

PINN MEMORIAL GUIDELINES AND POLICIES FOR WEDDINGS

Pinn Memorial Baptist Church (PMBC) is pleased to offer its facilities for your upcoming wedding and to extend any assistance you need to prepare for this special event. If you are seeking the services of a minister, musician, soloist or consultant, the church office can provide you with names and contact information.

At PMBC we believe that the wedding ceremony is a time of worship and it is one of the most sacred ceremonies performed by the church. Our guidelines and policies are reflective of this belief and are designed to insure that your ceremony is conducted accordingly.

Pre-marital counseling is required. The pastor or his designee will provide counseling. It is suggested that such counseling begin prior to making wedding plans.

You must have a wedding coordinator to direct the rehearsal and marriage ceremony. The church will work closely with your coordinator to insure strict adherence to its wedding guidelines and policies.

PMBC staff ministers are available to conduct your wedding, but you may use any ordained minister to perform this service. The pastor must approve any minister who is not on staff at PMBC. For review and approval of the clergy person of your choice, you must submit a letter of introduction and intent to the church office. This letter must include the minister's ordination date and church affiliation.

The organist must be a PMBC staff musician. This requirement may be waived with the approval of the PMBC minister of music. Taped Music is also allowed.

The entire wedding party must wear attire appropriate for this sacred occasion and music must be sacred in nature. For example, the church will not allow low cut gowns without a covering jacket or cape. Also, secular music during the wedding ceremony is prohibited.

Your photographer and videographer must also be appropriately dressed for the church ceremony and are allowed to record the entire ceremony, except that no photographs may be taken during prayer.

At all times, it is expected that the wedding party, contractors and guests will conduct themselves in a manner respectful to the church.

Facilities/Rooms:

- Mitchell Auditorium 600 guest capacity
- Chapel 230 guest capacity
- Founders Hall 400 guest capacity (270 w/reception seating)

Reception areas are also available. See church coordinator for further information.

Décor/Staging:

- Floral arrangements, garlands and the like are welcomed
- A runner must be used for dropping of flower petals
75 ft. runner for Chapel - 100 ft. runner for Mitchell Auditorium
- Pew bows or tulle (must tie or clip on to chairs)
- PMBC has an wedding arch and kneeling bench available for use
- Dressing & waiting areas are available for the bridal party

Prohibited decorations include those that attach to walls and upholstery or have an open flame. The unity candle is the only exception.

Fees: (See checklist/fee schedule)

- Members of Pinn Memorial Baptist Church in good standing will be charged minimal fees for use of the facilities. The cost for non-members will be significantly higher. Facility fee includes audio use.
- If Rev. Jacob L. Chatman performs the ceremony, he requests a check in the amount \$ 200.00 be made payable to the Pinn Memorial Baptist Church Scholarship Fund for his services.
- Late fees may be assessed if the rehearsal or wedding does not begin at the agreed upon time.
- Fees are made payable to a minister, organist, or consultant contracted through the church must be paid in full no later than the day of the wedding rehearsal.

For further information or to schedule your wedding, please contact the church office:

Office Phone: (215) 878-2742

FAX: (215) 879-5470