DELANEY BAPTIST CHURCH

edding

Policy



Therefore whosoever heareth these sayings of mine, and doeth them, I will liken him unto a wise man, which built his home upon a rock: and the rain descended, and the floods came, and the winds blew, and beat upon that house; and it fell not: for it was founded upon a rock. And every one that heareth these sayings of mine, and doeth them not, shall be likened unto a foolish man, which built his house upon the sand: and the rain descended, and the flood came, and the winds blew, and beat upon that house; and it fell; and great was the fall of it.

Matthew 7:24-27

Adopted (May 1, 1988) Amended (December 20, 2022)

A Letter from Lead Pastor Michael Clifford



We are delighted that you have chosen the facilities of Delaney Street Baptist Church to be joined together in Holy Matrimony and to begin your life together. We believe the wedding is one of the most sacred ceremonies of the church. A wedding is a time of worship. Nothing in your life is more sacred than your relationship with God and each other. We are pleased to offer our facilities to make your wedding ceremony a beautiful and worshipful event.

Meaningful weddings, like good marriages, don't just happen. They are the result of careful planning, hard work and prayer. We have prepared the following guidelines and policies to assist you in planning this joyful event. They should answer most of the questions which arise as you approach your wedding date. A Christian wedding is more than a civil ceremony. It is sacred and holy unto the Lord. Our church staff will work with you in planning a ceremony that will fulfill this high standard. Our purpose in providing these policies is to keep Jesus Christ at the center of all that is done. Please read these policies carefully and cooperate fully. We desire that you begin this part of your life, glorifying Jesus Christ.

May you be blessed,

Pastor Michael Clifford Genesis 2:24



TABLE OF CONTENTS

Introduction	6
A. Sacredness of the Marriage Ceremony	6
B. Ministerial Policies	7
C. Scheduling Weddings	8
D. Wedding Music	8
E. Wedding Decorations	9
F. Photographs 1	10
G. Receptions 1	10
H. General Guidelines and Policies	11

FORMS

Wedding Application Form	2
Wedding Format - Form 5	3
Wedding Music - Form 6	4
Wedding Reservation - Form 7 1	5
Wedding Checklist - Form 8 1	6
Wedding Schedule - Form 9 1	7

Wedding Fees

For Delaney Members	18
For Inactive Members	19
For Non-Delaney Members	20





Wedding Policies and Procedures

Delaney Street Baptist Church is pleased to offer its facilities to active members for conducting Christian weddings and receptions. We believe the wedding ceremony to be one of the most sacred ceremonies of the church. A wedding is more than a civil ceremony. It is sacred and holy before the Lord. Therefore, it is the desire of this church that all weddings be beautiful and worshipful events. Our ministers desire to help couples begin this part of their lives glorifying Jesus Christ.

All active members are welcome to use Delaney Street Baptist Church facilities for conducting Christian weddings and related events within the boundaries of the policies and procedures of this manual. An active church member is one who attends Delaney Street Baptist church at least once a month and financially supports the ministry of the church. The church reserves the right and authority to determine all policy in regard to weddings. All persons involved in any way with weddings will abide by and adhere to the following policies and procedures. We believe these policies to be the most suitable and practical for all concerned. There are, therefore, no exceptions to these provisions. Please read them fully.

A. SACREDNESS OF THE MARRIAGE CEREMONY

Marriage is a Divine ordinance, instituted by God, regulated by His commandments, and blessed by the Lord Jesus Christ to be held in honor by all people. Marriage is a holy estate and should not be entered into unadvisedly or lightly, but reverently, soberly, and in the fear of God, God has established and sanctified marriage for the welfare and happiness of mankind. He has designed marriage to provide companionship and fruitfulness. God has instructed those who enter into the marriage covenant to cherish a mutual love and esteem; to comfort and care for each other in sickness, trouble and sorrow; to provide for each other and their household through honest work; to pray for and encourage one another before God; to be subject to one another in the fear of Christ; and to live together as heirs of the grace of God. Therefore, all weddings and related events on Delaney Street Baptist Church property will be conducted in a manner that brings glory to God and promotes this biblical philosophy concerning marriage.



Delaney Street Baptist Church's ordained ministers of the Gospel are available to perform weddings for church members within the guidelines of Holy Scripture and this manual of policies and procedures.

Following are the personal ministerial policies of the ordained staff of Delaney Street Baptist Church:

- 1. Delaney Street Baptist Church ministers will only perform a wedding, officiate, or conduct services between believers in Jesus Christ who are active members of their local church.
- 2. Delaney Street Baptist Church ministers will only conduct services between believers in Jesus Christ of which one is a member of Delaney, have parents or grandparents who are active members of the Church, or who have in the past been an active member of Delaney Street Baptist Church and due to school, military, etc., have not been present.
- Delaney Street Baptist Church ministers will not conduct a service between non-Christians. Delaney Street Baptist Church ministers will not preside over same-sex marriages. Delaney Street Baptist Church ministers will not conduct a service between a Christian and a non-Christian.
- 4. Delaney Street Baptist Church ministers do not normally perform weddings for those who have been involved in divorce. Only when the conditions surrounding the divorce are clearly known and biblical grounds for divorce are clearly established will ministers consider performing such weddings.
- 5. All potential wedding parties must complete and return the Wedding Application Form and the Wedding Reservation Form Form 7, before discussing the possibility of a wedding with one of the church's ministers.
- 6. Delaney Street Baptist Church ministers who receive a request to perform a wedding and who agree to discuss the possibility of performing the wedding are not to be considered by the wedding party as committing themselves to perform the wedding.
- 7. Delaney Street Baptist Church ministers will perform weddings only when scheduled on the church calendar at least three months in advance.
- 8. All couples must complete premarital counseling sessions before Delaney Street Baptist Church ministers will perform weddings. The minister shall determine the extensiveness of the counseling required and if the sessions have been completed. The minister will not perform weddings for couples who are delinquent in completing premarital counseling, as determined by the minister.
- 9. There is no specific fee for Delaney Street Baptist Church ministers' services. Customarily a gift is given.
- 10. The content of the wedding ceremony must be approved by the minister performing the ceremony, including all music related to the wedding and its activities. The wedding party must complete and return to the church office the Wedding Format Form Form 5, at least two weeks prior to the wedding.

All couples requesting pastoral ministry in preparation for and performance of weddings will respect and abide by the ministers' policies for performing weddings. Other ministers of the gospel of Jesus Christ may perform weddings in Delaney Street Baptist Church facilities, if approved by the Pastor/Administrator. Other Ministers performing weddings at the church must abide by the policies and procedures found in this manual, although they may have personal ministerial policies that differ from the ministerial policies found in this section (B). However, if an outside minister presides, the plan of the service must be presented in writing (Forms 5 and 6) to the church office at least two weeks prior to the ceremony for approval by the Pastor/Administrator.

C. SCHEDULING WEDDINGS

All weddings must be scheduled through the church office using the Wedding Reservation Form - Form 7. This form must be completed with all of the pertinent information before the wedding is scheduled on the church calendar. No wedding will be scheduled until this information is completed and approved by the Pastor/Administrator.

Weddings should be planned at least three months in advance as noted in section B. The date and time of the wedding must not conflict with the regular programs and activities of the church.

The exact times for weddings, rehearsals, and receptions must be observed as indicated on the Wedding Reservation Form - Form 7. Care should be taken by the Wedding Coordinator that all members of the wedding party are in their places at the times indicated.

D. WEDDING MUSIC

All music used during the wedding ceremony and its related activities shall be in keeping with the sacredness and dignity of a Christian Marriage. All music must be approved by the Minister of Music or the Pastor/Administrator on the form provided (Form 6).

The church's organist or pianist shall be used in all weddings, unless a different request is made in writing. Instrumentalists, other than those from Delaney Street Baptist Church, must be approved by the Minister of Music. Non-church instrumentalists must meet with a member of the Music Staff as designated by the Minister of Music at least one week prior to the wedding for instruction concerning policy and use of the church organ or pianos.

Any soloist of the party's choosing may be used in the wedding ceremony and related activities. All selections to be sung by soloists must be included on the Wedding Music Checklist Form - Form 6 provided by the church.

Fees for church instrumentalists are listed on the Wedding Fees Form - Form 9. Gifts for soloists or non-church instrumentalists may be paid by private arrangement between the wedding party and those playing or singing in the wedding.



E. WEDDING DECORATIONS

F. PHOTOGRAPHS

Since our church sanctuary is furnished as a place of worship and dignity, it should not be elaborately decorated. Additional decorations should be in keeping with the spirit of Christian worship.

No decorations are to be used which may possibly damage the floors, walls, carpet, or furniture. No decorations are to be hung or suspended from any lighting fixture or vent. Nails or screws are not to be driven into any part of the building or any piece of furniture. The wedding party is responsible for all decorating and for the removal of all decorations from the building immediately following the wedding. It is the responsibility of the wedding party to instruct the florist to abide by all policies. A copy of this section (E) should be given to the florist.

Wedding policies concerning the work of florists for weddings at Delaney Street Baptist Church are listed below.

- 1. The florist is to provide a written schedule to the church office regarding when decorations will be arranged and removed.
- 2. All persons decorating for any wedding in any room of the church will leave the room in the same order in which they found it. This is to be done immediately after the wedding reception.
- 3. Any and all furniture or other objects moved for the wedding must be done by the custodian.
- 4. Any and all furniture or other objects moved must be picked up, rather than dragged or pulled across the floor.
- 5. No nails, tacks, staples, tape or other materials which may permanently deface the buildings or furnishings may be used in decorating.
- 6. Only electric or flameless candles may be used in any part of the facility, with the exception of the standard unity candle, and all candles must be at least one (1) foot away from microphones and wires supporting the microphones.
- 7. Air conditioning or heating will be turned on at a reasonable time before any scheduled event (in any case not more than four hours in advance). Florists should note this and not bring flowers too early. If earlier operation of air conditioning is desired, it may be provided at an extra charge of \$25.00 per hour in the sanctuary and in the CFLC, and \$25.00 per hour in Room D102-3.
- 8. The florist and floral employees are to refrain from the use of irreverent language, discourteous actions, or smoking on church property.
- 9. Flowers used must be in clean, rust-free, leak-proof containers. Since live rose petals stain the carpet, these are not to be used, unless restricted to the bridal carpet runner. The wedding party will be held responsible for any damage or disfiguring of the church buildings, properties, walls, carpet, furniture, etc.



It is the responsibility of the bride to instruct the photographer she has chosen of church policies concerning wedding photographs. The photographer should be given a copy of section (F) of the Wedding Policies.

Delaney Street Baptist Church expects wedding photographs to be done in accordance with the following policies and guidelines:

- 1. Pictures may be taken before or immediately after the wedding ceremony.
- 2. Flash pictures may not be taken during the actual ceremony. They may be taken during the processional and recessional.
- 3. A time exposure of the ceremony itself may be taken unobtrusively.
- 4. The photographer and bride should plan in advance the lists of pictures to be made.
- 5. Delaney Street Baptist Church ministers will be available for pictures immediately following the ceremony.
- 6. Photographers are to be equipped with flameless candles, if needed for pictures. The exception to flameless candles will be for the use of one standard flame unity candle.
- 7. All photographers are to refrain from use of irreverent language, discourteous actions, or smoking on church property.
- 8. Photographers are not to stand on or in pews to take pictures.

G. RECEPTIONS

The church facilities available for receptions are Room D102-103 or the CFLC/Gym. The church recommends the use of Room D102-103 for small receptions. Receptions held in the church buildings must be under the direction of the Wedding Coordinator. For large gatherings, the gym in the Christian Family Life Center (CFLC) is available. Neither building can be reserved for any day other than the wedding date. Decorating for receptions may be done the day prior to the wedding, only after approval from the Pastor/Administrator. Services and receptions after 4:30 p.m. require special arrangements with custodians for clean-up.

ABSOLUTELY NO ALCOHOLIC BEVERAGES, TOBACCO, OR DANCING (see exception below) WILL BE ALLOWED AT ANY TIME ON CHURCH PROPERTY.

With the exception of special father-daughter and mother-son dances, no dancing will be allowed. Alcoholic beverages, tobacco, and dancing will not be permitted on church property. Any and all kitchen facilities used for receptions or any other related activity of the wedding are required to secure the approval of the Food Service Coordinator or Wedding Coordinator at Delaney Street Baptist Church. Food Service Policies governing the use of kitchen facilities and equipment will be strictly followed at all times (available from church office). Any outside caterers are responsible for furnishing all equipment desired for the reception, unless cleared through the church office.



- 1. Delaney Street Baptist Church facilities may be used for weddings only when either the bride or groom is an active member of Delaney. Exceptions may be made by the Church Council.
- 2. Weddings or rehearsals shall not be held on Sundays or Wednesdays.
- 3. No weddings will be scheduled that will conflict with any worship service or event involving the membership as a whole.
- 4. No weddings will be scheduled to begin any later than 7 p.m. on Saturday evenings, unless approved by the Pastor/Administrator.
- 5. The bride and her family are responsible for all personal items of the wedding party brought to the church. If rented or borrowed property has been used, it is the responsibility of the bride's family to make sure it is returned immediately after the wedding.
- 6. The church will not be responsible for personal items such as wedding dresses, wraps, purses, silver and glassware brought to the church for use in a wedding or wedding reception; nor shall the church be liable for such items lost, stolen, or damaged. However, every reasonable effort will be made to assist the wedding party in protecting such property.
- 7. The Delaney Street Baptist Church custodian is responsible for moving and replacing all church furniture. No church furniture or equipment is to be moved by anyone other than the custodial staff.
- 8. Any use of kitchen facilities, equipment, or related items requires at least one (1) kitchen employee to supervise during use. The employee shall be designated by the church hostess/wedding coordinator.
- 9. There will be absolutely no use or possession of alcoholic beverages on church property at any time. No wedding or rehearsal will be conducted when any member of the wedding party or its guests are under the influence of alcohol or drugs.
- 10. Smoking is not permitted inside any building or on the church property outside.
- 11. The use of rice is strictly prohibited. Confetti and rice may not be thrown anywhere on church property. Use of rose petals by the flower girl will be permitted only when a fabric runner protects the aisle.
- 12. Female attendants must be dressed in keeping with the spirit of Christian worship.
- 13. All parties involved in any weddings shall work under the supervision and direction of the Church Wedding Coordinator. All requests of any nature shall be made through the Church Wedding Coordinator.
- 14. It is the responsibility of the bride and groom to make these policies and guidelines known to all members of the wedding party and guests. A violation of these policies will cancel the use of the facilities for the wedding.
- 15. All ministers who officiate weddings in any of the facilities of Delaney Street Baptist Church shall be evangelical in doctrine and faith, or otherwise approved by the Pastor/Administrator.



EDDING FORM **APPLICATION**

Please type or clearly print. The spelling and legibility of all information is the responsibility of the person making the submission.

Please complete the following form to be approved and signed by the Delaney Street Baptist Church Music Minister, Pastor or Administrator. This form must be turned in to the church office at least three months prior to desired wedding date. This form can be turned in with or without other forms. A representative from Delaney will be in contact with you in regards to following up on your request.

Bric	de's full maiden name:			
Bric	de's Address:			
Bric	de's Phone Number: (home)		(cell)	
Bric	de's email Address:			
Gro	oom's full name:			
Gro	oom's Address:			
Gro	oom's Phone Number: (home)		(cell)	
Gro	oom's email Address:			
Wee	dding: Date:	Time:	Location:	L. L
Reh	nearsal: Date:	Time:	Location:	
Rec	eption: Date:	Time:	Location:	
To l	be Officiated by (Minister's Name)	:		
Mir	nister's Address:			
Mir	nister's Contact Info: (phone)		(email)	
Em	ergency Contact:		(relat	ionship)
Em	ergency Contact Address:			
Em	ergency Contact Phone: (phone)		(email)	
	ner pertinent information you wou			
12	FOR OFFICE USE ONLY Approved by: (Pastor/Church Ad Signature			ate

WEDDING FORMAT FORM 5

Please type or clearly print. The spelling and legibility of all information is the responsibility of the person making the submission.

Please use the following guide to summarize the format of your wedding. This is to be completed, approved, and signed by the bride and groom at least <u>two weeks</u> prior to the scheduled wedding date.

Pre-Processional Activities:	
l	
Processional:	
Ceremony:	
\$	
 Recessional:	
I	
Reception:	
I -	
[
We, the undersigned, submit this to be the actual format for our we	dding. No alterations, changes, or additions
will be made without prior notification to the church office in writing	
Bride's Signature	Date
Groom's Signature	Date
FOR OFFICE USE ONLY	Date
Approved by: (Pastor/Church Administrator's Name) Signature	13

WEDDING MUSIC

Please type or clearly print. The spelling and legibility of all information is the responsibility of the person making the submission.

Please complete the following form to be approved and signed by the Delaney Street Baptist Church Music Minister, Pastor or Administrator. This form must be turned in to the church office at least <u>two weeks</u> prior to your wedding.

Voc	calist(s):
Sele	ections to be sung (Please include song title and composer):
	י
Org	ganist/Instrumentalist(s):
Sele	ections to be played (Please include song title and composer):
	ا م
Otl	her selections to be sung or played before, during, or after the wedding
(Ple	ease specify when the song will be played and include the song title and composer):
	·
	۱
14	FOR OFFICE USE ONLY Date Approved by: (Pastor/Church Administrator's Name) Signature

WEDDING RESERVATION FORM 7

Please type or clearly print. The spelling and legibility of all information is the responsibility of the person making the submission.

Please fill out the following form for information about your wedding reservation at Delaney Street Baptist Church. This form must be turned in to the church office at least <u>two weeks</u> prior to your wedding.
Bride's Name
Is Bride a Christian? (Y/N) Active member of Delaney? (Y/N) An active church member is one who attends Delaney Baptist Church at least once a month and financially supports the ministry of the church.
If No, is Bride a member of another church? (Y/N) If yes, where?
Bride's Parents Names:
Bride's Parents Address:
Church Membership of Bride's Parents:
Groom's Name
Is Groom a Christian? (Y/N) Active member of Delaney? (Y/N) An active church member is one who attends Delaney Baptist Church at least once a month and financially supports the ministry of the church.
If No, is Groom a member of another church? (Y/N) If yes, where?
Groom's Parents' Names:
Groom's Parents' Address:
Church Membership of Groom's Parents:
Has Bride or Groom been Married Before? Bride (Y/N) Groom (Y/N)
Does Bride or Groom have relatives who are members of Delaney Baptist Church? (Y/N)
If yes, list names:
No wedding will be placed on the church calendar until the above information is received, signed by the bride and groom, and approved by the Pastor/Church Administrator. Bride and Groom must read the Delaney Baptist Church Wedding Policy Manual and agree to comply with all policies, as acknowledged by signing below.
Bride's SignatureDate
Groom's SignatureDate
FOR OFFICE USE ONLY Date Approved by: (Pastor/Church Administrator's Name) 15 Signature 15

WEDDING CHECKLIST FORM 8

This is a helpful checklist for you to use. Complete and return to the church office, and keep a copy for yourself for reference.

Bride's name:	Groom's name:			
Rehearsal: Date:				
Rehearsal Dinner: Date:	_Time:	Location:		
Wedding: Date:	_Time:	Location:		
Wedding Director/Planner/Coordinat	cor:			
Contact Info: (cell phone)		(email)	·	
Photographer:				
Contact Info: (cell phone)		(email)		
Singer/Soloist(s):		To arrive by:		
Contact Info: (cell phone)		(email)		
Decorations for Wedding to be done b	y (name/company): _		ا ا	
To be completed/delivered by: (date)	(time)		
Contact Info: (cell phone)		(email)		
Florist:				
Flowers to be delivered by: (date)		(time)		
Contact Info: (cell phone)		(email)	4	
Corsages for:				
Reception: Date:	Time:	Location:		
Catered by/Hostess name:				
Food delivered by: (date)		(time)		
Contact Info: (cell phone)		(email)		
Cake Delivered by (name):				
Cake delivered by: (date)		(time)	·	
Contact Info: (cell phone)		(email)	י ۱	
Decorations for Reception to be done	by (name/company):		 	
To be completed/delivered by: (date)	(time)		
Contact Info: (cell phone)		(email)		
Items needed for the wedding from Delaney Baptist Church:				
Choir Room for Bride and Bride	smaids (time needed)	from	to	
Room A201 for Groom and Groo				
Media/Audio/Technicians	Pew/Aisle Marke	ers Other:		
Punch Bowl Glass Plat			1	
Other special requests or instructions:				
Bride's Signature/Date	Gro	oom's Signature/Date		
16				

WEDDING SCHEDULE FORM 9

This is a helpful checklist for you to use. Complete and return to the church office, and keep a copy for yourself for reference.

Bride's Name	:	
TIME	ITEM/EVENT/INSTRUCTIONS	
	_ All present at the church, dressed, and ready for picture	res
	_ Music starts	
l 	_ Pastor/Minister enters, gets in place	
	_ Groom gets in place	
I	Best Man	
	Groomsman #1	
	Groomsman #2	
I	Groomsman #3	
	Groomsman #4	
	Ushers:	
	_ Turn on/light Candles	
l 	_ Groom's Grandmother seated by (Usher):	
	Bride's Grandmother seated by (Usher):	
	_ Bride and attendants leave dressing room	
l	_ Groom's mother seated by (Usher):	
P	Bride's mother seated by (Usher):	
, 	_ Ushers prepare for Processional	
l 	Other	
	_ Wedding Processional	
	Flower Girl	
I	Maid/Matron of Honor	
	Bridesmaid #1	
	Bridesmaid #2	
	Bridesmaid #3	
	Bridesmaid #4	
	Bridesmaid #5 or ring bearer	
	Bride walks down the aisle with (father/or other)	
	Wedding Ceremony Begins	
	_ Kneeling Bench	
	Light Unity Candle	
	_ Song	
	_ Wedding Recessional	
 	_ Ushers remaining to escort guests:	
	_ Wedding party and family return to	
	_ Wedding party and family enter Reception	(ceremony location) for pictures
		17
DELAN	EY STREET BAPTIST CHURCH	17

WEDDING FEES for Delaney Members

Please type or print clearly. The spelling and legibility of all information is the responsibility of the person making the submission.

All wedding fees must be paid at least 15 days prior to the date of the wedding. If the required wedding fees are not paid by that time, it will be assumed that the wedding has been cancelled. It is the responsibility of the Bride to ensure all wedding fees are paid. Fees for cancelled weddings, will be refunded, less the cost(s) incurred.

Custodial Staff, Organist, Sound Technicians, etc., provide their services on DAYS OFF or during NON-REGULAR work hours. Their compensation is NOT paid by the church, therefore, the following fees apply to EVERY Wedding.

DEI	LINEATION OF FEES	FEE AMOUNT	ACTUAL FEE BEING CHARGED
FAC	CILITIES/ROOM USAGE Sanctuary (A/C Charge) CFLC/Gym (A/C) D102-103 (Fellowship Hall) (A/C)	\$50. per hour \$35. per hour \$25. per hour	
CU	STODIAL FEES Rehearsal and Wedding Rehearsal Dinner at the Church Wedding Reception at the Church	\$150. \$100. \$150.	
ME	DIA/AUDIO/SOUND TECHNICIANS Arrives 1/2 to 1 hour in advance.	\$50. per hour	
DEI	LANEY WEDDING COORDINATOR (Arrives 1/2 to 1 hour in advance.	required) \$50. per hour	
СН	URCH ORGANIST/PIANIST For Rehearsal and Wedding	\$150.	
REG	CEPTION ITEMS USED Tablecloths/cleaning fee Glass Plates/Cups/Punch Bowl	\$4. each(qty neede \$10. set(qty neede	
DEI	POSIT (Refundable) Required for all weddings. Any damaged item(s) will be deducted from deposit. Du	\$300 1e 30 days prior to wedding.	
MIN	NISTER AND SOLOIST To be paid directly by the Wedding Party these services will be received through the		
	FOR OFFICE USE ONLY		Date
	TOTAL CHARGE TO	WEDDING PAR	TY\$
	MONIES Received by:	ON (date)	\$
	DEPOSIT Returned to:	ON (date)	\$
18	Approved by: (Pastor/Church Administra Signature		

WEDDING FEES for Inactive Members

Please type or print clearly. The spelling and legibility of all information is the responsibility of the person making the submission.

All wedding fees must be paid at least 15 days prior to the date of the wedding. If the required wedding fees are not paid by that time, it will be assumed that the wedding has been cancelled. It is the responsibility of the Bride to ensure all wedding fees are paid. Fees for cancelled weddings, will be refunded, less the cost(s) incurred.

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Custodial Staff, Organist, Sound Technicians, etc., provide their services on DAYS OFF or during NON-REGULAR work hours. Their compensation is NOT paid by the church, therefore, the following fees apply to EVERY Wedding.

DELINEATION OF FEES	FEE AMOUNT	ACTUAL FEE BEING CHARGED
FACILITIES/ROOM USAGE Sanctuary (A/C Charge) CFLC/Gym (A/C) D102-103 (Fellowship Hall) (A/C)	\$150. plus \$50. per hour \$75. plus \$35 per hour \$37. plus \$25. per hour	
CUSTODIAL FEES Rehearsal and Wedding Rehearsal Dinner at the Church Wedding Reception at the Church	\$150. \$100. \$150.	
MEDIA/AUDIO/SOUND TECHNICIANS Arrives 1/2 to 1 hour in advance.	\$50. per hour	
DELANEY WEDDING COORDINATOR (1 Arrives 1/2 to 1 hour in advance.	required) \$50. per hour	
CHURCH ORGANIST/PIANIST For Rehearsal and Wedding	\$150.	
RECEPTION ITEMS USED Tablecloths/cleaning fee Glass Plates/Cups/Punch Bowl	\$4. each(qty needed) \$10. set(qty needed)	
DEPOSIT (Refundable) Required for all weddings. Any damaged item(s) will be deducted from deposit. Du	\$300 1e 30 days prior to wedding.	
MINISTER AND SOLOIST To be paid directly by the Wedding Party. these services will be received through the		
FOR OFFICE USE ONLY		Date
TOTAL CHARGE TO	WEDDING PARTY	\$
MONIES Received by:	ON (date)	\$
DEPOSIT Returned to:	ON (date)	\$
Approved by: (Pastor/Church Administrator Signature	·	19

WEDDING FEES for Non-Delaney Members

Please type or print clearly. The spelling and legibility of all information is the responsibility of the person making the submission.

All wedding fees must be paid at least 15 days prior to the date of the wedding. If the required wedding fees are not paid by that time, it will be assumed that the wedding has been cancelled. It is the responsibility of the Bride to ensure all wedding fees are paid. Fees for cancelled weddings, will be refunded, less the cost(s) incurred.

Custodial Staff, Organist, Sound Technicians, etc., provide their services on DAYS OFF or during NON-REGULAR work hours. Their compensation is NOT paid by the church, therefore, the following fees apply to EVERY Wedding.

DELINEATION OF FEES	FEE AMOUNT	ACTUAL FEE BEING CHARGED
FACILITIES/ROOM USAGE Sanctuary (A/C Charge) CFLC/Gym (A/C) D102-103 (Fellowship Hall) (A/C)	\$300. plus \$50. per hour \$150. plus \$35 per hour \$75. plus \$25. per hour	
CUSTODIAL FEES Rehearsal and Wedding Rehearsal Dinner at the Church Wedding Reception at the Church	\$150. \$100. \$150.	
MEDIA/AUDIO/SOUND TECHNICIA Arrives 1/2 to 1 hour in advance.	NS \$50. per hour	(
DELANEY WEDDING COORDINATO Arrives 1/2 to 1 hour in advance.	PR (required) \$50. per hour	
CHURCH ORGANIST/PIANIST For Rehearsal and Wedding	\$150.	
RECEPTION ITEMS USED Tablecloths/cleaning fee Glass Plates/Cups/Punch Bowl	\$4. each(qty needed) \$10. set(qty needed)	
DEPOSIT (Refundable) Required for all weddings. Any damaged item(s) will be deducted from deposit		
MINISTER AND SOLOIST To be paid directly by the Wedding Pa these services will be received through		
FOR OFFICE USE ONLY		Date
TOTAL CHARGE TO	WEDDING PART	ΓΥ\$
MONIES Received by:	ON (date)	\$
DEPOSIT Returned to:	ON (date)	\$
Approved by: (Pastor/Church Admin 20 Signature	istrator's Name)	