeks is all of the time lines and guidelines are adhered to.

CANCELLATION POLICY

All fees are fully refundable up to (2) months prior to the wedding date. A \$100 cancellation fee will be charged thereafter.

Providence Missionary Baptist Church
2295 Benjamin E. Mays Drive, SW
Atlanta, Georgia 30311
Phone: 404-752-6869 Fax: 404-752-5284

Wedding Ceremony Agreement

SIGNED AGREEMENT

We have read the Providence Missionary Baptist Church Wedding Handbook and fully understand the obligations and requirements for our wedding to be held at Providence Missionary Baptist Church on the approved date of _____.

We agree to comply with the requirements and guidelines set forth in the document and those communicated to us by any authorized representative of Providence during any and all activities related to our wedding activities.

We agree to respect Providence Missionary Baptist Church property, staff and members.

Bride's Signature / Date

Groom's Signature / Date

Wedding Facilitator's Signature

Date Signed Agreement Received



Wedding Request Form

FORMATION:

State: _____ Zip Code: _____

Alternate Ph. #: _____
Missionary Baptist Church Member? If not, Church Affiliation: _____

FORMATION:

State: _____ Zip Code: _____

Alternate Ph. #: _____
Missionary Baptist Church Member? If not, Church Affiliation: _____

FORMATION:

ing Ceremony: _____ Time: _____ A.M. / P.M.
emony: _____ Sanctuary _____ Chapel _____ Other; _____ Estimated # of Guests
ant/Minister: _____
one # of Officiant/Minister: _____
: _____ Time: _____ A.M. / P.M.
ent _____ Yes _____ No Time: _____ A.M. / P.M.
e check one): _____ Fellowship Hall; Other Location: _____
Facility name/location
e Held: _____ Fellowship Hall; Other Location: _____
Facility name/location
_____ Yes _____ No

FOR OFFICE USE ONLY

Approved: _____ Denied: _____
Date: _____ Location Approved: _____

Deposit Amount: _____ Date Received: _____

Initial: _____ Remaining Balance: _____

