

# *Weddings*

& Receptions

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# WEDDING POLICY

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The wedding ceremony at Johnson Ferry (JF) is a service of worship. It is our desire to honor God and to follow the teaching of scripture in every aspect of the ceremony. A Christian wedding reflects God's work to bring together a bride (biological woman) and a groom (biological man) into the special union of marriage in which two individuals become uniquely joined in God's sight. The wedding ceremony is a time for commitment, love, and emotion. It should be considered a high and holy time of worship and reverence as well as a time of excitement. These policies are designed to promote the sanctity of the ceremony while providing logistical understandings in making your wedding a special and meaningful time. Please read these policies carefully. Your wedding is very important to us at Johnson Ferry (JF). May God bless you as you embark on this exciting journey of marriage. Congratulations!

## General Requirements at Johnson Ferry

Johnson Ferry is committed to a Biblical standard for marriage and Gospel picture that marriage represents. Please initial below to confirm that you are aligned with this standard and desire a Gospel centered ceremony:

1. Weddings at JF or by JF pastors off campus must be between two professing Christians, one biological man and one biological woman, as designed by God and as described in Scripture.
2. We ask that couples follow the Biblical model of abstinence during this season of committing to one another. We understand that this may present challenges to some couples who reside together, but we are committed to the Gospel picture of commitment, trust, and unity that sex represents within marriage and ask couples to commit to abstinence during this season in preparation for marriage.
3. JF wants to prepare you beyond your wedding day. We ask that you participate in 6-8 hours of Christian premarital counseling that is approved by JF.
4. Members of JF and/or children of members of Johnson Ferry are eligible for member fees (see page 8). A \$200 non-refundable deposit must accompany the wedding application in order to be calendared.

## Arrangements & Wedding Directors

One of JF's Wedding Directors will be looking forward to contacting you four to six weeks prior to your ceremony. The assigned wedding director will assist you with details pertinent to planning a ceremony reflective of the wedding policy, direct the rehearsal & ceremony and provide you with proper representation during this most meaningful event. Their role is to be a liaison and representative of the church (not a bridal consultant). You will need to provide a representative to aid and assist with the wedding party/timeline for the rehearsal and day of ceremony. If there is to be a reception on site, JF Food Services will assist you with your reception planning.

## Calendar

1. All weddings must be approved on the church calendar. It is important to receive written verification of your date before proceeding with further plans. Submittal of a date does not constitute approval. The church will confirm your date by email & letter when the following criteria have been met:
  - a. A JF appointed staff member has met with the engaged couple and given pre-marital approval.
  - b. Date is confirmed on church calendar.
  - c. Deposit is received.
  - d. Confirmation of approved Marriage Preparation Counseling.
2. Weddings shall not conflict with other church activities unless otherwise approved.
3. A member requesting a Saturday wedding may submit an application no more than 12 months prior to the wedding date. A member requesting a Friday wedding may submit an application no more than six months prior to the wedding date.
4. Non-member weddings may not be scheduled more than 4 months prior to the wedding date on the church calendar. Weddings generally occur on Saturdays, holidays excluded (see Event Coordinator for a list of church holidays). Members may request a Friday evening wedding or a Sunday wedding. Below are specific guidelines:
  - Friday weddings must occur at 7 p.m.  
(No reception will be allowed on site for Friday weddings).
  - Saturday weddings can be scheduled to begin between 11 a.m. and 1 p.m. or 4 p.m. and 6 p.m. Saturday weddings must be scheduled a minimum of five hours apart to provide proper dressing, facilities and decorations for each ceremony. (Receptions for members only).
  - Sunday weddings are limited to small, private ceremonies (generally defined as less than 15 people total) and are subject both to the availability of the requested venue and the approval of the Executive Staff of JF. (No reception will be allowed on site for Sunday weddings).

## Request for Minister

1. After receiving confirmation of tentative availability, a JF appointed staff member will contact the wedding couple to schedule an appointment. If you do not hear from someone within two weeks please contact Greta Rowe.
2. Use of an ordained minister other than one of the JF staff must receive approval from Event Coordinator.

## Chapel

The Chapel has a center aisle and seats 282 guests. It will be available for decor and pictures 3 hours before the ceremony, suspending pictures 30 minutes prior allowing time for guest to arrive.

1. The church will make available at no charge communion elements, kneeling benches, pedestals, a cross and exterior rail garlands for use during the wedding upon request. The wedding party assumes responsibility for said equipment and commits to replacing or reimbursing any damage occurring while being used for the wedding.
2. No open flames are allowed except a unity candle.

## Decorations/Florist

3. The florist and caterer should adhere to the times allowed per the confirmation letter from the church. Scheduling is important due to multiple events on the same day.
4. Care should be taken to protect all church property. No tacks, staples, nails, tape, or adhesives can be used. Any attachment such as clamps used for candles or floral holders should be wrapped or taped to prevent scratching or defacing of church furniture.
5. All florists and caterer's equipment and decorations in the chapel and/or Fellowship Hall/ High School/Middle School rooms are to be removed immediately following the ceremony and/or reception. No overnight storage is available.
6. Chapel decorations and special seasonal decorations cannot be removed or rearranged.
7. No church furniture - including pianos, organs, choir chairs, or pews - may be moved.
8. JF will not be liable for any property on the premises before, during or after the wedding or its related functions.
9. For safety reasons, aisle runners are not allowed.
10. Pew and window candles are considered to be a fire hazard and are not to be used. Candles are not allowed on baptistery and altar railing ledge or behind choir loft. All candles used must be mechanical dripless with the exception of the center unity candle.

## Bride's Room

The Bride's Room will be available for the bridal party 3 hours before the ceremony for Friday and Saturday weddings. 2 hours before ceremony for Sunday weddings.

1. Personal belongings must be removed from bride's room 1 hour after the ceremony or two hours if there is a reception at the church. JF is not responsible for items left behind.
2. Clear liquids and light colored snacks are permitted in the Bride's Room.

## Music

1. A ceremony of marriage is a traditional service and the music must be reflective of established practice and highest ideals of the church.
2. Music used in connection with the ceremony must be in keeping with the sacredness and dignity of the wedding service. The music should be something that would fit in a service of worship at JF.
3. Words and melody should appeal to the highest ideals of Christian faith. Lyrics must be without question in their reference to God being central in the ceremony. Words also must not contradict established doctrine of JF.
4. All instrumental music and vocal selections must feature live musicians rather than digital. Musicians should attend the wedding rehearsal to aid the family in feeling comfortable with music cues.
5. Proposed vocal selections complete with music and lyrics must be emailed, mailed or delivered to Greta Rowe, Event Coordinator, no later than one month before the wedding. All other musical selections shall be approved through Greta Rowe.

## Rehearsal

1. Rehearsal time must be requested when scheduling the wedding, and requires approval on the church calendar.
2. As multiple rehearsals may occur on the same evening, rehearsal time is limited to one and one-half hours.
3. The wedding director shall direct the rehearsal on behalf of the church and assist the wedding party as appropriate. The JF Wedding Director will be present and guide the proceedings in accordance with church policy.



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## Miscellaneous

1. Fire regulations will be observed at all times.
2. No smoking anywhere inside buildings.
3. Throwing of rice, confetti or flower petals (real or fake) during any part of the wedding or reception is prohibited due to slip hazards created on hard surfaces and difficulty of clean up. Suggested alternatives to be used outside only are bird seed or bubbles.
4. The person who signs the agreement is responsible for adherence to the wedding and church reception policies and for any damages.
5. The church can make no provision for organized childcare during weddings. Classrooms and other meeting areas are not to be used by the wedding party for childcare purposes. Please make other arrangements off campus for children requiring care and/or supervision.
6. Since the wedding ceremony is a worship service, please select clothing for the wedding party that is appropriate to the sanctity of the occasion.
7. Videos or slide presentations before or during the wedding ceremony are prohibited in the Chapel.
8. No food or beverage is allowed in the lobby of the chapel, as well as inside.

## Fees

JF does not charge any building use fees to its members or their children for the wedding ceremony. There are associated fees, however, for personnel and reception area costs. Please note the fee sheet for required fees. These fees are due six weeks prior to the wedding and should be directed to the attention of the Events Coordinator. Non-members of JF are charged a building use fee as well as normal personnel fees as listed on the fee sheet. The fee sheet may be reviewed and updated on an annual basis by the Personnel Committee. Honorariums for the minister are encouraged, but are discretionary and should be given on the day of the wedding.





## Photographs

**NOTE:** It is the bride's responsibility to notify the photographer of these policies.

1. As the wedding ceremony is a service of worship, no flash photography is allowed during the ceremony. Flash photography is only permitted during the processional and recessional.
2. All photographers / videographers / assistants are asked to dress professionally in black attire.
3. Time exposure photography and/or video recording during the ceremony may occur from the balcony or from the sides of the Chapel at stationary locations where the photographer is not noticeable. The photographer/ videographer may not stand on the stage during the ceremony. Please remind your photographer to "quiet mode" cameras.
4. All photography done in the Chapel prior to the ceremony must be completed at least 30 minutes before the wedding is to begin.

# WEDDING FEES

## Ceremony Fees for JF Members

Totals include personnel fees for the time invested by the Wedding Director and the audio-visual technician. NOTE: Members of JF are not charged for use of the facility. The fees listed for non-members; however, do include the facility fees.

Chapel \$600

## Ceremony Fees for Non-Members

Totals include personnel fees for the time invested by the Wedding Director and the audio-visual technician as well as the facility fee. An honorarium may be given to the minister at the couple's discretion.

Chapel \$2,500

## Facilities Use Fees for Receptions

(Members only) No non-member receptions.

\$400	Magnolia Room
\$450	Fellowship Hall
\$600	Magnolia Room & Fellowship Hall
\$600	Middle School Room
\$675	High School Room

## Johnson Ferry Food Service Catering

Once approval is received for a reception, coordinate with the Food Service Director. An advance payment of 50% is required eight weeks prior to the event with the remaining 50% due three weeks prior to wedding. When using Johnson Ferry Food Services, the Food Service Representative fee and kitchen deposit are not required.

Outside Catering (Must meet with Food Services Director to discuss.)



# WEDDING RECEPTION

(for Johnson Ferry members only)

## Location

1. Receptions permitted in the Fellowship Hall, Magnolia Room, High School Room and Middle School Room.
2. Maximum time for reception locations is six hours, including set-up and clean-up. Set-up may begin three hours prior to ceremony. Remaining three hours are for the reception and clean-up. The High School/Middle School Room must be vacated three hours after the wedding ceremony not to exceed 5 p.m. Fellowship Hall/Magnolia Room must be vacated three hours after the wedding ceremony not to exceed 9pm. (Ceremony and photography time allotment is one hour.)
3. High School/Middle School Room Receptions
  - a. Saturday receptions of 100+ may occur in the High School/Middle School Room if the wedding ceremony occurs between 11am—1 pm Evening receptions are not allowed due to preparation requirements of Facilities staff for Sunday activities.
  - b. Other groups may be meeting in the opposite side of the High School/Middle School Room during your event.
  - c. Outside caterers will not have access to the church kitchen/kitchenette. A staging area may be provided upon request.
  - d. High School/Middle School Rooms are to be used "as is." Gaming equipment and furniture may not be moved nor is gaming equipment available to use during receptions. Stage "sets" may not be moved or adjusted. Staging is changed periodically and may not be the same as when previewed. Likewise, large equipment such as dance floors may not be brought in.



## Food

1. Johnson Ferry Food Service Catering:  
Johnson Ferry Food Service may be available to cater receptions of 75+ people subject to approval and calendar availability. Contact the Food Service Director regarding reception needs.
2. Outside catering companies may be used if Johnson Ferry Food Services is not available.
  - a. Caterer must meet with Food Service at least three weeks prior to the wedding day. To coordinate, contact Food Service by emailing [Food.service@jfbcc.org](mailto:Food.service@jfbcc.org).
  - b. The caterer is responsible for all clean up including trash gathering. A portion of the church kitchen may be used as a staging kitchen only (not for preparation) for receptions in the Fellowship Hall and Magnolia Room only.
  - c. A \$250 deposit will be required to insure timely clean-up, and cover any damages incurred. The entire deposit will be forfeited if these conditions aren't met.
3. No alcoholic beverages of any kind may be used.

## Facilities

The church can provide the following equipment as available:

- 60" round tables (with chairs); 6 ft. serving tables (maximum 8 for serving); additional chairs for perimeter seating upon request
- Sound system
- Rooms must be used "as is", no dance floors, etc.,

# JF RECEPTION AGREEMENT

(For Johnson Ferry members only)

I hereby understand and agree to abide by the regulations set forth by Johnson Ferry concerning use of their Fellowship Hall/Magnolia Room/High School Room/Middle School Room/kitchen facility. I take full responsibility for the cleanup, condition of equipment after the function and the conduct of any person employed by/working for myself. I also understand the following:

1. NO ALCOHOL and/or SMOKING is permitted on the premises. (Including punches containing any degree of alcohol.)
2. The church furnishes only tables and chairs in limited quantities.
3. The church kitchen is not to be used for food preparation. The galley portion of the kitchen is available to warm food, wash dishes and provide a staging point for service. China, utensils, serving utensils, towels and other kitchen supplies are not available for use. The kitchen is only available for Fellowship Hall/Magnolia Room receptions. Outside caterers will not have access to the kitchen nor kitchenette for receptions in High School/Middle School Room.
4. The kitchen and reception area shall be available for a total of six hours including set-up and clean-up. Facility should be vacated 4 hours after the wedding ceremony start time; not to exceed 5 p.m. in the High School/Middle School Room and 10 p.m. in the Fellowship Hall/Magnolia Rooms.
5. The kitchen must be left clean and orderly upon departure, including the gathering of all trash to appointed location.
6. An advance payment for Johnson Ferry Food Service catering of 50% will be required eight weeks prior to event with remaining 50% due three weeks prior to wedding.
7. Caterer should retain copy of this agreement of his/her records.

Bride \_\_\_\_\_ Phone \_\_\_\_\_

Caterer \_\_\_\_\_ Phone \_\_\_\_\_

Reception Date & Time \_\_\_\_\_

Anticipated Attendance \_\_\_\_\_

Bride's Signature \_\_\_\_\_

Approved Caterer's Signature \_\_\_\_\_

Mail deposit, reception agreement and floor plan to: Johnson Ferry Baptist Church  
Attn: Greta Rowe  
955 Johnson Ferry Road  
Marietta, Georgia 30068

—○ JF WEDDING APPLICATION ○—  
(1 of 3)

**Bride**

Name \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Email \_\_\_\_\_ Cell Phone \_\_\_\_\_  
Attended Church \_\_\_\_\_

**Parents of Bride**

Name \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Email \_\_\_\_\_ Cell Phone \_\_\_\_\_  
Attended Church \_\_\_\_\_

**Groom**

Name \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Email \_\_\_\_\_ Cell Phone \_\_\_\_\_  
Attended Church \_\_\_\_\_

**Parents of Groom**

Name \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Email \_\_\_\_\_ Cell Phone \_\_\_\_\_  
Attended Church \_\_\_\_\_

# JF WEDDING APPLICATION

(2 of 3)

## Wedding Requests

Ceremony Date \_\_\_\_\_ Time \_\_\_\_\_

Rehearsal Date \_\_\_\_\_ Time \_\_\_\_\_

Minister Choice(s) \_\_\_\_\_

Outside Minister(s) \_\_\_\_\_ Cell \_\_\_\_\_

\_\_\_\_\_ Cell \_\_\_\_\_

\_\_\_\_\_ Cell \_\_\_\_\_

### Available Counseling Times

Mon. - Fri. (9am—5pm)       Wed pm       Other \_\_\_\_\_

Reception Location \_\_\_\_\_ Time \_\_\_\_\_

JF Members:     Yes     No      Anticipated Number \_\_\_\_\_

### Music

Instrument \_\_\_\_\_ Vocalist \_\_\_\_\_

Other \_\_\_\_\_ Cell \_\_\_\_\_

Email \_\_\_\_\_

### Caterer

Name \_\_\_\_\_ Cell \_\_\_\_\_

Email \_\_\_\_\_

### Florist

Name \_\_\_\_\_ Cell \_\_\_\_\_

Email \_\_\_\_\_

### Decor

Name \_\_\_\_\_ Cell \_\_\_\_\_

Email \_\_\_\_\_

# JF WEDDING APPLICATION

(3 of 3)

Each initial  
blanks by #(s)

- \_\_\_\_\_ \_\_\_\_\_ 1. Weddings at JF must be between two professing Christians, one biological man and one biological woman, as described in Scripture.
- \_\_\_\_\_ \_\_\_\_\_ 2. Some couples approach JF for their wedding while they share the same residence. As an expression of their commitment to Christ and their witness to those that do not know Christ, we will delay confirmation of a couple's wedding request until they establish separate residences. We expect both Christian believers to be relating to each other in sexual purity during their engagement.
- \_\_\_\_\_ \_\_\_\_\_ 3. In addition to meeting with a JF appointed staff member, participation in Marriage Preparation Counseling is required. Contact [families@jfbc.org](mailto:families@jfbc.org) for more information.

We have each read and checked all requirement as well as read the wedding packet for policies and rules concerning weddings and receptions at JF, and we agree to abide by each of them.

Bride Signature

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Groom Signature

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We will confirm receipt of your signed application and deposit by email.  
Please mail this application with your \$200 deposit to:

Johnson Ferry Baptist Church  
Attn: Greta Rowe  
955 Johnson Ferry Road  
Marietta, Georgia 30068

Or you may leave it with one of the receptionists in the Atrium.  
Attention: Greta Rowe

IMPORTANT: Please notify us at 678.784.3066 if bride's phone # changes before wedding