



*Planning  
Your Wedding  
at  
Hayes Barton  
Baptist Church*

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Hayes Barton Baptist Church  
1800 Glenwood Avenue  
Raleigh, NC 27608  
919.833.4617*

Greetings:

When two people--a man and a woman--decide to combine their lives into one mutual effort, the agreement is entered into with a simple, "I do." This is the only simple thing about it. The perplexities of the union can be symbolized by the many details, decisions, and frustrations related to the arrangements that must be made for the occasion called "the wedding."

The wedding customs have evolved through the centuries. They are expressed differently in most churches, but there are similarities in the service of marriage in all churches.

When performed in a church, the wedding service is a legal exercise and a religious ceremony. Also when performed in a church, the wedding service should indicate the bride and groom's covenant to establish a Christian home and to live lives committed to the Lordship of Jesus Christ and faithfully related to His Church. Since you have chosen Hayes Barton Baptist Church, your wedding service will be planned and performed as an expression of worship.

Every effort will be made to give you adequate assistance so that your wedding will be a worthy prelude to the life you will share together thereafter.

Hayes Barton Baptist Church

# ***Wedding Policies and Procedures***

## ***Who May Be Married At Hayes Barton Baptist Church***

Only Hayes Barton Baptist Church members (bride, groom, his or her parents or grandparents) may be married at HBBC. A person must be a member of the church for six months prior to scheduling a wedding.

## ***General Information***

A wedding is a sacred occasion--your choice of Hayes Barton Baptist Church as the place where you will be married indicates the fact that you consider marriage in this sacred light. This church, its staff, its members, and the Wedding Committee are delighted that we are able to share with you the planning and preparation for your marriage.

We wish to help you make this sacred time a happy time, planned so that the service will move smoothly and easily for all concerned. For that reason the following policies, which have been assembled by the Wedding Committee with the help and approval of the church staff, will assist you in planning for your wedding at Hayes Barton Baptist Church. Read them carefully. If you have any questions, please contact the Wedding Committee members or the church staff. They will be pleased to assist you.

The Fellowship Hall is available for wedding rehearsal dinners and receptions when not previously reserved for an official church function. Reservations for that facility are made through the church office.

No more than one wedding is scheduled per weekend. Weddings are scheduled no later than 6 pm.

There will be no Sunday weddings, except informal weddings requiring no wedding director, and only with approval of the HBBC pastor and Wedding Committee.

The scheduling of all weddings will require the approval of the minister, the Wedding Committee and the church office.

Weddings may not be scheduled on the following weekends:

New Year's	Palm Sunday	Easter
Memorial Day	July Fourth	Labor Day
Thanksgiving	Advent/Christmas	

Dressing in the church parlor is not permitted. Furniture in the parlor may not be moved.

No candles may be used during weddings except those in candelabra, window globes, and unity candle.

Flowers (silk or fresh/live) may not be dropped on the floor of the chapel or sanctuary.

Wedding guests may throw bird seed or blow bubbles outside the facilities to bid farewell to the bridal couple. The throwing of any other materials is not permitted anywhere on church property.

Flowers to be distributed to the wedding party should be in the conference room, located across the hall from the parlor, or in the choir room.

Chairs may not be placed in front of the pews in the chapel or sanctuary.

Aisle candles will not be used.

No animals (except service animals) will be allowed in the church.

**The statement, "No photographs are permitted during the ceremony" should be printed in the wedding program.**

The Wedding Committee will have representatives at the rehearsal and the wedding to assist and advise the wedding party. Members of the Wedding Committee are official representatives of the church and will actively conduct the rehearsal and the wedding. Members of the HBBC Wedding Committee are the only directors permitted.

The members of the Wedding Committee volunteer their services to the church, and there is no fee or honorarium.



## ***The Ministers***

Weddings at HBBC may be performed in the sanctuary, which seats approximately 1,000 or in the chapel, which seats 100. One of the ministers of Hayes Barton Baptist Church will officiate at all weddings unless a visiting minister is approved and invited to participate by the HBBC pastor.

No wedding will be scheduled until the prospective bride and groom have met with Dr. David Hailey, HBBC minister. Additional counseling should begin soon after the date of the wedding is established and should be scheduled no later than one month before the wedding unless otherwise agreed upon by the minister.

## ***The Rehearsal***

The minister, Wedding Committee members, church organist and custodian will be present for the rehearsal. The rehearsal is under the direction of the minister and the Wedding Committee. Rehearsals usually require one hour. Bridal parties are expected to be prompt for the rehearsal.

The custodian will arrive at the church fifteen to thirty minutes before the time for the rehearsal in order to open the church, turn on lights and make general preparations, including heating and air conditioning, and will stay through the rehearsal and close the church afterwards. The custodian shall perform other services at the direction of the Wedding Committee.

It is important that the bride (and/or groom) consult with the Wedding Committee prior to the rehearsal. Although the minister is in charge of the rehearsal, the Wedding Committee will want to see that the parents, grandparents, and other close relatives are seated at the proper time, and see that the ushers, bridesmaids and bride start down the aisle, etc. In order that the rehearsal may progress in a smooth and orderly fashion, some of the following matters need to be decided prior to the rehearsal:

1. Designate the ushers to light the candles (if used) and the time that the candles are lighted.



2. Designate the ushers to seat the groom's mother, the bride's mother, and any other honorees.
3. Plan the exact standing arrangement for members of the bridal party in the sanctuary and the order in which they will process and recess.

## ***The Music***

The Minister of Music and the Church Organist are your wedding music consultants at Hayes Barton Baptist Church. The Minister of Music and Church Organist must be contacted as soon as your wedding has been scheduled. All music must be planned in consultation with them in order to maintain a quality of music appropriate to Christian worship and in keeping with the standards of this church.

It is expected that the Church Organist will be available to play for all weddings unless the schedule does not permit.

The Organist will meet with you to plan and to help you choose music for the processional and recessional, as well as any other wedding service music. The music policies require that the selections be of classical, traditional church style. Taped and popular-style music are not permitted.

Soloists may be chosen by the bride/groom, with the approval of the Minister of Music. If a guest organist or musicians will perform, the invitation will be approved and extended by the Minister of Music and Church Organist of Hayes Barton Baptist Church.

Plans should be made well in advance with the Minister of Music and Church Organist to select music and to arrange for rehearsals. All music must be approved by them at least one month before the wedding date. By complying with the procedures, you will be sure to have appropriate and meaningful music as part of your wedding ceremony.

## ***Decoration***

The church sanctuary and chapel have been carefully designed and appointed to assure a service which is sacred, dignified and beautiful; therefore, a minimum amount of decoration is necessary. If additional decoration is desired, it shall be carefully planned to comply with the following policies.

A list of church-owned decorations which may be used for the wedding will be furnished. No flowers or decorations shall be attached directly to church furniture or in any way to church walls. Any moving of pews, lecterns, screens or any fixed item in the church is forbidden, since such moving about can damage acoustical wiring, sound systems or furniture.



Whenever candles are used, chase candles are required. Chase candles and inserts are supplied by the church. If window globes are used, candles for them must be purchased from the church.

Under no circumstances shall decoration be attached to the pews or other furnishings in the sanctuary or chapel by pinning, taping, tacking, gluing, nailing, stapling, or wiring. All decoration, flowers, potted plants and other items brought to the church shall be removed from the sanctuary or chapel immediately following the wedding unless other arrangements have been made. The church facilities must be left clean.

### ***Photographs, Audio and Video Recordings***

A wedding held in a church is a service of worship and therefore, a sacred occasion. Any photographic, audio or video record-making of the occasion should be done in a dignified, professional and unobtrusive manner.

#### ***Audio Recording***

A CD recording of weddings in the sanctuary will be made by the Audio Committee of the church. They also manage sound and lights. No additional personal recording equipment will be allowed in the control room other than those authorized by Hayes Barton Church staff.

#### ***Guidelines for Use of Video***

1. A video recording of the wedding may be made from a fixed camera in the balcony of the sanctuary or back corner of the chapel and/or chancel areas of either. A camera used in the chancel area must be unattended and must be hidden as much as possible. The camera may not be attached to the pulpit.
2. No movement will be allowed on the sanctuary or chapel floor during the wedding.
3. The approved equipment must be set up at least one hour prior to the wedding. No additional lights are allowed. The camera must be silent.
4. Equipment used by the videographer may not in any way inconvenience the guests, the wedding party, or the minister.
5. The videographer must attend the rehearsal if unfamiliar with the sanctuary.
6. Competent people must be in charge of and present when video equipment is used.

7. All work must be done with good judgment and the least amount of confusion.
8. Videographers and assistants should dress appropriately for the wedding.

### ***Guidelines for Photographers***

1. Pre-wedding photographs are allowed in the sanctuary/chapel no later than one hour prior to the ceremony.
2. No photographs may be made in the sanctuary or chapel during the wedding, except for one to three photos with a quiet shutter and no flash. These must be made from the balcony in the sanctuary or back of the chapel.
3. No movement will be allowed on the sanctuary or chapel floor during the wedding.
4. Photographs of the wedding party may be taken as they approach the last pew during the recessional.
5. The wedding party may return to the sanctuary or chapel for photos following the service. This photo session should take no more than thirty minutes.
6. All work must be done with good judgment and the least amount of confusion.
7. Photographers and assistants should dress appropriately for the wedding.

### ***Dressing at the Church***

The wedding party may use the area designated by the Wedding Committee for dressing. A member of the Wedding Committee will be available to assist the bride and bridesmaids, as well as the groom and groomsmen.



The bridal party must remove all articles of apparel, boxes, paper and other items immediately following the wedding. Food and beverage snacks must be removed from all dressing rooms.

## ***Wedding Programs***

Hayes Barton Baptist Church does not provide programs for weddings. The statement, "No photographs are permitted during the ceremony" should be in the printed wedding program.

## ***Alcoholic Beverages and Tobacco***

Alcoholic beverages are not permitted in the church or on the church grounds. In addition, the bride and groom are requested to advise the members of the wedding party that they shall refrain from the use of alcoholic beverages before both the rehearsal and the wedding ceremony. Smoking is not permitted in the church building.

## ***Wedding Receptions***

The Fellowship Hall is available for use for wedding receptions when not previously reserved for an official church function. Reservations should be made at the time the wedding is scheduled. The Director of Food Services will handle all arrangements for use of the Fellowship Hall and kitchen. Contact should be made with the Director of Food Services at least six weeks prior to the reception. The Director of Food Services may be hired as an independent or an outside caterer if desired may be used. If someone other than the Director of Food Services is desired to cater the reception, either the Director of Food Services or assistant must be present to oversee the use of the facilities if the kitchen is to be used. A church custodian must always be present at the reception. The reception is not a function of the Wedding Committee or the Reception Committee, and plans for such must be made separately.

## ***Marriage License***

The marriage license must be issued in Wake County. When secured it is the responsibility of the bridal couple to see that the license is delivered to the minister at the time of the rehearsal.

## ***Fees***

There is a schedule of fees for the use of the sanctuary, the chapel and custodial services. Since the needs of each wedding party are different the fees are estimated and must be paid at the time that the wedding is scheduled, based on the anticipated needs of the wedding party.

Actual fees will be determined after the wedding and a billing for the unpaid balance or a refund will be issued within two weeks.

Appropriate fees or honoraria for the individual participants (organist and other musicians, minister, etc.) shall be paid to the individual concerned.

All fees for contracting the HBBC Director of Food Services as rehearsal dinner or reception caterer are paid directly to the Director of Food Services.

## ***Wedding Arrangements Committee***

### **Co-Chairmen**

Mrs. Shirley Faulk

Home: 919.781.1648

Cell: 919.906.1387

Email: shirley.faulk@gmail.com

Mrs. Lib Moore

Home: 919.787.0612

Cell: 919.961.1502

Email: emoore003@aol.com

Kitty Allers	919.850.2572	allers@bellsouth.net
Maggie Gordon	919.604.6540	mrgordon@us.ibm.com
Kathy Hartenstine	919.637.0961	khartenstine@nc.rr.com
Marsha Hutzler	919.380.7854	marshincary@nc.rr.com
Joyce Lenkeit	919.760.7105	joycebl1992@bellsouth.net
Cindy Pittman	919.881.9095	cindypittman@nc.rr.com
Frankie Ray	919.851.7356	rayg7356@gmail.com
Kathryn Youngs	919.833.4400	kathrynwyongs@yahoo.com



## ***Wedding Contacts*** ***Hayes Barton Baptist Church***

There are many details to be remembered when planning your wedding. This checklist is provided to let you know who to see to cover all the bases. You will be notified who your Wedding Committee Representative is shortly after your wedding has been scheduled. Please contact the necessary people on this list, complete this checklist, then set an appointment with your Wedding Committee Representative at least 30 days prior to your wedding date.

### Wedding Committee Representative

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

### Pre-Marriage Counseling

Pastor

David J. Hailey

919.833.4617

drdhailey@hbhc.org

### Music and Musician Approval

Associate Minister of Music and Pastoral Care

Patty Pace

919.645.6723

ppace@hbhc.org

### Audio and Video Arrangements

Danny Musten

919.781.1843

danny@musten.com

### Reception Arrangements and Food Services Support

Director of Food Services

JoAnn Rey

919.833.4617

jrey@hbhc.org

### Wedding Decorations Equipment

Building Supervisor

Scott Arbutina

919.833.4617

sarbutina@hbhc.org