



Wedding Handbook

6200 Linworth Rd.
Worthington, OH 43085
614.844.4477 | office @linworthbaptist.org | linworthbaptist.org

Getting Started

If you are considering Linworth Baptist Church for your wedding, contact LBC's Wedding Coordinator, Libby Montgomery at lmontgomery@linworthbaptist.org.

Libby will be your primary contact for your wedding ceremony at LBC. The church does not provide additional event coordination (Rehearsal Dinner, Reception etc).

Fees

Deposit	Members	Non-Members
Deposit (refundable)	Waived	\$150

Required Fees	Members	Non-Members
Auditorium/Ready Rooms	Provided by LBC	\$450
Wedding Coordinator	Provided by LBC	\$150
Custodial Personnel Services	\$100	\$100
A/V Personnel Services	\$150	\$150
Reception Rental (if held at LBC)	\$300	N/A
Total	\$250 or \$550	\$850

Additional Fees	Members	Non-Members
Video Projection System	Waived	\$50
Optional Rehearsal Dinner Custodial Fee	\$100	N/A

All fees must be paid at least **TWO WEEKS PRIOR** to the wedding date. Checks should be made out to Linworth Baptist Church and include the "*Bride/Groom Last Names Wedding*" in the memo line.

A deposit is required for non-members at the time of scheduling. The deposit is **in addition** to all facility fees and will be returned to the couple after the wedding, once the facility has been inspected for cleanliness, damage, and compliance to all church regulations.

The use of LBC facilities and equipment outside of a wedding ceremony is reserved for members only.

If available, members may reserve the Fellowship Hall for a Rehearsal Dinner for no additional fee. The couple may elect to hire Custodial Services for their Rehearsal Dinner for a \$100 fee.

Members may also utilize LBC facilities for their Wedding Reception. Due to the scale and nature of this kind of event, Receptions held at LBC require a nominal \$300 fee.

Scheduling

Contact the Wedding Coordinator to confirm availability with the church calendar. **All Saturday weddings must be clear from the facility by 5 PM.**

Non-members: A wedding date may not be scheduled more than nine months in advance. Wedding dates are not considered scheduled until the deposit has been made, the Non-Member Wedding Application has been approved by the LBC Staff, and the Wedding Contract has been completed and returned.

Members: A wedding date may not be scheduled more than one year in advance. Wedding dates are not considered scheduled until the Wedding Contract has been completed and returned.

The above fees include the use of the Auditorium for up to two hours for the Wedding Rehearsal and four hours for the Wedding. Any additional time may be subject to an additional hourly fee (\$25 per hour).

Wedding Requirements

Completed Wedding Contract

At the time of scheduling, the Wedding Coordinator will provide a Wedding Contract, which must be completed, signed, and returned no later than two weeks after selecting a date.

Approved Non-Member Wedding Application

Any couple who wishes to be married at LBC and is not a member, must apply by submitting a Non-Member Wedding Application for approval by LBC staff. This must be reviewed and approved by LBC staff in order to be married at LBC. LBC reserves the right to reject any non-member applications. A Non-Member Wedding Application may be obtained from the Wedding Coordinator.

Approved Pre-Marital Counseling

All couples must complete pre-marital counseling and LBC provides a pre-marital counseling class twice a year. If there is not a class scheduled in advance of the wedding date, the couple should contact an LBC pastor regarding counseling. Those who wish to complete counseling via another organization or a non-LBC Pastor, that individual must complete an Officiant Approval Application and receive approval from LBC Staff. Officiant Approval Applications may be obtained from the Wedding Coordinator.

Approved Officiant

Any couple who wishes to have a non-LBC pastor officiate their wedding must have the officiant submit an Outside Officiant Application. This must be reviewed and approved by LBC staff in order to perform a marriage at LBC. LBC reserves the right to reject any outside officiant's application. Ensuring that the officiant is licensed or ordained in Ohio in advance of the wedding is the responsibility of the couple. Outside Officiant Applications may be obtained from the Wedding Coordinator.

Wedding Personnel

Officiant

A couple may request an LBC Pastor to officiate their wedding or perform pre-marital counseling. It is the responsibility of the couple to contact that Pastor directly to confirm availability in advance of scheduling. If a couple wishes to have an outside Pastor perform the pre-marital counseling or the ceremony, these individuals must receive pre-approval by Linworth Staff via an Outside Officiant Application obtained by the Wedding Coordinator at the time of scheduling. LBC reserves the right to deny any outside officiant. Ensuring that the officiant is licensed or ordained in Ohio in advance of the wedding is the responsibility of the couple.

Wedding Coordinator

An LBC wedding coordinator is required to lead any Rehearsal at LBC and is available to assist at the church on your wedding day. You will be contacted 6 weeks prior to your wedding to set up an appointment to review and finalize the details of your time at the church, as well as your rehearsal. Feel free to ask questions by phone or email in advance of this meeting. Please inform our coordinator as decisions or changes are made. The Wedding Coordinator will be on site at the rehearsal and ceremony. Any time overages are subject to an additional \$25/hr Wedding Coordinator fee.

A/V Personnel

All sound and lighting equipment must be operated by approved LBC Personnel ONLY. The Wedding Coordinator will communicate all A/V needs to the scheduled A/V Personnel in advance of the wedding and rehearsal. The A/V personnel will be available for up to 1 hour for your rehearsal and up to 2.5 hours for your wedding. Any time overages are subject to an additional \$25/hr A/V personnel fee.

Custodial Personnel

Ceremony: Custodial Services are required for all wedding ceremonies. Custodial Personnel is responsible for setting up the Auditorium steps in advance of the wedding rehearsal, and basic cleaning after the wedding. The Wedding Coordinator will communicate all custodial needs to the custodial personnel in advance of the wedding and rehearsal. The wedding party is responsible for the setup and collection of all decorations and belongings and disposing of any trash before leaving the church.

Rehearsal Dinner: Members who elect to use LBC for their Rehearsal Dinner may waive the Custodial Services fee in favor of the member taking care of all set-up, tear down and cleaning to the specifications on the Facility Rental Procedures Checklist provided at the time of scheduling. Members who chose to hire Custodial Services must still set up and break down any additional tables/chairs, wash any used kitchen items and remove any décor/food from the facility immediately after the event.

Reception: Members who elect to use LBC for their Reception, Custodial Services are included in the nominal \$300 fee. Members must still setup and break down any additional tables/chairs, wash any used kitchen items and remove any décor/food from the facility immediately after the event.

Additional Rules & Responsibilities

Decorations

- If an aisle runner is desired, the couple must provide their own (at least 75 ft.) to reach from the stage steps to the entry doors.
- Flower petals can be thrown on the aisle so long as the flower is white. No colored petals of any kind are to be used, unless they are artificial.
- Bubbles should be used in lieu of rice or birdseed
- LBC has a “no glitter” policy. Please ensure your décor does not contain any glitter.
- Any candles must be completely contained in something that does not allow wax to reach the surface on which they are placed.
- Decorations may not be affixed to the chairs or walls – this includes tape, pins, or “removable” hook products.

Stage Setup & Equipment

No stage equipment or risers may be moved by the wedding party or any unauthorized personnel.

Communion

Any communion elements used during the ceremony are the responsibility of the couple and are not provided by the church.

Unity Candle

LBC can provide a table for a unity candle/communion, but the candles and accessories are the responsibility of the couple. All Unity Candles placed on LBC furniture must have a protective cover placed underneath to prevent wax damage. If the couple does not provide one, one will be provided to them by the Wedding Coordinator.

Music

Music selection should be respectful and church-appropriate. The church is a house of worship.

Alcohol

LBC has a strict NO ALCOHOL policy. There is to be no alcohol on premise at any time, for any reason, this includes champagne, communion wine, or any other alcoholic beverage. If anyone in the wedding party or affiliates violates this policy, the couple will be required to forfeit their deposit & fees and may be dismissed from the property, resulting in the cancelation of any remaining church use.

Wedding Events

Rehearsal

The church will be made available for a total of up to 2 hours for the Rehearsal. This time includes decorating and the Rehearsal itself. . **All weekday Rehearsals start at 5 PM.** The church will be unlocked by the Wedding Coordinator up to 1 hour prior to the start of the Rehearsal for any decorating, and to allow participants to arrive early. The Rehearsal itself will last anywhere from 45 minutes to an hour.

A/V personnel will be provided for up to 1.5 hours for the Rehearsal. Custodial Services personnel will prepare the Auditorium stage steps in advance of the Rehearsal.

Couples must use the provided Wedding Coordinator to facilitate the Rehearsal. Any outside Wedding Coordinators are welcome to attend and provide assistance at the discretion of the LBC coordinator.

Ceremony

The church will be made available for a total of up to 4 hours on the wedding day. The church will be unlocked by the Wedding Coordinator up to 2.5 hours prior to the start of the ceremony to allow for any photos and getting ready.

A bridal changing room will be provided which includes full length mirrors. A changing room for the groomsmen will also be provided. Both rooms are only accessible by stairs, please let the Wedding Coordinator know if you require a main-floor changing area. LBC is not responsible for lost or stolen items. Secure all valuables in a safe and guarded location, not in changing rooms.

The Wedding Coordinator will be on duty and is available to assist with any last minute logistical and timing details.

The couple and their wedding party are responsible for collecting all decorations and belongings and of disposing of any trash before leaving the church. Saturday weddings must be clear of LBC Facilities by 5 PM to allow for cleaning and setups in advance of Sunday morning.

Rehearsal Dinner (Available to Members Only)

Members may reserve the Fellowship Hall for a Rehearsal Dinner, free of charge. The couple can elect to hire the Custodial Services personnel to clean after the event.

Members who elect to use LBC for their Rehearsal Dinner may waive the Custodial Services and fee in favor of the member taking care of all set-up, tear down and cleaning to the specifications on the Facility Rental Procedures Checklist provided at the time of scheduling. Members who chose to hire Custodial Services must still break down any additional tables/chairs, wash any used kitchen items and remove any décor/food from the facility immediately after the event

The Custodial Services fee will be charged if any additional cleaning/tear down is performed by LBC Staff. The Wedding Coordinator is not provided for Rehearsal Dinners.

Reception (Available to Members Only)

Members may rent LBC facilities for a Reception. Due to the scale and nature of this kind of event, Receptions held at LBC require a nominal \$300 fee. Members must still break down any additional tables/chairs, wash and return any used kitchen items and remove any décor/food from the facility immediately after the event. Custodial Services will be provided as part of the Reception Rental fee, however the Wedding Coordinator and A/V are not included.

Checklist

At Time of Scheduling

- Date scheduled through Wedding Coordinator
- Officiant Scheduled Directly
- Marriage Counseling/ Officiant Application (Non-LBC Pastors/Counseling Only)
- Wedding Worksheet/Rules & Responsibilities Form
- Non-Member Wedding Application (Non-Members Only)
- Deposit made (Non-Members Only)

One Month Prior to Wedding

- Meeting with Wedding Coordinator

Two Weeks Prior to Wedding

- All fees paid
- Confirm all remaining logistical details with Wedding Coordinator