

GILLIAM SPRINGS BAPTIST CHURCH WEDDING POLICY

[Revised 2026]

Those requesting the use of Gilliam Springs Baptist Church (GSBC) facilities for a wedding event must agree to comply with the policies and procedures set forth in this document.

BIBLICAL FOUNDATIONS

All marriages performed at Gilliam Springs Baptist Church must conform to the Biblical principles of marriage. The following is taken from the Constitution and By-Laws of Gilliam Springs Baptist Church:

Article VI. Biblical Principles

Section A. Marriage

We believe that marriage is a union between one biological man (man) and one biological woman (woman), following biblical principles (Gen. 2:19-24, Lev. 18:22, Matt 19:4-6, Rom. 1:18-27, Eph. 5:22-33, Heb. 13:4). We believe that God sanctions only the union in marriage of a man to a woman. Therefore, this church sanctions only a marriage ceremony compatible with those standards.

1. Due to our belief in the biblical teachings about marriage, only marriage ceremonies between one man and one woman may be performed in any of our facilities or on any properties owned by the church.
2. Ministers of Gilliam Spring Baptist Church, Arab, Alabama will only participate in marriage ceremonies between one man and one woman. Doing otherwise will be grounds for termination.

WHO CAN REQUEST GSBC FACILITIES FOR WEDDINGS?

Only members of Gilliam Springs Baptist Church may request to use our facilities for a wedding. Though exceptions can be made for former members of our church, the final decision must be made at the discretion of GSBC staff with no guarantee of approval.

ADMINISTRATIVE APPROVAL

The date of the wedding must be coordinated through a GSBC ministry assistant as far in advance as is possible. To begin reservation process, the attached Wedding Reservation Request Form must be completed and returned to a ministry assistant with a **\$300 refundable damage deposit**. The Executive Pastor will review applications, and

upon approval, the event will be placed on the church calendar. Applicants will be notified of a response within one week after the Wedding Reservation Request Form is received.

ACCEPTABLE DATES & TIMES

During a typical week, the church facilities may be used for weddings beginning on Thursday after 12:00 p.m. Weddings will NOT be scheduled on Wednesday nights, Sundays, holidays, or dates that conflict with special or regular worship services or events involving our church body. Weddings will not take precedence over GSBC scheduled events.

Due to the heavy usage of the church's Recreation Outreach Center (ROC) and a lack of other suitable church facilities, wedding receptions are no longer allowed to be hosted on church property. The ROC may be reserved for wedding rehearsal dinners on Thursdays and Fridays, when available.

DAMAGE DEPOSIT

A **\$300 refundable damage deposit** must be returned with the Wedding Reservation Request Form. The deposit will be refunded in full within two weeks following the wedding date, provided that this policy has been followed and no damage to church property has been sustained. If damages occur or this policy has not been followed, some or all of the damage deposit may be forfeited to cover the expenses.

MARRIAGE LICENSE

The officiating minister cannot legally perform a wedding ceremony unless the couple has a valid marriage license. Without a valid marriage license, a ceremony cannot take place. The license should be presented to the minister no later than three days prior to the wedding ceremony. No exceptions allowed.

PRE-MARITAL COUNSELING

Marriage is a sacred trust between a man, a woman, and their God. In light of the seriousness of this covenant, couples are required to attend pre-marital counseling before being married at GSBC. The officiating minister or a licensed Christian counselor can provide this counseling. The Pastor of GSBC can provide recommendations upon request.

The cost of pre-marital counseling sessions shall be at the discretion of the counselor. GSBC assumes no responsibility for the cost of pre-marital counseling, nor does GSBC have any agreements in place that would provide access to discounted prices for counseling.

MUSIC

All wedding music shall be appropriately selected to observe the sacredness and dignity of the wedding ceremony. **A copy of all selected music and a list of vocalists and/or**

instrumentalists to be a part of the ceremony must be submitted to the Minister of Worship at GSBC for his approval no later than four weeks prior to the wedding ceremony. The bride and groom are responsible for any agreed upon compensation for vocalists and/or instrumentalists used. GSBC shall not be responsible for any payment to the selected vocalists and/or instrumentalists.

The Minister of Worship will be available to help select music, if desired. Requests for practice times for vocalists and/or instrumentalists should be arranged through the Minister of Worship. All decisions regarding wedding music by the Minister of Worship are final. No exceptions.

MEDIA TECHNICIANS

A GSBC appointed Media Technician is required for wedding ceremonies & rehearsals. No outside individuals are allowed to operate GSBC media equipment. Because of this, a Sound/Video Service fee is **required** for any wedding at a GSBC facility. The fee schedule may be found in the Wedding Fees section of the Wedding Reservation Request Form. The fee for Media Technicians includes the use and operation of GSBC audiovisual equipment and the resetting of the sanctuary platform equipment. The use of projection equipment is not required, but the fee remains the same whether it is in use or not.

DURING THE CHRISTMAS SEASON

The GSBC staff attempts to accommodate each couple's requested date to the best of our ability. However, a great deal of time and effort goes into beautifully decorating the church campus for the Christmas season. Because of this, **the removal, relocation, or alteration of any Christmas decoration within the church facility for wedding rehearsals or ceremonies is NOT allowed under any circumstance.**

OFFICIATING MINISTER

It is the couple's responsibility to contact and request a meeting with any GSBC staff member they desire to participate in the wedding ceremony prior to the Wedding Reservation Request Form being returned. GSBC ministerial staff members are not obligated by the virtue of their position to participate in wedding ceremonies.

If a minister outside of the GSBC ministerial staff is to lead in any part of the ceremony, his participation must be approved by the Pastor of Gilliam Springs Baptist Church prior to the Wedding Reservation Request Form being returned.

GSBC STAFF

1. Ministerial staff are NOT obligated, by virtue of their positions, to attend or participate in wedding ceremonies. It is the responsibility of the groom and bride to make an appointment with the Pastor or ministerial staff member to request

their involvement. A staff member's participation will be a personal decision based on their availability and their personal convictions.

2. The Minister of Worship will participate in the planning and execution of wedding ceremonies in accordance with the paragraph above "MUSIC."
3. GSBC appointed Media Technicians are the ONLY individuals allowed to operate GSBC technical or video equipment.
4. GSBC custodial staff must be used for cleanup after the wedding ceremony.

CHILDCARE

Due to insurance liabilities, GSBC will not provide, nor allow the use of church facilities for, childcare during wedding events.

PHOTOGRAPHY/VIDEO

Photography and videography are a wonderful reminder of this special occasion and, therefore, very important to the bride and groom. However, photography and videography must NOT interfere with the spirit of worship during the wedding ceremony.

1. It is the responsibility of the groom and bride to inform their photographer of church wedding policies.
2. It is suggested that bridal pictures be taken before the ceremony. Remember that there are guests waiting to greet the groom and bride at the reception.
3. The sanctuary should be cleared for arriving guests no later than 30 minutes before the start of the wedding ceremony.
4. No photos requiring flash equipment or excessive movement by the photographer/videographer may be made during the wedding ceremony. Video may be made from the balcony or from the floor at the sides of the platform.
5. Standing on church chairs or furniture to take pictures is prohibited.

FLOWERS & DECORATIONS

If the couple is using a florist or decorator, it is their responsibility to inform that person of GSBC wedding policies. All decorations should be selected to maintain the spirit of worship during the wedding ceremony.

1. Only LED/battery operated or dripless wax candles may be used. Wax candles must be in candelabra/candlestick that rests on wax paper or plastic to ensure no candle wax will be dripped on the floor or carpet. If candles drip on the floor or carpet, the florist or decorator will be responsible for cleaning expenses.
2. No decorations may be attached to furniture, woodwork, or walls by tacks, pins, screws, nails, tape, putty, or Command adhesive. Ribbons may be used to secure arrangements to doors.
3. Flowers must be placed in safe containers to ensure no water damage occurs. No flowers may be placed on musical instruments.
4. No furniture or sound equipment may be removed or rearranged without specific, prior approval from the church office. The drum enclosure and back line lighting

shall NOT be removed from or relocated on the sanctuary platform. The Minister of Worship can suggest methods of covering this equipment, if desired.

5. The sound technician appointed by GSBC will be responsible for breaking down and resetting all sound equipment and other items on the platform.
6. Florists/decorators must bring stepstools or ladders, if needed. Standing on church furniture or equipment is prohibited.
7. All decorations must be removed by the florist/decorator/wedding party immediately after the ceremony. If the couple would like to leave wedding flowers for display in the front foyer or welcome centers for the following Sunday worship services, please let the GSBC ministry assistant know. Please note that flowers will NOT be displayed in the sanctuary, as this is not the typical practice at GSBC for Sunday worship services.
8. Sprenger (asparagus fern) shall not be used in any part of the church facility due to heavy shedding and difficult clean-up.
9. Flower girls are allowed to drop petals made of silk or paper. No fresh petals may be dropped in any location.

OTHER GENERAL RULES

1. Absolutely NO alcoholic beverages are permitted in the buildings or on the church grounds.
2. Throwing birdseed or rice is prohibited. We recommend using bubbles and bells.
3. The wedding party is responsible for removing all personal belongings and decorations immediately following the ceremony. GSBC is in no way responsible or liable for any lost or damaged property.
4. Only the rooms and facilities requested on the wedding information form may be utilized. No exceptions.
5. The church parking lot must be left in the same condition it was found.
6. No items that require tacks, pins, screws, nails, tape, putty, or Command adhesive may be hung anywhere in the church sanctuary.

Violation of the rules outlined in this document by the wedding party, guests, or contractors will result in forfeiture of part or all of the damage deposit.

WEDDING FEES

Refundable Damage Deposit *REQUIRED* \$300

Custodial Services: *REQUIRED*

Sanctuary (Rehearsal & Ceremony) \$150

ROC Gym (Rehearsal Dinner) \$100

Chair Setup & Reset \$150

(if sanctuary seating is reconfigured, i.e., center aisle)

Sound/Video Services: **REQUIRED** \$300

(includes rehearsal & ceremony)

Total fees: \$ _____

Date fees due: _____

Total minus deposit: \$ _____

Check # _____

Please return all required forms and the \$300 refundable damage deposit to the church office at your earliest convenience. You will be notified within one week of the final decision.

All fees must be paid in full no later than one month prior to the wedding ceremony.

Signature: _____ Date: _____

Staff Signature: _____ Date: _____

Comments: _____

