



Watts Chapel Missionary Baptist Church



Rev. Dr. Harry L. White, Jr.,

Senior Pastor

3703 Tryon Road | Raleigh, NC 27606

P:919-828-7348 | F: 919-828-1648

Email: weddingcoordinator@wattschapel.org

www.wattschapel.org

WEDDING POLICY

Congratulations on your engagement! We would love to host your wedding at Watts Chapel Missionary Baptist Church. The Christian wedding is first and foremost a service worshipping God and will be conducted in a spirit of reverence and holiness. These procedures are intended to help you adequately plan and prepare for your wedding. While these policies, regulations, and fees address as many of the details as possible, they are not all encompassing.

This booklet will inform you about the procedures for arranging a wedding at Watts Chapel Missionary Baptist Church (WCMBC), as well as set forth our policies, so that together we can be good stewards of the church facilities.

It is your responsibility to provide a copy of the wedding guidelines to all appropriate persons who will be participating in your wedding, i.e., florist, wedding planner, wedding party members, caterer, etc. It is expected that all participants of your wedding agree to abide by these guidelines.

ONLY active members of Watts Chapel and their children will be permitted to have their wedding ceremony at Watts Chapel. Watts Chapel will only perform weddings between a man born a man and a woman born a woman (Matthew 19:3-4, Genesis 2:24). No associate minister serving at Watts Chapel should officiate weddings that do not meet this biblical requirement. This applies to weddings held at Watts Chapel and all other venues.

An active member of the Watts Chapel Missionary Baptist Church family is a person who has:

- 1. Professed Jesus Christ as their Lord and Savior.**
- 2. United with the Watts Chapel family by Baptism letter or Christian Experience.**
- 3. Attended worship and who has made a recorded financial contribution within the last nine months of at least \$100.00.**

RESERVING YOUR WEDDING DATE

Weddings will not be held at Watts Chapel or conducted by the Senior Pastor on the following holidays and/or holy weekends: Easter, Thanksgiving, Christmas, New Year's Eve, and New Year's Day.

The approval process will take no more than two weeks. *To begin the reservation process for your wedding, an application must be submitted to the Watts Chapel Wedding Director with your deposit of \$250 by **check or money order**.* In this session, the wedding policy is reviewed by the bride, groom, and Wedding Director. The balance of your wedding fees will be due *five days prior to your rehearsal date*. If there are no damages and all the wedding procedures are followed, your deposit will be returned to you within 7 business days of your scheduled wedding.

Please do not call the administrative office to ask questions or speak to other staff regarding wedding issues; but rather, speak to Wedding Director to address all issues related to church facilities.

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WEDDING OFFICIANT & PRE-MARITAL GUIDANCE

When a couple desires to be married at Watts Chapel Missionary Baptist Church, they should make an appointment with the Administrative Office of the Senior Pastor of Watts Chapel for consultation. The couple should be aware that the pastor might be unable to participate in the ceremony. The Pastor of Watts Chapel Missionary Baptist Church will be involved in a minimum of three (3) pre-marital guidance sessions. The couple will also attend a pre-marital workshop by the Marriage Enrichment Ministry. *The Pastor requests that persons who desire to be married at Watts Chapel **must share** with each other an STD test, credit report, and criminal background history, prior to the wedding rehearsal.*

If the couple should wish to invite another clergy person to participate, that person and his/her participation must be approved by the Pastor of Watts Chapel.

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WEDDING DIRECTOR

All weddings held on WCMBC's campus will require the presence of the church's Wedding Director. The Wedding Director is available to help interpret these policies as needed. The Wedding Director's responsibilities are as follows:

- The Wedding Director will be the liaison between the church and the bride and groom. The Director will be the contact person throughout the wedding process.
- The Wedding Director will conduct the initial consultation with the bride & groom, reviewing the church's wedding policies and procedures.
- The Wedding Director will attend the wedding rehearsal and the actual wedding ceremony.

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EXPENSES

There is no charge for use of the church facilities for active members of Watts Chapel and their children. However, weddings are not "a part of the job" for any of the staff: Minister, Director of Music, Media Ministry, Sexton, etc. Fees should be paid to the respective persons via our Wedding Director no later than 5 business days before the scheduled wedding rehearsal.

- A deposit of two hundred fifty dollars (\$250) is required **via check or money order**. The **check** will be *returned* to the signor, up to 7 days after the scheduled wedding if no damage, excessive mess, or violation of this policy is found.
- Media Ministry's fee is one hundred fifty (\$150) dollars for both the rehearsal and the wedding.
- If requested, the live streaming fee is one hundred (\$150) dollars for the wedding.
- Sexton's fee is one hundred twenty-five (\$125) dollars for both the rehearsal and the wedding.
- The Director of Music's fee and services are discussed between the bride/groom and Music Director.
- The Minister's fee is two hundred (\$200) dollars for the counseling, rehearsal, and the wedding.

Total Expenses: \$625 + \$250 refundable deposit

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REHEARSAL AND CEREMONY POLICY

The bride and groom are fiscally responsible for any damages to church property. It is the responsibility of the couple to inform the entire wedding party of the following policies:

- Weddings may be held in the church sanctuary (*800 seats*), the Multipurpose Room, a private home, or other appropriate locations. The Pastor reserves the right to decide as to whether he will preside over the ceremony held at locations outside of Watts Chapel Missionary Baptist Church.
- A total of three (3) hours is allowed for your wedding. Inclusive the ceremony time, pictures and prewedding activities.
- Weddings held on Friday evenings must be held between 6:00 p.m. and 7:30 p.m. The rehearsal must be held on Thursday evening prior to the Friday wedding, between 5:30 p.m. and 7 p.m. The rehearsal will last for one (1) hour.
- Weddings held on Saturdays must be held between 11 a.m. and 6 p.m. The rehearsal must be held on Friday, prior to the Saturday wedding between 5:30 p.m. and 7 p.m. The rehearsal will last for one (1) hour.
- Rice, confetti, or similar materials ARE NOT to be thrown on church property.
- There will be no smoking on church property.
- No alcoholic beverages or intoxicating substances are allowed on the church property and will automatically result in the cancellation of the wedding ceremony.
- Violence, language, destruction of church property, or disrespect of the church staff will not be permitted and will automatically result in the cancellation of the wedding ceremony.
- The facilities are to be maintained in a clean and orderly manner. All trash is to be placed in the appropriate containers. All items brought in for use in the wedding (flower stands, decorations, etc.) are to be removed immediately after the service.
- The use of nails, screws, wires, tacks, and glue are not permitted.
- Protective material to cover the carpet must be placed under unity candle, palm tubs, and other receptacles. Only use the candelabras with the metal candle tubes with spring-fed replacement to prevent drips.
- Pulpit furniture will not be removed. ANY movement of the furniture will be done by the Church Sexton ONLY after approval by the Senior Pastor.
- Any consideration for special lights and equipment must be made in advance with the Wedding Director.
- Any recorded music must be given to the Wedding Director fourteen (14) days prior to the rehearsal. Recorded music is limited to processional, special music during the ceremony and recessional. Music must be provided in the order of the program on a thumb drive in a MP3 format. All music must be approved by the Director of Music.

A charge will be assessed for lateness.

After thirty (30) minutes late to start the wedding, \$150 is payable on site.

After sixty (60) minutes, the wedding will be cancelled, and the above fees will not be returned except in the case of a medical emergency.

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MARRIAGE LICENSE

Please be advised that no wedding will be performed without the original marriage license. Couples must bring the original, valid North Carolina marriage license to the wedding rehearsal. It can be given to the Wedding Director earlier if available. If the marriage license is not brought to the rehearsal, the couple is in jeopardy of having their ceremony cancelled.

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MUSICIAN AND MUSICAL SELECTIONS

Only sacred Christian music approved by the Director of Music is permitted. Guest organists should contact the Wedding Director who will put him/her in contact with the Watts Chapel's Director of Worship, Music and Arts. All music and musicians will be secured by the couple with the approval of the Director of Worship, Music, and Arts.

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PHOTOGRAPHY & VIDEOGRAPHY

The Photographer and Videographer must consult with the church Wedding Director and comply with WCMBC policies. The location chosen for your wedding ceremony and the surrounding church grounds are available for photographs. Flash pictures are not permitted during the exchange of vows; however, timed exposures without flashes are allowed. There should be limited movement during the ceremony. Video equipment should be stationed in a *fixed* location during the ceremony, which will not cause a distraction. Watts Chapel does not provide photography and videography services at this time.

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RENTAL EQUIPMENT

The bride and groom are completely responsible for ordering all wedding equipment and all related charges. This includes pick-ups and deliveries.

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SEXTON SERVICES

The Sexton is required to be involved to some extent with the wedding. He/she will be at the church to open and to close the church; to ensure there is proper setting of the heating and cooling of the church; set-up for the rehearsal dinner and/or reception; clean up before and after the rehearsal and wedding.

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SOUND TECHNICIAN

Our Media Ministry technicians are trained professionals who will be available to provide microphones and play mood music during seating of guests. They will also play approved tracks during the ceremony. **Members of the Watts Chapel Media Ministry are the only persons authorized to use the sound equipment throughout the church.**

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CANCELLATIONS

If your wedding is cancelled less than two weeks of the scheduled wedding date, your deposit is forfeited. Cancellations must be submitted in writing to the Wedding Director.

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Margie H. Heath
Watts Chapel's Wedding Director
Watts Chapel Missionary Baptist Church
3703 Tryon Road | Raleigh, NC 27606
919-368-6805
weddingcoordinator@wattschapel.org

*From
this Day
Forward*



WEDDING APPLICATION

Watts Chapel Missionary Baptist Church

ATTN: Wedding Director

3703 Tryon Road | Raleigh, NC 27606

Office: (919) 828-7348 | Fax: (919) 828-1648

Email: weddingcoordinator@wattschapel.org

Bride's Name: _____

Address: _____

Phone: _____

Email: _____

Groom's Name: _____

Address: _____

Phone: _____

Email: _____

If bride or groom is not an active member of Watts Chapel:

Parent's Name: _____
Address: _____
Phone: _____
Email: _____

Desired Date of Rehearsal: _____ **Time:** _____

Desired Date of Wedding: _____ **Time:** _____

SANCTUARY USE:

Multipurpose Room (*200 occupancy*)

Large Sanctuary (*800 occupancy*)

DAY OF REHEARSAL:

Time you wish church and sanctuary open: _____

WEDDING DAY:

Time you wish church & sanctuary open: _____

WILL YOU USE:

Unity Candle

Other special features (subject to approval; please list):

VISITING MINISTER

If you plan for another pastor to officiate your wedding, please provide the following information:

Pastor's Name: _____

Church Name: _____

Address: _____

Phone: _____

Email: _____

OTHER PERSONNEL

Please list any other personnel who will be participating in your wedding:

Wedding Planner: _____ Phone: _____

Florist: _____ Phone: _____

Photographer: _____ Phone: _____

Caterer: _____ Phone: _____

Other: _____ Phone: _____

ACKNOWLEDGEMENT STATEMENT:

I acknowledge that I have read the Wedding Guidelines and agree to abide by those guidelines. I have enclosed the \$250 deposit.

Bride Signature

Date

Groom Signature

Date