

Wedding Guidelines/Instructions

Revised September 2009

**Walnut Hills Baptist Church
1014 Jamestown Road
Williamsburg, Virginia
(757) 220-5900**

INTRODUCTION

We are glad that you are considering Walnut Hills Baptist Church as the place for your wedding. Our wedding staff will work hard toward making this special day a beautiful and meaningful occasion for you and your families.

This booklet gives information about planning your wedding here at Walnut Hills. Please read it carefully. If you have any questions feel free to call our Wedding Coordinator. She will be happy to answer questions and make suggestions concerning the many facets of your wedding experience.

Walnut Hills is a Baptist church, so we abide by Christian and Baptist custom. Our Wedding Coordinator will explain the traditions and requirements involved and, if there are any questions, she will be the one to make sure that the specific plans for your ceremony fall within our guidelines.

GUIDELINES AND PROCEDURES

We have listed below the steps involved in securing a date for your wedding on our church calendar. Walnut Hills has many activities throughout the week, so we must limit the number of weddings scheduled. We will process requests on a first-come, first-serve basis.

To Reserve Your Date on Our Calendar

1. Our buildings are used for a variety of programs. In order to prevent a conflict in scheduling, please complete the accompanying application and return it to the church Office Manager, along with your \$250 deposit check (payable to Walnut Hills Baptist Church). Otherwise, your date cannot be confirmed. Church members will have priority over non-members. Non-members will not be considered before six months prior to the wedding date. The fee for active members or children of active members is \$350.00. An active member is defined as a member listed on the deacon family ministry. The fee for inactive members and current William & Mary students is \$500.00 and \$900.00 for non-members. The fee includes the use of the sanctuary, rooms and restrooms assigned for use of the bridal party and groomsmen, and the services of the Wedding Coordinator, Audio Team and Custodians. Use of the Hospitality Center (including the kitchen) requires additional fees and completion of The WHBC Hospitality Center Facility Use Guidelines and Contract Form.
2. The Wedding Coordinator will contact you to confirm the church's availability for your requested date. If the date is available, she will schedule an on-site visit for you to see the facilities and discuss the plans for your special day. Any remaining fees must be submitted at this time. If the date is not available, and an alternative date cannot be decided upon, your deposit will be refunded.

3. Fees for services provided by the minister and/or organist/pianist are not set by Walnut Hills or the Wedding Coordinator and should be negotiated with, and paid directly to, the individual(s).

GENERAL INFORMATION

Wedding Coordinator

Contact the church office for the name and contact information of the coordinator. His/her fee is included in the basic wedding fee. In addition to being your main point of contact within Walnut Hills, the coordinator will orchestrate the rehearsal and will attend the ceremony in order to see that things run smoothly.

Minister

If the minister at Walnut Hills is not officiating at your wedding, make sure that the minister you choose realizes the important spiritual responsibility involved. He or she must be ordained and licensed in the State of Virginia.

Protocol among clergy is generally that one pastor will not officiate at the church of another pastor unless the host pastor agrees and invites him/her to do so. If you opt for a pastor from another church, the Senior Pastor at Walnut Hills will be glad to issue an invitation on your behalf.

In addition to information about the visiting pastor (i.e., name, ordaining denomination, vocational position, affiliated church name, location and telephone number), you will also need to submit an overview of all the elements of the proposed ceremony to the Wedding Coordinator for review and approval.

Music

There is some music which, although suitable for the reception, may be inappropriate for the church. The Wedding Coordinator will be happy to answer questions about the content of the ceremony music selections. In addition, the Minister of Music, Church Organist and Church Pianist are also available to assist with the selection of appropriate music, singers and instrumentalists.

The piano and organ are available for use; please treat them with care. Walnut Hills has a list of musicians approved to play, but if you would like to provide your own organists/pianist, he or she must “take a tour” of the instrument and demonstrate adequate proficiency. Organist **MUST** be approved by either the Minister of Music or Church Organist. The church Office Manager will provide the contact information for these individuals.

Remember that musicians are hired independently and their fees are to be paid directly to them.

OTHER INFORMATION

The Wedding Rehearsal

The typical wedding rehearsal lasts an hour to an hour-and-a-half, and this should provide plenty of time to prepare for the ceremony. The best rehearsal is one in which the planning is done ahead of time, so, take the time to talk through the ceremony with each other and the Wedding Coordinator beforehand. Keep last-minute changes to a minimum and make sure that everyone in your party makes it to the rehearsal on time. In order to minimize confusion, the Coordinator will lead the rehearsal. She will work closely with you, the minister and, if present, your wedding planner, photographer and/or videographer to give you the wedding of your dreams.

Legal

A proper marriage license, issued in a court of record in the state of Virginia, is required. You should bring it to the rehearsal and give it to the minister conducting your wedding.

Sound System and Audio Taping Services

A sound technician is available to assist with pre-recorded music, microphones for soloists and readers, and wireless microphones for ministers. The Wedding Coordinator will assist you with these arrangements. The sound technician's services are included in your basic fee and include a complimentary audio recording of the ceremony.

Photographs and Videotaping

Make sure to schedule with the Wedding Coordinator when portraits will be taken (i.e., before and/or after the wedding). Your wedding is very important and we want to minimize distractions; therefore, flash photography is permitted only during the processional and recessional. Inconspicuous use of non-flash photography is allowed throughout the ceremony. Please inform your photographer and your guests of this policy. You may also want to include this information in your wedding program.

Videotaping is permitted. However, please ask the videographer to observe the same courtesy as requested of the photographer.

Since lighting levels in the sanctuary will be established during the rehearsal, you may want your photographer and/or videographer to be present at that time.

Flowers

We strongly recommend a face-to-face meeting or phone conference between your florist and the Wedding Coordinator prior to any decorating of the sanctuary or other areas of the church.

Rice, Confetti and Other Projectiles

Rice and confetti are not allowed anywhere inside or outside of the church. Birdseed, bubbles and flower petals are only allowed outside.

Decorations – Decorators shall agree to the following:

- No tape or adhesives of any kind can be used on pews or walls; clips are available for pew decorations
- No nails or tacks are to be used
- Choir rail must remain in place
- No decorations of any kind are to be placed on the piano or organ
- With the exception of the unfastened platform chairs, communion table and pulpit, no church furniture is to be moved. Any furniture that is moved, and subsequently replaced, must be done by the wedding party, under the supervision of the Wedding Coordinator.
- If lighted candles (must be driplless), other than those on the altar, are used, the underlying areas must be protected by a suitable covering
- Decorations are to be removed the day of the wedding
- Any damage resulting from failure to follow these guidelines or exercise reasonable care will be the responsibility of the wedding party

Candles

Walnut Hills has one (1) style of candelabra available for use, as well as holders and a small table for Unity candles. These may be used at no cost by contacting the coordinator. Instead, you may provide ones that compliment your decorations. If you elect to provide your own items, you must use driplless candles.

Aisle Runners

Aisle runners are permitted, but are discouraged because they are notorious for crimping up and increasing the risk of injury due to tripping.

Childcare

Childcare services are not provided by the church for the rehearsal or wedding. We can provide a location for childcare if you elect to hire someone to supervise.

Custodial Services

Custodial services are included in the basic fee. The Wedding Coordinator will ensure the sanctuary is set-up as discussed and approved. Custodians are not responsible for furniture rearranging or decorating.

