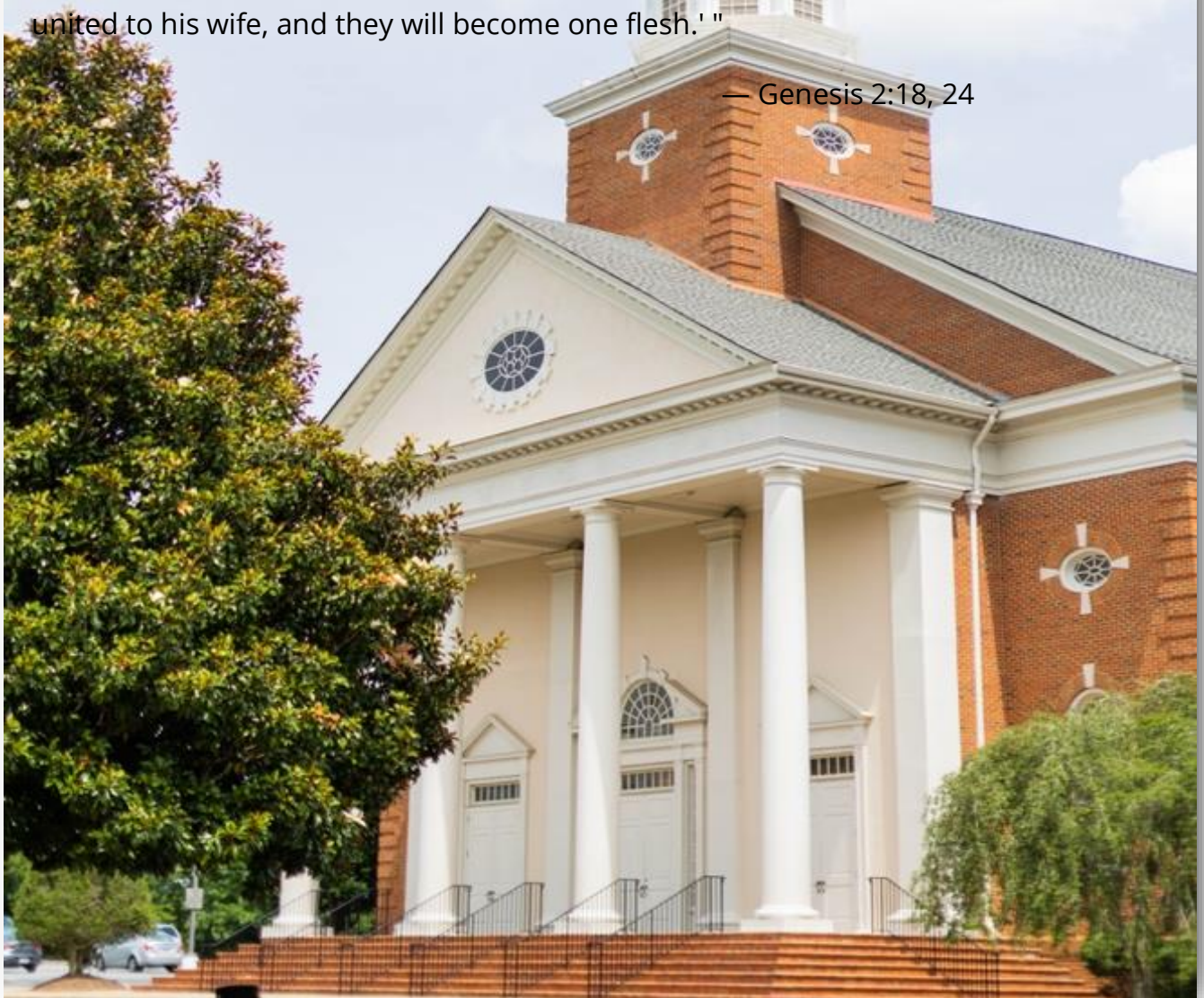


WEDDINGS AT MOUNT VERNON BAPTIST CHURCH

"The Lord God said, 'It is not good for the man to be alone. I will make a helper suitable for him . . . For this reason a man will leave his father and mother, and be united to his wife, and they will become one flesh.' "

— Genesis 2:18, 24



THE PURPOSE OF MARRIAGE

Dear Bride and Groom,

Congratulations on your engagement! We are thrilled you are considering Mount Vernon Baptist Church as part of your special day. Your wedding is a sacred and joyous occasion, and we are honored to support you in this meaningful step toward a Christ-centered marriage.

Marriage is a beautiful gift from God, designed to bring companionship, love, and purpose. It is the uniting of one man and one woman in covenant commitment for a lifetime that uniquely reveals the union between Christ and his church. It is the context for companionship and sexual intimacy for bringing children into this world, the gift of marriage.

As you prepare for this lifelong commitment, we encourage you to keep the significance of your vows at the heart of your planning. We are here to assist you in making your wedding day both memorable and reverent.

This document outlines our wedding policies to ensure your ceremony runs smoothly and aligns with our church's beliefs and practices. While certain guidelines must be followed, our goal is to make your experience as seamless and joyful as possible.

If you have any questions, please don't hesitate to reach out. We look forward to celebrating this joyous occasion with you!

Blessings,

Mount Vernon Baptist Church

WEDDING POLICIES

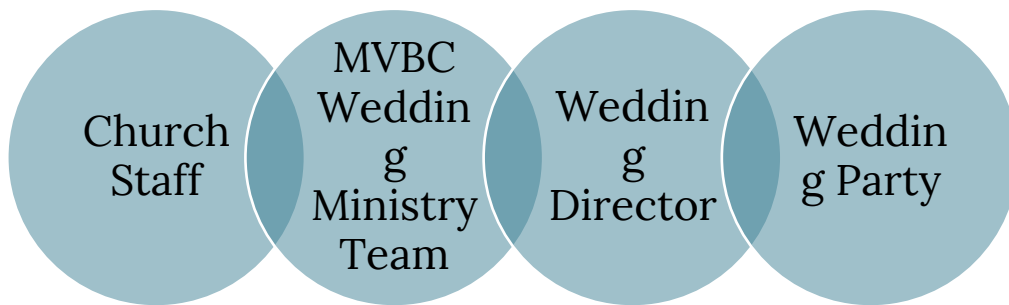
Quick Reference: Requirements and Restrictions

1. MVBC host weddings for current members and children and grandchildren of current members.
2. Couples must affirm our wedding statement (see the end of this document).
3. Premarital counseling is required, preferably with the officiating minister.
4. A 50% deposit is required to secure your wedding date.
5. Weddings should be scheduled at least six (6) weeks in advance but no more than six (6) months prior.
6. Weddings are not scheduled between Thanksgiving and New Year's Day.
7. A rehearsal is required the week of the wedding.
8. The marriage license must be provided to the officiating minister before the ceremony. If the bride or groom is a resident of Georgia, a marriage license may be obtained at any probate court in Georgia.
9. Alcohol and smoking are not permitted on church property.



Arrangements & Wedding Directors

To ensure a smooth and stress-free experience, each wedding must have a designated Wedding Director (who is not part of the wedding party). Our Wedding Ministry Team will be available to liaison with the Wedding Director to assist in coordinating church-related logistics.



Scheduling & Calendar

1. Weddings may take place any day except Sundays and most Wednesdays.
 - a. Weekday weddings must start between 6:00–7:00 PM
 - b. Saturday weddings must start between 11:00 AM – 6:00 PM.
 - c. If MVBC is hosting the reception, the latest start time for the ceremony is 4:00 PM.
2. The church building will be open to the wedding party . . .
 - a. 3 hours before the wedding ceremony and
 - b. 1 hour after the wedding ceremony.
3. Weddings are not scheduled between Thanksgiving and New Year's Day.
4. Any date changes must be communicated promptly to the church staff (The Facility Director or Administrative Pastor).
5. Wedding dates are officially reserved once:
 - a. An application is submitted.
 - b. A wedding tour is completed
 - c. A 50% deposit is received.
 - d. Confirmation from church staff is given.



Officiants

MVBC Pastors | MVBC Members may request an MVBC pastor to officiate their wedding. Please coordinate with a pastor directly to discuss arrangement for the wedding and pre-marital counseling.

Requirements for Guest Ministers | Any guest ministers must be approved by the Senior Pastor or his official designee. Guest ministers must also be men whose biological sex is male and shall affirm the inerrancy of Scripture, the exclusivity of the Gospel, and the substitutionary atonement of Jesus Christ.

Officiate Honorarium (Members Only) | An honorarium for the officiating minister is appreciated but not included in the wedding fees.

Rehearsal

1. A wedding rehearsal must be scheduled for the week of the wedding.
2. In addition to the wedding party and participants, the Wedding Director, a representative from the church's Wedding Ministry Team, and the church's sound technician should attend to ensure everything related to the ceremony is rehearsed and prepared.
3. Rehearsals are limited to one (1) hour.

Music

1. If you wish to have church musicians play at your wedding, please contact them directly to check availability and fees.
2. All music selections should be appropriate for a sacred ceremony and approved by the church staff.
3. Vocalists and musicians may rehearse during the times the facility is reserved for the wedding rehearsal or in the hours prior to the wedding.



Audio / Visual

1. A church sound technician will be available for the rehearsal and ceremony. The sound tech will arrive one and half hours (1.5hrs) before the wedding ceremony.
2. A simple audio recording (not video) of the ceremony will be available upon request.
3. The stage is equipped to amplify a guitar, piano, 1-2 more stringed instruments, and up to three vocalists. Please consult with the Facility Director for questions.
4. The church does not provide printed programs or bulletins for the ceremony. Baptist hymnals are available in the pews.



Photography & Videography

Capturing special moments will help you remember your joyous ceremony for a lifetime. We have established the following guidelines to help you do so in a way that respects the solemnity of the occasion and minimizes distractions.

1. The photographer should remain discreet and avoid distracting the congregation and wedding officiate.
2. Photographs may be taken in the Mount Vernon Room (Bridal Suite). The photographer and bridal party should be mindful not to move, scratch, or dent furniture with equipment.
3. Camera equipment may be stored in the Mount Vernon Room or Main Hall/Sanctuary Foyer closet during the ceremony. The church does not bear any responsibility for lost or stolen equipment.

Decorations & Florists

We have established the following guidelines to help you have a beautifully decorated ceremony while protecting the church's furnishings and property.

1. Decorations should be secured without damaging church property.
 - a. Masking tape, ribbons, and string may be used to secure aisle cloth and floral decorations to pews.
 - b. They may not be glued, tacked, nailed, or stapled to any furniture or church property.
 - c. Balloons are prohibited in the Main Hall and Fellowship Hall.
2. Decorations must not be hung or suspended from the fixtures or furnishings.
3. Only battery-powered candles are permitted (except for unity candles used on stage during the ceremony).
4. Containers holding water must be leak-proof and on a protective cover if placed on furniture.
5. Fresh flower petals cannot be scattered inside the Main Hall/Sanctuary.

6. All decorations must be removed within one hour after the ceremony. Equipment may not be stored over the weekend.
7. Church decorations (such as holiday décor) will remain in place.

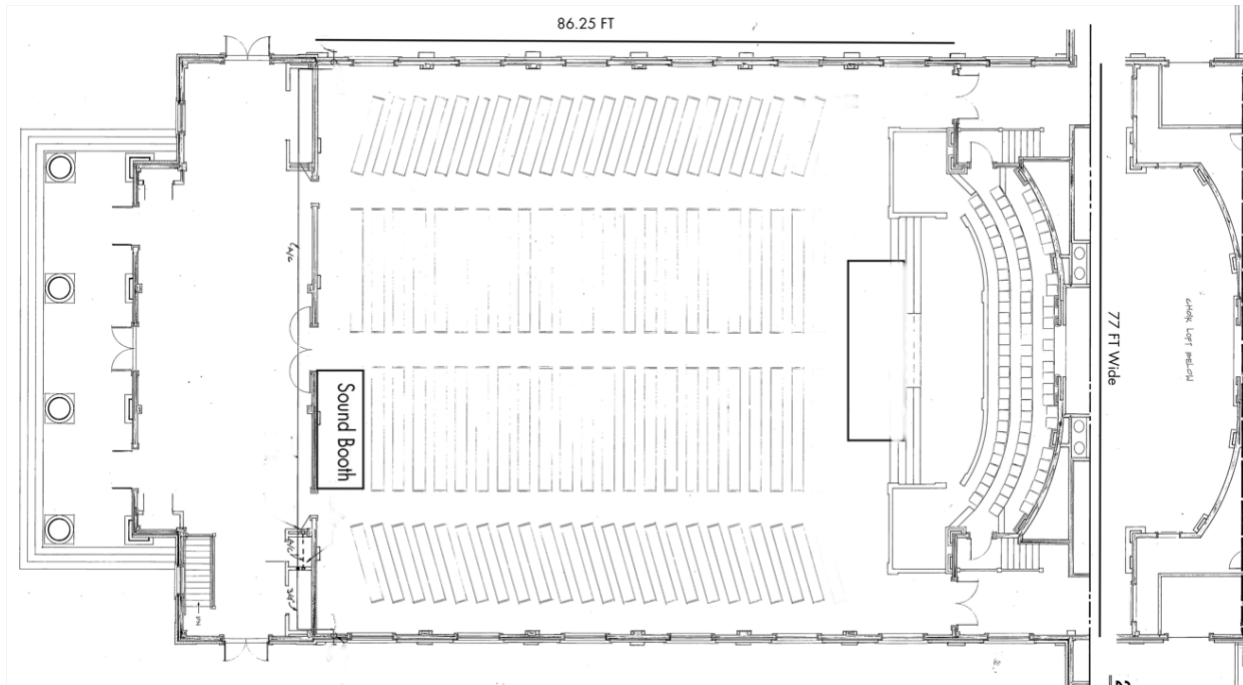
Refreshments

1. Drinks are permitted in the Bridal Suite and Groom's Room.
2. Other than sealable bottles or thermoses of water, drinks are not permitted in the Main Hall/Sanctuary or Foyer.
3. The church does not provide refreshments.
4. The commercial kitchen is not available for use, but a kitchenette is accessible near Room 211.
5. The commercial kitchen is not allowed to be used for weddings or receptions. However, you may use the kitchenette near room 211 as needed.



Facility & Cleanliness

Main Hall/Sanctuary | The Main Hall seats ~525 guests. It has a center aisle with 22 pews on each side. The color scheme is taupe and burgundy.



The Mount Vernon Room (Bridal Suite) | There is a designated parlor and dressing room for the bride and bridal party to use in preparation for the ceremony. For the protection and safety of the bridal party, guests, and church property, furnishings should not be moved and the fireplace should not be used in the Bridal Suite. All belongings must be cleared within one (1) hour after the ceremony.



Room 202 (Groom's Room) | There is a designated classroom (Room 202) for the Groom and groomsman to use in preparation for the ceremony. Wardrobe changes are best made in the restroom across the hall from Room 202. All belongings must be cleared within one (1) hour after the ceremony.

Custodian | A custodian will be on site for the entirety of the time that the doors are open. He/she will ensure the doors are open, lights are on, and will address any maintenance needs or emergencies. The following guidelines have been established to help ensure the building is cleaned in a timely manner:

1. Dressing rooms must be cleared of personal belongings one (1) hour after the ceremony. It is recommended to that someone be assigned to take responsibility for this.
2. The church is not responsible for any personal belongings on the premises for the wedding or its related functions.
3. A refundable cleaning deposit is required for weddings with over 200 guests.
4. Birdseed, rice, and confetti are not permitted for send-offs; bubbles are encouraged instead.





WEDDING FEES

Fees are charged in order to facility maintenance, custodial services and audio/visual support. Fees do not include honorariums for officiants or musicians.

A discounted rate for is available to current members or if the bride or groom's parents or grandparents are current members.

Fees must be paid in full two (2) weeks prior to the wedding. Checks should be made payable to "Mount Vernon Baptist Church" and noted "Wedding for [insert bride and groom + date of wedding]." Mail payment to the church office, attention "Facility Director".

Here at Mount Vernon, we offer several beautiful spaces for your wedding, each with its respective cost. Every wedding package includes access to a Groom's Room and a Bridal Suite to make your special day even more comfortable.

Wedding Ceremonies

- Main Hall: \$700
- Fellowship Hall: \$500
- Mount Vernon Room: \$100
- Courtyard: \$100

Rehearsal Dinners & Receptions

- Fellowship Hall: \$500 per event



REHEARSAL DINNERS & RECEPTIONS

Time and Location

1. The Fellowship Hall may be reserved for rehearsal dinners as late as 6:00 PM.
2. The Fellowship Hall may be reserved for a reception if the wedding begins no later than 4:00 PM.
3. Receptions may last up to two hours. The Wedding Director or member of the wedding party is responsible for dismissing attendees in a timely manner.

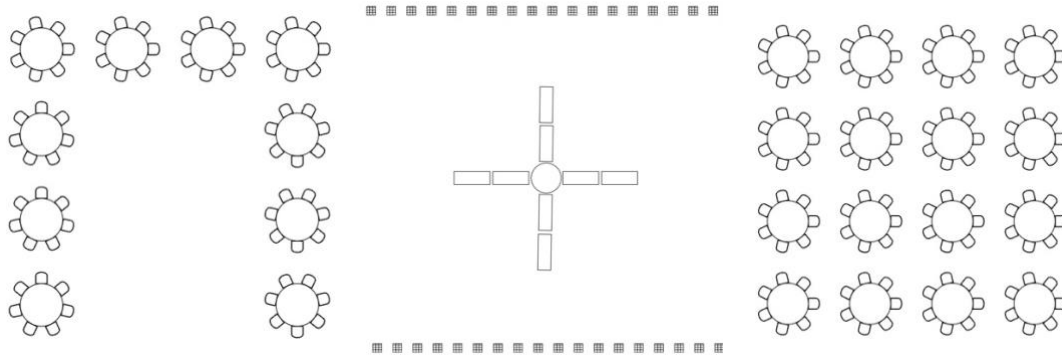


General Requirements

1. Dancing is limited to the couple's first dance and parent dances.
2. Music should align with the church's values and must be approved by staff.

Items Included in the Fee

1. 6' x 2'6" rectangular tables, 5' round tables, and red conference chairs.
2. White round table cloths for the 5' round tables and paper coverings for the 6' x 2'6" rectangular tables.
3. We offer three general layout options. If you have a different arrangement in mind, please speak with the Facility Director, and we'll do our best to accommodate your request.



4. Large trash cans.
5. Custodial services.
6. Use of the AV system, which include two (2) wireless, handheld microphones and stands. The Facility Director will give instructions for using the sound system prior to the event.

Food & Drink

1. The wedding party shall furnish a caterer who will be responsible for the reception and its details. It is the responsibility of the Wedding Director or wedding party to ensure that the caterer adheres to the church requirements and policies.
2. The caterer shall bring his/her own help for setting up, serving, and carrying food and equipment.
3. The church kitchen may not be used by the caterer.
4. No alcoholic beverages may be served.
5. We recommend using the catering company that leases our kitchen: Ultimate Culinary (Chef Andy Grimes), 404-421-9080. agrimes@ultimateculinary.com.



WEDDING STEPS



Contact MVBC's Facility Director

- Inquire about desired wedding dates.
- Receive a copy of this Wedding Policy.



Schedule a Facility Tour

- Take a guided tour of the facility with the Wedding Ministry Coordinator.
- Review the Wedding policies.



Submit a Wedding Application

- Confirm a Wedding Director outside of the bridal party.
- Confirm an officiating minister before applying., Have non-MVBC pastors approved.
- Submit a 50% deposit (and cleaning deposit if applicable) with the application.



Wedding Preperation

- Contact the Wedding Ministry Team with questions.
- Two weeks before the wedding pay the remaining 50% of the wedding fee and let MVBC staff know of any signifiant changes to the wedding.



Wedding Week

- Conduct your rehearsal with your Wedding Director, MVBC Wedding Liason, Sound Tech, and MVBC Facility Director.
- Ensure all AV instructions are given to the Facility Director and Sound Tech at this time.

APPLICATION

CONTACT INFORMATION

BRIDE

Name: _____

Phone: _____ Email: _____

Current Address: _____

Name of church where are a member or attend: _____

GROOM

Name: _____

Phone: _____ Email: _____

Current Address: _____

Name of church where are a member or attend: _____

Address after Wedding:

WEDDING INFORMATION

Wedding date: _____ Ceremony Start & End Time: _____

Rehearsal date: _____ Time: _____

Reception in Fellowship Hall? ☐ Y / N ☐ (*members only*)

Wedding Director's Name (*required*): _____

Phone: _____ Email: _____

Expected Attendance: ☐ <50 ☐ 51-100 ☐ 101-200 ☐ >200¹

¹ A \$250 refundable cleaning deposit is required for weddings with an expected attendance over 200 people. It will be refunded the week after the wedding if no excessive cleaning was required.

OFFICIATING MINISTER

Name: _____

Phone: _____ Email: _____

Name of Church or Ministry Associated With: _____

Church or Ministry Website: _____

Do you agree to Mount Vernon's policy regarding officiating ministers? ☐ Y / N ☐

The officiating minister, whose biological sex and gender identity is male, affirms the inerrancy of Scripture, exclusivity of the Gospel, and the substitutionary atonement of Jesus Christ. He will receive the consent of the Senior Pastor or his official designee before officiating the wedding.

BELIEFS ABOUT MARRIAGE & FAMILY

We believe (please initial):

_____ Marriage is a wonderful gift from our Creator God. He has ordained the family as the foundational institution of human society.

_____ Marriage is the uniting of one man and one woman in covenant commitment for a lifetime. It is God's unique gift to reveal the union between Christ and his church and to provide for the man and the woman in marriage the framework for intimate companionship, the context of sexual expression according to biblical standards, and the means for procreation.

_____ Any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God and his plan for the family.

_____ Husband and wife are of equal worth before God because they are created in his image. The marriage relationship models the way God relates to his people. A husband is to love his wife as Christ loved the church (Eph. 5:25). He has the God-given responsibility to provide for, to protect, and to lead his family. A wife is to submit herself graciously to the servant leadership of her husband even as the

church willingly submits to the headship of Christ (Eph. 5:22-24). She, being in the image of God as is her husband and thus equal to him, has the God-given responsibility to respect her husband and to serve as his helper in managing the household and nurturing the next generation.

AGREEMENT

By signing below, I am stating that I have read and agree to abide by the wedding policies of Mount Vernon Baptist Church.

Bride: _____ Groom: _____

Date: _____

For Office Use Only

- ☐ Toured Facility: Date _____ With: _____
- ☐ Submitted Application: Date _____
- ☐ Submitted Deposit: Date _____ Amount: _____
- ☐ Date & Time Confirmed: _____
- ☐ Custodian Confirmed: Name: _____
- ☐ AV Tech Confirmed: Name: _____
- ☐ Two Week Out Checkup
 - Full Payment Received: Date: _____ Amount: _____
 - Special Changes: _____
- ☐ Rehearsal Complete
- ☐ Condition of the facility after the event:
 - ☐ Acceptable
 - ☐ Unacceptable
- ☐ Cleaning deposit refunded (*if applicable*)
 - Date: _____ Amount: _____