

# Marriage Preparation Ministry Procedures

1. At least three months prior to your planned wedding date, contact Robert Gammon, Minister of Music, either through the church office at (502) 895-2459 or by email at [robert@broadwaybaptist.org](mailto:robert@broadwaybaptist.org) to discuss Broadway's marriage preparation philosophy, and to check date availability of church facilities for your wedding/reception.
2. Set up an appointment with the church office to see the facility, if desired.
3. Read all marriage preparation literature on the website. Print and sign the Wedding Ceremony Guidelines, then mail/return to church office.
4. After your initial tour you will need to submit the Wedding Contract along with the deposit to hold your date. All other fees must be paid 30 days prior to the wedding.

## Check List:

- |                          |   |                          |  |
|--------------------------|---|--------------------------|--|
| <input type="checkbox"/> | Contact the church office at (502) 895-2459 or <a href="mailto:robert@broadwaybaptist.org">robert@broadwaybaptist.org</a> . | <input type="checkbox"/> | Communicate audio needs 6 weeks before the contracted wedding date.            |
| <input type="checkbox"/> | Tour the facility (by appointment only 502-895-2459).   | <input type="checkbox"/> | Communicate facility set-up needs 6 weeks before the wedding date.             |
| <input type="checkbox"/> | Return signed Wedding Ceremony Guidelines and payment for deposit/fees.   | <input type="checkbox"/> | Deliver a copy of these guidelines to your photographer before the wedding.    |
| <input type="checkbox"/> | Attend all Marriage Preparation Classes.  | <input type="checkbox"/> | Return a signed wedding photography agreement 6 weeks before the wedding date. |
| <input type="checkbox"/> | Submit wedding program draft to Robert Gammon 12 weeks prior to the wedding date to obtain church approval.                 | <input type="checkbox"/> | Deliver a copy of these guidelines to your florist before the wedding.         |

# Wedding Ceremony Guidelines

## for Broadway Baptist Church

All weddings are to be scheduled with Robert Gammon through the church office at (502) 895-2459.

All receptions are to be scheduled with the facilities manager and require a separate contract and separate payment.

1. Sanctuary seats approximately 600 people and has two central aisles.
2. Chapel seats approximately 200 and has one center aisle.
3. Courtyard seats approximately 50 people in folding chairs.
4. Rental fee schedule is as follows:

**Members:** No charge for Sanctuary or Chapel or Courtyard

**Non-Members:** \$850 - Sanctuary    \$500 - Chapel    \$300 - Courtyard

**Everyone:** \$500 deposit (Refundable after the wedding if rules followed)

**Everyone:** \$210.00 custodial service. This covers two hours of custodial service the day before the wedding and four hours of custodial service on the wedding day. If you will need additional time to set-up, you will be billed for any additional time at \$35 per hour. Please note these needs when you are reserving your date. Any additional time not accounted for will result in loss of deposit.

**Sanctuary/Chapel:** \$200.00 sound technician fee includes one lavalier/lapel microphone for the minister and one floor microphone for both your rehearsal and wedding. For additional sound, contact Rudd Parsons at (501) 291-0399 for costs and audio arrangement.

***Note: Deposit must be paid up front in order to reserve the date of your wedding. Remaining costs must be paid no later than 30 days before the wedding date.***

**All fees are refundable unless the wedding is cancelled within 30 days of the contract date.**

5. You may use any organist with the approval of Broadway's organist. Please let Robert Gammon know if you will need an organist.
6. Weddings may not be scheduled between the second weekend in December and the first weekend in January, during the nine days before Easter, or on holidays.

7. You may use a minister of your own choosing to perform your wedding. However, wedding guests often assume the officiating minister is a representative of the church hosting the service. Out of respect for the diversity of Christian thoughts and beliefs, Broadway asks that you identify your officiating minister's current or most recent ministry position in your order of worship. If your officiant is not a minister, they must speak with Broadway's associate pastor, Robert Gammon, prior to officiating at your wedding.
8. Because your wedding is a sacred occasion, the marriage ceremony should be one of reverence and honor. Your wedding should include prayer, scripture reading, and reference to God's plan for marriage. In addition, all music should be appropriate to Christian worship, and approved by Broadway Baptist Church's minister of music, Robert Gammon, prior to the printing of your program. Please submit a rough draft of your program to Robert Gammon 12 weeks before your wedding.
9. No compact discs or videos may be used during your wedding ceremony.
10. Photographers will be allowed to photograph the wedding party entering and leaving the sanctuary, but these photographs must be taken from the fourth pew from the back of the sanctuary, or from the second pew from the back of the chapel, and from no other location whatsoever. Photography, without flash, during the wedding ceremony may occur only from the balcony of the sanctuary, or, if the wedding is in the chapel, only from behind the congregation.
11. Video filming during the ceremony is permissible from the balcony at a designated location. A stationary camera may be placed in the choir loft. If you choose to have your own videographer, they must set up in the balcony.
12. Candelabras, unity candle holders, and hurricanes are available for your use. The wedding party must provide the candles used in the service. Taper candle sticks are available for purchase for \$1 each. All candles must be non-drip and must be used with a clear plastic or carpet protector.
13. Please ask permission from the facility manager, custodian, or wedding liaison before moving any furniture in the sanctuary. The grand piano in the sanctuary cannot be moved.
14. Please ask permission from the facilities manager before placing any decorations.
15. Silk petals are to be used by the flower girl(s).
16. No smoking, use of alcohol/other substances is permitted on church property.
17. No food or drink is allowed in the Sanctuary or Chapel.
18. Birdseed, confetti, bubbles may be thrown outside of the building. Rice may not be used at all.
19. All personal items must be removed from the sanctuary after the ceremony and before going on to your reception, regardless of whether the reception is at Broadway or at another location. Broadway is not responsible for lost or stolen items.
20. All additional questions regarding guidelines for your wedding can be answered by Robert Gammon.

**I have read, understand and acknowledge all conditions of the Wedding Ceremony Guidelines for Broadway Baptist Church. I also understand that failure to abide by these conditions will result in my losing my \$500 deposit. Additionally, I understand that if damage from my wedding exceeds \$500, I will be responsible for these damages. I am aware that failure to provide Broadway Baptist Church with required information within the timeframes listed above will result in my wedding date's release from the church calendar in addition to loss of my deposit.**

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Participant Signature

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Participant Signature

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Printed Name

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Printed Name

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Date

---

Date

---

Broadway Baptist Church Personnel

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Date

# Wedding Contract

Name: _____	
Date Submitted: _____	Wedding Date: _____

Please print and complete this form and return it to Broadway Baptist Church:

4000 Brownsboro Road (U.S. 42)

Louisville, Kentucky 40207

If any information changes, please complete the form on page 7 and return to the church office or email Robert@broadwaybaptist.org immediately.

No changes are allowed within 30 days of the contracted wedding date.

**Participant :** \_\_\_\_\_ **Participant:** \_\_\_\_\_

Relationship with Broadway Baptist Church: \_\_\_\_\_

Wedding Date: \_\_\_\_\_ Arrival time: \_\_\_\_\_ Ceremony Time: \_\_\_\_\_

Rehearsal Date: \_\_\_\_\_ Arrival time: \_\_\_\_\_ Ceremony Time: \_\_\_\_\_

Participant's Address: \_\_\_\_\_

Participant's Parents: \_\_\_\_\_

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

Participant's Address: \_\_\_\_\_

Participant's Parents: \_\_\_\_\_

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

# Wedding Contract, Cont.

Officiating Minister: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Church Affiliation of Minister: \_\_\_\_\_

Musician(s): \_\_\_\_\_ Phone Number: \_\_\_\_\_

Musician(s): \_\_\_\_\_ Phone Number: \_\_\_\_\_

Musician(s): \_\_\_\_\_ Phone Number: \_\_\_\_\_

Wedding Coordinator: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Florist: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Photographer: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Videographer: \_\_\_\_\_ Phone Number: \_\_\_\_\_

If applicable, return deposit to: \_\_\_\_\_ Participant \_\_\_\_\_ Participant's Parents  
(Check the appropriate response)

\_\_\_\_\_ Participant \_\_\_\_\_ Participant's Parents

\_\_\_\_\_ Other (fill in response)

# Wedding Contract: Change Form

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

If you need to make a change to your wedding planning at Broadway Baptist Church, please complete the following and return it to Robert Gammon immediately.

You may deliver it to the church at 4000 Brownsboro Road, Louisville, KY 40207. Or, you may email this information to [Robert@broadwaybaptist.org](mailto:Robert@broadwaybaptist.org).

*No changes are permitted within 30 days of the contracted wedding date. This was also stated on the Wedding Contract that was initially submitted.*

**Participant:** \_\_\_\_\_ **Participant:** \_\_\_\_\_

Wedding Date: \_\_\_\_\_ Arrival time: \_\_\_\_\_ Ceremony Time: \_\_\_\_\_

Rehearsal Date: \_\_\_\_\_ Arrival time: \_\_\_\_\_ Ceremony Time: \_\_\_\_\_

Location: \_\_\_\_\_ Sanctuary \_\_\_\_\_ Chapel \_\_\_\_\_ Courtyard

*Please note there is a pay adjustment for location changes.*

Other changes: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Wedding Party Member Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Broadway Baptist Church Personnel

\_\_\_\_\_  
Date

# Wedding Cost Worksheet

***Sanctuary***

Deposit      \$500  
 Rental        \$850  
 Custodial    \$210  
 Audio         \$200

*Subtotal*     \$1760

Tapers  
 (\$1 x #)      \$\_\_\_\_\_

**Total:      \$\_\_\_\_\_**

***Chapel***

Deposit      \$500  
 Rental        \$500  
 Custodial    \$210  
 Audio         \$200

*Subtotal*     \$1410

Tapers  
 (\$1 x #)      \$\_\_\_\_\_

**Total        \$\_\_\_\_\_**

***Courtyard***

Deposit      \$500  
 Rental        \$300  
 Custodial    \$210  
 Audio         Extra

*Subtotal*     \$1010

Tapers  
 (\$1 x #)      \$\_\_\_\_\_

**Total        \$\_\_\_\_\_**

## Signatures

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

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



## Office Use Only

*Deposit Received*

Date: \_\_\_\_\_ Amount: \_\_\_\_\_ Check #: \_\_\_\_\_ Received by: \_\_\_\_\_

*Rental Received*

Date: \_\_\_\_\_ Amount: \_\_\_\_\_ Check #: \_\_\_\_\_ Received by: \_\_\_\_\_

*Custodial Received*

Date: \_\_\_\_\_ Amount: \_\_\_\_\_ Check #: \_\_\_\_\_ Received by: \_\_\_\_\_

*Audio Received*

Date: \_\_\_\_\_ Amount: \_\_\_\_\_ Check #: \_\_\_\_\_ Received by: \_\_\_\_\_

*Deposit Returned to (if applicable):* \_\_\_\_\_

Date: \_\_\_\_\_ Amount: \_\_\_\_\_ Check #: \_\_\_\_\_ Received by: \_\_\_\_\_