Saint John Baptist Church

WEDDING REQUEST

1397 Penniman Road
Williamsburg, Virginia 23185
(757) 229-0759
williamsburgsjbc.org

Request to hold a wedding ceremony at Saint John Baptist Church. Type or print. Read the Wedding Policy before completing this form. Submit it to the Church Secretary at secretary@williamsburgsjbc.org (copy clerk@williamsburgsjbc.org) or bring it to the Church Office.

This is a request, not a reservation. No date, room, or officiant is held until the Pastor has approved the request, the Facility Use process is complete, and the Secretary has carried the date on the church calendar. A marriage license issued by a Virginia circuit court must be in the officiant's hands before the ceremony begins.

SECTION 1 — WHAT IS REQUESTED

Rooms requested (check all that apply)

- ☐ Sanctuary (seats 280)
- ☐ Fellowship Hall (seats 125)
- ☐ Dressing rooms
- ☐ Kitchen (no stove or oven)
- ☐ Upstairs Commons
- ☐ Church grounds

Guests expected at the ceremony _____

Guests expected at the reception _____

Size of the wedding party _____

Facility Use form submitted? ◯ Yes ◯ No

Rooms and dates are held only through the Facility Use process and the church calendar, not by this form.

SECTION 2 — BRIDE

Full legal name _____ **Telephone** _____

Mailing address _____ **Email** _____

City _____ **State** _____ **ZIP** _____ **Religious denomination** _____

Member of Saint John Baptist Church, or the child of a member in good standing ◯ Yes ◯ No

SECTION 3 — GROOM

Full legal name _____ **Telephone** _____

Mailing address _____ **Email** _____

City _____ **State** _____ **ZIP** _____ **Religious denomination** _____

Member of Saint John Baptist Church, or the child of a member in good standing ◯ Yes ◯ No

For this purpose a member is a prospective bride or groom who is a member of this church in good standing, or who is the son or daughter of a parent who is a member of this church in good standing.

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Names of the couple | **Date of the wedding** | **Date submitted**

SECTION 4 — DATES AND TIMES

Date of the wedding | **Ceremony begins** | **Date of the rehearsal** | **Rehearsal begins**

Time access to the building is needed | **Time the building will be vacated** | **Alternate date, if the first is unavailable**

A wedding is not scheduled during or close to a service of this church, and not on a Sunday morning.

SECTION 5 — OFFICIANT

Are you requesting the Pastor of Saint John Baptist Church to perform the ceremony? ◯ Yes ◯ No

If not, full name and title of the officiating minister | **Church or body that ordained the officiant**

Officiant telephone | **Officiant email**

A guest officiant is authorized to solemnize marriage in the Commonwealth of Virginia ◯ Yes ◯ No ◯ N/A

A guest officiant supplies proof of authorization to the Church Office and is approved by the Pastor before the date is confirmed.

SECTION 6 — MARRIAGE LICENSE

The Church does not obtain the license. The couple obtains it from a Virginia circuit court clerk and delivers it to the officiant before the ceremony.

Circuit court issuing the license | **Date the license was issued** | **Date the license expires**

License obtained and a copy provided to the Church Office ◯ Yes ◯ Not yet

A Virginia marriage license is valid for 60 days from issue. There is no waiting period. No ceremony is performed without it.

SECTION 7 — PREMARITAL COUNSELING

Counseling with the Pastor, or a minister the Pastor designates, is arranged before the date is confirmed.

Minister providing the counseling | **Number of sessions agreed** | **Date counseling begins**

Counseling completed ◯ Yes ◯ In progress ◯ Not begun

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Names of the couple | **Date of the wedding** | **Date submitted**

SECTION 8 — THE CEREMONY

Style of the ceremony — traditional, and any element you wish the Pastor to know about

The church musician is requested for the ceremony	◯ Yes	◯ No
Outside musicians or vocalists will take part	◯ Yes	◯ No
The church sound system is needed	◯ Yes	◯ No
A photographer or videographer will be present	◯ Yes	◯ No
Flowers, candles, or decorations will be brought in	◯ Yes	◯ No
The ceremony is to be streamed or recorded by the church	◯ Yes	◯ No

Names of the musicians, photographer, florist, and any other vendor coming into the building

Only members of the Technology Ministry operate the sound system. Church equipment is not moved. Decorations leave no marks; no nails, tacks, or tape on any surface.

SECTION 9 — REHEARSAL DINNER AND RECEPTION

A rehearsal dinner will be held at this church	◯ Yes	◯ No
The reception will be held at this church	◯ Yes	◯ No
An outside caterer will be used	◯ Yes	◯ No
The couple understands that no alcohol is served or brought onto church property	◯ Yes	◯ No

Name of the caterer, with contact

Certificate of insurance provided? ◯ Yes ◯ No ◯ N/A

Food and drink are limited to the Fellowship Hall, and the stove and oven are not used. An outside organization using the building carries $1,000,000.00 liability insurance with a certificate naming the church as additional insured.

SECTION 10 — OTHER CONTACTS

Wedding consultant or coordinator, if any | **Consultant email** | **Consultant phone**

Person other than the couple who may be contacted | **Email** | **Phone**

SECTION 11 — FEES AND PAYMENT

Amounts are those set by the Wedding Policy and the Facility Use Agreement in effect, and are confirmed with the Church Office. Payment is by money order or cashier's check made payable to Saint John Baptist Church.

Facility and janitorial fee ($) | **Refundable damage fee ($)** | **Wedding fee ($)** | **Total due ($) — adds itself**

Date the deposit is due | **Date the balance is due** | **Date paid in full**

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Names of the couple | **Date of the wedding** | **Date submitted**

SECTION 12 — QUESTIONS AND ADDITIONAL INFORMATION

Questions about the Wedding Policy, the Building Use Policy, or the financial arrangements

Anything else you wish the Pastor and the church to know

SECTION 13 — ACKNOWLEDGMENT AND SIGNATURES

We have read and understand the Wedding Policy of Saint John Baptist Church, which includes the Building Use Policy for weddings and the financial arrangements. We understand that this form is a request and not a reservation; that no date, room, or officiant is held until the Pastor has approved the request and the date is carried on the church calendar; that we are responsible for obtaining a valid Virginia marriage license and delivering it to the officiant; and that the rules of the building apply to us, to our families, and to every vendor we bring onto the property.

Signature — Bride *(click the box to sign digitally, or sign by hand after printing)* | **Printed name** | **Date (MM/DD/YYYY)**

Signature — Groom *(click the box to sign digitally, or sign by hand after printing)* | **Printed name** | **Date (MM/DD/YYYY)**

FOR OFFICE USE ONLY — SECTION 14, CHURCH ACTION

Date received | **Received by** | **Wedding Policy given** | **Deacons' review (date)** | **Date on calendar**

Action ◯ Approved ◯ Approved with conditions ◯ Not approved

Conditions attached, or reason not approved

Signature — Pastor *(click to sign digitally)* | **Printed name** | **Date**

Signature — Facility Management Committee *(click to sign digitally)* | **Printed name** | **Date**

ROUTING REFERENCE

1. The couple reads the Wedding Policy, completes this form, and returns it to the Church Secretary, with a copy to the Church Clerk.
2. The Church Secretary logs the request, holds the date on the calendar in red pending approval, and acknowledges receipt to the couple.
3. The Pastor gives the spiritual review, with the Board of Deacons assisting as an extension of the Pastor's office, and reviews the officiant and premarital counseling (Sections 5 and 7).
4. A Facility Use Request is worked through the Facility Use process for the rooms named in Section 1; the Deacons' review in step 3 serves as its ministry review.
5. On approval the Secretary changes the calendar entry from red to black, notifies the couple in writing, and coordinates the fee with the Finance Office.
6. Fees are received by the Financial Secretary and receipted; no fee is paid to an individual.
7. The Clerk files the completed form with the church record.

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