

***MOUNT ZION BAPTIST CHURCH
OF GREENSBORO, INC.***

***1301 Alamance Church Road
Greensboro, North Carolina 27406
(336) 273-7930
(336) 373-4224 Fax***

Bishop George W. Brooks, Senior Pastor



***Weddings
for
Brides
and
Grooms***

WEDDING POLICY

It shall be the policy of Mount Zion Baptist Church of Greensboro, Inc. to grant facility space for weddings to those persons whose application has been completed and approved by the Director of Exaltation and Fellowship Services and the Senior Pastor.

Couples will strictly adhere to the Wedding Policy Manual and its contents or terms as outlined and approved by the Senior Pastor.

The guidelines are as follows:

1. Read the Wedding Policies Manual thoroughly, complete the Wedding Application packet and turn the completed application in to the Facilities Coordinator.
2. Upon submission of the Pre-Marital Counseling Form (**no later than four months prior to the wedding date**), you will be scheduled for a minimum of eight pre-marital counseling sessions with an assigned counselor. The counselor will contact you up to three months prior to your wedding date.
3. Schedule two conferences with the minister who will perform the wedding ceremony. These conferences should take place after you have completed the eight premarital counseling sessions.
4. A copy of the wedding program must be submitted to the Wedding Coordinator at least thirty (30) days prior to the ceremony.
5. The marriage license must be submitted to the officiating minister at the first conference with the minister. The wedding will not take place without the proper licenses. The marriage license must be obtained in the state and county in which the wedding will be performed.
6. All fees payable to Mount Zion Baptist Church are due **ninety (90) days before the wedding**. Payment should be made to Mount Zion by either bringing it in person to the Front Desk Receptionist or by mailing it in.
7. Consumption of alcoholic beverages and/or smoking on the property or in any building of Mount Zion Baptist Church of Greensboro, Inc. is prohibited. Violators will be asked to leave the premises.
8. There is to be no food taken outside of the Fellowship Hall or designated reception area.
9. Please use birdseed **only** when showering the couple as they depart from the premises.
10. Mount Zion does not allow weddings to be held in its facilities on Sundays.
11. Please do not take down any church banners or signs or move any furniture. If you would like to make alterations, please notify the Wedding Coordinator for direction.
12. Aisle runners must be used with all real flowers. The runners should be 100 ft. long for the Chapel and 150 ft. long for the Sanctuary.
13. There will be no moving, changing or placing anything on the communion table.
14. If you are using candelabras, please use **dripless candles**.
15. If Holy Communion is desired, the officiating minister must be informed.

SCHEDULING YOUR WEDDING DAY

The wedding date must be scheduled as soon as possible to ensure the date you desire. In order to secure your wedding date, an application must be submitted to the Facilities Coordinator with a **\$50 processing fee** (refundable **only** if the requested date is unavailable, otherwise it will be applied towards facility fees). The application must be completed and signed by both the bride and the groom. Guidelines regarding both the date and time of the wedding must be strictly adhered to.

All applications will be reviewed and decided upon within 7 to 14 business days.

CONFERENCE WITH THE MINISTER

The couple is responsible for securing an officiating minister. If you are requesting Bishop Brooks, it is advised to have a second minister in mind due to possible scheduling conflicts. It is required for the bride and groom to schedule a conference (at least 30 days prior to the wedding) with the officiating minister upon approval of the wedding. This is a prerequisite for all marriage ceremonies held at Mount Zion.

THE MARRIAGE LICENSE

The marriage license must be submitted to the officiating minister at the first conference. **The wedding will not take place without the proper license. The marriage license must be obtained in the state and county in which the wedding will be performed.**

THE WEDDING COORDINATOR

The Wedding Coordinator is a representative of the church who protects the interest of the church. This person will make sure that all regulations outlined in this Wedding Policy Manual are followed. The Wedding Coordinator **will not** direct the wedding or perform any duties of a Wedding Director.

On the wedding day, the Wedding Coordinator will arrive one hour prior to the wedding to assist with the following:

- Check on details such as lighting in the church, media/sound, room temperature, and dressing room accommodations for bridal party, etc.
- Direct the wedding party to the appropriate dressing room(s).
- Assist in directing the wedding attendants to where the wedding will be held.

REMEMBER THE WEDDING COORDINATOR IS AVAILABLE TO ANSWER QUESTIONS ABOUT THE CHURCH.

THE REHEARSAL

The date and hour for the rehearsal and rehearsal dinner must be scheduled with the Facilities Coordinator when the wedding date and time are scheduled. If the Fellowship Hall is to be used for a rehearsal dinner, it will be open and available for food set-up and decorating. All rehearsal and rehearsal dinner activities should be over by 9:00 p.m. and everyone out of the building by 9:30 p.m. Please take any of your items with you following the rehearsal dinner and remove any decorations.

The Wedding Coordinator will attend the wedding rehearsal. It is imperative that the wedding party arrives promptly for the rehearsal to begin on time. The Wedding Coordinator will arrive at the church at least 15 minutes prior to the rehearsal and remain for the rehearsal. **There is a 2-hour**

time limit on the wedding rehearsal. If your party does not arrive on time, your rehearsal end time will not be extended.

Before your wedding rehearsal begins, the Wedding Coordinator will require 10 minutes for special instructions. This time will not be deducted from your allocated rehearsal time.

The use of alcohol, drugs, smoking, profanity or any other inappropriate behavior on the property of Mount Zion Baptist Church is prohibited during the rehearsal and wedding. Violators will be asked to leave the premises.

THE WEDDING

The church will be open and available on the eve and day of the wedding (at scheduled times) for the purpose of decorating the place where your wedding and/or reception will be held. Contact the Facilities Coordinator to schedule times. Please inform everyone of the importance of being punctual.

I. Music:

For weddings held at Mount Zion, we require that the music be fitting to the occasion and the sanctity of the place. The music of the service should always maintain the integrity of the worship ceremony. Secular songs will not be allowed for the wedding ceremony or reception. **All music for the wedding and reception (if it is being held at Mount Zion) must be approved by the Minister of Music.** The Minister of Music is available for consultation and can provide a list suitable songs for the ceremony.

If you will be using one of Mount Zion's Ministers of Music for your wedding ceremony and/or reception, you must negotiate fees for their service. If you will be using a guest musician, the Minister of Music must give the final approval.

II. Decorations:

- There will be no moving, changing, or placing anything on the communion table.
- The church does not furnish flower arrangements, candelabras, unity candles, candle lighters, kneeling benches, aisle runners, etc.
- Dripless candles are required to be used for all candles that will be lit during the ceremony. Patrician dripless candles can be used for regular candelabras.
- No nails or tacks can be used to secure flowers or other decorations to the facility's furniture, walls, or fixtures. All items should be secured with Painter's tape.
- Florists must contact the Facilities Coordinator at least five days prior to the wedding for set-up time. The florist should have decorations completed one and a half-hour prior to the time of the wedding.

III. Wedding Programs:

It is the responsibility of the bride and groom to prepare the wedding program. Prior to printing the final wedding program, a copy (including wedding songs) must be submitted to the Wedding Coordinator for review 30 days prior to the ceremony (see sample of outline of wedding program).

IV. Visiting Minister: Visiting ministers must have Senior Pastor approval prior to approval of their wedding application. The Visiting Minister's application is included in this packet.

Please have the Minister complete this form and return it with a copy of the ordination credentials to the Administrative Assistant of the Senior Pastor.

THE RECEPTION

The reception may be held in the Fellowship Hall (150 capacity), Atrium (150 capacity) or East Reception (25 capacity). If the reception is to be held at Mount Zion, arrangements must be made when the wedding date is set. The reception must be in accordance with church policy.

The bride and groom are responsible for securing a caterer. If you desire that Mount Zion Food Services cater your reception, contact the Food Services Director at the church. If you are using an outside cater, all kitchen equipment and supplies will not be available for use. Your caterer must contact the Facilities Coordinator for proper arrangements.

Food should already be prepared and ready to serve. Your caterer is responsible for providing all needed equipment and supplies.

Decorating: The Fellowship Hall will be open and available for decorating and food set-up. No nails or tacks may be used to secure flowers, palms, or other decorations to the walls or furniture or fixtures.

Time Limit: The Fellowship Hall can accommodate your reception **up to two hours** following the wedding ceremony.

PHOTOGRAPHY/VIDEO TAPING GUIDELINES

Photographers are not allowed to use flash during the ceremony or enter the pulpit area without the approval of the Senior Pastor. This is a holy occasion and photographing can be disruptive to the service.

Videotaping is allowed but limited to certain areas. The Wedding Coordinator will be helpful in determining the areas that the videotaping is allowed. Mount Zion does not provide video service.

CHURCH FEES

The prices listed below are standard fees for the use of the facilities. A \$50 processing fee is required at the time the application is submitted. This amount will be applied toward the facility fees. The processing fee will be refunded **only** if we are unable to schedule your wedding for the date requested at the time of application. All fees must be **paid in full 90 days** prior to the date of the wedding. Failure to do so will result in cancellation of the wedding date and forfeiture of the \$50 processing fee. **NOTE: Prices are valid through 12/31/09. Wedding must take place by 12/31/09.**

<u>Members:</u>	<u>Non-Members:</u>		
\$350	\$700	Chapel (Wedding only)	500 guests or less
\$425	\$850	Chapel (Reception only)	500 guests
\$1,050	\$2,100	Sanctuary (Wedding only)	2,000 guests or less
\$105	\$210	VIP Room 280 (Wedding only)	25 guests or less
\$350	\$700	Atrium (Wedding only)	200 guests or less
\$325	\$650	Atrium (Reception only)	150 capacity
\$250	\$500	Fellowship Hall (Reception only)	150 capacity
\$150	\$300	Fellowship Hall (Rehearsal Dinner)	150 capacity
\$105	\$210	Sound Technician for Rehearsal	Chapel (only if requested)

\$100.00	Sound Technician for Rehearsal – Sanctuary (only if requested)
\$ 50.00	Sound Technician for Reception (only if requested)

Note: Facility fees include sound technician for the wedding ceremony **only**.

HONORARIUMS

The suggested honorariums are as follows:

Officiating Minister	\$75 and up
Minister of Music	\$75 - \$125.00

Hotel accommodations and travel expenses should be provided for the Officiating Minister, if the wedding is to take place outside of the local area.

DRESSING ROOMS

Rooms will be available to accommodate your wedding party. The Wedding Coordinator will direct you and your party to the reserved rooms. The available rooms for weddings in the Chapel are rooms 1, 2, 3, & 4 and for weddings in the Sanctuary the are rooms S3, S4, S6, S8, & S9.

Please be sure to clear all personal belongings and trash from the assigned rooms immediately following the ceremony. Beverages, food, and smoking are not permitted in these rooms. **The church is not responsible for accidents or loss of items while using the facility.** Please make sure that all electrical objects are unplugged immediately after use.

(SAMPLE)

**ORDER OF WEDDING SERVICE
(FOR MOUNT ZION BAPTIST CHURCH OF GREENSBORO, INC.)**

If you are not familiar with Mount Zion services, a recommended wedding ceremony outline is provided below to assist you in preparing your program. The officiating minister will review your program with you at the time of your conference with him.

PRELUDE

LIGHTING OF CANDLES

SEATING OF PARENTS

SOLO (Optional)

PROCESSIONAL

ENTRANCE OF BRIDE

INVOCATION

EXCHANGE OF VOWS AND RINGS

PRAYER

SOLO (Optional)

UNITY CANDLE CEREMONY (Optional)

HOLY COMMUNION (Optional)

SOLO (Optional)

THE LORD'S PRAYER

PRONOUNCEMENT OF CHRISTIAN MARRIAGE

RECESSIONAL

(SAMPLE)

THE WEDDING CEREMONY

Charge to Couple: *(By Minister)*

Beloved friends in Christ: This special moment has arrived. A moment that a short time ago seemed like an eternity away is now happening.

Let us do everything we can to taste the joy of this once-in-a-lifetime experience. I want to do that by not only leading you in your vows, but also by sharing a challenge with you from the Word of God. Let me begin by asking you a question:

Do you acknowledge the lordship of Christ and that you believe it to be God's will for you to marry?

(Couple answers aloud together, "We do.")

Minister: Your marriage is taking place in a society that has lost respect for the vows and for the keeping of the principles that guarantee a happy and enduring marriage. A major magazine had a lead article entitled: "The American Family – Can it Survive Today's Shocks?" Many do not; but yours can. Let me share, as a reminder, some principles that will not only let your marriage survive, but allow it to prosper.

The first principle: God must make a marriage. He established it as a divine institution and ordained that Christians should marry Christians. The apostle Paul said, "Do not be bound together with unbelievers" (*2 Corinthians 6:14, NASB*). Couples with a personal relationship to Jesus Christ through faith in Him and repentance from sin have the best chance of succeeding in the process of building a lasting marriage.

The second principle: There is to be a mutual submission. Ephesians 5:21 says, "Be subject to one another in the fear of Christ" (NASB). This does not eliminate the principles of the man being the spiritual leader in the home, but it is a careful reminder that the attitude of both partners is to be one of a mutually submissive spirit. That kind of heart keeps a husband from being a dictator and a wife from being the domineering force in the home.

The third principle: God intends in His perfect will that marriage is to be a permanent affair. In Genesis 2:24, the Lord God said that a man should "cleave unto his wife". Ordinarily, we think of cleavage as a parting, but in biblical terms it means to adhere to—stick together no matter what! The contemporary mentality is if it doesn't work out, bail out. God's counsel is to commit yourselves to permanency.

The fourth principle: Develop your communication. A famous psychologist said that the most frequent fault in marriages seems to be the lack of complete frankness and mutual openness. Genesis 2:25 says that "the man and his wife were both naked and were not ashamed." I believe there are two interpretations of this statement. First, they were not ashamed of their sexuality; second, there is a symbolic understanding. Adam and Eve were open and honest with one another. Before the fall, they had beautiful frankness and openness. After their sin, they tried to cover up and even blamed each other for their disobedience. Work at and develop your communication. It will be one of your strongest allies in making your marriage strong.

The fifth and final principle: Remember, marriage is a process. Genesis 2:24 reminds us that “they shall become one flesh” (NASB). There is nothing magical in repeating a vow. The real developing of your marriage into Christ-likeness will take the rest of your lives. The two of you must patiently build the walls of your marriage one-day at a time. In that process, you will become one flesh.

(The minister then asks the parents to stand and asks them the following question)

By acknowledging that children are an heritage from the Lord, and you have faithfully given of yourselves to bring these, your children, up in the nurture and admonition of the Lord, do you now recognize the leadership of the Holy Spirit in their lives, and do you now enter into their joy, by giving your blessing to their union?”

(Both parents answer out loud, “We do”. The minister can have them repeat it together or look to the bride’s parents for the first response, then to the groom’s parents.)

Minister: Who gives this woman to be married to this man?

(Father, family member, or friend replies: “I do”, “We do”, or “Her mother and I do.”)

Minister: Will you face each other, join your hands, and repeat after me your vows to the Lord and to one another?

I, _____(*man’s name*), offer myself completely to you, _____(*woman’s name*), to be your husband in marriage. I promise to love you with all of my heart, and to be true and faithful, patient, kind, and unselfish in this love. I promise to stand beside you always, in times of joy, in times of trial, and in times of sorrow. I dedicate our marriage and our home to the lordship of Jesus Christ. I pledge myself and all that I am in love.

(Minister turns to the woman and leads her in repeating her vow to the man.)

I, _____(*woman’s name*), offer myself completely to you, _____(*man’s name*), to be your wife in marriage. I promise to love you with all of my heart, and to be true and faithful, patient, kind, and unselfish in this love. I promise to stand beside you always, in times of joy, in times of trial, and in times of sorrow. I dedicate our marriage and our home to the lordship of Jesus Christ. I pledge myself and all that I am in love.

Ring Vows: *(Minister takes the ring from the best man, hands it to the man who places it on the woman’s third finger on her left hand.)*

Minister: *(to the man)* Because you desire to symbolize your sacred vows, I ask you to repeat after me and to _____(*woman’s name*) your ring vow as you hold this ring on her finger.

This ring I give you in faith and pledge of our constant love and lasting devotion. It is symbolic of my sacred vows to our Lord Jesus Christ and to you. In the name of the Father, the Son, and the Holy Spirit. Amen.

Minister: *(to woman)* Because you desire to symbolize your sacred vow, I am going to ask you to repeat after me and to _____*(man's name)* your ring vow as you hold this ring on his finger.

This ring I give you in faith and pledge of our constant love and lasting devotion. It is symbolic of my sacred vows to our Lord Jesus Christ and to you. In the name of the father, the Son, and the Holy Spirit. Amen.

(Prayer as the couple kneels, or music and prayer. The pastor then asks the couple to rise and face him.)

Minister: _____*(man's name)* and _____*(woman's name)*, I require and charge you both, as you stand in the presence of God, your family, and these assembled witnesses to keep these solemn vows inviolate and to be steadfast in your endeavors to build a marriage that brings glory to God and joy to your family and all of those who know and love you. Believing that is your deepest intention, it is my privilege as a minister of the gospel and by the authority invested in me by the laws of this state to pronounce from this day forward that you are husband and wife. We pray for you a blessed marriage.

(The Minister may then invite the man to kiss his wife and bride, then turn them toward the audience and introduce them.)

Minister: I am happy to present and introduce you to Mr. and Mrs. _____.

This Wedding Ceremony is approved for officiating weddings sanctioned by Mount Zion Baptist Church of Greensboro, Inc.

I have read, understand and agree to abide by the rules and regulations of Mount Zion Baptist Church of Greensboro, Inc. for weddings held at the facility.

Signature of Bride Date

Signature of Groom Date

This form must be signed and submitted along with your Wedding Application and processing fee to the Facilities Coordinator.

Mount Zion Baptist Church of Greensboro, Inc.
1301 Alamance Church Road
Greensboro, North Carolina 27406
(336) 273-7930 • Fax (336) 373-4224

Visiting Minister Request Form

Name of Visiting Minister: _____ Date of Request: _____

Bride's Name: _____ Grooms' Name: _____

Church/Ministry Name: _____

Mailing Address: _____

Daytime Phone: _____ Home Phone: _____

Relationship of bride and groom to visiting minister: Bride's Pastor Groom's Pastor

Former Pastor of Bride Former Pastor of Groom Family Member Friend

Comments: _____

*******FOR OFFICE USE ONLY*******

Approval: _____ Disapproval: _____
Senior Pastor Date Senior Pastor Date

Senior Pastor's Comments: _____

(Please attach a copy of ordination credentials)

Return to:

Mount Zion Baptist Church
Attn: Belinda English
1301 Alamance Church Road
Greensboro, NC 27406