



*Your Special Day*  
*...a wedding to remember!*

BIBLE WAY CHURCH OF ATLAS ROAD  
WEDDING POLICY & CONTRACT







*To know God, to love and to serve*

*"Therefore shall a man leave his father and his mother and shall cleave unto his wife;  
and they two shall be one flesh." Genesis 2:24*

Congratulations! You have made a decision that will prayerfully last a happy lifetime. We are pleased you have decided to have your wedding ceremony here at Bible Way Church of Atlas Road. We want to provide guidance and assistance that will help make your wedding day a joyous and memorable occasion.

I am happy to share our policies and procedures for all weddings and rehearsals held at the church. I will also assist in scheduling each segment of your wedding and rehearsal as it occurs here at the church.

The bride or groom should call to schedule a meeting to confirm the date and time of your wedding and rehearsal on the church calendar. Your date will be officially confirmed once our meeting is complete and the necessary deposit has been received. Please bring all information pertaining to your wedding with you to our meeting, which usually lasts 30-45 minutes. We will complete an agreement for use of the facility and discuss the details of your wedding at the meeting

All couples who are members of Bible Way Church of Atlas Road must schedule a prenuptial conference with one of our Associate Pastors. Please schedule this prenuptial conference prior to contacting us. The Two Becoming One marriage class is also recommended.

Please contact me, the Special Events Coordinator, at 803.647.5165. If I am unavailable at the time of your call please leave a daytime phone number, and your call will be returned promptly. You may also e-mail correspondence to [ymincey@bwcar.org](mailto:ymincey@bwcar.org).

At Bible Way, our goal is to help make your wedding one of the most memorable events of your life.

May God richly bless you!

*Yolaunda Mincey*

Events Coordinator

Bible Way Church of Atlas Road

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Bride

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Groom

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Date of Wedding

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Date of Rehearsal



# Wedding and Rehearsal Policies and Procedures

## Section I – General Policies

- A. Scheduled Meetings
  - 1. Engaged couples that are members of Bible Way must schedule a prenuptial consultation with one of our Associate Pastors. Non-members renting the facility are not required to schedule a prenuptial consultation; however, prenuptial consultation is recommended. All engaged couples must schedule a conference with the Events Coordinator to discuss specific dates, times, policies and procedures.
- B. Weddings
  - 1. A maximum of four (4) hours is scheduled for the wedding day event. This time includes opening the church one (1) hour before the scheduled ceremony time, and the photo session after the ceremony. Exceptions to this time limit must be pre-approved and may require additional fees. *(See Fee Chart)*
  - 2. The wedding ceremony must conform to the traditional Christian ceremony.
  - 3. Attire for the bridal party should be modest and appropriate. The bridal party must come dressed for the occasion.
- C. Rehearsals
  - 1. A maximum of four (4) hours is scheduled for the wedding rehearsal and dinner. Any time over the scheduled time limit may be subject to an additional fee. *(See Fee Chart)*
  - 2. Beginning at 5:30pm, the Fellowship Hall is available for rehearsal dinner setup.
  - 3. All food should be cooked prior to the dinner. The kitchen, including stove and all equipment, is available for heating and serving purposes only. The bridal couple or caterer should supply all utensils and other necessary items.
  - 4. The table setup will remain “as is”; however, table covers and decorations may be used.
  - 5. The building(s) must be left in an “as found” condition at the end of the rehearsal and dinner.
  - 6. Food, candy, and gum, are not permitted in the Memorial Chapel, Sanctuary, or Worship Center.
  - 7. The bridal party must conform to modest apparel for the rehearsal and/or dinner.
  - 8. The entire Bible Way campus is smoke-free.
- D. The Memorial Chapel, Sanctuary, and Worship Center are places of worship and should be regarded as such. Children must remain with an adult and are not allowed to freely explore the area. Safety of all parties is a priority.
- E. Decorations
  - 1. Custodians will move all furniture approved by the Events Coordinator. The podium in the Worship Center cannot be moved.
  - 2. Musical instruments and floor monitors must remain intact. Please do not handle.
  - 3. Sound equipment, including microphones and stands, should not be moved.
  - 4. All decorations are the responsibility of the bridal couple and must be removed promptly after the ceremony. Any items remaining will be discarded.
  - 5. Decorations are to be “furniture safe”, leaving no damaging effects.
  - 6. Candles must be enclosed in metal casings to prevent dripping and damage to carpet.
  - 7. Due to fire safety concerns, fire of any sort is not permitted in the windows or on the pews.

## Section II – Officiating Clergy

- A. The officiating clergy for weddings at Bible Way Church of Atlas Road may be one of the Associate Pastors or one of the Elders recommended by an Associate Pastor.
- B. Should the engaged couple request a non-Bible Way ordained clergy, the Events Coordinator will notify the Special Assistant to the Senior Pastor.

## Section III – Fees and Designated Personnel

- A. The enclosed fee schedule and contract for this event should be returned to the Events Coordinator as soon as possible in order to secure your date on the church calendar. All fees must be paid in full at least two (2) weeks prior to your event.
- B. Designated Personnel on the day of your event:
  - 1. The Special Events Coordinator will supervise the event.
  - 2. Security will provide access to buildings at designated times and secure buildings at the end of the event.
  - 3. A Sound Technician will be available to coordinate the sound equipment.
- C. Holiday weekend weddings and receptions require additional fees.

**Please make all checks payable to Bible Way Church of Atlas Road.  
All fees are paid to the Accounts Receivable Office, 803.647.5161.**

# Wedding Contract

Wedding Date: \_\_\_\_\_

Time: \_\_\_\_\_ am pm

Wedding Facility Rental:    Memorial Chapel            Sanctuary                            Worship Center

Rehearsal Dinner:            Fellowship Hall Only

## BRIDE INFORMATION

Member  
 Non-Member

Name \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Primary Phone: \_\_\_\_\_  
 Home  Work  Cell

Other Phone: \_\_\_\_\_  
 Home  Work  Cell

E-mail Address: \_\_\_\_\_

## GROOM INFORMATION

Member  
 Non-Member

Name \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Primary Phone: \_\_\_\_\_  
 Home  Work  Cell

Other Phone: \_\_\_\_\_  
 Home  Work  Cell

E-mail Address: \_\_\_\_\_

A fifty percent (50%) deposit is due at the time the contract is completed. The deposit will be applied to the total cost of the ceremony. All church fees are subject to change. The balance of the fee must be paid in full at least two (2) weeks prior to the wedding day.

The following restrictions apply to all weddings and rehearsals held at Bible Way Church of Atlas Road:

- No alcohol or smoking is allowed anywhere on the premises.
- No rice, birdseed, flower petals, confetti, streamers or balloons are allowed inside or outside the church grounds.
- No nails, tacks or adhesive tape are allowed in any part of the Memorial Chapel, Sanctuary, or Worship Center.

**PLEASE NOTE:** The Bible Way Church of Atlas Road Wedding Policy is included with this contract.

All weddings require the Events Coordinator. This coordinator for the church is separate from the wedding planner for the ceremony. While prudent care will be taken, the church is not responsible for lost or stolen gifts and/or property brought into the building during the rehearsal or the day of the wedding.

\_\_\_\_\_  
Bride Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Groom Signature

\_\_\_\_\_  
Date

Total Amount Due: \$ _____ (Based on wedding fees)	<input type="checkbox"/> Check # _____	<input type="checkbox"/> Cash _____
Date of Deposit: _____	Amount Paid: \$ _____	Remaining Balance: \$ _____

# Wedding / Rehearsal Fees

ITEMIZED CHARGES	MEMBERS	NON-MEMBERS	YOUR CHARGE
Memorial Chapel (Seating capacity: 300)	\$0.00	\$300.00	\$ _____ .00
Sanctuary (Seating capacity: 1,000)	\$0.00	\$700.00	\$ _____ .00
Worship Center (Seating capacity: 2,500)	\$0.00	\$1,500.00	\$ _____ .00
Fellowship Hall (Rehearsal Dinner)	\$175.00	\$175.00	\$ _____ .00
Unedited Audio/Video DVD (Worship Center only)	\$125.00	\$200.00	\$ _____ .00
Clergy Fee	\$200.00	\$250.00	\$ _____ .00

## ADDITIONAL FEES (OPTIONAL)

### Section I, Item B: Weddings

A maximum of four (4) hours is scheduled for the wedding day. This time includes opening the church one hour before the ceremony, and the photo session(s). Any exceptions to this time limit must be pre-approved. Additional hours will be charged at \$50.00/hour.

\$ \_\_\_\_\_ .00

### Section I, Item C: Rehearsals

Any time beyond the scheduled time limit may be subject to an additional fee. Additional hours will be charged at \$50.00/hour.

\$ \_\_\_\_\_ .00

### Section III, Item A

Holiday weekend weddings, rehearsals and/or receptions require an additional \$500.00 fee.

\$ \_\_\_\_\_ .00

### Linen and Decoration Rental

Linen Tablecloths — \$12.00      Linen Tablecloths w/ Centerpieces — \$20.00

\$ \_\_\_\_\_ .00

### PowerPoint Presentations

PowerPoint and/or DVD presentations to be played in the rented facility require a \$50.00 fee.

\$ \_\_\_\_\_ .00

### Sound Technician

The sound system is required for all approved events in the Worship Center and Sanctuary. Only approved Sound Technicians may operate the sound equipment at the church. A \$150 fee is required. This payment is required two weeks prior to the wedding date.

\$ \_\_\_\_\_ .00

### TOTAL AMOUNT DUE

\$ \_\_\_\_\_ .00

# Non-Rental Related Wedding Fees

## Clergy fees:

- A. There is a \$200 fee for clergy services for Bible Way members. Please remember the time clergy spends with you in counseling sessions, their message preparation, and the rehearsal.
- B. The fees for the clergy should be given directly to the wedding coordinator as part of the contract fees at least two weeks prior to the event.
- C. The fee for clergy services for non-members is \$250.

## Sound Technician fees:

- A. There is a \$150 fee, which covers the Sound Technician's services. This payment is required two weeks prior to the wedding date.
- B. The sound system is required for all approved events in the Worship Center and Sanctuary. Your Wedding Coordinator will arrange for an approved Sound Technician. Only approved Sound Technicians may operate the sound equipment at the church.
- C. Because the Sound Technicians work during the day, wedding rehearsals must be scheduled in the evening on the Friday before the wedding.
- D. The scope of the Sound Technician's responsibility is to move the sound equipment on the stage, set up any requested sound equipment for your wedding, and then reset the equipment after the wedding. He is not responsible for moving anything else in the Sanctuary.

## Videotaping Services (optional):

- A. Videotaping services are optional for weddings, but the fees for clergy and sound services apply to each wedding.

If you wish to use the Bible Way Media Department to videotape your ceremony, please let the Wedding Coordinator know as soon as possible so that she can schedule a meeting with your Sound Technician, and discuss the additional fees.



# Wedding and Rehearsal Fees

BRIDE INFORMATION	GROOM INFORMATION
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*(Complete only if different the week of the wedding.)*

*(Complete only if different the week of the wedding.)*

Member  
 Non-Member

\_\_\_\_\_

Bride Name

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Primary Phone: \_\_\_\_\_  
 Home  Work  Cell

Other Phone: \_\_\_\_\_  
 Home  Work  Cell

E-mail Address: \_\_\_\_\_

Member  
 Non-Member

\_\_\_\_\_

Groom Name

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Primary Phone: \_\_\_\_\_  
 Home  Work  Cell

Other Phone: \_\_\_\_\_  
 Home  Work  Cell

E-mail Address: \_\_\_\_\_

## Wedding Ceremony Details

REHEARSAL INFORMATION
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WEDDING INFORMATION
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Date: \_\_\_\_\_

Time: \_\_\_\_\_ am pm

Clergy Performing Ceremony: \_\_\_\_\_

Wedding Planner: \_\_\_\_\_

Photographer: \_\_\_\_\_

PowerPoint: *(Worship Center only)* \_\_\_\_\_

Flower Disposal: \_\_\_\_\_

Musicians: Yes No \_\_\_\_\_

Date: \_\_\_\_\_

Time: \_\_\_\_\_ am pm

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

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

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

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

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

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

# Bridesmaids: \_\_\_\_\_ # Groomsmen: \_\_\_\_\_  Flower Girl  Ring Bearer

# Pews need for family members: \_\_\_\_\_ # of Guests: \_\_\_\_\_ Arrival Time: \_\_\_\_\_

Guest Book? Yes No Location: \_\_\_\_\_

Receiving Line? Yes No # of Guests: \_\_\_\_\_ Time: \_\_\_\_\_

Location of the gift table: \_\_\_\_\_

Where will the bride enter the church? \_\_\_\_\_

Where will the bride and groom exit after the ceremony? \_\_\_\_\_

Notes: \_\_\_\_\_

## Rehearsal Dinner Details

Number of Guests: \_\_\_\_\_ Time: \_\_\_\_\_ am pm

Number of Round (60") Tables: \_\_\_\_\_ Location: \_\_\_\_\_

Number of Rectangular (30"x8') Tables: \_\_\_\_\_ Location: \_\_\_\_\_

Caterer? Yes No Name: \_\_\_\_\_

Certificate of Liability MUST be provided by caterer. Received by: \_\_\_\_\_

Everyone must leave the facility by 9:45pm.

Notes: \_\_\_\_\_

## Rehearsal Dinner Details

If the wedding reception is to be held on the grounds of Bible Way Church of Atlas Road or Midlands Community Development Corporation, please contact Yolaunda Mincey, Special Events Coordinator, at 803.647.5165 or at [ymincey@bwcar.org](mailto:ymincey@bwcar.org).

***Thank you for choosing Bible Way Church of Atlas Road to host "Your Special Day".***

***We truly hope that this will be a wedding to remember!***



# BIBLE WAY CHURCH

OF ATLAS ROAD



*To know God, to love and to serve*

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[WWW.BWCAR.ORG](http://WWW.BWCAR.ORG)

