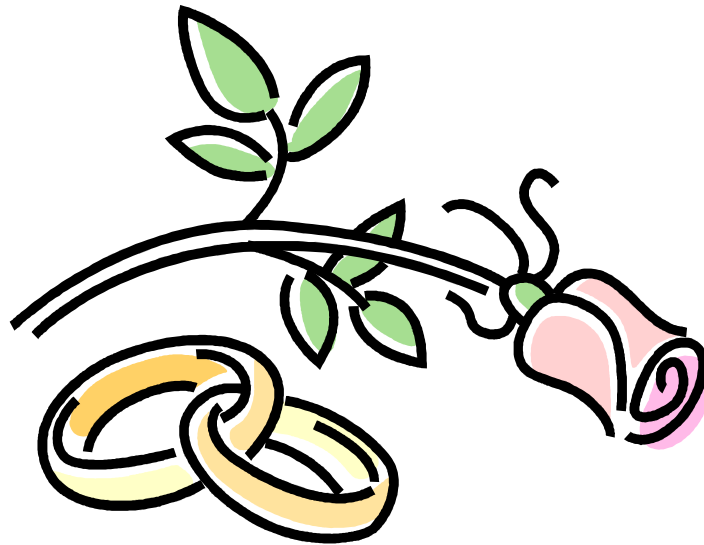


Sweet Home Missionary Baptist Church

Pastor Jeremy H. Upton, Servant



Wedding Policy

10701 SW 184th Street

Miami, FL 33157

Church Office: 3085-251-5753

Fax: 305-251-3497

Your wedding is a sacred occasion and we are pleased that you have chosen Sweet Home Missionary Baptist Church (SHMBC) for this special event. It will take meaningful planning to ensure that this day will be one filled with fond memories for years to come. In order to assist you in your planning process, here are a few guidelines that will govern all weddings held at SHMBC, 10701 SW 184th Street, Miami, FL 33157.

Couples who desire to be married at SHMBC or by Pastor Upton must agree to the following:

1. Read and sign a pre-marital counseling contact and agree to the terms listed therein,
2. Complete a marriage questionnaire prior to the first pre-marital counseling class,
3. Attend and successfully complete pre-marital counseling.

Counseling sessions are offered at various intervals during the year, please consult the church office regarding the next available class.

SETTING THE DATE OF YOUR WEDDING

Careful planning is necessary for all weddings. Therefore, you will want to plan as early in advance as possible in order to determine the availability of the Pastoral Staff and church facilities. The following steps are provided for your convenience.

1. Pastor Upton reserves the right to determine in good conscience and according to the church constitution to refuse any couple for marriage who, in his judgment, would not mutually benefit from marriage to each other at this time.
2. Only two believers may be married in a Public Worship Service. Both participants must be active growing Believers, members of a local congregation.
3. For SHMBC members, you must be a member in good standing. This means that you have completed New Member's Classes, been a member for at least one year, attend services regularly, tithe, and are active in a ministry.
4. Pastoral staff will not attend the rehearsal; however, a designee appointed by the pastor will be present.
5. All vows must be received two weeks prior to the ceremony and approved by the church.
6. All music must be received two weeks prior to the ceremony and approved by the church.
7. All wedding dates are set by contacting Min. Chedena Hayes. The date of your wedding is confirmed only after completing the 4-8 weeks of pre-marital counseling, and payment of your deposit received.
8. The marriage license must be given to Min. Hayes at least seven days prior to the wedding date.
9. All couples who desire to have their ceremony performed at SHMBC must receive and adhere to the wedding guidelines as set by the Church.
- 10.

CHURCH WEDDING/EVENT COORDINATOR

Min. Chedena Hayes has been designated by Pastor Upton as SHMBC's official Wedding Advisor. Her familiarity with the facilities and experience as an event planner will greatly assist you in making your wedding a very memorable occasion. For an appointment with her, you may call the church office at 305-251-5753 ext. 226. There is no fee associated with this service; however, she does not stand in the role of a wedding coordinator. She will simply assist in your planning process. You will be responsible for having someone to coordinate your ceremony during rehearsal and the day of your wedding.

WEDDING REHEARSAL

Most weddings, especially those using several attendants in the ceremony should have a rehearsal. It is the responsibility of the bride and groom to contact all parties that need to be in attendance at the rehearsal. All rehearsals are set with a two hour time limit. It is important that the rehearsal start and end on time. Failure to do so will result in additional fees if time guidelines are not followed. Please be sure to schedule a date and time for your rehearsal that works with your wedding party.

PHOTO/VIDEO POLICY

No flash pictures are permitted in the Sanctuary once the ceremony begins unless they are being taken by a professional photographer. Photographs of the bridal party may be taken following the completion of the service. Professional video photography is permitted when prearranged through the wedding advisor.

Note: No one shall be permitted to stand on the pews or other church furniture for taking pictures or any other purpose.

FLOWERS AND DECORATIONS

For your wedding you may choose to add various decorations. The following guidelines are to be followed when considering the decorations that you will use for your day.

1. The use of nails, screws, wires, tacks, tape, etc. are forbidden anywhere on the premises.
2. When hanging flowers from the pews you must use pew clips, which can be found at most bridal decoration or rental shops.
3. The use of a unity candle is permitted. However, the stand and must be provided by you and protective material must be placed under the candelabra. The use of non-drip candles is required. You may order these items online or contact your local bridal store in order to purchase them.
4. All church furnishings must remain in place unless previously approved by the church office, as these items must be removed by personnel only. If any items are moved by person other than the church staff and injury occurs, the church will not be held liable.

5. All decorations must be removed following the end of your ceremony. Failure to remove these items will result in your account being charged a \$150.00 custodial fee and the holding of your license until such fee is paid to the office.
6. Following the ceremony no rice or bird seed shall be thrown inside or outside of the facility. Blowing bubbles outside of the building is permitted.
7. SHMBC is a smoke free facility. No smoking shall be allowed on the church premises inside or outside.
8. Any damage to church property is the responsibility of the individual contracting with SHMBC for use of the church facilities and charges will be applied accordingly. Those charges will be the amount equal to either repair or replacement of damaged item(s).

Rental Fee Schedule

Sanctuary (seats 1260)	\$350.00 (4hrs)
Honorarium	\$200.00
One two hour rehearsal	\$100.00 (optional)
*Audio Visual Technician	\$200.00 (required)
Sweet Home Musician	\$200.00 (optional)
Each Added Hour (wedding)	\$100.00
Additional Rehearsal (2hrs max.)	\$100.00

- Please note that additional fees will be required if a musician and/or AV tech must be at more than one rehearsal at a rate of \$200.00 for each.
- Failure to clean your assigned areas, i.e. bride's room, groom's room, Sanctuary, etc., after the wedding will result in an additional custodial fee of \$150.00 being charged to your account.
- In order for your wedding license to be released and filed with the city of Miami your account balance must total \$0. If it does not, your license will be held until additional fees are paid to the church office.
- The deposit of \$250.00 is due at the time of booking your wedding. It is then applied to you overall balance.

All payments must be made via Money Order, Cashier's Check made payable to the Sweet Home Missionary Baptist Church.

Sweet Home Church

Wedding Ceremony Application

Couple's Information

(Please Print)

Name of the Bride: _____

Address: _____ City, State, Zip: _____

Home #: _____ Cell #: _____ Work #: _____

Email: _____

SHMBC Member (please circle): Yes or No

If not a member, list your church name and Pastor: _____

Name of the Groom: _____

Address: _____ City, State, Zip: _____

Home #: _____ Cell #: _____ Work #: _____

Email: _____

SHMBC Member (please circle): Yes or No

If not a member, list your church name and Pastor: _____

Wedding Information

Wedding Date: _____ Ceremony Start Time: _____

Rehearsal Date: _____ Rehearsal Time: _____

Size of Wedding Party: _____ Number of Guests: _____

Communion at the Ceremony: Yes _____ No _____

Vendors Information

Florist: _____ Contact Person: _____

Telephone#: _____ Arrival Date & Time: _____

Photographer/Videographer: _____ Contact Person: _____

Telephone#: _____

Arrival Date & Time: _____

All garments and supplies used to decorate the sanctuary must be removed by the florist, wedding party, or wedding party designee.

We are not responsible for any items left after the wedding has ended.

We cannot sign for any rented items. The bride or groom must designate a person to be here at the church to sign for rented items and direct decoration process. All decorations must adhere to the stipulations spelled out in this packet.

Please share the set up guidelines contained in this packet with your florist, decorator, etc. if it is applicable to them.

PLEASE READ BEFORE SIGNING: By signing this document I acknowledge that I have read and understand the items listed in this packet. I understand that this application is only a request for my wedding date, and is not, in and of its self, a confirmation. I understand that I will be contacted regarding the status of this application within 1-2 weeks after it is submitted to the church office.

Bride Name Print

Bride Signature

Date

Groom Name Print

Groom Signature

Date

Office Use Only:		
Submitted: _____ Date	Approved: _____ Date	Approved By: _____ Initials
Confirmed Wedding Date: _____	Confirmed Wedding Time: _____	
Rehearsal Date: _____	Rehearsal Time: _____	
Bridal Room: _____	Groom's Room: _____	