

WEDDING POLICIES

Walnut Street Baptist Church (WSBC). 1143 S. Third Street. Louisville, Kentucky 40203.
(502) 589-5290 Office Hours: 8:30-5:00 M-TH

Wedding Forms and Fees

- **Member fees are \$650 for either the sanctuary or chapel.**
- **Non-member fees are \$1500 for the sanctuary; \$1250 for the chapel. Walk-in fee is \$100.**
- **A \$250 deposit is to accompany the application; it will be subtracted from total bill.**
- **All remaining fees are due four weeks prior to wedding date.**
- **An application must be submitted for all weddings. Wedding dates are not confirmed until approved at WSBC staff meetings and the non-refundable deposit (\$250) is received.**
- Fees for services of soloists, musicians, photographers, florists, or other persons contracted by the wedding party are the responsibility of the wedding party and should be paid directly to such persons. The church will not be liable for any such claims that may arise from such contracts.
- Honorarium should be paid directly to officiating minister.

Wedding and Rehearsal Times

- Plan early so use of church space can be arranged without conflict.
- Church wedding coordinator determines the time frame that facilities are available for weddings with or without a church reception.
- Rehearsals are generally scheduled the day before the wedding.
- Rehearsals usually last 1 hour.
- Walk-in weddings do not have a rehearsal, any set-up, music, or use of any other Walnut Street facilities. Walk-in weddings allow for couple to enter the sanctuary or chapel with no more than 10 people to exchange vows then depart. Walk-in weddings require an application, approval by WSBC staff, and \$100 fee.

Wedding Coordinator (Walnut Street Baptist Church Staff):

- Assists Bride with details of the Wedding Ceremony and Rehearsal to assure that church property is used properly, respectfully, and that the wedding and rehearsal proceed in a timely manner.
- Is not responsible for securing musicians, photographers, florists, videographers, ministers, or off-site receptions but is available for guidance with selection of professional services when requested.
- Must be present at consultation and wedding party uses any time the church facility.
- Is to be present and of assistance during all wedding receptions scheduled at Walnut Street.
- Oversees use of church facilities and assures that Wedding Policies and timing requirements are adhered to by wedding party and contracted service providers.
- Is responsible for all wedding related activities that occur on Walnut Street's campus. When a bride hires an external wedding consultant to assist with their wedding plans, the external wedding coordinator is a welcomed wedding guest but has no responsibilities for activities taking place on the WSBC campus.

Minister Performing Ceremony:

- Must be a Minister of Walnut Street Baptist Church or a Minister of a Cooperating Protestant Church (a church in agreement with our interpretation of biblical guidelines for marriage).
- Must be scheduled prior to securing the wedding date on the church calendar to assure availability.
- Conduct weddings in accordance with biblical guidelines and the state law.

Wedding Music

- Keep in mind that a church wedding is a worship service.
- Music should be in accordance with the reverence for entering the house of the Lord.
- Church musicians are available to be hired and should be contacted as soon as the wedding is scheduled.
- The WSBC Minister of Music or Church Wedding Coordinator must approve all music and musicians used in Wedding Service.
- Recorded music and video presentations must be approved by the church media minister no later than four (4) weeks before the wedding date.
- It is suggested that silk flowers be used for soloists because of sensitivity to pollen that many soloists experience.
- Arrangements of live music to be played at the reception (if held at Walnut Street) must also be approved by the WSBC Minister of Music or Church Wedding Coordinator.

Bridal Suite and Groom's Loft Dressing Rooms

- Facilities are provided so that the Bride and her party may dress at the church.
- A separate space is provided for the Groom and his attendants.
- The Bridal suite consists of a large dressing room, make-up room, overflow dressing room, and an attached restroom.
- The Groom's Loft is a large dressing area, comfortable seating, but no attached restroom.
- Wedding parties may arrive at the church as early as 10:00 a.m. the day of the wedding.
- Personal items need to be removed from the dressing areas within 30 minutes of the wedding ceremony's conclusion. It is suggested that personal items be packed and removed prior to the wedding.
- Walnut Street Baptist Church is not responsible for lost or stolen items.

Audio Support and Sound

- WSBC provides the Audio Technician who will arrive approximately one hour before the ceremony.
- Musicians are permitted to have a short rehearsal after the Audio Technician arrives.
- Following the wedding rehearsal, the WSBC Wedding Coordinator will provide Audio Technician with the number of stands and microphones and their placement needed for the ceremony.
- Musicians who need to use church sound system are required to contact the Minister for Media or church audio technician no later than 2 weeks prior to the service for assistance, (502) 589-5290.
- Recorded music and video presentations must be approved by the church media minister no later than 4 weeks prior to the wedding.

Photographers and Videographers

- It is the responsibility of the bride to instruct the photographer and family that flash pictures are not permissible in the Sanctuary or Chapel during the ceremony. This may be a consideration when selecting a photographer.
- Pictures of Bride and bridal party entering and leaving the sanctuary can be taken provided the photographer is no further than 5 pews from the rear of the church and is not positioned in the aisle. The photographer will not enter the space between the front pews and the wedding party or take photos from the choir loft/orchestra area during the wedding service.
- Photography should be done as discreetly as possible.
- Time exposure photography and videoing of the ceremony is to be taken from the balcony. The WSBC Wedding Coordinator will show the photographer the where the equipment can be placed.

Photographers and Videographers continued:

- Photographs may be taken in the Sanctuary or Chapel no earlier than three hours prior to the start of the service and no later than thirty (30) minutes after the service.
- No flash equipment is to be used during the wedding service. Flash equipment may be used prior to and after the ceremony.
- Church lights are preset for the beauty of the wedding service and are not dictated by the needs of the photographer.
- The WSBC Wedding Coordinator meets with the photographer for a tour and review of policies.

Decorations

- Walnut Street's Sanctuary and Chapel provide a setting for a dignified and beautiful service, requiring minimal but carefully planned decorations.
- Decorating of the church can be done on the wedding day from 10:00 a.m. up to 1 hour before the wedding. The church is also available for decorating 2 hours before the rehearsal. The church is not available for decorating following the rehearsal.
- All decorations and floral arrangements must be removed from the church facilities immediately following the wedding ceremony and/or reception.
- Walnut Street provides candelabras with battery-operated candles. Dripless candles can be used for unity candle ceremonies.
- An aisle runner must be used whenever flower petals are used. WSBC has solid white aisle runners.
- To preserve the beauty of our church facilities, decorations may not be attached to the pews, furniture, or walls by pinning, gluing, taping, or nailing.

Rentals, Items brought to WSBC from other service providers

- Arrangements must be made for the return of borrowed or rental articles immediately after the wedding and reception.
- Storage space is not available for rented or personal items. The church is not responsible for items that have been rented and brought to the church.

Counseling Classes

- All couples are encouraged to seek pre-marital counseling. The officiating minister usually conducts the counseling. Please contact Susan Barnett, WSBC Wedding Coordinator at (502) 641-2535 or susanfoxbarnett@att.net when the counseling is completed or if there are any questions concerning counseling.

Wedding Party Members

- Members of the Wedding Party will recognize that the church is the House of God and will conduct themselves with respect for themselves and the Church.
- Any member of the wedding party who is under the influence of alcohol or drugs will not be permitted to participate in the wedding.
- Use of alcoholic beverages or drugs, smoking, and dancing are not permitted on church property.
- Appropriate and modest dress is requested for all Wedding Participants.
- Flower petals and birdseed may be tossed, and bubbles blown outside church buildings. Confetti and rice are not permitted on church property.

Wedding Receptions

- Church Receptions may be held in the Dining Room. Additional fees apply.
- Arrangements for receptions are to be made with the WSBC Wedding Coordinator, who must be present at all church wedding receptions.
- Dining Room Hostess must always be present when and if the church kitchen is open.
- Outside caterers will be expected to provide all supplies.
- WSBC Dining Room Hostess will provide instructions to caterer regarding facility use and cleanup.
- The kitchen should be left in the same condition as it was found. Friends of the bride's family may decorate the dining room 2 hours before the rehearsal time and after 10:00 am the day of the reception. The reception area may be available for decorating at other times pending the dictates of the church calendar.
- Decorating of the dining room may not be done after the rehearsal. The church property is closed and secured immediately following the rehearsal. Decorations must be removed immediately after the reception.
- Use of alcoholic beverages or drugs, dancing, and smoking are not permitted on church property.
- Reception plans will be discussed and cleared with the WSBC Wedding Coordinator and the Dining Room Hostess.

Damages

- Any damages on the premises before, during or after the Rehearsal, Wedding, or Reception will become the responsibility of the Wedding party.