

A wedding is a sacred occasion and a wedding in God's house is a Christian ceremony. Thomasville Road Baptist Church wishes to offer the full benefit of the church's ministry to its members and we share your desire in wanting it to be beautiful and perfectly executed. Unfortunately, we do not permit non-members to be married at Thomasville Road Baptist Church due to the number of events that take place on campus.



For our members who would like to get married at TRBC, here are some basic guidelines we would ask you to follow or be aware of:

RESERVATION OF FACILITIES

Set the date and reserve the time on the church calendar as early as possible by the contacting the church office at 386-4288. Include the rehearsal and reception date and time. This date(s) will be placed as "Tentative" on the church calendar pending staff approval and payment of the Damage Deposit. Please note your date will NOT be considered "Firm" on the TRBC church calendar until:

1. You have submitted an Event Request Form. (Please complete one Event Request form for the rehearsal and rehearsal dinner and another for the wedding and wedding reception, for a total of two forms). The Event Request Form is available at www.thomasvilleroad.org. Click on the word "FORMS" in the lower right hand corner.
2. This date has been cleared with TRBC staff and it has been cleared with the pastor performing the ceremony.
3. Your refundable damage deposit of \$250.00 has been paid.

PASTOR

The bride and groom must schedule the wedding with their minister. If a minister other than a pastor of TRBC is desired to officiate the ceremony, he must be cleared with the Senior Pastor of TRBC.

PRE-MARITAL COUNSELING

If the wedding is to be conducted by one of our pastors, you are asked to arrange for pre-marital counseling with our on-site counselor, Dr. Shelley Todd. Associated fees are:

Four sessions at \$85.00 each, payable at the time of the session, cash or check only. After completion of your pre-marital counseling with Dr. Todd, she will submit a report to the minister officiating the ceremony for his information.

WEDDING COORDINATOR

TRBC requires that you contact our office regarding meeting with one of our designated Wedding Coordinators. The Coordinator is familiar with the wedding policies and procedures of TRBC and will be the primary liaison between the couple and the church. Please see the Fee Schedule for fee information.

MUSIC

All wedding must be pre-approved by our Minister of Music. TRBC does not furnish musicians. However, you may request the services of one of the music staff and a gratuity of \$100 is requested for the musician.

FEE SCHEDULE
(Revised 01/19/12)*

* Effective immediately, TRBC will require the use of its designated Wedding Coordinator.

- a) Wedding Coordinator Fee TBD.
- b) Worship Center and Fellowship Hall “Member Ministry – Donated”
- c) Custodial service for Worship Center * 150.00
- d) Custodial service for Fellowship Hall ** (includes use of kitchen)
..... 125.00
- e) Additional room(s) each 25.00
- f) Accompanist 100.00
- g) Sound System and Lighting Tech 100.00
- h) Security *** 25.00
- i) User Damage Deposit (must be paid at time of securing wedding date for church calendar)
..... 250.00

(All fees subject to change without notice.)

(This deposit will be returned one week after the wedding if no damage is found and if facilities are left in accordance with guidelines. The signers of this policy will be responsible for all damages over \$250.00 and the User Deposit will not be returned.)

The remaining applicable usage fees **must be paid no later than two weeks before your wedding.**

PLEASE NOTE:

* The use of the Worship Center includes the use of the Music Suite for the Bride, Maid of Honor and Bridesmaids, a room in the Children’s Building for the Groom, Best Man and Ushers, along with the use of the Children’s Building Waiting Area for parents and family members.

** The fees for the use of the Fellowship Hall include the clean up of the kitchen excluding doing dishes.

*** Security fees include opening and closing of all areas used in the wedding on Friday and Saturday.



Small, informal wedding fees are discussed on a case-by-case basis. (Ex.: Married in the pastor’s office, no bridesmaids/groomsmen, only immediate family invited)