



"...and the two shall become one..."

Matthew 19:5



WEDDING POLICY BOOKLET

Morrison Heights Baptist Church
3000 Hampstead Boulevard 201 Morrison Drive
Clinton, MS 39056
601-925-6427
www.morrisonheights.org

FROM THE PASTOR

So you want to be married? Great idea! God invented marriage long before He called Israel, gave the Law, or created the church. So, marriage is God’s idea and we are 100% in favor of it. At Morrison Heights, we want each wedding ceremony to be a sacred, God-honoring, Christ-exalting experience for all who attend. These policies have that goal in mind. We believe that God deserves our best and so does your wedding. More than guidelines, these policies have been adopted to help you accomplish a memorable and cherished experience where the grace of God is celebrated in your ceremony and by your family and friends who gather around you on that wonderful day. Read these pages carefully and follow the instructions contained in them. If you have questions, the Pastor’s Assistant for Weddings can answer them all. Don’t hesitate to ask.

Remember, however, that preparing for a wedding takes only a few months and then it is over. Marriage, on the other hand, is far more than a wedding, no matter how elaborate you decide to make it. Marriage is for life and we trust you will give even more preparation to how you will spend your lives together. There’s a lot to consider and we can help with that also. Pay attention to pre-marital preparation and keep working at it as long as you live. It is too precious and too sacred to do otherwise. If you are ready, let’s get started.

Greg Belser

TABLE OF CONTENTS

Statement of Purpose – Marriage.....	4
--------------------------------------	---

Contact Information.....	5
Counseling.....	6
General Policies.....	6
Wedding Director.....	8
Wedding Rehearsal.....	8
Worship Center Weddings (Hampstead Campus).....	9
Chapel Weddings (Morrison Drive Campus).....	11
Music.....	13
Wedding Ceremony.....	14
Florist.....	15
Photographer.....	17
Videographer.....	18
Wedding Receptions (Morrison Drive Campus).....	19
Outside Caterer.....	20
Restrictions.....	21
Wedding and Reception Fees.....	22
Wedding and Reception Fee Statement.....	23

STATEMENT OF PURPOSE

MARRIAGE

The *Family of Hope* of Morrison Heights Baptist Church affirms that marriage is a covenant intended by God to be a lifelong relationship between a man and a woman (Gen.1 and 2; Mal. 2: 13-15; Matt. 19:4-6; 1 Cor. 7: 10-11; Eph. 5: 22-33). This covenant is initiated by, and sustained by, God (Gen. 9:9, 17:2,4). Its highest and most perfect expression is the holy and eternal love that God demonstrated to all humanity for all times through His only Son, Jesus Christ, our Lord and Savior, whose death on the cross and resurrection from the grave delivers us from the bondage of sin and secures for us eternal life.

Therefore, we affirm that marriage is more than the legal contract, which is necessary to begin and likewise to end marriage. Marriage is a covenant: an eternal commitment with God through a lifelong relationship to our spouse that exemplifies unconditional love, reconciliation, sexual purity, and growth. The heart of this lifelong commitment is the “steadfast love of the Lord” which “never ceases” (Lam. 3:22).

Unlike a contract that is self-centered in nature focusing on individual rights and responsibilities in the relationship, covenant marriage is based on the selfless, unconditional love that each spouse displays toward the other and that can only come from God and be empowered by God’s presence in the marriage. When a couple shares their wedding vows, they are vowing to God, each other, their families, and their community to remain steadfast for life in the unconditional love of covenant marriage.

Because of this Biblically based understanding of marriage, Morrison Heights Baptist Church has established the policies and procedures (contained in the attached pamphlet) regarding marriages conducted in our church. Furthermore, before conducting a marriage at our church, both prospective bride and prospective groom must, through prayer based on faith in Jesus Christ as their Lord and Savior, affirm their commitment to marriage as a holy, lifelong, covenant -- first with God and then with each other. Our sincere prayer and hope is that through the power of the Holy Spirit, all our marriages will be covenants that are:

- The fruit of a relationship bound by steadfast love and faithfulness.
- Marked by each partner taking responsibility for their actions and remaining pure and committed to each other for life.
- Based, not on transitory feelings, but on the free choice of love and commitment that each spouse shows to the other -- a commitment freely offered with no strings attached.

Our signatures below affirm our acceptance of Jesus Christ as Personal Lord and Savior, our belief in marriage as a covenant with God and each other, and our intent to follow the principles of the marriage relationship as set forth in Holy Scripture.

CONTACT INFORMATION

Numbers you may need:

Pastor’s Assistant for Weddings

601-925-6427

Business Office	601-925-6457
Music Office	601-925-6434
Receptionist	601-924-5620
Counseling Office	601-924-6429

MHBC MINISTERS

The Ministerial Staff members listed below can officiate your wedding as their schedule permits. Please contact the minister of your choice concerning the ministerial needs for your ceremony. The minister you choose to officiate at your wedding usually requires a personal session with the bride and groom before presiding at the wedding. This session is separate from the required initial counseling session by one of our pastors if the chosen minister was not the one who conducted your initial required counseling session.

Dr. Charles Scrivener, Associate Pastor in Education and Pastoral Care cscrivener@morrisonheights.org	601-925-6426
John Langworthy, Associate Pastor in Music Ministries jangworthy@morrisonheights.org	601-925-6463
Mark Sandifer, Missions Minister msandifer@morrisonheights.org	601-925-6425
Tim Peabody, College Minister tpeabody@morrisonheights.org	601-925-6437
Mark Metcalf, Youth Minister mmetcalf@morrisonheights.org	601-925-6449
Joseph Luby, Children's Minister jluby@morrisonheights.org	601-925-6481

A guest minister may be used upon approval of MHBC staff. See *Guest Minister's Form*.

COUNSELING

All couples to be married at Morrison Heights Baptist Church are encouraged to have Biblically based premarital counseling. Premarital counseling may be provided by the counseling ministry of MHBC or it

may be obtained through another Biblically based organization. It is strongly suggested that your premarital counseling be completed three (3) to six (6) months prior to your wedding date.

All couples who wish to be married at Morrison Heights Baptist Church **must** consult with one of our Staff Pastors prior to the final scheduling of the wedding. You should arrange for this meeting as soon as possible by contacting the Pastor's Assistant for Weddings at 601-925-6427.

GENERAL POLICIES

Both church member and non-church member weddings are allowed. To qualify as a Church Member Wedding, the bride, groom or their parents must be active members of MHBC. If neither the bride nor the groom is a current active member of MHBC, and if neither of their parents are current active members of MHBC, it is considered a non-member wedding and non-member fees apply.

Scheduling

To request that your wedding be scheduled on the church calendar, you must submit a *Wedding Date Request* form found in your Wedding Planning Packet. Upon receipt of this form, your requested date will be submitted to the Administrative Staff for approval to be placed on the church calendar. Member wedding dates may be scheduled up to one (1) year in advance of the wedding. The use of our facilities by non-members can be scheduled no longer than six (6) months in advance of wedding date.

All wedding dates are tentative until the bride and groom have met with one of our Staff Pastors and that Pastor has approved the wedding.

Weddings with receptions at the church are scheduled to begin no later than 6:00 PM. Weddings without receptions at the church may be scheduled no later than 7:00 PM.

Holiday Weddings

Holiday and December weddings are scheduled only with the approval of the Administrative Staff and are reserved for church members only. Any holiday decorations already present must remain in place.

Holiday week-end weddings include New Year's Eve, New Year's Day, Good Friday weekend (the Saturday before Easter), Memorial Day, Independence Day, Labor Day, Thanksgiving Day and weekend (the following Friday and Saturday), Christmas Eve, and Christmas Day. Weddings are not scheduled on Christmas Eve, Christmas Day, the week before Vacation Bible School, the week of Vacation Bible School, or the weekend after Vacation Bible School.

Wedding rehearsals and wedding ceremonies cannot take place on a day the church is closed in observance of a holiday.

Wedding Invitations

Once you have received confirmation of your wedding date, approval of your wedding by the counseling pastor, and approval by the Music Department of your choices of music, you may order your wedding invitations. **If you are a member of MHBC**, you may ask that your wedding invitation be published in

the Sunday bulletin two (2) weeks prior to your wedding. To do so, you must provide a copy of your invitation to the Pastor's Assistant for Weddings **one (1) month** prior to the wedding.

Wedding Programs

If programs are to be used, it is the responsibility of the bride to have them printed at her expense using the printer of her choice.

WEDDING DIRECTOR MINISTRY

The Wedding Director Ministry is a volunteer ministry of MHBC. Each member is a trained Wedding Director and is considered a church representative but not considered a MHBC employee. They are under the direction of the Pastor and have the authority to enforce any and all MHBC wedding policies.

Each wedding, regardless of the size or location, must use one of our Church Wedding Directors. You may contact one of our Wedding Directors directly to ask for their assistance with your wedding or one will be assigned to you. Your Wedding Director will interpret all wedding policies and be in charge of directing your rehearsal and wedding. You do not need another director or consultant at either your rehearsal or wedding ceremony. *You may, however, want to consider having a private consultant to coordinate your reception.* The Wedding Directors arrive about thirty (30) minutes before the rehearsal and about three (3) hours before the wedding.

It is of the utmost importance to schedule a planning meeting with your Wedding Director in a timely manner. They will be of invaluable assistance not only in planning your wedding, but also in minimizing stress and confusion on your wedding day. Their desire is to enhance the beauty and meaningfulness of this sacred occasion.

The Pastor's Assistant for Weddings can be contacted at cbarnette@morrisonheights.org or 601-925-6427 for information.

Wedding Director Ministry Committee:

Rochelle Bishop
601-924-4197

Sarah Broadus
601-850-3121

Tonia Ray
601-573-3752

Wedding Rehearsal

Rehearsals are conducted exclusively by MHBC Wedding Directors. Rehearsal time is limited to one (1) hour and it is suggested that the wedding party arrive 15 minutes before start time in order to begin promptly. It is extremely important that the exact time indicated for the rehearsal and wedding be observed. All members of the wedding party should be in attendance at the time indicated. *The Wedding Director is not required to wait past 15 minutes from the scheduled rehearsal start time for attendants to arrive.* Also, the wedding will start at the scheduled time regardless of any guests who have not arrived.

All members of the immediate wedding party (honor attendants, bridesmaids, groomsmen, children, and ushers) should attend the rehearsal. Parents and grandparents of the bride and groom are also encouraged to attend.

It is expected that members of the wedding party will recognize the fact that the church is the house of God and will conduct themselves at both the rehearsal and the ceremony in a manner befitting the atmosphere of a place of worship.

Vocalists, organists, and pianists should be present for rehearsals to lessen confusion on the wedding day. Vocalists must contact accompanists and make arrangements to practice **prior to** rehearsal.

WORSHIP CENTER WEDDINGS

The Sanctuary seats approximately 1100 people. If a wedding is planned during one of our seasonal or church celebrations such as Easter, Christmas, or Missions, things such as banners and staging will remain in place and will not be removed or changed.

Specific Worship Center guidelines:

1. The choir loft chairs and plants cannot be moved and decorations cannot be placed in the choir area.
2. The pulpit will be removed by our maintenance staff prior to the wedding rehearsal. No one else is permitted to remove the pulpit.
3. We suggest that decorations be placed on the platform in front of the musical instrument area.
4. Only flameless, battery operated candles may be used down the aisles.
5. For December weddings, the Christmas decorations already present must remain.
6. Wedding parties are limited to six (6) bridesmaids and six (6) groomsmen.
7. Children who are under the age of five (5) years old who are members of the wedding party must be seated among the congregation after the giving of the bride.
8. The organ, piano and any other musical instruments on the platform cannot be moved.
9. The Worship Center must be cleared no later than two (2) hours after the wedding start time.

Sound/Lighting/Media

Requests for sound, microphones, etc., must be made on the *Wedding Music and Technical Request* form at least six (6) weeks before the wedding. This form will give us vital information with regard to how many vocalists, readers, and ministers you will be using. It is also important that we know if any instruments other than the piano and organ will be used.

Only the MHBC sound system can be used in the MHBC Worship Center. (No other sound system is allowed.) Only trained MHBC sound and lighting technicians may operate the sound and lighting equipment. There are no exceptions to this policy.

- Sound checks are done approximately one-half (1/2) hour before the rehearsal and one (1) hour before the wedding.
- The lighting technician will be present for the rehearsal, photographs and the ceremony.

There is a \$100 additional media fee if a DVD is used prior to the ceremony.

Dress and Dressing Rooms

1. Dress of the wedding party should be in good taste and should conform to suitable clothing for a religious ceremony. When selecting your wedding gown and attendants' dresses, please remember to maintain dignity along with grace and style. Excessively low-cut or cleavage-exposing style dresses are not allowed. Attention should be given to the length of the dress as well. All dress hemlines should not be above knee level.
2. Dressing areas are provided for your wedding. For Worship Center weddings, the rooms are reserved as follows:
 - Rooms C109 and C110 are reserved for the groom and groomsmen.
 - Rooms C106 and C107 are reserved for the bride and bridesmaids.
3. The wedding party may use ONLY those rooms designated for them. The bride and groom are responsible for ensuring that the wedding party remains confined to the areas of the building which have been reserved for the wedding.
4. It is recommended that dressing areas be cleared of all belongings before the ceremony begins. The wedding party is responsible for removing any remaining personal belongings from dressing rooms immediately after the wedding. Wedding gowns and attendant dresses cannot be left in the dressing rooms the night before the wedding.
5. It is suggested that you do not bring anything to the rehearsal to be left in the church overnight. MHBC, nor the Wedding Director, is responsible for anything left in the dressing areas before or after the wedding.

Wedding Party Refreshments

Serving pre-wedding refreshments should be discussed with your MHBC Wedding Director.

Refreshments for the wedding party are set up in dressing rooms only and are restricted to disposable containers. Food and drinks are not permitted in the Worship Center or Chapel.

MHBC does not provide tablecloths, coolers, ice, nor carts or manpower to transport food. The bride is responsible for clean-up of refreshments.

CHAPEL WEDDINGS

The Chapel will accommodate approximately 150 guests.

Wedding parties are limited to 3 bridesmaids and 3 groomsmen.

Children who are members of the wedding party and are under five (5) years of age are to be seated among the congregation after the giving of the bride.

The Piano cannot be moved.

The Chapel must be cleared no later than two (2) hours after the wedding start time.

Please see the Florist Guidelines for decorating policies.

Sound Technician

The sound technician plays a very important part in the wedding ceremony. IT IS VITAL for the technician to know how many vocalists, readers, and ministers you will have. It is also important for the technician to know if any instruments other than the piano will be used. For this reason, requests for sound, microphones, etc., must be made on the ***Technical Request*** form **at least six (6) weeks** before the wedding. *Late requests may result in the inability to schedule a sound technician to work your wedding.*

Sound checks take place approximately one (1) hour before the wedding. If requested, the sound technician can be present at the wedding rehearsal. He will arrive 30 minutes prior to the one-hour allotted rehearsal time.

Only the existing church sound system can be used in the Chapel. Only our trained sound technician may operate the sound equipment. There will be no exception to this policy.

Five (5) wireless microphones and one (1) lapel microphone are available. An electronic keyboard and piano are also available.

Dress and Dressing Rooms

Dress of the wedding party should be in good taste and should conform to suitable clothing for a religious ceremony. When selecting your wedding gown and attendants' dresses, please remember to maintain dignity along with grace and style. Excessively low-cut or cleavage-exposing style dresses are not allowed. Attention should be given to the length of the dress as well. All dress hemlines should not be above knee level.

Dressing areas are provided for your wedding. For Worship Center weddings, the rooms are reserved as follows:

The wedding party may use ONLY those rooms designated for them. The bride and groom are responsible for ensuring that the wedding party remains confined to the areas of the building which have been reserved for the wedding.

It is recommended that dressing areas be cleared of all belongings before the ceremony begins. The wedding party is responsible for removing any remaining personal belongings from dressing rooms immediately after the wedding. Wedding gowns and attendant dresses cannot be left in the dressing rooms the night before the wedding.

It is suggested that you do not bring anything to the rehearsal to be left in the church overnight. MHBC, nor the Wedding Director, is responsible for anything left in the dressing areas before or after the wedding.

MUSIC

Careful thought should be given to the selection of all music whether it is vocal or instrumental. Weddings often feature musicians who play the harp, trumpet, violin, and other instruments. Only music which is worshipful and of a celebrative nature should be requested. **Whether the mood be lofty and serious, or joyous and festive, all should be done with the underlying thought of glorifying God.** With this criteria in mind, no secular music may be sung in this service of worship. All instrumental music must be of a religious or classical nature.

The content and lyrics of the music you choose should give a Biblical understanding of Christian commitment and service and the significance of Christian marriage. Song selections, specifically for special music within the ceremony, must give testimony to God, Jesus Christ, the Holy Spirit, etc., and communicate the message of Christian faith.

THE BRIDE IS RESPONSIBLE FOR CONTACTING ALL VOCALISTS AND INSTRUMENTALISTS. Vocalists are expected to provide their own music in the correct key and to know their music thoroughly before meeting with the organist and/or pianist. Instrumentalists are expected to provide all necessary accessories for their instrument.

The bride is responsible for completing and emailing the *Music Approval Request* form to the Pastor's Assistant for Weddings at: cbarnette@morrisonheights.org. This must be done at least **six (6) weeks** prior to the wedding date. The title and composer must be included for every selected piece. If our Minister of Music is unfamiliar with a musical selection, he may also request the song lyrics. The MHBC music office has final approval of music. *Programs should not be printed until music is approved because your wedding date is tentative until approval is confirmed.* (The following page provides an example of a typical wedding ceremony which may help in music selection.)

For Worship Center weddings, the MHBC organist may be contacted through the music office at: 601-925-6462. If you are not using our organist, your preferred organist must be approved by the MHBC organist.

When an outside organist is used, arrangements must be made in advance to get the organ keys or the organ will not be available on your wedding day. The keys **MUST BE GIVEN** to your Wedding Director immediately following the wedding.

Organs and pianos are not available for practice on Sundays. You may call the Music Office at: 601-925-6462 to schedule practice on weekdays.

MHBC INSTRUMENTS ON THE PLATFORM CANNOT BE MOVED. Moving the instruments will result in forfeiture of your deposit.

WEDDING CEREMONY

(Example)

This is an example of a typical wedding ceremony. Your wedding does not have to include each element. Capitalization indicates where music is typically used.

PRELUDE – The music choices should be worshipful pieces, setting the tone for the ceremony. This music begins about 20-30 minutes prior to the time of the wedding.

SEATING OF THE FAMILY

SOLO

PROCESSIONAL

BRIDAL PROCESSIONAL

Opening Remarks/Scripture Reading/Giving of the Bride

PROCESSION TO THE ALTAR **MUSIC, HYMN OR SOLO**

The Message

The Exchanging of Vows and The Exchanging of Rings

Prayer

SOLO

Pronouncement of couple/Kiss/Introduction

RECESSIONAL

Dismissal

POSTLUDE

FLORIST

The bride must give the MHBC *Florist Decorating Guidelines* to her florist and must ensure that the florist signs and returns it to the Pastor's Assistant for Weddings. Decorations should be in keeping with the beauty of the church and the sacredness of the occasion. Wedding decorations should be installed by skilled persons who will assume responsibility with extreme care.

The ceremony location will be open from 3:00 PM to 6:00 PM the day before the wedding. The air conditioning will not be adjusted to accommodate flowers left overnight. On the wedding day, the ceremony location will open six (6) hours prior to the confirmed wedding time, **but no earlier than 7:00 AM.** (Ex: For a 2:00 PM wedding, the church will open at 8:00 AM.)

One (1) flower arrangement may be left in celebration of your wedding to be used in the following Sunday worship services and then donated to MHBC Floral Committee for shut-ins. Donated flowers must be left in a disposable container. To have this listed in the Sunday worship bulletin, please mark accordingly on your Wedding Plan Sheet. *It is important to communicate with your florist if you plan to do this.*

The bride is responsible for making her florist aware that all decorations, including any exterior decorations, must be REMOVED IMMEDIATELY following the wedding and the reception. Florists are responsible for cleaning the decorated area of any leaves, loose dirt, etc. Borrowed or rented items will not be the responsibility of MHBC.

Florist specific decorating guidelines:

1. Nails, tacks, staples, pins, tape, adhesives, or anything that will mar woodwork or furniture cannot be used.
2. NO DECORATIONS OR CANDLES ARE TO BE PLACED ON THE ORGAN OR PIANO or anywhere that will obstruct the organist's or pianist's view of the wedding processional.
3. Only flameless, battery-operated candles may be used on the aisles.
4. Only dripless candles with globes may be used.
5. Fire resistant cloth must be placed under all candles to protect furniture, carpet and flooring. (Thin plastic or paper and green floral tissue is not acceptable as fire resistant cloths.)
6. Candles lit for pictures before the ceremony may need to be replaced before the wedding hour.
7. Candles cannot be placed in the window of the Morrison Drive Chapel.
8. All potted plants or vases containing water may not be used without saucers or plastic placed under them to protect the carpet and furniture from spillage.
9. No furniture, instruments, or plants may be moved about to accommodate decorations. Only MHBC Properties personnel are permitted to move furniture, podiums, large plants, etc.

10. Aisle runners are not permitted.
11. Only flameless, battery operated candles may be placed down the aisles.
12. No decorations may be placed within the baptistery area or the choir area.
13. Chairs and plants in the choir loft cannot be moved.
14. Holiday and special occasion decorations (Christmas and Easter) already installed in the Worship Center may not be removed or altered.
15. All decorations, including any exterior decorations, must be removed immediately following the wedding and the reception. Wedding decorations cannot be stored at the church.
16. Smoking and alcoholic beverages are not permitted on MHBC property at any time.
17. Direct questions or comments for the Pastor's Assistant for Weddings should be presented no later than two (2) weeks before the wedding. Office hours: Monday – Thursday, 9:00 AM – 4:30 PM.

Neither MHBC nor the Wedding Director is responsible for any loss or damage to decoration items or equipment, nor are they responsible for anything left at the church.

PHOTOGRAPHER

The bride must give the *MHBC Photographer Guidelines* to her photographer and must ensure that the photographer signs and returns it to the Pastor's Assistant for Weddings.

The following policies were established to help maintain the worshipful nature of the ceremony:

1. The ceremony location will be open from 3:00 PM to 6:00 PM **the day before the wedding**. The photographer may come to the wedding rehearsal if he/she is not familiar with the ceremony location. (MHBC Worship Center or Chapel)
2. On the wedding day, the ceremony location will open six (6) hours prior to the confirmed wedding time, **but no earlier than 7:00 AM**. (*Ex: For a 2:00 PM wedding, the church will open at 8:00 AM.*)
3. Photographers are to use a **silent digital camera**.
4. Pictures may be taken before and after the ceremony and during the reception.
5. All pictures taken before the ceremony must be completed one (1) hour prior to the hour of the wedding.
6. NO FLASH PHOTOGRAPHS are allowed during the ceremony. (The ceremony begins when the mothers are seated.)
7. One flash picture may be taken of the bride starting down the aisle.
8. The lighting provided will be the house lights. This light is adequate for your needs.
9. Photographers are not allowed to move plants, black out windows, or block doors or aisles.
10. Photographers are to remain near the back during the wedding and out of the view of the guests.

The bride is responsible for ensuring that her professional photographer abides by the limited-photos-during-the-wedding rule and that family and friends also refrain from taking pictures during the ceremony.

VIDEOGRAPHER

The bride must give the MHBC *Videographer Guidelines* to her videographer and must ensure that the photographer signs and returns it to the Pastor's Assistant for Weddings.

The following policies were established to help maintain the worshipful nature of the ceremony:

1. The ceremony location will be open from 3:00 PM to 6:00 PM **the day before the wedding**. The Videographer may come to the wedding rehearsal if he/she is not familiar with the ceremony location. (*MHBC Worship Center or Chapel*)
2. On the wedding day, the ceremony location will open six (6) hours prior to the confirmed wedding time, **but no earlier than 7:00 AM**. (Ex: For a 2:00 PM wedding, the church will open at 8:00 AM.)
3. Nails, tacks, staples, pins, tape, adhesives, or anything that will mar woodwork or furniture cannot be used to mount equipment.
4. Videographers must provide their own equipment. Neither MHBC video equipment nor MHBC camera operators are not available for weddings.
5. All cameras must be mounted on stationary tripods.
6. Videographers are not allowed to move plants, black out windows, or block doors or aisles.
7. Videographers are not allowed to walk around with a camera during the ceremony.
8. Videographers should not block the guests' view of the ceremony.

The bride is responsible for ensuring that her professional videographer abides by these guidelines.

(See Restrictions for information regarding the movement of furniture, plants, etc.)

WEDDING RECEPTIONS AT MHBC

The Morrison Heights Baptist Church Fellowship Hall located on our Morrison Drive campus will accommodate approximately 180-200 people for events where folding chairs are placed around the perimeter of the room and most guests are standing.

An appointment with the Food Service Manager must be made when the wedding is scheduled **WHETHER SHE IS TO CATER THE RECEPTION OR NOT**. Call 601-925-6478 between 8:30 AM and 3:00 PM, Monday through Friday. *Your wedding reception is tentative until this meeting has taken place.* MHBC is not available for receptions following an off-site wedding.

The Fellowship Hall will be available for reception preparation from 3:00 PM to 6:00 PM the day before the wedding. On the day of the wedding, the reception area opens six (6) hours prior to the confirmed wedding time **but no earlier** than 7:00 AM.

Receptions are to be no more than two (2) hours in length or no more than two and one-half (2 ½) hours from the wedding start time. The Fellowship Hall must close at 9:00 PM; therefore, if you have a 6:00 PM wedding, your reception must end by 8:30 PM. MHBC cannot accommodate sit-down type meals and no dancing of any form is allowed. Decorations must be removed immediately by the florist or by the bride's family.

Rice is **NOT ALLOWED** for throwing, but bird seed or flower petals may be thrown **OUTSIDE**. Please consider using loose seeds or petals passed in a basket **OUTSIDE** because the fabric and ribbon from individually wrapped bags tend to get thrown on the lawn and/or in the parking lots. If bags are used, the bride is responsible for getting someone to clean the lawn and parking areas of the debris.

A diagram of the desired room set-up of the Fellowship Hall for the reception must be provided to your Wedding Director **two (2) weeks** in advance of the reception.

OUTSIDE CATERER

Outside caterers may not use the church kitchen without the consultation and assistance of the MHBC Food Service Manager. When an outside caterer is used, a minimum 4-hour kitchen fee of \$100 is charged because MHBC kitchen staff must be on duty. Hours required in excess of four (4) hours are charged at \$20 per hour.

The caterer must provide all refreshments, dishes, serving trays, table cloths/skirts, candles, clean-up materials, etc. Only MHBC kitchen staff can run the dishwasher; therefore, the Food Service Manager requires a two-week advance notice in order to schedule a worker. An extra \$100 will be billed to the caterer if the MHBC staff cleans up after the reception. The caterer and/or bride are responsible for removing all remaining food and dishes. MHBC is not responsible for borrowed or rented items.

Caterers must contact the Wedding Director two (2) weeks prior to the wedding date to:

1. Provide the name of company bringing in rental equipment and to schedule delivery.
2. Schedule any items to be brought in early.
3. Give notification of dishwasher needs.
4. Make arrangements for the delivery of the wedding cake(s).

Custodial Needs:

Number of tables needed and their arrangement for the reception must be provided to the Wedding Director two (2) weeks prior to the reception.

Tables Available:

Four (4) 60" round tables normally used for weddings cakes and punch
10 6-foot rectangular tables

After Reception

1. Leave all floors, sinks and countertops clean.
2. Remove all food, utensils, and other items brought in.
3. Leave kitchen as clean and orderly as you found it.

If the kitchen is not left in a clean, acceptable condition, your deposit will be forfeited.

The bride is responsible for ensuring that her outside caterer abides by these guidelines.

RESTRICTIONS

The following restrictions apply to all weddings held at MHBC:

1. Weddings are held either in the Worship Center on Hampstead Boulevard or in the Chapel on Morrison Drive. NO OUT-DOOR WEDDINGS ARE ALLOWED.
2. Wedding receptions are only permitted in the Fellowship Hall on Morrison Drive. No wedding receptions are permitted on the Hampstead Campus. Rehearsal dinners are not permitted on either campus.
3. Weddings may be scheduled between 10:00 AM and 7:00 PM. Weddings with receptions in the MHBC Fellowship Hall may be scheduled no later than 6:00 PM. Weddings with receptions away from MHBC may be scheduled no later than 7:00 PM.
4. No alcoholic beverages or drugs are permitted on the church property, including the parking lots. Any wedding participant or vendor appearing to be under the influence will be asked to leave. The bride and groom are under obligation to make this rule known to all members of the wedding party.
5. The wedding party and their guests must refrain from the use of irreverent language and discourteous actions inside the church building.
6. No smoking is allowed in the building or on the property.
7. Food or drinks are not permitted in the Worship Center or Chapel.
8. The church is not responsible for lost or stolen property. PLEASE DO NOT BRING VALUABLES. Dressing rooms are not locked during weddings. The church is not responsible for property left at the church before, during or after a wedding.
9. Recreational items such as wagons and sports equipment are not permitted. Pets are also not allowed.
10. Aisle runners are not permitted for safety reasons.
11. Nursery facilities are not available due to Health Department regulations, Department of Human Resources, and the Child Protection policies of MHBC. Arrangements for childcare must be made away from the church.
12. Sunday weddings are not permitted.
13. No form of dancing is allowed during weddings or receptions.

WEDDING FEES

The wedding policies and fees are subject to change based on the needs of the church.

A deposit of \$250 is required within **two (2) weeks** of the notification of the church's calendaring of the wedding date. This deposit is normally refundable and is not applicable to any fees. Deposit checks are made payable to Morrison Heights Baptist Church.

If for any reason your wedding is cancelled, you must notify the Pastor's Assistant for Weddings, in writing, within **six (6) weeks** of the wedding date and your Security Deposit will be refunded to you. If notification is received in less than six (6) weeks of the wedding date there will be no refund of the Security Deposit.

All Wedding fees should be mailed to the Pastor's Assistant for Weddings **no later than one (1) month before the wedding**. Fees are paid to MHBC per the *Wedding Fee Statement*. If wedding fees are not paid within one (1) month of the wedding date, your wedding will be removed from the church calendar.

Weddings cannot be accomplished without the help and support of MHBC staff, the Wedding Director Committee and others who take part in this very special day. Fees are based on the various services required for your wedding ceremony. The costs simply reflect a service to you to provide for a beautiful wedding, whether large or small.

The wedding fees cover:

- Facilities for the rehearsal (2 hours)
- Facilities for the wedding ceremony (7.5 hours)
- Housekeeping Services
- Maintenance Personnel
- Administrative Costs
- Utilities
- Wedding Director Services
- Sound System, microphones, and media equipment
- Lighting technician on the wedding day
- Technical personnel for the rehearsal and wedding ceremony

RECEPTION FEES

The reception fees cover:

- Facilities for the reception (8.5 hours)
- Room set-up (no charge for tables and chairs)
- Housekeeping Services
- Maintenance personnel
- Utilities

WEDDING AND RECEPTION FEE STATEMENT

The wedding policies and fees are subject to change based on the needs of the church. Listed below are our regular fees for the normal facility and services involved in a wedding. Any other services will be negotiated and billed in addition to the normal fees listed below.

*ALL FEES ARE DUE ONE (1) MONTH PRIOR TO THE WEDDING DATE.

WEDDING FEES						
	FACILITY AND/OR SERVICE FEES	AMOUNT				
	<i>(This is mandatory for every wedding.)</i>					
A.	Mandatory Security Deposit: <i>*Due within two (2) weeks of the Church's Calendaring The Wedding Date and refundable one (1) month following the wedding if all wedding policies were followed and the facilities incurred no damages attributable to the wedding party, wedding guests or wedding service providers.</i>	\$ 250.00				
	<i>(One of these applies to your wedding.)</i>					
B.	1. Member Facility Use Fee N/A 2. Non-Member Facility Use Fees: <table style="width: 100%; margin-left: 20px;"> <tr> <td style="width: 60%;">Worship Center</td> <td style="text-align: right;">1000.00</td> </tr> <tr> <td>Morrison Drive Chapel</td> <td style="text-align: right;">500.00</td> </tr> </table>	Worship Center	1000.00	Morrison Drive Chapel	500.00	
Worship Center	1000.00					
Morrison Drive Chapel	500.00					
	<i>(One of these applies to your wedding.)</i>					
C.	1. Worship Center Service Fees 550.00 2. Morrison Drive Chapel Service Fees 400.00					
	<i>(These are optional fees.)</i>					
D.	1. MHBC Church Organist <i>(Optional)</i> 150.00 2. MHBC Church Pianist <i>(Optional)</i> 150.00 3. Other <i>(media, etc.)</i>					
RECEPTION FEES						
	<i>(This is mandatory for every reception.)</i>					
E.	Morrison Drive Fellowship Hall Service Fee 150.00					
	<i>(One of these applies to your reception.)</i>					
F.	1. When an Outside Caterer Is Used: <i>The MHBC Food Service Manager must be present when the Fellowship Hall kitchen is used. There is a 4-hour minimum fee of \$100 plus \$20/Hr. for each hour in excess of 4 hours required. The minimum fee is due one month before the wedding along with the other wedding fees. Any hours over 4 will be paid directly to the Food Service Manager on the day of the wedding.)</i>	*100.00				
	2. When the MHBC Food Service Manager Is The Caterer: <i>All fees will be negotiated directly with and paid to the Food Service Manager.</i>	N/A				

	TOTAL	
--	-------	--