

## **Kettering Seventh-day Adventist Church Wedding Policy and Guidelines**

3939 Stonebridge Road, Kettering, OH 45419  
p. 937.298.2167  
f. 937.298.7839  
e. [office@ketsda.org](mailto:office@ketsda.org)  
w. [www.ketsda.org](http://www.ketsda.org)

Revised 2015

### **Table of Contents**

Audio/Visual Arrangements .....	4
Church Facilities .....	2
Clean-Up .....	6
Damage to Facility.....	6
Farewell to Bride and Groom.....	6
Fees .....	7
Floor Plan .....	3
Flowers, Candles, Decorations....	6
Food and Drink.....	5
Honorariums .....	7
Introduction .....	2
Music Arrangements.....	4
Opening/Closing of the Facility...	5
Photography/Videography.....	5
Rehearsals .....	5
Reservation Confirmation .....	8
Smoking.....	6
Wedding Contract & Info Sheet ..	9

## Introduction

A wedding is an official and spiritual announcement of commitment, a celebration of love shared between two people. It is also a major production and requires thought, planning, and a great deal of loving care. Since a wedding is a beginning, you will want it to go as smoothly as possible.

Your selection of the Kettering Seventh-day Adventist Church for your wedding gives you opportunities for a variety of services and settings for your reserved date. The church is reserved for Christian weddings only.

This document will acquaint you with what the church can offer to assist you in planning your wedding. Please read this document carefully and share it with those who are helping you plan your wedding so that your expectations and the use of the facility, including equipment and services, are clearly understood by those concerned. Please work closely with the Church Wedding Liaison who can answer questions that may arise.

### Wedding Liaison/Coordinator

In recognition of the multitude of details concerning the use of this facility, the church has arranged for the appointment of a *Church Wedding Liaison* who has the responsibility for helping your wedding and the use of the church facilities to function smoothly. The Church Wedding Liaison does not serve as a Wedding Coordinator. If you do not have a Wedding Coordinator, we will provide one for you for an additional fee of \$100. If you have a Wedding Coordinator, that person will work with the Church Wedding Liaison.

### Reception Liaison/Coordinator

Large sit-down receptions require additional time and the support of a reception coordinator. This can be discussed at the time you meet with the Church Wedding Liaison. In recognition of the multitude of details involved, the church has arranged for the appointment of a *Church Reception Liaison* who has the responsibility for helping your reception and the use of the church facilities to function smoothly. The Church Reception Liaison does not serve as a Reception Coordinator. If you do not have a Reception Coordinator, we will provide one for you for an additional fee of \$100. If you have a Reception Coordinator, that person will work with the Church Reception Liaison.

### Facility Reservation

In selecting Kettering Church for your wedding, please request a specific date as far in advance as possible by calling the church office at (937) 298-2167. After the date is approved by the Pastoral Staff, the person requesting the reservation will be notified of the availability of the facility.

Reservations are confirmed upon receipt of the completed Wedding Contract (see page 9 & 10) and the facility fee deposit. *Complete payment is due 60 days before the wedding.*

### Pre-Marital Counseling

The Pastoral Staff at Kettering recognize the responsibility involved in establishing a new home. Couples who are being married in the church are required to complete premarital counseling. This is also required by the State of Ohio. If a minister other than a member of the Pastoral Staff is conducting your marriage ceremony, notify the Church Wedding Liaison who will be conducting your premarital counseling and officiating at your wedding.

## Church Facilities *(See floor plan on next page)*

**Sanctuary** — The sanctuary seats approximately 950 people—550 on the main floor and 180 in the balcony. The sanctuary does not have a center aisle but offers two aisles. Usually the south aisle is used for processing, and the north aisle for recessing. The aisles are constructed of slate and are approximately 80 feet long. The use of aisle runners for the processional is strongly discouraged because the slippage of the material on the slate floor increases the risk of falling.

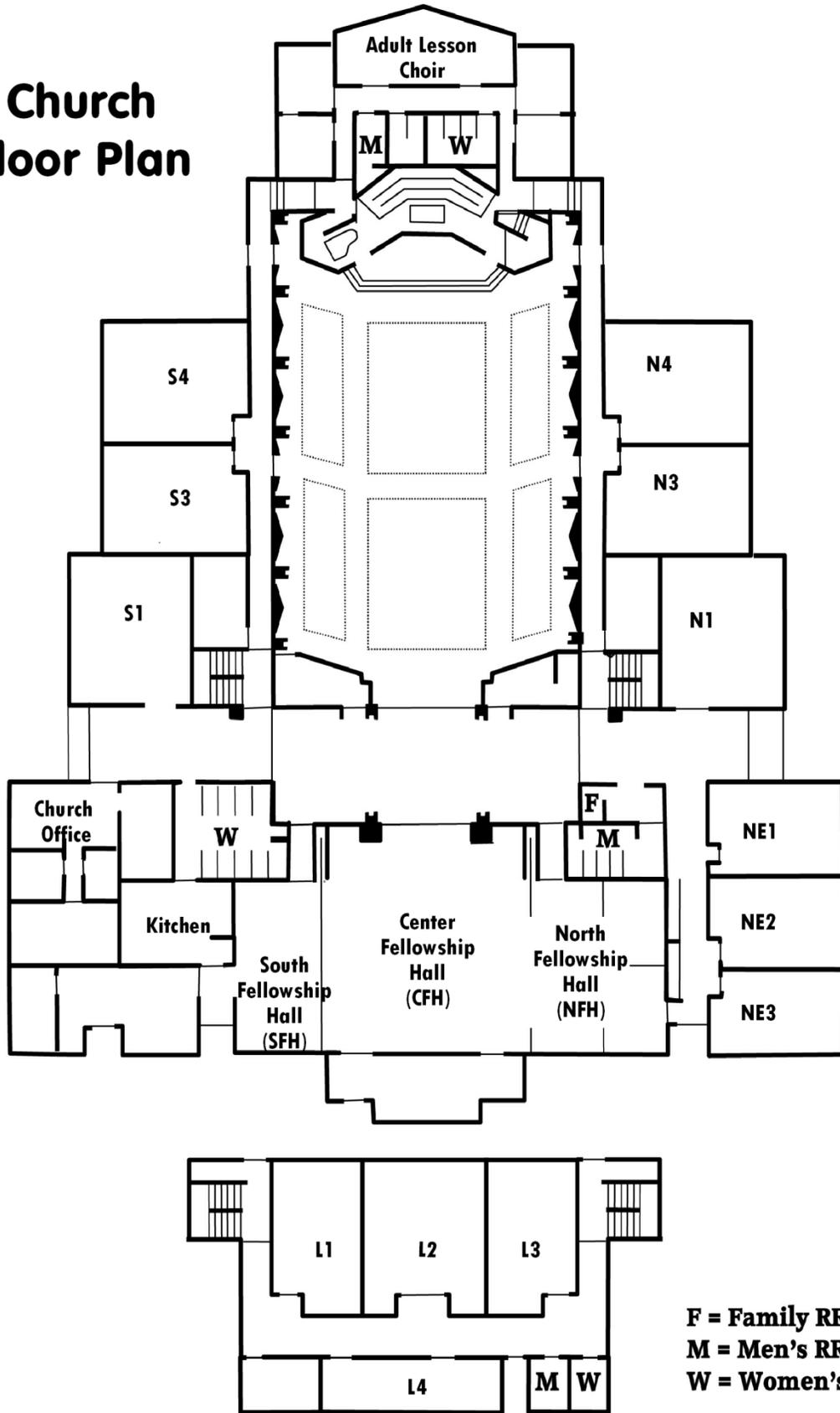
The front of the sanctuary has a wide-stepped platform. Platform furniture can be moved only with the permission and supervision of the Director of Worship & the Arts.

**Pipe Organ** — The pipe organ is located at the front of the sanctuary. (Music and music coordination is discussed under Music Arrangements, page 4.)

**Center Fellowship Hall** — The Center Fellowship Hall seats approximately 100 (in chairs, not pews) and can provide for a smaller, more intimate and less formal wedding.

**Dressing Rooms** — Two classrooms are made available for use as dressing rooms. S1, opposite the church office, is reserved for the bride and her attendants. N1 is reserved for the groom and his groomsmen. Wall-mounted coat racks have been installed behind the door in each room for hanging wedding and/or personal garments. The rack in the Bride's dressing room is high enough to allow for floor-length garments. Full-length mirrors will be made available in each dressing room.

# Church Floor Plan



**Rest Rooms** — Each dressing room has rest rooms nearby. The women's rest rooms are across from room S1. The men's rooms are across from room N1. The wheelchair accessible rest room is beside the men's room. For the privacy of the Wedding Party and the safety of their personal belongings, rest rooms are not to be used as dressing rooms.

**Fellowship Hall** — The Fellowship Hall is composed of three sections: North, Center, and South. All three sections or two of the three sections can be used for a reception. The South Fellowship Hall is adjacent to the kitchen and is usually used as a serving or "holding area" if serving takes place in Center Fellowship Hall.

The City of Kettering Fire Code limits table seating to approximately 250 guests when the folding pocket doors between the three sections of the Fellowship Hall are opened so that exits are not blocked. For lighter refreshments such as cake and punch, chairs can be arranged for casual seating.

**Tables and chairs:** The church has approximately 36 six-foot tables that can seat eight people per table and 300 matching chairs. Five tables measuring 8 feet by 36 inches are available for serving and accommodate catering-sized serving pieces. Two 48-inch round tables are generally used for cake and punch. We also have ten 60-inch round tables for dining. These seat eight people per table.

**Kitchen** — The kitchen has a commercial gas range with 10 burners and two ovens, two microwave ovens, a heated holding cabinet, one double commercial refrigerator, one freezer, commercial dish waster and ample counter space for food preparation. We do not have an ice machine. Please plan to purchase party ice for your needs. The Church Wedding Liaison and/or Church Reception Liaison will acquaint you with the serving pieces, equipment, and utensils that are available for a reception. Note: If the rehearsal dinner is requested to be held at our facility, please arrange details with the liaison.

**Tablecloths and skirting:** Please check with the Reception Liaison concerning tablecloths and skirting for the *servicing* tables. Tablecloths need to be commercially laundered and returned to the church before the next Sabbath. Tablecloths are not available for the *dining* tables but can be rented from local party rental stores.

**Time allotment** — Eight (8) hours will be designated for the wedding and reception, including pre-wedding ceremony activity. Please plan for your reception activity setup and cleanup not to exceed a reasonable block of time. For instance, all-night decorating for receptions is not permitted.

## Music Arrangements

The Director of Worship & the Arts is a full-time member of the Pastoral Staff. He will help you arrange for music for your wedding. This includes scheduling rehearsal and practice time for organists and soloists. It is also his responsibility to see that the organ and piano are in tune and that the chancel area is in proper order.

The size and acoustical properties of the Sanctuary can present performance challenges. Consequently, all music selections must be discussed with and/or approved by the Director of Worship & the Arts. The church strongly discourages the use of recorded accompaniment tracks. While Kettering Church has a tradition of using primarily sacred and/or classical music, some exceptions may be made to include contemporary music that is appropriate for a sacred service such as a wedding. All vocal and instrumental selections must be approved by the Director of Worship & the Arts.

The church has a very large and unique pipe organ, one of the largest in Ohio. The Director of Worship & the Arts is generally expected to play all weddings in the Sanctuary or to recommend or approve a knowledgeable substitute who has the skill level needed to play the church organ. If the reserving party wishes to use another organist, arrangements must be made with the Director of Worship & the Arts.

Fees for the organist and other musicians are the responsibility of the wedding couple. (See Honorariums/Fees for suggestions on appropriate honorariums for these participants.)

## Audio/Visual Arrangements

The church has an approved list of Front of House (FOH) Audio Engineers & FOH Computer Technicians to help facilitate A/V needs (microphones, slides, Power Point, CD's and DVD's) during your ceremony. Arrangements for an Audio Engineer/Computer Technician should be made when the bride and her Wedding Coordinator meet with the Church Wedding Liaison. If the wedding party needs A/V support (microphones, slides, Power Point, CD's and DVD's) for the reception, please discuss this with the Church Reception Liaison, as trained personnel are required to operate the system in the Fellowship Hall. The fee for a FOH Audio Engineer, FOH Computer Technician, and Fellowship Hall A/V Technician is included in the facility fee for each venue.

### Multi-Camera Video Recording Package

For a fee, the wedding party can add our Multi-Camera Video Recording package to the A/V support already included in the regular facilities fee. The Multi-Camera Video Recording includes a produced film of your wedding event from the 3 camera angles currently installed in our Church (Left, Center, and Right mounted towards the middle-rear of the church). This video recording will be

available for digital download following the wedding, and a live stream of your wedding ceremony will also be available to your guests not in attendance. The fee associated with this add-on package includes the honorarium for the 6 technical operators required to operate the equipment during your ceremony, as well as upkeep costs, pre and post production costs, and streaming bandwidth data costs. This video package is only available for Wedding Ceremonies held within the Kettering SDA Church main Sanctuary, and is not available for rehearsals or receptions. The fee for non-Kettering SDA Church members is \$400. The fee for Kettering SDA Church members is \$300.

## Opening/Closing the Facility

Following is a suggested time for having the Church Wedding Liaison open and close the facility:

- Open 3-4 hours before the ceremony for dressing, photography, flower and cake delivery, etc.
- Close 2-3 hours (approximately) after the ceremony and/or the end of the reception.

Note: The bridal party should plan to have hair styling and professional make-up done elsewhere and not at the church, as that would add several additional hours to the time needed in the facility.

## Photography/Videography

No photography will be permitted in the Sanctuary that would detract from the sacredness of the ceremony. We encourage taking group photographs before the ceremony. Group photographs should be concluded at least one hour before the wedding.

Flash photography is allowed up through the processional. No flash photography may be used during the ceremony. Photographers should be advised of these guidelines prior to the wedding day.

Please include the following statement (or something similar) in your printed wedding program:

*We kindly request no flash photography during this sacred service.*

OR

*Please do not use flash photography during this sacred service.*

Video recording is permitted during the ceremony, with certain restrictions such as the number of people video recording and locations. Please consult with the Church Wedding Liaison concerning appropriate video recording locations.

## Rehearsals

All members of the Wedding Party and others present at the rehearsal are asked to remember that the rehearsal, though an informal occasion, is taking place in the Sanctuary. Appropriate dress and conduct are requested.

One and one-half (1½) hours are allotted for the wedding rehearsal. In order to expedite the rehearsal, the bride is to supply enough copies of the wedding program for all involved in the ceremony.

Rehearsals are generally scheduled for the Friday before the wedding. However, if the rehearsal needs to be held on Saturday evening, it can be scheduled to begin one-half hour before sundown. We have found it helpful to schedule a brief, 15-minute devotional conducted by the officiating minister at this time. A quiet, reflective time not only provides an appropriate ending to the Sabbath, but it also results in having all members of the Wedding Party present in time to start the rehearsal shortly after sundown.

Rehearsals that go beyond 1 ½ hours may result in a \$25.00 overtime charge.

## Food and Drink

We recommend that your Wedding Coordinator or your Reception Coordinator arrange for fruit juice, cups, bottled water and light snacks to be available in each dressing room for members of the Wedding Party. Fruit juice and a snack prior to the ceremony can keep blood sugar levels stable during this very exciting and hectic time and reduce the risk of fainting during the ceremony.

Food and beverages are allowed only in the Fellowship Hall and kitchen, except for the recommended fruit juice and snacks for members of the Wedding Party in the designated dressing rooms prior to the ceremony. The narthex (the area immediately outside the Sanctuary) may not be used for beverage service.

In keeping with the health standards of the Seventh-day Adventist Church, if the wedding or reception will have a non-vegetarian menu, only "clean meats" may be included. Check with the Reception Liaison for more details.

No food or beverages are to be placed on the piano in the Fellowship Hall. If needed, a small table can be made available for the reception pianist or other musician(s) to have food and beverages conveniently at hand.

No alcoholic beverages are permitted anywhere on the church premises.

## Smoking

The church is a smoke-free facility. Receptacles are available at the north and south entrances so that guests may extinguish smoking materials before entering the church.

## Flowers, Candles, Accessories and Decorations

Flowers should be delivered to the church at a pre-arranged time the day of the wedding.

**Rental equipment** — Please request a Friday morning delivery (by 12 noon) of any equipment for the wedding or the reception. The church office closes at noon on Fridays. Pick-up should be scheduled for Monday morning. The church office opens at 9 am.

**Candles** — The reserving party is responsible for furnishing any candles used during the ceremony. The church has 30 Chavel Mechanical Dripless Candles, available through the Church Wedding Liaison or the Director of Worship & the Arts for use on the Sanctuary platform. Candles used on the platform railings require some kind of protection to protect the wood from wax (Ex. small clear plastic plates).

**Pew candle stands** — Twenty (20) wood and brass pew candle stands with globes are available for an additional fee of \$50 to cover setup, take-down and cleaning. The candle stands require 10-inch white mechanical candles.

**Candle lighters** — Two brass and wood candle lighters are available at no extra charge.

**Unity candle table** — A narrow, 60-inch long table, with full-length white tablecloth, is available at no extra charge.

**Decorations** — All decorations of the Sanctuary or Fellowship Hall must be approved by the Church Wedding Liaison. Floral clips or chenille twists (available from your florist) are to be used to fasten bows, greenery or other decorations to the pews. Absolutely no thumbtacks, pins, Scotch or masking tape are to be used in the Sanctuary.

**Existing decorations and furnishings** — No existing decorations or furnishings in the Sanctuary are to be rearranged or removed without the permission of the Church Wedding Liaison. The same is true for decorations and/or furnishings in the narthex, foyers and Fellowship Hall.

## Damage to Facility and/or Its Contents

The expense for the repair or replacement of any damage to the facility and/or its contents is the responsibility of the reserving party.

## Farewell to the Bride and Groom

To simplify clean-up following the departure of the bride and groom, no rice, bird seed, bubbles or confetti should be thrown inside the church. Please inform all members of the Wedding Party and immediate family about this restriction.

For the traditional farewell outside the church, please use grass seed, bird seed, biodegradable confetti or “celebration bubbles” (available from party supply stores). Due to environmental concerns, no rice is to be used. Absolutely no Silly String or similar product is to be used anywhere on the premises. Not only is it flammable, but it is also difficult to clean off concrete and asphalt. The reserving party would be responsible for clean-up of such material.

CAUTION: Please ask your Wedding Coordinator to advise members of the Wedding Party and guests to throw seed or biodegradable confetti up and over the bride and groom rather than at them. Otherwise, painful and serious eye injuries can occur that require emergency room treatment.

## Wedding Clean-Up

It is a basic sign of respect to “leave the facility the same as (or better than!) you found it”, so we are providing the following check list to follow so all parties are satisfied with the experience.

- ✓ Vacuum the narthex and foyers, if necessary.
- ✓ Sweep the area used by the traditional leave-taking of the bride and groom free of bird seed at north or south entrance, if necessary.
- ✓ Take rented equipment from the sanctuary, fellowship hall, kitchen, etc., and place it in housekeeping (the room to the left of the kitchen where paper supplies are kept). Leave a note on the equipment stating who is to pick it up and when. *Reminder, equipment should be picked up on the first working day after the wedding. The church will not be responsible for damaged or missing rental equipment.*
- ✓ Check all rooms used during the event for leftover items (dressing rooms, formal portrait taking areas, restrooms, etc.):
  - Remove any personal items (clothing, handbags, personal items, etc.).

- *Paper* trash in each room should be placed in the room's trash container.
- *Food and beverage* trash should be discarded in the kitchen trash containers.
- Vacuum as necessary.

## Honorariums and Fees to be Paid Directly to Performer

You should always discuss fees with the organist, musician(s) and soloist(s) at the time you request their services. However, the following guidelines may be helpful (fees are subject to change, so please verify you have the most recent schedule):

**Organist** — The suggested fee for the organist is \$300.00. This includes the time spent with you in selecting your music and in playing for the rehearsal and the wedding.

**Musicians** — The fee for professional instrumentalists can range anywhere from \$50 to \$200, depending on the amount of music being performed and the usual fee of the artist.

**Vocalists** — Fees for vocalists vary. The Director of Worship & the Arts can advise you on appropriate remuneration.

**Officiating Clergy** — Please make note of the member and non-member fees:

Members: The clergy honorarium for members of the Kettering Church who are being married by a member of the Pastoral Staff is \$75-\$100. This includes time spent in pre-marital counseling\*, attendance at the rehearsal and officiating at the wedding.

\*A separate fee is charged for professional scoring of the personality inventory taken during pre-marital counseling. This fee must be paid at the time the inventory is mailed to the scoring organization.

Non-members: The clergy honorarium for non-members who receive pre-marital counseling from a member of the Pastoral Staff is \$150. If the pre-marital counseling is received elsewhere, the fee is \$75.

**FOH Audio Engineer & FOH Computer Technician** — The fee for the AV technician is included in the facility fee. This includes their services during the rehearsal and the ceremony. Please discuss with the Reception Liaison if A/V support will be needed in the Fellowship Hall for a reception as those fees are included in that facility fee.

**Church Wedding Liaison and Assistants** — The Church Wedding Liaison is given a token honorarium by the church. The bride may wish to give an honorarium as well for all the personal time spent in planning for the event and her presence and support on your wedding day. Due to the size of the facility, an Assistant Church Wedding Liaison will also be present during the rehearsal and the ceremony. The Church Wedding Liaison can, for an additional fee (\$50-\$100), serve as your wedding coordinator if you do not have one.

**Church Reception Liaison and Assistants** — The Church Reception Liaison is given a token honorarium by the church. The bride may wish to give an honorarium as well for all the personal time spent in planning for the event and her presence and support on your wedding day. Due to the size of the facility, an Assistant Church Reception Liaison may also be present during the reception. The Church Reception Liaison can, for an additional fee (\$50-\$100), serve as your reception coordinator if you do not have one.

## Fees to be Paid to Kettering Seventh-day Adventist Church

**The Facility Fee** covers the use of the facility, including a light cleaning to prepare the church for your wedding, i.e., rest rooms, foyers, narthex, and glass entrance doors. *Note*: The difference between member fees and non-member fees considers that it is expected members are already donating regularly to church budget, which assists with maintenance and upkeep of the facility.

Wedding and Reception: This fee covers the use of any of the following: Sanctuary, sound system, organ, Steinway piano, candle lighters, dressing rooms, fellowship hall, tables and chairs, kitchen, cooking and serving utensils, Baldwin piano in Center Fellowship Hall, limited tablecloths and skirting for serving tables, sound system in fellowship hall.

Member: \$500

Non-Member: \$600

Wedding Only: This fee covers the use of all of the items listed above with the exception of the fellowship hall, tables and chairs, kitchen and cooking/serving utensils.

Member: \$250

Non-Member: \$300

Reception Only: This fee covers the use of any of the following: Fellowship Hall, tables and chairs, kitchen, dressing rooms (if needed), Baldwin piano in Center Fellowship Hall, cooking/serving utensils, some table skirting is available for serving and punch tables.

Member: \$350

Non-Member: \$400

Pew Candle Stands: as noted on page 5.  
\$50

Multi-Camera Video Recording Package: as noted on page 4.  
Member: \$300  
Non-Member: \$400

Deposit: The deposit on the Facility Fee is \$100, due at the time the reservation is made and should be mailed with the completed Wedding Contract pages. The remaining amount can be paid in increments of \$100, monthly, so long as the full amount has been paid 60 days before the date of the event.

## Reservation Confirmation

We are pleased that you have chosen the Kettering Seventh-day Adventist Church for your wedding and/or your reception. We are here to serve you and to add that extra touch to one of the most important events in your life.

Please complete the following **Wedding Contract and Information Sheet** and return it, with your deposit, to the church administrator promptly so we can complete the reservation process and begin planning for your event.

## Wedding Contract and Information Sheet

	Bride	Groom
Name		
Address		
City/St/Zip		
Mobile Phone		
Home Phone		
Work Phone		
Email address		
Member of Kettering?		

Wedding date		
Time ceremony begins		
Arrival time on wedding day		
Rehearsal date		
Time rehearsal begins		
Date of decorating		
Time decorating begins		
Officiating Minister		Phone

*If Minister is not Kettering Pastoral Staff, please include address, phone number and email*

Address 1	Address 2	email
Premarital Counselor		
Organist		
Musician(s)		
Soloist(s)		
Wedding Coordinator/Phone		
Church Wedding Liaison/Phone		
Reception Coordinator/Phone		
Church Reception Liaison/Phone		
FOH Sound Technician/Phone		
Caterer/Arrival date & time		
Cake/Arrival date & time		
Florist/Arrival date & time		
Photographer/Setup & start times		
Rented equipment arrival date/time		
Rented equipment pickup date/time		
Number in bridal party		
Wedding Colors		
Expected number of guests		

Please fill in amounts for all items requested, then total at the bottom:		
Wedding and Reception (M: \$500/NM: \$600)		
Wedding only (M: \$250/NM: \$350)		
Reception only (M: \$350/NM: \$400)		
Pew Candle Stands (\$50)		
Video Recording Package (M: \$300/NM: \$400)		
Total:	\$ -	<u>Dates paid/Chk #</u>
Deposit:	\$100	
Addl. Pmt:		
Addl. Pmt:		
Addl. Pmt:		
Final Payment:		
Final payment due date:		

### Final Notes

**The reserving party is responsible for the clean-up** following a wedding and a reception. Please refer to the *Wedding Clean-Up* section beginning on page 6.

**Kettering Seventh-day Adventist Church is not responsible for valuables** left in the facility during the wedding and/or reception. Clothes, purses, wallets, etc. are the responsibility of the wedding party and should be kept with them or in their cars, etc.

If any arrangements are desired that have not been referenced above, please speak with the Church Wedding Liaison.

**I have read the Wedding Policy and Guidelines and agree that our party will abide by them.**

\_\_\_\_\_  
Signature of person making reservation

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Bride

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Groom

\_\_\_\_\_  
Date