

Highland Hills Baptist Church Wedding Policy



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Highland Hills

Baptist Church

Dear Engaged:

Congratulations on your engagement and upcoming wedding! We are delighted to assist you in hosting your wedding and relieving some stress from the “big day”. We welcome the opportunity to help you create a memorable ceremony and serve as your family of faith.

Weddings at Highland Hills Baptist Church are joyous, meaningful, and worshipful occasions. Marriage is a sacred institution ordained by God therefore, we believe marriage should not be entered into lightly or unadvisedly. The wedding ceremony celebrates the gift of human love in the context of God’s gift of love. All the words, music, and moments of the service are intended to reflect the divine dimension of a human act of commitment.

The information contained within these pages will answer most of your questions regarding our wedding policy and the expenses. If at any point you have questions, comments or concerns you may contact the church office.

Thank you for your cooperation.

Sincerely,

Highland Hills Baptist Church

Planning your Wedding at HHBC

1. Visit a Worship Service at Highland Hills Baptist Church.

We require that you attend at least one worship service prior to the date of your wedding for this will be helpful in understanding the layout of the building and pastoral style.

2. Return completed facility reservation form to reserve the facility on the church calendar.

The church and pastors are available only as prior scheduling permits. Please reserve the date well in advance; however, the church will not reserve a wedding date further than 11 months in advance. When reserving your date, please also schedule the date of your rehearsal. Rehearsals are generally held the day before the wedding.

3. Make your wedding deposit.

A deposit of \$100.00 is necessary to reserve your wedding date on the church calendar. The deposit will be refunded within seven days of the event. Deductions from the deposit will be made for usage of rooms outside original agreement or damage to the facility.

4. Attend Pre-Marital Counseling.

Premarital counseling and the wedding ceremony itself is a ministry of the church. We happily provide this ministry to our church members and to those in the Henderson community that do not have a regular church home. Whether your officiating pastor is from Highland Hills Baptist Church or from another church, pre-marital counseling is required by a HHBC pastor. Pre-marital counseling must be scheduled four to six weeks prior to your wedding.

5. Meet with officiating Pastor to plan your wedding.

An outside minister may conduct the wedding service if approved by HHBC. Music used during the wedding needs to be approved by the church. Counseling, worship attendance and fee payment will still be required. HHBC does not provide accompanist, vocalist, or reception hall. Smoking is not permitted in the church building. Absolutely no alcoholic beverages or drugs are permitted either in the church building or on the premises.

6. All fees are due two weeks before wedding ceremony.

Your final wedding payments are due two weeks before the wedding day.

7. Wedding Rehearsal

Please bring your marriage license to the wedding rehearsal.

Wedding Fees & Honorariums

A \$100 deposit is required to reserve your date on the calendar; the total balance is due two weeks prior to your wedding ceremony.

Standard charges	Members	Non-members
Worship Center (use of room, set up, clean up, tech. team)	\$200.00	\$400.00
Minister's Honorarium	(gift)	\$200.00

ABOUT THE FACILITY

Worship Center

- Total seating capacity is approximately 300 people

Parking Lot

- The front lot contains 40 parking spaces including 3 handicap parking spaces.

The Church Does Not Provide

- Accompanist/Vocalist
- Reception Hall
- Bulletins/Printing of Bulletins
- Guest Book
- Aisle Runner
- No Recording equipment
- Unity Candle
- Reception Table Coverings and Decorations
- Childcare

Facility Guidelines and Policies

General

The bride and groom are required to sign a Facilities Contract whereby the bride and groom agree to abide by all guidelines and policies as stated and return to the church office.

If destruction of property occurs during the rehearsal, wedding, or reception, the bride and groom will be responsible for the cost of repair and will be billed by the church.

The church office hours are Monday – Thursday 9:00am-4:00pm. Closed on Friday. On the day of the wedding rehearsal, the church office will open the building up to one hour before the scheduled rehearsal time and up to three hours before the wedding ceremony starts on the day of the wedding. Exact times are to be arranged with the church office.

All photographers and video operators should check in with the pastor prior to the wedding.

Highland Hills Baptist Church will not be responsible for lost or stolen items.

The bride and groom are responsible for arranging for the worship center to be cleaned up and put back the way it was found.

Decorations

We request that no tacks be used on sanctuary furniture.

All live flower arrangements and candles must not be placed directly on the wood furnishings or carpet.

An aisle runner will be required if flower petals are to be dropped down the aisle.

We ask that you check with the church if anything is to be 'thrown' after the ceremony, some things will not be permitted.

Prohibitions

Smoking inside the church buildings is prohibited and alcoholic beverages are not permitted within our church premises.