

Wedding Guidelines

Ebenezer Baptist Church

Getting Started

1. Please contact the church office to request the date for your ceremony. (*Fax back information form*)
2. The Horizon Sanctuary will be tentatively reserved for you until your initial counseling session at Ebenezer.
3. Three (3) pre-marital counseling sessions with the Officiating Pastor are mandatory for member. Please contact the administrative assistant for more details. Couples who are having their counseling outside the church will need a letter or document indicating completion of counseling and recommendation that they be married
4. Non-members who are going thru counseling at their own church will need a letter indicating completion of counseling and recommendation of marriage.

What you can expect of us

1. Once you have read and agreed to the terms we will be prompt and clear in our responses to you.

Our expectations of you

1. If you are interested in having your wedding at Ebenezer, please notify us at least five months before the date you are considering for your wedding.

Guidelines

Planning the Date and Time of the Service

1. Weddings are celebrated on weekdays, (though there is a very limited time window) and on Saturdays, weddings are usually not performed on Sunday.
2. The Church Administrator, Mrs. Glenda Boone, will determine the availability of all Pastors and tentatively reserve the Horizon Sanctuary. Weddings performed at Ebenezer Baptist Church must be officiated by an ordained minister of Ebenezer.
3. A 50 % deposit will be required at the time of the signing of contract.
4. Rehearsals usually take place the day before your wedding. Rehearsals may begin no later than 7pm.

Planning the Service

1. The wedding coordinator looks forward to working with you to shape your service.
2. Although the service will follow a traditional format, there is room to put a personal touch on the wedding. We will work with you to strike a balance that reflects both your relationship and our tradition.
3. Planning together is a wonderful way to start your life together and to celebrate the blessing of a marriage.

Music

1. One of EBC music directors can be contracted to provide you with music options. Please advise your wedding coordinator should you desire to hire an EBC music Director to provide the music during your ceremony.

Photography and Video

1. We work to maintain a joyful and worshipful atmosphere in the wedding service. Good professional photographers understand this, and they will agree to minimize distractions and respect the sacred nature of the building and the liturgy.
2. When pictures are taken prior to the service, all shooting must be completed at least 30 minutes before the service.
3. Flash may be used for the procession.
4. **NO FLASH** photographs may be taken once the service begins.
5. Photography, with quiet shutter, is permitted during the service.
6. Videotaping is permitted during the service

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Flowers and Other Decorations

1. EBC works with a reputable florist that is accustomed to decorating the church. We suggest that you consider using their services as they are familiar with Ebenezer Church traditions, requirements, and worship spaces.

2. If you choose to use another florist, they must make an appointment to meet with the wedding coordinator, who will take them through the space and explain the conditions and restrictions regarding floral decorations.

3. All flowers and greens must be removed after the wedding. Failure to do so will result in the forfeiture of your security deposit.

4. Aisle Runners are not allowed at Ebenezer.

At the Rehearsal

1. **Please remember that rehearsals** usually take place on the day before the wedding, beginning no later than 7pm.

2. We require that you take responsibility for seeing that both rehearsal and wedding start times are adhered to.



On the Day of the Wedding

1. **The wedding party** should plan to arrive one to two hours before the wedding.
2. **Have ushers in place one hour** before the service

Fees

1. Wedding fees for non-members are \$2,000, members should call the Church Office
2. A 50% deposit will be required at the time of the signing of contract.
3. We also require a refundable deposit of \$200, which will be returned to you after your ceremony, provided that all conditions are met, and your wedding and rehearsal did not begin more than 15 minutes late.

Please understand that those are fixed costs

Church Environment

1. The Church will accommodate a *maximum* of 1800 guests, including attendants.
2. You may use the Church parking lot, including staff spaces; there are 350 parking spots available.

Please call or email for more information

Appointments are scheduled Mondays, Wednesdays & Thursday, 12:30 p.m. - 7:00 p.m.

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