

2025 Wedding Policies and Booking Agreement
Wilshire Baptist Church
4316 Abrams Rd., Dallas TX 75214

At Wilshire, we believe that love is a sacred gift from the Divine, calling us into relationships of mutual care, trust, and joy. A wedding is one way we affirm and celebrate this love, creating space for a holy moment in which two lives are joined together in covenant before God and community. We rejoice in walking alongside couples of all kinds, honoring your unique story and supporting you as you prepare for this milestone. Planning a wedding is a shared journey, and our pastors and staff are here to partner with you so that your ceremony will be not only beautifully organized, but also filled with deep meaning, celebration, and the Spirit's presence.

As you explore Wilshire as the place to celebrate your wedding, we hope the following information will help you envision your special day and feel welcomed into our community.

Choosing a Minister

Wilshire's pastoral staff includes several experienced ministers who are honored to guide couples in the celebration of their weddings. Our wedding administrator can provide a list of available ministers along with their fees. While we encourage couples to consider one of Wilshire's ministers to officiate, we welcome outside ministers, including family members, provided prior arrangements are made with an associate pastor.

At Wilshire, we joyfully encourage couples to participate in premarital counseling to deepen your relationship and prepare for a strong, healthy marriage. One of our associate pastors is a certified administrator of the Prepare Inventory, which provides an excellent foundation for these conversations. Our hope is that this counseling will be a meaningful opportunity to reflect, grow, and enter your marriage with clarity, joy, and mutual understanding. If interested, you can inquire with our wedding administrator about fees, structure, etc.

Wedding Venue Costs

We have found the best two spaces for weddings in our facility are either our Sanctuary, which seats up to 800 people or our Chapel, which seats up to 130. What you'll find included in the costs below are the essentials to help your wedding run smoothly, and in the spirit of transparency, here's a detailed look:

- Four hours of facility use (which includes access two hours prior to the ceremony)
- Facility staff support
- Wedding administrator and scheduling fee
- Organist's fee
- Sound engineer fee (for Sanctuary weddings only)
- Certain accessories like candelabras, unity candles, etc.

To ensure our staff are honored for their time and care, additional fees may apply if extra hours are needed for decorating, complex setups or if things just run over. An additional fee sheet can be provided to you upon request. While we are not in this ministry for profit, we do rely on these fees to fairly

compensate the dedicated team who help make your wedding day meaningful and memorable. All fees will need to be paid in full one month before the date of the wedding.

What our fees do not include are any additional honorariums for your officiant, other musicians and any reception costs. Our wedding administrator can provide a suggested honorarium for Wilshire's pastoral staff who serve as officiants, if that is the route you decide to go.

You will also note that we offer a discounted rate for Wilshire members, a simple way for us to celebrate those who have found their spiritual home among us.

	Wilshire members	Guests
Sanctuary	\$1,200	\$2,150
McIver Chapel	\$800	\$1,350

General Guidelines

The following are additional general guidelines that, based on experience, couples often find helpful to know in advance.

-Wilshire does not provide wedding coordinators; however, couples are required to engage a personal coordinator to guide the wedding party, direct the rehearsal, and oversee the ceremony. Coordinators work in partnership with Wilshire's wedding administrator, ensuring a well-prepared and meaningful celebration filled with joy and care.

-To ensure a safe and sacred environment for all, alcoholic beverages are not permitted anywhere on church property, including parking areas and dressing rooms. We also ask that all members of the wedding party arrive free from the influence of alcohol or drugs, as anyone not able to do so may need to be asked to step away from the property. In addition, smoking is not allowed anywhere in the church building, including restrooms and dressing rooms.

-While we love and celebrate children as part of our church family, Wilshire is unable to provide childcare for wedding rehearsals, ceremonies, or receptions. For safety and liability reasons, outside providers may not offer childcare on church property during these events. We encourage families to plan in advance so that everyone can fully participate in and enjoy the sacred celebration.

Planning Music for a Wedding Service

To help create a meaningful and spiritually enriching ceremony, all music selections should be approved in advance by Wilshire's Associate Minister of Music and Organist, Dr. Jeff Brummel. This ensures that the music supports the sacredness of your wedding and flows beautifully throughout the service. All music during the ceremony should be performed live, as this enhances the richness and presence of worship; recorded music or accompaniment tracks are not permitted. By working together on your music choices, we can help make your ceremony a truly memorable and joyful celebration.

Photography, Videography and Recordings

If couples chose to take photographs or video prior to the ceremony, we ask that they both conclude in the Sanctuary or Chapel at least 30 minutes before the wedding begins. Flash photography is not permitted during the ceremony for photographers, family members, or guests. For Sanctuary weddings, a sound engineer is available to provide an audio recording of pre-service music and the ceremony, and to support soloists or instrumentalists with microphones. We just ask that photographers and videographers be mindful and courteous, preserving the sacredness, joy, and beauty of the moment.

Decorations and Vendor Coordination

To help your wedding day run smoothly, your personal wedding coordinator should work closely with the wedding administrator regarding flowers and other wedding-related deliveries. The church will be open two hours before the ceremony, and florists and vendors should be notified of this schedule so that they can plan accordingly. Occasionally, other church events, such as funerals or choir rehearsals, may precede a wedding.

Decorations are a beautiful way to personalize your ceremony, and we welcome the following:

- **Flower arrangements** in vases that are safe for wood tables and floors
- **Pew bows** tied with ribbon, fastened with fabric-covered twistees or padded hooks
- **Candles** on pew ends that are securely fastened to ensure guest safety and protect wood surfaces; battery-operated candles are preferred

Any other decorations or equipment should be discussed in advance with the wedding administrator to ensure they are safe and appropriate for our sacred space.

Rice, birdseed, or confetti are not permitted on the premises; bubbles, faux flower petals, and streamers are recommended alternatives

These guidelines help us care for our church home while allowing you to create a joyful, beautiful, and sacred celebration of your marriage.

Wedding Rehearsals

The wedding administrator is happy to provide on-site support to your personal wedding coordinator during the rehearsal to help ensure a smooth and joyful ceremony. We ask that all rehearsals conclude by 7 p.m. to respect the schedules of staff and church volunteers.

While the organist and Wilshire ministers are not required to attend rehearsals, they are always welcome to participate, and guest ministers may offer guidance as well. Rehearsals should begin on time and are expected to last approximately one hour. Any attendants unable to attend will receive instructions before the ceremony to ensure everything runs smoothly on your special day.

Our hope is that your rehearsal will be a collaborative, joyful time of preparation, helping everyone feel confident and ready to celebrate your marriage with reverence and delight.

Reception and Catering

Reception spaces at Wilshire Baptist Church include the James Gallery, Community Hall, and the Parlor, each offering a welcoming and beautiful setting to celebrate your marriage.

Our Food Service Director is delighted to assist you in planning every detail of your reception, whether your celebration is intimate and informal or elaborate and grand. They can provide sample menus, guidance, and price options to suit every budget, helping you create a joyful and memorable gathering for family and friends.

To reserve a reception space, please schedule the room with the wedding administrator and arrange a consultation with the Food Service Director. Please note that fees for the reception venue and catering are separate from the wedding fees.

Reception Venue Costs: (not including food service fees)

	Wilshire members	Guests
Community Hall		
With Wilshire caterer	\$200	\$400
Without Wilshire caterer	\$400	\$600
With complex setup	Add \$100	Add \$100
James Gallery		
With Wilshire caterer	\$100	\$200
Without Wilshire caterer	\$150	\$300
Parlor	\$150	\$300

At Wilshire Baptist Church, it is our joy and privilege to walk alongside you as you prepare for your wedding day. We hope this guide helps you feel supported, informed, and confident as you plan a ceremony and celebration that reflect your love, your values, and the presence of God in your lives. Our staff, pastors, and congregation are honored to share in this sacred journey with you, and we pray that your wedding day—and all that follows—will be filled with joy, love, and abundant blessings

Wilshire's Wedding Ministry Team:

Wedding Administrator – Holly Irvin, hirvin@wilshirebc.org/ 214-452-3150

Associate Minister of Music and Organist – Dr. Jeff Brummel – jbrummel@wilshirebc.org/214-452-3122

Booking information

Couple's names: _____

Cell phone numbers: _____

Email addresses: _____

Wedding date: _____ Wedding time: _____ Wedding party arrival time: _____

Wedding location: _____

Officiating minister: _____

Reception location: _____

By signing this agreement and initialing on the following pages, I acknowledge that I have read the Wedding Policies of Wilshire Baptist Church and agree to abide by these policies. I also acknowledge making a non-refundable deposit of \$100 to hold the date on the church calendar, with full payment of stated fees due no later than 30 days prior to the wedding date.

Couple or representative Date

Wilshire representative Date