



BRUSHY CREEK

BAPTIST CHURCH

WEDDING GUIDELINES

Dear Wedding Party,

We are honored that you are considering Brushy Creek Baptist Church for your wedding. These guidelines are designed to help you plan your ceremony and reception in alignment with the spirit and standards of our church.

Our desire is that your wedding be a beautiful and sacred event that you will cherish for years to come.

With our best wishes,

The Staff at Brushy Creek Baptist Church

ELIGIBILITY AND SCHEDULING

Eligibility

Brushy Creek Baptist Church hosts weddings only for:

- ◆ Members of BCBC
- ◆ Immediate family members of BCBC members

Scheduling Requirements

- ◆ Weddings must be scheduled at least three months prior to the ceremony, and no more than twelve months in advance.
- ◆ A Calendar Request Form must be completed through Church Center or the [BCBC website](#).
- ◆ One-half of required fees must be paid to secure the date.
- ◆ The remaining balance is due the week before the wedding.
- ◆ Dates are not confirmed until payment is received.

Dates Unavailable for Weddings

The church is not available during:

- Week of New Year's Day
- Easter Weekend
- Week prior to and the week of Vacation Bible School (VBS)
- Week of Thanksgiving
- Week of Christmas Concerts
- Week of Christmas

Event Time Limit

All events (ceremony, rehearsal, reception, rehearsal dinner) must conclude and buildings must be vacated by **9:00 PM**, unless prior approval is granted.

Cancellation

The pastoral staff reserves the right to cancel a wedding if circumstances arise that conflict with the doctrinal beliefs, moral standards, or testimony of Brushy Creek Baptist Church.

Specifically:

- The couple is found to be living together prior to marriage.
- The testimony of the church, or its ministers, is believed to be jeopardized.

PREMARITAL COUNSELING & OFFICIANTS

Premarital counseling is required. The couple must complete counseling with a minister prior to the wedding. Upon completion, the officiating minister, if not a BCBC Pastor, must notify the church office at 864-244-5075.

With approval of the Senior Pastor, a minister outside of BCBC may officiate.

FACILITIES USAGE

Facilities Coordination

The wedding party must contact the **Facilities Director at least one week prior** to the event to finalize arrangements.

The Facilities Director will:

- Coordinate building access and closing
- Install the privacy curtain in the Worship Center
- Manage heating and cooling
- Provide tables and chairs as requested
- Provide linen tablecloths (\$5 per tablecloth)
- Clean the facility after decorations are removed

Decoration Guidelines

(Applies to Ceremony, Reception, and Rehearsal Dinner)

It is the responsibility of the wedding party to inform all vendors of these policies.

- Only **masking tape** may be used on walls.
- Decorations may be attached to chairs using **pins only**.
- No adhesive tape may be used on carpets.

- No nails, screws, or permanent fasteners are allowed.
- No real flower petals may be dropped inside or outside.
- No rice or confetti may be thrown inside or outside.
- Only metal candles may be used in candelabras.
- Decorations may be placed on stage in front of the privacy curtain.
- The wedding party is responsible for any damage to church property.
- All decorations and personal items must be removed immediately following your event. The church does not provide storage.

Important Facility Notes

- Church furnishings may not be moved.
- Nothing may be hung on the privacy curtain.
- Nothing backstage or behind the curtain may be moved.

MUSIC STANDARDS

(Applies to Ceremony & Reception)

All music must reflect the biblical and moral standards of the Brushy Creek Baptist Church.

The following are not permitted:

- Foul language
- Vulgar or explicit themes

If dancing is included during the reception, it must be appropriate and consistent with the church's values.

FEES

*All fees should be made payable to **Brushy Creek Baptist Church**.*

<u>Facility / Services</u>	<u>Fee</u>
Worship Center (Includes dressing room)	\$500
Banquet Room	\$250
Gym	\$250
Sound Technician (1 hour rehearsal + up to 2 hours for ceremony)	\$350
Light Technician (Optional)	\$200
Media Technician (Optional)	\$200

KITCHEN USE AND CATERING

Kitchen Deposit

A \$250 refundable deposit is required if the kitchen is used. The deposit may be refunded if the following standards are met:

- Use your own cooking equipment.
- Contact the Facilities Director in advance if church appliances are needed.
- Remove all trash to the outside dumpster.
- Wipe all counters and appliances.
- Sweep and mop the kitchen floor.

A detailed checklist is posted in the kitchen. Cleaning supplies are provided.

Caterer

Caterers must follow the same standards listed above to qualify for deposit refund.

GENERAL GUIDELINES

These guidelines apply to all events:

- Smoking is not permitted anywhere on Brushy Creek property.
- Alcohol is not permitted on church property.
- Only reserved areas of the building may be used.
- Vehicles may not drive on walkways or lawns.
- The wedding party is responsible for ensuring guests and vendors follow these guidelines.

QUESTIONS

If you have any questions, please feel free to call the church office between the hours of 8:30 a.m. and 4:30 p.m., Monday-Thursday at 864-244-5075.