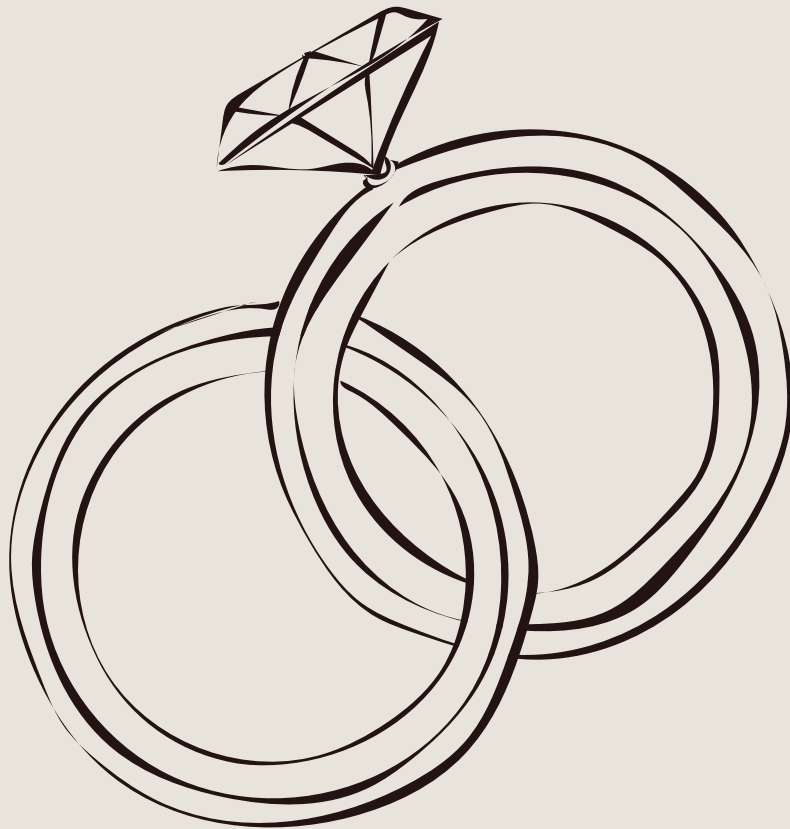



Your Wedding

AT UPPER ALTON
BAPTIST CHURCH



CONGRATULATIONS ON YOUR ENGAGEMENT!



On behalf of the our church family, **congratulations on your decision to get married!** We encourage you to be married in your home church and with your own pastor. However, if this is not possible or desirable, I would be glad, as a Christian minister, to officiate your wedding and assist you in preparing for your marriage.

We consider the institution of marriage to be a holy relationship. I am pleased that we might play a part in this special time for you. This booklet is intended to provide necessary information that can help you smoothly prepare for a meaningful occasion. To officially reserve your wedding date, the church office must first have a completed contract (see back page).

I look forward to meeting with both of you to help make this a special and memorable time.

In His Service,



Rev. Bradley Donoho
Pastor, Upper Alton Baptist Church

The Ceremony



We offer a Christian service in which the wedding vows are made in a context of worship, prayer, and gratitude. All wedding services have a common logical order of events, but we like to personalize this big day to make it uniquely yours. Your ideas will be welcomed and considered, however, all elements of the service must be coordinated with the minister to ensure appropriate form, etiquette, and dignity fitting for a worship environment and a religious wedding celebration.

Who's Eligible?

Couples do not have to be members of UABC to have their ceremony in our sanctuary. However, couples will be expected to abide by the religious beliefs of the Church for their wedding. Accordingly, please know that we believe marriage is a spiritual and legal covenant between a man and a woman.

The License

The state of Illinois requires that a license for marriage be obtained and the couple fulfill the legal formality. A license may be obtained at the Madison County Clerk's office and is good for 60 days following the date of issue. **The marriage license must be presented to the minister at the rehearsal.**

Our Sanctuary

The seating capacity is about 240, which is 8 people comfortably in each pew. You may also want to know that there are 30 pews in the sanctuary (15 per side), the center aisle is just over 56 feet long & 6 feet wide, and there are also side aisles. The stage is # deep with 3 built-in steps across the front.

The balcony is not available for seating, but might be a good location to setup a video camera.

Furnishings, (including the drums & the electric piano), should not be moved for any reason without permission of the pastor.



Rehearsal & Building Access

If the wedding party consists of no more than four adults, a rehearsal may not be necessary. However, if more than four persons are involved, and especially if children are included, a rehearsal will help ensure an orderly ceremony. Allow 60-75 minutes for the rehearsal. Everyone involved in the ceremony is urged to be at the rehearsal (including parents, ushers, & musicians). We presume Saturday weddings will have a Friday evening rehearsal, but exact times should be coordinated with the pastor.

The building is available for decorating and rehearsal the day before the wedding. On the day of the wedding the building will be available for floral delivery, final preparations, photographs, and, of course, the wedding itself. Decorations must be removed after the celebration so that the custodian can restore the worship center and facility for its primary purpose.

House Rules

Our church property is first and foremost a place of worship and ministry. We ask for your cooperation in maintaining the sacredness of our space, including both buildings and the exterior grounds.

Please do not bring **alcoholic beverages**, illegal drugs, or drug related materials. Our facility is a **smoke-free facility**. Smoking is not permitted in any room or within 15' of either building. For a smoking area, the parking lots are recommended. Because smoking is a health-risk, we ask that you and your guests please be careful and considerate if smoking. Know that if you or your guests fail to abide by this policy it may result in your forfeiture of all or a portion of the deposit.

Dancing can be a wonderful way to express joy, and dancing has many forms and styles, some of which may not be appropriate in a church setting. We ask those who utilize our property and their guests to refrain from dancing that might be considered inappropriate while using our buildings.

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House Rules cont.



Arrangements for **floral decorations** should be made with the florist of your choice. Please be aware that it is required that you acquire fake flower petals for your flower girl to throw as actual petals can stain carpeting. You and your florist needs to be aware that it is not permissible to use tape, nails, or tacks on the woodwork in the sanctuary and that neither hurricane lamps nor candles are permitted on the pews. The wedding party is responsible for providing their own **candles**, which should all be dripless candles. If you acquire candle equipment from a rental agency, please know that suitable drip mats are needed. If these guidelines are not followed, the deposit may be retained.

During seasons of Easter and Christmas, arrangements may be made with the church's Worship Ministry to use the church's seasonal decorations. In this case, we request that a contribution be made to the fund which provides the flowers.



A wedding is indeed a celebration. Still, we must ask that you and your guests not throw **rice, confetti, birdseed, tissue flowers** or other objects either inside or outside the church building. Please advise your family, wedding party, and guests of this request. Should the throwing of any of these items occur, all or a portion of the deposit will be retained.

Photographers



Pictures are important to families when memories are recalled years later. Pictures may be taken before and after in the bride's room, the groom's room, in the entryway, outside, and in the sanctuary. During the ceremony, all pictures should be taken in good taste. We ask that photographers remain off of the stage during the ceremony.



Music & Multimedia

Music plays a major role in any service. Usually, prelude music is played while guests are being seated; a processional is played as the bridal party enters; and, a recessional is played as the wedding party exits. You may also desire to include a special music number. Both secular and worship music may be utilized to enhance the service. Since a wedding is a religious service, the music—whether instrumental or vocal—should be fitting. The pastor can advise on appropriateness of selections.

We have two pianos available--an upright piano is in the balcony & the electronic piano sits stage left. You may provide your own vocalist or guitarist. All participating musicians are requested to be present at the rehearsal. We no longer use the organ, so if organ music is desired, you will have to provide a qualified organist who is familiar with our organ.

Vocalists and/or musicians who require amplification through our sound system must coordinate with our sound tech. Recorded or streamed music will need to be coordinated ahead of time with the pastor and/or sound tech. Only our trained techs may operate the audio equipment.

We also have the ability to display a slide show of pictures, song lyrics, a video, or other images or information on the 4 screens in the sanctuary. Such equipment does require the use of one of our trained technicians, in addition to your advance work of compiling and/or coordination. As with the music, consultation with the pastor is needed for multimedia elements.

Meeting with the Minister

Because we understand weddings to be an occasion of Christian worship, a Christian minister will be expected to officiate the ceremony.

If you would like a minister other than UABC's pastor to officiate your wedding, know that he/she will be asked to provide a copy of a certificate of licensure or ordination. **Online ordinations/licensures will not be considered valid.**

If our pastor will be officiating your wedding, then know that you will need to meet with the minister three or four times. This will enable you to talk about your wedding ceremony AND your marriage relationship. These sessions serve three important purposes. First, it gives the pastor an opportunity to know you better, which will make for a better wedding ceremony. Second, it enables the two of you to further discuss various topics that will play major roles in your marriage—personality dynamics, values, communication skills, financial habits, conflict skills, children, religious background & spiritual convictions, and marital expectations. Pastor Brad currently use the SYMBIS system, a research-based tool for prompting conversations about your relationship, to frame this part of the meetings. (It is *not* a compatibility test.) Third, it allows sufficient time for sorting out all the details of your ceremony, of course.

All weddings at our church are arranged through the pastor (pb.uabc@gmail.com or 618.465.8531). **Please contact the pastor 6-12 months before your wedding to plan your first meeting together.**

The image displays the SYMBIS Assessment interface on a laptop and a tablet. The laptop screen shows a 'Self Assessment' page with a progress indicator at 30% complete. The tablet screen shows a similar page with a progress indicator at 70% complete. The SYMBIS logo features a red heart above the word 'SYMBIS' in large, bold, black letters. Below the logo, the text reads 'SAVING YOUR MARRIAGE BEFORE IT STARTS' in a smaller, black, sans-serif font, followed by 'ASSESSMENT' in red, spaced-out, capital letters. The background is a light, textured grey.

WEDDING FEES

Here are the fees for renting the building and for the various services provided. Note that building rental fees do not apply to active members of UABC. Certain discounted rates for services may also be available to those who are members or active in the life of UABC.

Building rental fees are paid to the church and can be taken care of by contacting the church office: office.uabc@gmail.com or 618-465-8531.

Nonrefundable fees for services are paid **in cash** directly to the individuals providing the services before the rehearsal begins.

Building Use Fees	SANCTUARY	\$500 , due 6 months prior to wedding
	This includes the use of the sanctuary, narthex, restrooms & designated changing rooms. A deposit of an additional \$100 is due at the time of reservation, and will be returned after your event unless it is needed to cover damages or extra services.	
	FELLOWSHIP HALL	\$100 , due 2 months prior to wedding
This includes the use of the large room in the lower Peck building, kitchen, tables, chairs, & restrooms. A deposit of an included \$25 is due at the time of reservation, and will be returned after your event unless it is needed to cover damages or services.		
Fees for Services	MINISTER <i>required</i>	\$150 , due before rehearsal
	This honorarium shows appreciation for the minister's services at the rehearsal & ceremony and for the premarriage sessions.	
	MINISTER'S ASSISTANT	\$30 , due before rehearsal
	This person will provide assistance at the rehearsal and ceremony, help attend to various details, and ensure a smooth ceremony.	
	CUSTODIAN <i>required</i>	\$80 , due before rehearsal
	This person will take care of preparing the building for the wedding and resetting the building for its regular use. This fee does <i>not</i> include cleaning up food, drink, and other items you may bring in for your event. Wedding <i>and</i> reception: \$150 .	
SOUND TECH	\$60 , due before rehearsal	
A trained sound tech will run the sound system for the rehearsal and the ceremony.		
MEDIA TECH	\$25 , due before rehearsal	
If you plan to make use of the video screens before, after, or during the ceremony, we will make arrangements for a trained Video Tech.		

The Invitations



When ordering invitations, the name and address of the church building is:

**Upper Alton Baptist Church
2726 College Avenue
Alton, IL 62002**

You may want to include our website:

UABchurch.org,
and the FAQ page contains a map and parking instructions:

UABchurch.org/faq.

Our Church

Upper Alton Baptist Church was founded way back in 1830 by the pioneering preacher John Mason Peck. Our mission is simply to *help each other know Jesus*. We are affiliated with American Baptist Churches USA and the Great Rivers Region of American Baptist Churches.

We have a wonderful facility on the eastern side of Alton at the corner of College & Seminary. Our Sanctuary & our Peck Hall are located next to the SIU Dental School campus and across from Wadlow Park. Our sanctuary is a beautiful space for your wedding with its unique high-pitched and curved ceiling and its blend of wood, stone, fabric, and stained-glass.



NOTES

Wedding Reservation Contract

**Please check the building(s) & services you are requesting.
Please coordinate with the office when completing this form.**

BUILDING USE FEES

- Sanctuary (\$500) + Deposit (\$100)
- Fellowship Hall (\$100) + Deposit (\$25)

SUBTOTAL OF BUILDING USE FEES:

SUBTOTAL OF BUILDING USE DEPOSITS:

DUE MONTHS
PRIOR TO EVENT

DUE WITH
RESERVATION

FEES FOR SERVICES

- Minister \$150
- Minister's Assistant \$30
- Custodian—wedding \$80
- Custodian—reception \$70
- Sound Tech \$60
- Video Tech \$25

SUBTOTAL OF FEES FOR SERVICES:

DUE BEFORE
REHEARSAL

By signing below I agree that I have read the information in this booklet and understand that I am responsible for the wedding party abiding by the stated policies.

Bride's Name

Groom's Name

Bride's Address

Groom's Address

Bride's Phone

Groom's Phone

Bride's Email

Groom's Email

Wedding Date & Time

Rehearsal Date & Time

Initial here if you've read & understand
the *Your Wedding at Upper Alton
Baptist Church* booklet.



Signature & Date