

Wedding Packet Contract - *For Non-Members*

Congratulations on your upcoming marriage.

We at Shiloh Missionary Baptist Church consider it a privilege to be a part of your wedding. The marriage ceremony itself is the significant beginning of the marriage covenant. It should not be entered into without adequate spiritual and temporal preparation.

Included in this packet, you will find SMBC Wedding Policies and Procedures, Wedding Coordinator Policies Procedures and your Wedding Event Work Order. Please review the contract carefully, provide both signatures for the bride and groom, date and return it to us.

All arrangements previously discussed will be held on a tentative basis until this document is signed and returned with the appropriate deposit. Upon receipt of the signed contract and deposit, your wedding date will be confirmed.

Please be assured that we will do everything possible to ensure that your wedding is everything you have dreamed it to be. Our prayers are with you as you begin your journey together.

May God bless you and your marriage as you live together as one.

Shiloh Missionary Baptist Church
920 E. 14th Street
Plano, Texas 75074

Shiloh Missionary Baptist Church
1310 Avenue I
Plano, Texas 75074

972-423-6695

SMBC WEDDING POLICY FOR NON-MEMBERS

Please make your wedding reservation request through the church office. No dates should be announced until they are confirmed. Before a date can be confirmed you must complete the wedding application and return it to the church office, along with the security deposit. Weddings may be scheduled no more than six (6) months prior to the wedding dates.

After your wedding date is confirmed, you should:

1. Schedule the minister of your choice, or an outside minister who has been pre-approved by our pastor, to officiate your wedding.
2. Schedule a conference with your wedding coordinator and the church wedding coordinator.
3. Schedule a pre-marital counseling session through the church office with the pastor. (Plan for 2-4 hours of counseling during office hours. This can be done in one or two sessions.)

Wedding rehearsals, weddings, or wedding receptions are not scheduled on the following days: Sundays, New Year's Eve, New Year's Day, Easter Weekend, Memorial Day, Independence Day, Labor Day, Thanksgiving Weekend, Christmas Eve, Christmas Day, or on a weekend when a musical production has been scheduled at the church. Saturday weddings must be over by 8:00p.m. to allow time for clean up and Sunday set-up. All weddings must be scheduled for 3:00p.m. or after in the main Sanctuary. Earlier weddings can be in the Chapel across the street (1310 Ave. D).

THE CHURCH WEDDING COORDINATOR

After your wedding date is schedule and confirmed, our church Wedding Coordinator will assist you and your wedding coordinator in coordinating your wedding according to the policies of Shiloh Missionary Baptist Church. She will be present at both the rehearsal and the actual ceremony to offer any assistance needed. Any questions you may have concerning your wedding rehearsal, ceremony, and/or reception should be addressed to one of the Church Wedding Coordinators. They are:

Mary McKinzie	972-423-2951
Sharon Henson	1-972-886-0065
Regina Carpenter	972-424-0303

THE MINISTER

We prefer that one of the ministers at Shiloh Missionary Baptist Church perform the weddings at our church. If an outside minister is desired, he must first be approved by our pastor. If one of the ministers at Shiloh Missionary Baptist Church is used, a monetary donation is appreciated. We insist that adequate premarital counseling be given to couples getting married in our church. It is

the responsibility of the bride or groom to arrange for such counseling sessions with our pastor, or with the outside minister.

THE MUSIC

Music used in the wedding ceremony should be Christian music appropriate for worship. Secular music may be deemed appropriate for use in the wedding ceremony as long as the words and style are in keeping with the Christian doctrine. ***All music used in the wedding should be submitted for approval to our pastor at least one month prior to the wedding.***

Securing the organist, pianist, a soloists is the sole responsibility of the wedding party. If Shiloh Missionary Baptist Church musicians are utilized, they must be adequately compensated on an individual basis.

PHOTOGRAPHERS/VIDEO

The photographer must confer with the Wedding Coordinator before the wedding. Photographs may be taken at the beginning and end of the ceremony. The photographer may not position himself or any equipment on the pews/furniture, in the aisle to take pictures of the processional, nor will he/she be allowed to stand on the pews or chairs to take pictures. No flash pictures may be taken during the ceremony itself. We strongly encourage you to take posed pictures before the ceremony. Picture taking time following the ceremony should be limited to twenty (20) minutes, especially if guests are waiting for the reception.

Our church does not have a standard video set up. You may enlist someone to video your wedding, but their activity and location will be subject to approval of the Church Wedding Coordinator.

FLOWERS AND DECORATIONS IN THE SANCTUARY

Florists must clear their decorating plans with the Church Wedding Coordinator. The following decorating policy must be followed:

1. The time for decorating the church is limited to one and half hours (1 1/2 hours) in the morning or in the afternoon.
2. Decorations must not be attached to the pews, walls, carpeting, or other furniture by pinning, nailing, gluing, or tacking.
3. Only drip-less metal-sheathed candles may be used. The floor beneath such candles must be protected. Candles may not be used in the aisles or on the pews.
4. The use of flowers and/or greenery requires that surfaces be protected from water damage.
5. Flowers and candles may not be placed on any musical instruments, including the organ and/or piano.

6. Church-owned silk flowers, silk greenery, and wedding equipment may be used for a fee. If not used, the custodian should be notified to transport such items to and from the platform and return them to the proper display area after the wedding.
7. Confetti, rice, birdseed, and similar items may not be dropped on the floor by a “Flower Girl” or anyone else. Flower petals may be dropped by a “Flower Girl” only if the bride and groom provide a carpet runner.
8. All decorations must be removed by the bride and groom **immediately** following the wedding.
9. The Church Wedding Coordinator can/will inform you of any additional fees (associated with the use of church flowers etc.) not listed in the Wedding Contract.

THE REHEARSAL

*The rehearsal is under the direction of the Church Wedding Coordinator and shall begin promptly at 6:00p.m. and may last until 9:00p.m. The building will be opened 15 minutes prior to the rehearsal. The bride and groom should insist that all members of the wedding party be present and on time for this event. The wedding party includes the bride, groom, both sets of parents, attendants, flower girl, ring bearer, and ushers. Attendance of the organist and other musicians are optional. If additional rehearsal time for musicians is required, it should be arranged through the church Wedding Coordinator either before the rehearsal or wedding, or during regular church office hours. A fee of **\$25** will be added for every 15 minutes over the allotted rehearsal times.

***No Rehearsal Dinner – 2 hr timeframe allowed**

***With rehearsal Dinner – 3 hr timeframe allowed**

RECEPTION:

Wedding receptions may be held in our fellowship hall. Receptions at the church should be limited to two hour duration. All food must remain in the kitchen area. Food and/or drinks are not allowed in the Heritage Room, foyer, hallways, upstairs, or in the Sanctuary. All food and equipment must be removed by the caterer immediately following the reception.

PROHIBITIONS:

We insist on strict compliance with the following rules:

1. **NO ALCOHOLIC BEVERAGES** or containers are permitted on church property. Discovery of such is grounds for immediate termination of all wedding activities.
2. No member of the wedding party under the influence of alcohol and/or drugs will be permitted to participate in the rehearsal or wedding.
3. **NO SMOKING** is allowed anywhere in the building.
4. Rice, confetti, birdseed, and like materials may not be thrown on church property.

WEDDING PROCEDURES FOR NON-MEMBERS

1310 Avenue I

Plano, Texas 75074

- ❖ All potential candidates for marriage must attend the Pre-Marital counseling session with the pastor. Certificates must be on file in the church office at least two (2) weeks prior to the wedding.
- ❖ Non-members will be charge for weddings held in the sanctuary located at 1310 Avenue I. See Fee Schedule.
- ❖ The fee will be charged to cover the administrative, housekeeping, and audio attendants. A deposit is due with the signing of the contract, and any remaining balance of is due thirty (30) days prior to the ceremony. See Fee Schedule.
- ❖ All rehearsals must be held between the hours of 6:00p.m.-9:00p.m.
- ❖ The communion table may be moved.
- ❖ Pulpit furniture may be moved **only** if prior arrangements have been made.
- ❖ The fee for the pastor performing the wedding ceremony shall be arranged with him.
- ❖ Plastic must be placed beneath each candle stand, even non-drip candles, including Unity candle.
- ❖ No tacks can be used on the sides of the pews; ribbons must be placed with clamps.
- ❖ Flowers or other decorations cannot be taped or pasted on the walls.
- ❖ It is not permissible to throw rice or birdseed **inside or outside** of the church.
- ❖ No alcoholic beverages or smoking is permitted in the church building.
- ❖ All food and drink must be consumed in the reception area **ONLY**. This restriction includes the women’s and men’s dressing areas.

Bride’s Signature

Date

Groom’s Signature

Date

SMBC EVENTS/WEDDING/RECEPTION/RENEWAL OF VOWS EVENTS WORK ORDER

Name of Bride: _____ Name of Groom: _____

Address: _____ Address: _____

Telephone number: _____ Telephone number: _____

Date Completed: _____ Wedding Date: _____ Time: _____

Contract Completion Date: _____ Time: _____ Church Reception: ___ Yes ___ No

Church Rehearsal Dinner: ___ Yes ___ No

Officiating Minister's Name: _____

Counselor's Name: _____ Beginning Date: _____ Completion Date: _____

Wedding Coordinator: _____

Address: _____

Telephone: Home _____ Telephone: Business _____

Set-Up Requirements

Must be completed at the time of scheduling or reserving of the facility at which time a deposit is due. This information is necessary in determining available dates and times should there be a conflict.

Number of Guests: _____

Set-Up Time: _____ Clear Out Time: _____

Outside Equipment by others: _____

Rooms needed and the lay-out(s): _____

I would like for SMBC to furnish, **at an additional cost**, the following equipment and/or set-up needs.

EVENTS WORK ORDER –continued

Please list our vendors, florist, caterers, decorators, and all contractors who will be associated with this event, and who will need access in or on the property of Shiloh Missionary Baptist Church.

The provisions of the **Event Work Order** agreement are binding and will not vary except by a written statement executed by all parties.

SMBC reserves the right to cancel any and all activities, events, and functions before or during the program that are not, in our opinion, in agreement with Christian Social Principles and Practices.

The Church **is not** responsible for any personal property of the guests, vendors, florists, caterers, or any contractors.

The Church **is not** responsible for physical or personal liability should injury occur in or on the property of Shiloh Missionary Baptist Church.

I have read and understand the policies given by Shiloh Missionary Baptist Church, and agree to the policies and provisions contained herein. I acknowledge I am responsible for informing my guests, vendors, and contractors of the above policies, provisions, and liabilities of the Church.

Bride's Signature: _____ Date: _____

Groom's Signature: _____ Date: _____

Approved by: _____ Date: _____
(Wedding Committee Chairman)

Deposit Received: _____ Ck# _____ Cash _____
Date Received: _____ Received From: _____ Balance Due by: _____

SMBC NON-MEMBERS
WEDDING FEE SCHEDULE
920 E. 14th Street

Sanctuary	\$1,150.00	
Deposit for Sanctuary		\$500.00*
Fellowship Hall and Kitchen for Reception	\$500.00	
Deposit for Fellowship Hall and Kitchen		\$250.00*
Refundable deposit for non-damage of church property and honoring time schedule		\$150.00*

EXPLANATION OF FEES

A **Deposit** is necessary to reserve the wedding date on the church calendar.

Personnel fees are monies paid to people who will assist you with your wedding. The Wedding Coordinator is our church representative who will handle all details related to the wedding party's use of the building. She will be present for the rehearsal and the wedding to assist you. The sound technician will handle all sound reinforcement for the pastor and your musicians at the rehearsal and at the wedding.

PAYMENT OF FEES/DEPOSIT

The deposit is due at the time of the signed contract application. No date will be considered confirmed until the deposit is received. All other fees are due 30 days prior to the wedding. Fees for the pianist, organist, and soloists must be arranged with and paid directly to the parties involved.

CANCELLATION POLICY

One-half of paid deposit will be refunded if the wedding is canceled.

- Security deposit must be paid in **FULL** to confirm wedding date.
- Final payment, including refundable deposit, must be received no later than thirty (30) days before the wedding.
- One-half of paid deposit will be refunded if the wedding is canceled.
- Minister other than the Pastor of SMBC must be pre-approved by the Pastor of SMBC to officiate your wedding.
- You are required to schedule a conference with your wedding coordinator, and the church wedding coordinator.
- You are required to have a pre-marital counseling session with the Pastor.
- All wedding music must be submitted to the Pastor of SMBC no later than two (2) weeks before the wedding for approval.
- Securing an organist, pianist, and/or soloists is the sole responsibility of the wedding party.
- Your photographer must confer with SMBC wedding coordinator before shooting any pictures.
- Florists must clear their decorating plans with SMBC wedding coordinator.
- Agreed rehearsals and wedding times must be honored.
- All wedding decorations must be removed immediately following the wedding.
- We, SMBC, insist on strict compliance with the following rules:
 - **NO ALCOHOLIC BEVERAGES** or containers on church property.
 - **NO** member of the wedding party under the influence of alcohol and/or drugs will be permitted to participate in the rehearsal or wedding.
 - **NO SMOKING** is allowed anywhere on church property.
 - **NO** rice, confetti, birdseed, and like materials may be thrown on church property.

Bride's Signature: _____

Date: _____

Groom's Signature: _____

Date: _____