

General Guidelines

This is an autonomous and democratic Baptist church under the Lordship of Jesus Christ. The membership retains unto itself the exclusive right of self--governance in all phases of this church. This self-governance includes but is not limited to the exclusive right to determine who shall be members as well as any use of the facilities/property belonging to the church.

Wedding Information Sheet

To schedule a wedding at Calvary Baptist please complete a Wedding Information Sheet. After completion, the selected date will be approved at the next weekly staff meeting. Non-members cannot request a date more than six months in advance. After the date is approved we will notify you and all appropriate wedding fees will be due within 7 days. At this time please contact the Wedding Director for a discussion of these policies.

Responsibility of the Couple

Music

The couple is responsible for securing an instrumentalist for the service only when Calvary’s instrumentalist is not available. A visiting organist must consult with the Music and Worship Staff to ensure all involved that the organist is competent to handle the 51 Rank Schlicker Pipe Organ in the sanctuary.

Miscellaneous

Children who are a part of the wedding party must maintain the dignity of the ceremony. It is your responsibility to tell the photographers and friends that no flash pictures are to be taken during the ceremony. All video taping must be done so as not to detract from the reverence of the wedding ceremony. Our Wedding Director will communicate with the photographer to locate an acceptable video taping location. A policy form will be given to the photographer and videographer. It is to be completed and returned to the Wedding Director.

Wedding Fees

All wedding fees are due seven (7) days after the approval of your wedding date.

FAILURE TO PAY ALL FEES DUE WITHIN THIS SEVEN (7) DAY PERIOD WILL RESULT IN YOUR LOSING THE DATE WHICH YOU HAVE REQUESTED. THE REMOVAL WILL BE AUTOMATIC AND YOU WILL NOT BE NOTIFIED.

Member Fees: Wedding Director, Custodial, Sound/Lighting Operator,

Non-Member Fees: Building Rental, Damage Deposit (refundable), Wedding Director, Custodial, Sound/Lighting Operator

Wedding Director Fee: Our Wedding Director is Kalynn Anderson. She will communicate all the details of our wedding guidelines to all necessary parties. It is required that our Director will be here for the planning, rehearsal, and wedding day, even if you have hired another wedding planner. It is the bride/groom’s responsibility to make initial contact with her at weddingdirector@calvarytuscoalaosa.org. Calvary’s Director is the Church’s representative and has the authority to enforce all of Calvary’s wedding policies. Please make check payable to Kalynn Anderson, Wedding Director. **\$350.00 (Members) \$450.00 (Non-Members)**

Custodial Fees:
Custodial service includes a custodian being on duty during the service. On the day of the wedding the custodian will be here one (1) hour before the wedding and will remain on duty until all clean up is completed. The Wedding Director will be responsible for collecting Custodial Fees.

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| Sanctuary | \$250.00 |
| Chapel | \$250.00 |
| Family Life Center | Fee accessed after setup request is reviewed. |
| Annex | \$350.00 (per event) |

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| Building Rental Fees: | |
| Sanctuary | \$700.00 |
| Chapel | \$500.00 |
| Family Life Center | Fee accessed after setup request is reviewed. |
| Annex | \$350.00/per event |

Damage Deposit: (Non-Members): \$300.00
The deposit will be refunded within two (2) weeks following the wedding, provided there has been no damage to the buildings, carpet or furnishings by the wedding party or suppliers of services. The Wedding Director will notify the Financial Secretary at Calvary when the deposit can be returned.

Sound/Lighting Operator Fee: \$250.00 Rehearsal (includes stage take down and set up)
If the videographer needs “live” audio feed from the sound console this ***must*** be communicated in advance, ***not*** the day of the wedding. Any Social Media Livestreaming services ***must*** be communicated with a productions team member, and, depending on the request, *may include additional charges.*

Optional Fees:
Choir Loft Chair Set-up/Removal Fee: \$300.00
Additional set up, communicated to maintenance/productions: \$200.00
Note: Risers CANNOT be moved.
Note: Drums CANNOT be moved.
Note: Speakers on the steps of Sanctuary CANNOT be moved.

Minister/Musician Fees:
The couple has the responsibility to discuss, agree upon, and pay these fees before the ceremony.

Reception/Rehearsal Dinner Rental: \$350.00/PER EVENT
This fee will apply to members and non-members wanting to reserve any of our locations for a reception or a rehearsal dinner. Linens are available for rental for \$10 each.



Facility Use

The Church reserves the right to alter the look of the Sanctuary and/or Chapel at any time without notice. No guarantees are made to keeping the same décor as when the wedding was booked.

Care & Handling:

No food or drinks are permitted in the Sanctuary or Chapel. You are responsible for making sure that all food is kept in designated areas. Wax candles may be used if approved by the Wedding Director.

A limited number of candelabras may be available free of charge if arranged in advance.

No tape, nails or screws can be used on any of the woodwork or walls.

Florists and caterers must agree to abide by the following rules:

- Clean up after decorating for the wedding.
- Clean up after the wedding ceremony is over.
- Coordinate activities and times for delivery with our Wedding Director.

No rice or bird seed can be used on church property. Bottled bubbles are permitted.

Smoking and alcoholic beverages are not permitted on church property.

A policy form will be given to the decorator to be completed and returned to the Wedding Director.

Receptions

Calvary has two locations for receptions if available.

Technical Assistance

Weddings in the sanctuary will have use of the sound and lighting systems only when operated by Calvary's trained technical staff. (See Wedding Fees) Assistance with lighting, and placement of microphones will be indicated when making the wedding arrangements.

Music

All music must be approved by the Wedding Director. Selections must be submitted no less than six weeks prior to the wedding date.

Suggested Honoraria

If you are using the services of our pastor, or other staff ministers, an honorarium is suggested.

Hours of Operation

Details on when the building will be opened and available will be worked out when confirming wedding plans. Church events and the time of the wedding will determine when the buildings will be available. On the day of the wedding, all buildings must be vacated by 9:00 pm.

*Note: Sunday weddings cannot begin before 5:00 pm.

Pre-Marital Counseling

All couples must receive premarital counseling by an ordained minister or professional counselor before being married at Calvary. When making a request for a wedding date, you are required to give, at that time, the name of the minister or counselor doing the counseling. If you choose to use a minister at Calvary please call two months in advance to schedule the required sessions. If you are not using a Calvary staff member please provide proof of your completed counseling to the pastor's secretary within two weeks of the wedding date.

Questions?

If you have any questions regarding these guidelines, please e-mail our Wedding Director, Kalynn Anderson, at weddingdirector@calvarytuscaloosa.org



Calvary Baptist Church Wedding Guidelines

Revised April 2024