

BRANCH'S BAPTIST CHURCH

3400 Broad Rock Boulevard
Richmond, Virginia 23234
(804)276-5000

A WORD TO THOSE PLANNING TO BE MARRIED AT BRANCH'S BAPTIST CHURCH:

Enclosed you will find a copy of the church's wedding policies for engaging the use of the church for your wedding. Please read carefully and if you have any questions, please call the church office at 276-5000.

You will find two reservation forms included in this packet. To reserve the facilities for your wedding, please return one copy to the church office as soon as possible along with applicable fees (\$100 deposit), and keep one for your records.

You will notice fees applicable for use of the church:

1. COST TO CHURCH MEMBERS

- a. Sanctuary – No cost
Church liaison - \$100.00
Custodian - \$100.00
Organist - \$250.00
Sound - \$ 50.00
Minister - honorarium
- b. Using Kincheloe Hall – \$75.00 (custodial service)
- c. Use of Kincheloe Hall for receptions that last beyond 8:30 p.m. \$100 (custodial service)

2. COST TO NON-CHURCH MEMBERS

- a. Sanctuary - \$500.00
Church liaison - \$100.00
Custodian - \$ 75.00
Organist - \$250.00
Sound - \$ 50.00
Minister - \$300.00
- b. Using Kincheloe Hall - \$280.00 (\$130.00 for use of bldg/\$150.00 custodial service)
- c. Using sanctuary and Kincheloe Hall for receptions that last beyond 8:30 p.m. will be \$335.00 (\$160.00 to church for use of bldg/\$175.00 for custodial service).

You might find the following information helpful:

*Organist: call for info
*Audio (if applicable) Kevin Spence 745-8035
*Pastor: church office 276-5000

Rev. Mat Brown
Rev. Dorryce Ann Rudd
Rev. Joseph Edwards

*Minister of Music

Rev. Michael Gibson

*Custodian/housekeeper

Mike Garcia
Maria Javier

Marriage licenses should be brought by the church office during office hours, 9:00 a.m. – 4:00 p.m. during the week prior to your wedding.

KITCHEN POLICY

OPERATION

- Organizations or individuals of the church or groups sponsored by the church may use the kitchen and Kincheloe Hall by scheduling through the church office as noted below.
- Other organizations or individuals may use facilities if approved by Chairman of Kitchen Committee or vice-chairman in the chairman's absence. In the event any equipment is lost or broken it must be replaced by the organization or individuals using the kitchen or Kincheloe Hall at the time.
- The church office will check request and note on master calendar, thereby giving approval. Church office will direct requestor to contact Kitchen Committee chairman to discuss use of kitchen facilities if a wedding is involved or if unfamiliar with our kitchen and supplies.
- When planning for use of the kitchen during a wedding, please refer to the Wedding Policy. Copies are available in the church office.
- Non-church sponsored groups will furnish their own supplies.
- Kitchen equipment is **NOT** to be removed from the church property. Plastic, foil, containers, etc. for leftover and things to be taken home are to be supplied by individuals or groups using the facilities.
- Once a quarter, any unclaimed dishes left in the kitchen will be donated to charity.
- When something is found broken or out of working order in the kitchen, please notify the church office.
- Tables, chairs, and tablecloth paper, if borrowed, must be signed out in the church office, and marked off when returned.
- In no event will punch bowl, cups, tablecloths, or other glassware be removed from the church premises.

RESPONSIBILITY

It is the responsibility of persons or groups (church affairs or otherwise) using Kincheloe Hall and/or the kitchen to:

- Set up and then return rooms to proper order. Unless instructed otherwise by the church office, chairs in Kincheloe Hall should be set up in two sections facing the stage, leaving a center aisle, with each section containing seven rows of chairs with seven chairs in each row.
- Wash, dry, and return to proper place all dishes, glasses, bowls, pots and pans, utensils, flatware, and any other equipment used. The cabinets and drawers have small stickers on them to help locate proper placement.
- Return all unused Styrofoam plates, bowls, cups, napkins and plastic knives, forks, spoons to the **proper marked box** in the storeroom. Please do not mix items in the boxes.
- Dispose of any unused food and beverages. Give it away, throw it away, or take it home. **Please do not leave any leftovers in refrigerator or freezer.**
- All garbage should be tied up in plastic bags and put in the dumpster out in the parking lot in back of Kincheloe Hall. There are plastic bags provided by the church for this purpose, in the storage room.
- When leaving the kitchen wipe clean all countertops, stove, sinks and refrigerator. All switches should be in the OFF position. Floor should be swept clean. Broom is available in the pantry in kitchen beside outside door.

SANITATION AND SAFETY

We need the help of everyone to keep the kitchen in a clean and sanitary condition.

Please observe all safety and sanitary precautions necessary for the good health of those you serve as well as yourself. These include:

- Use hand basin for washing hands (beside outside door)
- Use plastic gloves when needed (in box in pantry)
- Do not leave any leftovers in the refrigerator
- No smoking in any building

Changes in these policies can be made by the chairman or by members of the committee. When necessary, the committee will report changes/additions to the church.

The Church Buildings

A wedding, held in the sanctuary and performed by a minister is more than a legal contract. It is an experience in Christian worship. This fact should govern your plans in looking toward your marriage. The church sanctuary of Branch's Baptist Church will be a beautiful setting for your wedding. Nursery 2 and Nursery 3 serve as excellent bridal dressing rooms. The fellowship hall may be used for your reception.

Before setting your wedding date, make a written application for use of the facilities by using the form provided by the church office. This will avoid conflicts in scheduling. When considering your wedding date, avoid Sunday. Many uses are made of the church sanctuary on Sunday and other days are more desirable. If you have further questions regarding use of church facilities and they are not answered in the remainder of this booklet, please contact the church office staff during office hours (Mon-Fri 8:30-4:30).

The Minister

Contact a minister of Branch's Baptist Church as soon as possible so he/she can help you make your wedding a meaningful moment in your life. If you wish to have an outside minister in your wedding, please let the pastor know. The pastor will want to invite the minister personally.

If you plan to have a Branch's Church minister conduct your marriage ceremony, he/she will want to plan for counseling sessions with you. Whoever conducts your marriage ceremony, remember that the minister will want to use his/her own ceremony. Your suggestions are welcomed, but the minister must feel free to maintain a spirit of sacredness and worship.

The Music

Music for the ceremony should reflect the religious nature of the service. At the request of the bride, the director of music and the organist will gladly offer suggestions for music to be used. **If you desire someone to serve other than a Branch's organist, please furnish the name and credentials to the church administrator for clearance by the church organist.** Soloists' services vary. You will want to take into consideration travel expense, time, etc. A monetary gift is the most appropriate if the soloist is not a friend of the family. The honorarium (approximately \$50.00) should be given to the soloist at the wedding rehearsal.

Decoration and Policies

The facilities are yours to use and you can help maintain their beauty and usefulness by following these suggestions. The following suggestions will help you in your planning. They will also introduce you to specific church policies.

- Nails, thumbtacks, and adhesives are not allowed in the Sanctuary or Kincheloe Hall.
- Candelabra - The church will provide clear cellophane or plastic to be placed under candelabra to protect the carpets from falling tallow. There are available squares of carpet that the custodian will place under the candelabra. Please remind the florist to leave a path of entry for the minister and a path of vision for the organist.
- Please inform bridal party and wedding guests that NO RICE is to be thrown in the sanctuary or on the grounds. Birdseed may be thrown outside the church.
- The wedding party is responsible for the removal of all decorations in the sanctuary, clothes in the bridal dressing room, etc. immediately after use.
- Removal and placement of church furniture is the custodian's responsibility.
- Since a wedding is a worship experience, **no flash photographs should be taken immediately prior to nor during the service.**
- Alcoholic beverages and dancing are not allowed during the reception in the fellowship hall. **Smoking is not permitted in any of the church buildings.**
- **Due to regulations of the Fire Department, no candles are to be lit either in the windows of the sanctuary nor in Kincheloe Hall.**
- Maid service and catering service for rehearsal dinners and receptions are to be provided for by the wedding party. This service is NOT included in the custodian's care of the fellowship hall.
*(see attached "Kitchen Policy")