

## STEP-BY-STEP PROCEDURE FOR WEDDING APPLICANTS

1. Go to our website at “morrisonheights.org” and download the *MHBC Wedding Policy Booklet* and *MHBC Wedding Planning Packet*. Review all of the policies and fees there as well as the “Frequently Asked Questions” section.
2. If you find all of the policies and fees acceptable, complete the *Wedding Date Request* form in the *Wedding Planning Packet* and send it to the Pastor’s Assistant for Weddings. When staff approval of the date is received, the Pastor’s Assistant for Weddings will notify you and set up your consultation with one of our Staff Pastors. (*You may suggest the one you prefer.*)
3. Complete the *Policy Agreement* form in the *MHBC Wedding Planning Packet* and mail it along with your Security deposit to:  
Pastor’s Assistant for Weddings  
Morrison Heights Baptist Church  
3000 Hampstead Boulevard  
Clinton, MS 39056  
  
The Policy Agreement and Security Deposit are due within two (2) weeks of your notification of the calendaring of your wedding date.
4. On the day that your scheduled pastor consultation is finished and your wedding has been approved, the Pastor will direct you to the Pastor’s Assistant for Weddings. She will go over the fees with you and answer any questions you may have. She will also assign you a church Wedding Director. (*You may suggest the one you prefer.*)
5. Your Wedding Director will contact you within seven (7) days to schedule a planning meeting. She will be invaluable in assisting you with all the details of your wedding up to and including the wedding rehearsal and wedding ceremony.
6. Using a calendar, fill in the dates on your Wedding Countdown Sheet to be sure everything is done in a timely manner and refer to it often.
7. Wedding Dates are tentative until:
  - Approved by the consulting Pastor,
  - The Security Deposit has been paid, and
  - Music selections have been approved.
8. REMEMBER, ALL FEES ARE DUE ONE (1) MONTH PRIOR TO YOUR WEDDING DATE.