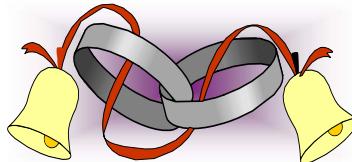
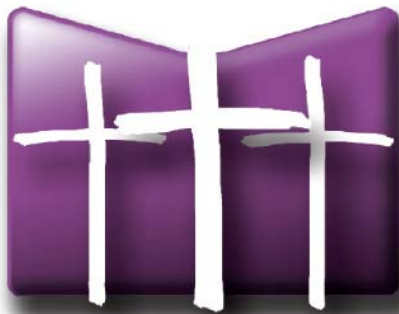


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# *Matrimony at Metropolitan*



## *Wedding Information*

**Contact: Sharon Smith**  
**240-375-4803 phone**  
**ssmith@metropolitanbaptist.org**

**1225 R Street, NW • Washington, DC 20009**  
**202-238-5000**  
**202-483-4745 (Fax)**  
**www.metropolitanbaptist.org**  
**Dr. H. Beecher Hicks, Jr., Senior Servant**

# CONGRATULATIONS

## Wedding Booklet Contents

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**The true beauty of a wedding ceremony lies in the spirit and attitude of those participating. We pray that your wedding will be the beginning of many blessings showered upon you as you begin your new life together.**

Your wedding will be one of the happiest, most important days of your life. The institution of marriage is more than just a social contract. It is an act of worship where your vows are made not only to each other, but also to God. We appreciate your interest in having your wedding ceremony at Metropolitan Baptist Church. Because of the religious significance of this occasion, we have developed guidelines to assist you in creating an atmosphere that reflects your wishes and also glorifies God. Because your wedding is a sacred occasion, it will be most meaningful to you, your family and guests when there is careful planning involved. For that reason, the following policies and guidelines will help you govern your plans for your wedding here at Metropolitan Baptist Church. Preparation is absolutely essential to ensure that a wedding ceremony flows smoothly and maintains its sacred nature.

# Guidelines

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## Counseling

Premarital counseling is a prerequisite for all couples who plan to be married at Metropolitan Baptist Church. We strongly encourage couples to take advantage of the Premarital Workshop Series even if you plan to marry at a location other than Metropolitan. It is not necessary to have set a date for your wedding before participating in the series and we encourage you to enroll in this series before making a final commitment for a wedding date. The Premarital Workshop Series is offered at various times during the year. Please contact Dr. Sherrill McMillan at 202-238-0465 or MBCCounsel@aol.com for further details and to register.

## Officiant

As a general rule Dr. Hicks, the Senior Servant, will perform all weddings or designate an alternate Minister in case of a conflict with his schedule. If you would like to invite another ordained minister to assist Dr. Hicks, please notify the Wedding Coordinator at the time you schedule your wedding. Once the date and the Officiant are confirmed, you will receive written notice of confirmation. The appointment of substitute Officiant is at the Pastor's discretion.

## Sanctuary Interior

- Seating Capacity: 1250 main floor and balcony

There are 20 pews on each side of the center aisle on the main floor. Each pew seats approximately 12 adults. There is elevator access to the balcony from the Sanctuary vestibule. Bathrooms on all levels are handicapped accessible.

- Center Aisle: 65 feet from rear pew to Chancel area

- Available Equipment:

Instruments: Steinway Concert Grand Piano, Hammond Organ, Electric Piano/Organ and  
Moller Pipe Organ (Only members of the Music Ministry Staff are authorized to use this organ)

Floor Candelabra Set with matching Unity Candle Set  
[ 7 (13½") tapers for each candelabra, 1 (12") pillar and 2 (½") tapers for the Unity Candle Set)

2 Brass / Wooden Candle Snuffers

Kneeling Bench (54" L x 33" H)

Theatrical Lighting and Cordless Microphone System

- Setting: **There is a brass cross with a matching candlestick on each side of it sitting on the Communion Table (86"). These are the only items allowed on the Communion Table other than the Unity Candle Set and the Communion Trays. These items may not be removed or replaced without permission. The pulpit dove may not be removed at any time.**

There are 4 wooden pedestals available for large flower arrangements; 2 elevated beside the pulpit and 2 on the floor adjacent to each side podium. The pedestals are 2 ft. x 18 in.

Scriptures, messages and other readings can be made from the podium adjacent to the organ. Solos are usually performed adjacent to the piano. The drum set is microphoned, therefore, it cannot be displaced. The flags and drapings behind the choir loft may not be removed.

An aisle runner is necessary if you intend to drop flower petals.

No tape, tacks, or other sticky materials should be used to secure pew decorations.

Only dripless candles are allowed for pew decorating.

Please do not order extra candelabra sets, arches, or other rented equipment.

Neither smoking nor alcoholic beverages are permitted anywhere on church property.

# Guidelines

## SANCTUARY EXTERIOR

- Rice, birdseed, confetti, etc., may not be thrown outside on church grounds.
- Please advise your guests to adhere to the street parking regulations. MBC cannot be held responsible for guests vehicles.
- Handicapped access to the Sanctuary is located at the east entrance (near the Administrative Offices).

## VENDORS

**The church assumes no liability for vendor equipment, materials, or agreements. Be mindful to select vendors that will exhibit reverence in our Sanctuary and be respectful of church property.**

### ■ PHOTOGRAPHERS & VIDEOGRAPHERS

Pictures requiring flash may be taken during the ceremony from the balcony only. Mobile hand-held video recording is not allowed. Video recording and photography are only permitted from a fixed position using a tripod from the perimeter of the Sanctuary or from the balcony. No one should be in the pulpit area, in front of the wedding party or in the center aisle during the ceremony. Movement should be minimal and non-distracting, especially during prayers, scripture readings and the exchange of vows. **The Pastor will stop the ceremony and ask the photographer and/or videographer to leave the Sanctuary if they fail to follow these guidelines.**

All power cords and equipment should be secured and hazard-free. The carpeting is crimson, therefore, we recommend using transparent or red tape to secure cords to the floor. Heavy duct tape or other adhesives should not be used to secure cords to the walls or baseboards. Photographers not familiar with our Sanctuary should come to view the premises prior to the wedding date (preferably during the same time of day as the wedding is scheduled). This usually saves time and prevents the lack of necessary equipment and lighting.

### ■ FLORISTS

Flowers should be delivered no earlier than 1 1/2 hours before the scheduled wedding time. Flower receptacles should be provided by your florist. Floral displays must be in rust-free, leak-proof containers. We suggest you ask the florist to label the flowers with the title of the recipients. Only fresh flowers can be used should you choose to decorate the candelabra set.

### ■ HIRED VEHICLES

Usually, parking can be reserved in front of the church for up to three (3) vehicles using marked parking cones. It will be the drivers responsibility to move the cones upon their arrival, unless you designate someone to assist them. **Please Note:** because R Street is a public street reserved parking for hired vehicles may be limited to the lot behind the church.



- Seating Capacity: 70
- Location: Lower Level
- Available Equipment:
  - Instruments: Organ, Electric Piano
  - Unity Candle set
  - 2 Brass and Wooden Candle Snuffers (optional)

### ■ Setting:

The Chapel is furnished with the original 17th century furniture. The original stained glass windows are electrically illuminated.

There is dual access to the chapel — front doors for the Pastor's entrance and rear doors for the Processional.

There are 7 pews on each side of the center aisle. Each pew seats approximately 5 adults.

The center aisle measures 19 feet from rear pew to altar area. The width (31 ½ inches) is not sufficient for standard aisle runners.

### ■ Guidelines:

Floral arrangements and pew decorations should be proportionate to the space available.

The organ is in the rear of the chapel. We suggest solos be performed beside the organ and messages be read from the first pew.

All of the guidelines listed for the Sanctuary Exterior and Vendors are also applicable for the Chapel.

We suggest all vendors view the chapel well ahead of time to be aware of the space, lighting, and fixtures available.

# Procedures

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## *R*especting the House of God

When entering the Sanctuary, please enter with reverence. The church is a sacred and holy place and should be treated as such at all times. The property of the church is to be respected at all times. The spiritual significance of your wedding day should be enhanced through the participants you choose and the guests you invite. We ask that all involved be respectful in their conduct, language and attire when interacting within the church and Sanctuary.

## *W*edding Rehearsal

- Rehearsals should be scheduled the evening prior to your wedding date (ending prior to 7:00 p.m.). You should plan to spend no more than one hour at your rehearsal. It is critical for everyone to arrive at the designated time because the Sanctuary and/or the church staff may have events scheduled prior to or following your rehearsal.
- The purpose of the rehearsal is to familiarize your wedding party with the layout and order of service, therefore everyone involved in the ceremony should be present (i.e., mothers, grandmothers, ushers, hostesses, etc.)
- Payment for the church musician to attend the rehearsal is included in his/her fee, but is limited to one hour. **Payments to the musician are due at the beginning of the rehearsal.**

## *W*edding Day

- Please plan to arrive at least one hour prior to your scheduled wedding time. If you are planning to take preliminary pictures, be sure to schedule them early enough to allow at least 45 minutes for the guests to arrive prior to the ceremony.
- The groom and groomsmen should plan to dress off-site. There are holding rooms available for both the groomsmen and the bridesmaids, however, there may not be sufficient room for more than five bridesmaids dressing on-site.
- A stand is available in the vestibule for a guest book. We suggest having a decorated basket or box available for your programs. Be sure you designate an usher or hostess to retrieve the guest book following the ceremony.
- **The wedding party is responsible for securing their valuables, luggage, gifts, and packages.** If possible, please plan to leave the holding rooms empty. Otherwise, please designate someone to lock them prior to the wedding and have security unlock them following the ceremony.
- Please refrain from removing and/or rearranging the church decorations, pulpit furniture, plants, audio-visual equipment or musical instruments. Please remember to extinguish all candles before you leave.
- The church assumes no liability for vendor equipment, materials, staffing, or agreements. Be mindful to select vendors that will exhibit reverence in our Sanctuary and be respectful of church property.
- There is a two-hour window for the custodial staff, security, musicians, and other church staff members involved.
- Please plan to print the following statement in your wedding program:

*Our wedding ceremony is an act of worship. Please help us preserve the sanctity of our ceremony by remaining in your seats, silencing your mobile devices and refraining from taking flash photography or operating handheld video cameras in the aisles. There will be an opportunity for family and friends to fellowship at the reception.  
Thank you.*

# Planning Your Wedding Music

## *Congratulations!*

*You are planning one of the most memorable days of your life. Along with your other decisions and arrangements, the music included in your ceremony invites your guests to share in this holy and sacred moment.*

Before choosing music, please consider the following:

- What is the story of our courtship?
- What is our testimony (individually and as a couple)?
- How has our relationship matured as we've walked with God through our engagement?
- What are our favorite scriptures?
- Why is this important? The answers to these questions may help you to choose music which underscores God's plan for your life as a married couple.

*There is an **additional \$100.00 deposit required to secure a musician on staff.**  
The deposit is fully refundable provided both the wedding and rehearsal begin within 15 minutes of the scheduled start time.*

The honorarium of \$350\* is required for the following services:

- a musician (church-provided);
- a Wedding Music Coordinator;
- 60 minutes of the musician's time during the wedding rehearsal;
- music for your wedding ceremony (prelude, during ceremony and recessional).

**The honorarium is due at the beginning your wedding rehearsal.**

Please contact Minister Sylveta Brown, as soon as your wedding date is affirmed by the Church. You may reach her by email at [ministriesofpraise@yahoo.com](mailto:ministriesofpraise@yahoo.com) or by phone (202) 489-3446.

# Fees

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**\$1000.00**

**Sanctuary**

**Johnson's Chapel\***

(includes \$500 refundable deposit)

This fee includes:

The Officiant's Honorarium  
Church Staff Wedding Coordinator  
Sound Technician  
Candelabra and Unity Candle Set  
Kneeler  
Church Facility Use

*\*Johnson's Chapel does not permit the use of the Candelabra set or the Kneeler*

- **A \$500.00 deposit (note there is an additional \$100 music ministry deposit required)** and confirmed ministerial availability secures your wedding date. You submit the deposit with your Marriage Request Form and signed agreement.
- Your \$500.00 (plus \$100 for musician) deposit is fully refunded approximately two weeks following your wedding, **PROVIDED**, both the wedding and the rehearsal begin within 15 minutes of the scheduled times and no church property has been damaged. **If your wedding starts more than 15 minutes late, you will forfeit your deposit and be charged \$50 for every 15 minutes of delay thereafter payable prior to your departure. Submission of your marriage license is contingent upon the satisfaction of all fees due.**
- If you wish to host your rehearsal dinner or reception at Metropolitan, an additional fees will apply.
- **Fees may be paid by cash, money order or cashier's check only.** All fees assessed are non-negotiable.

# Checklist

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- Submit your completed Marriage Request Form and the signed Celebration of Holy Matrimony Agreement along with your **\$500.00** deposit.
- Schedule your Premarital Workshop Series sessions with Dr. Sherrill McMillan by calling 202-238-0465 or by e-mail at MBCcounsel@aol.com.
- If you want to have your reception or rehearsal dinner at Metropolitan, please contact the Wedding Coordinator at ssmith@metropolitanbaptist.org to reserve the space and discuss catering options.
- Submit the balance of your wedding fees thirty (30) days prior to your wedding date. **A separate check is required for the officiant's fee and is due at the beginning of the wedding rehearsal to the Wedding Coordinator.**
- Submit your Wedding Program draft to the Wedding Coordinator for approval prior to printing. Bring a final copy of the wedding program to the rehearsal.
- Mail / Hand Deliver your Marriage License to the church office (ATTN: Wedding Coordinator) at least five (5) days prior to your wedding date.

# Marriage License

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- Marriage license application cost: \$35.00 (cash or money order only)
- Marriage license certificate cost: \$10.00 (cash or money order only - see below)
- The minimum age for marriage in the District of Columbia is 18 (proof of age required) without consent; and 16 with parental or guardian consent. (Forms of proof include: driver's license, birth certificate, or passport)
- Both parties must provide the following upon application:
  - Social Security Number
  - Address
  - Date of Birth
  - Home and Work Phone Numbers
  - Previous marriage information [status, city/state] if applicable
- All blood test results must be submitted with your application on the blue DHR366 form
- These premarital blood test results are only good for 30 days
- The results can be certified by a physician, clinic, area hospital, and all military service labs
  - Independent lab results administered outside the District of Columbia should be submitted to:  
DC SEROLOGY LABORATORY  
JOHN DALY BUILDING (MUNICIPAL CENTER)  
301 -C STREET, NW, ROOM 6154  
WASHINGTON, DC
- There is a five day waiting period from the day of application to the day that you have your license issued. You must have your receipt to pick up your license.
- To receive a certified copy of your marriage license you must:
  - Provide the full name of the Bride (Maiden name) and Groom
  - Provide the date of the marriage
  - Pay \$10.00 (\$0.50 for a plain copy)  
Cash or money order payable to: Clerk, DC Superior Court
  - Request made in person or via mail
  - Triple Seal Certificates are \$20.00 plus \$10.00 for your own copy (This certificate is generally used for verification of marriage in another country)

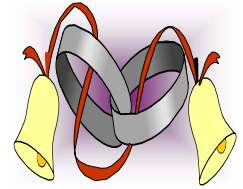
**Marriage Bureau Office Hours**  
9:00 a.m. to 4:00 p.m.  
Monday through Friday (except Legal Holidays)  
Information Line: 202-879-4840

**Marriage Bureau**  
D.C. Superior Court  
H. Carl Moultrie I Courthouse  
500 Indiana Ave., NW Room 4485  
Washington, DC 20001



# Metropolitan Marriage Request

1225 R Street, Northwest  
Washington, DC 20009  
(202) 238-5000



Proposed Wedding Date \_\_\_\_\_ Time \_\_\_\_\_

Wedding Location (Sanctuary, Johnson's Chapel) \_\_\_\_\_

Bride's Full Name \_\_\_\_\_

Bride's Date of Birth \_\_\_/\_\_\_/\_\_\_

Bride's Name following marriage \_\_\_\_\_

Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Business Phone \_\_\_\_\_ Email \_\_\_\_\_

Are you a Christian? \_\_\_\_\_ Where do you hold church membership? \_\_\_\_\_

Date joined? \_\_\_\_\_ Have you been baptized? \_\_\_\_\_ When? \_\_\_\_\_

Were you previously married? \_\_\_\_\_ If so, divorced, widowed, other? \_\_\_\_\_

Explain \_\_\_\_\_

What church will be your spiritual home following your marriage? \_\_\_\_\_

Groom's Full Name \_\_\_\_\_

Groom's Date of Birth \_\_\_/\_\_\_/\_\_\_

Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Business Phone \_\_\_\_\_ Email \_\_\_\_\_

Are you a Christian? \_\_\_\_\_ Where do you hold church membership? \_\_\_\_\_

Date joined? \_\_\_\_\_ Have you been baptized? \_\_\_\_\_ When? \_\_\_\_\_

Were you previously married? \_\_\_\_\_ If so, divorced, widowed, other? \_\_\_\_\_

Explain \_\_\_\_\_

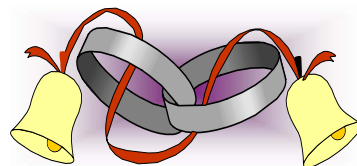
What church will be your spiritual home following your marriage? \_\_\_\_\_

Couple's Phone Number / Address following marriage: \_\_\_\_\_



# Wedding / Rehearsal/ Reception Arrangements

(Additional fees may apply)



Date Submitted: \_\_\_\_\_

Bride \_\_\_\_\_ Groom \_\_\_\_\_

Wedding Date/ Time: \_\_\_\_\_

Officiating Minister \_\_\_\_\_

Guest Minister \_\_\_\_\_ Church Affiliation \_\_\_\_\_

Contracted Wedding Coordinator? yes no If so, Name: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

# of Bridesmaids \_\_\_\_\_ # of Groomsmen \_\_\_\_\_ # of Ushers \_\_\_\_\_

# of Hostesses \_\_\_\_\_ # of Guests Expected \_\_\_\_\_

Florist: \_\_\_\_\_ Photographer: \_\_\_\_\_

Videographer: \_\_\_\_\_

**Rehearsal Date/ Time:** \_\_\_\_\_

Rehearsal Dinner Location / Time: \_\_\_\_\_

Rehearsal Rooms Requested:  Sanctuary  Johnson's Chapel  
 (if rehearsal dinner is at MBC)  Koinonia Hall  Founders' Retreat

**Reception Location / Time:** \_\_\_\_\_ / \_\_\_\_\_

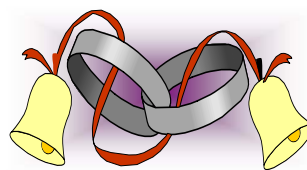
Reception Rooms Requested:  Koinonia Hall  Founders' Retreat  
 # of Tables \_\_\_\_\_ # of Chairs \_\_\_\_\_  
 Small Executive Dining Room (as is, round table 10 chairs)

Set-up Style:  Square  Circle  U-Shape  Banquet style  
 Standing reception style  Other: \_\_\_\_\_

Other Requests:  
 Microphone (where available)  Music through Speakers  
 Live Music on Piano / Other: \_\_\_\_\_  
 Videotaping:  Other: \_\_\_\_\_



# Food Service Arrangements (if applicable)



To be completed with Food Services Ministry Staff Person

Proposed Wedding Date \_\_\_\_\_

Time \_\_\_\_\_

**EVENT:**

- Rehearsal Dinner                      Time: \_\_\_\_\_      Location: \_\_\_\_\_
- Standing Reception                      Time: \_\_\_\_\_      Location: \_\_\_\_\_
- Formal Dinner Reception                      Time: \_\_\_\_\_      Location: \_\_\_\_\_
- Informal Dinner Reception                      Time: \_\_\_\_\_      Location: \_\_\_\_\_

**Menu 1st choice:**

\_\_\_\_\_  
\_\_\_\_\_

**Menu 2nd choice:**

\_\_\_\_\_  
\_\_\_\_\_

Number of persons to prepare for: Adults: \_\_\_\_\_      Children: \_\_\_\_\_

Dishes: \_\_\_\_\_      Glassware: \_\_\_\_\_      Silverware: \_\_\_\_\_

—or—

Plastic/Paperware: \_\_\_\_\_

Decorations: \_\_\_\_\_

Staff required: \_\_\_\_\_

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For Staff Use: \$ \_\_\_\_\_ per person @ \_\_\_\_\_ guests = \$ \_\_\_\_\_ TOTAL Due.

Deposit Amount: \$ \_\_\_\_\_ Payee: \_\_\_\_\_ Date: \_\_\_\_\_

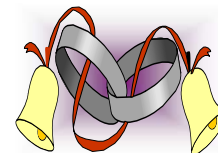
Received by: \_\_\_\_\_ Balance Due: \$ \_\_\_\_\_ on \_\_\_\_ / \_\_\_\_ / \_\_\_\_



# Celebration of Holy Matrimony Agreement

Metropolitan Baptist Church

1225 R Street, NW, Washington, DC 20009



This Agreement by and between \_\_\_\_\_ (Bride) and \_\_\_\_\_ (Groom) and the Metropolitan Baptist Church sets forth the services, guidelines and fees agreed upon by the parties that pertain to the wedding ceremony of the Bride and Groom to be held on \_\_\_\_\_ (day of week) \_\_\_\_\_ (month, date and year) at \_\_\_\_\_ (time) at

Metropolitan Baptist Church as follows:

- A) Use of the \_\_\_\_\_ (location) and the stated staff and equipment available according to the level of service requested therein at the stated date and time for the wedding ceremony.
- B) Use of the \_\_\_\_\_ (location) and the stated staff and equipment available according to the level of service requested therein at the scheduled date and time for the wedding rehearsal.

The Bride and Groom agree as follows:

- A) They have read, understand, and agree to abide by all policies and guidelines outlined in the Metropolitan Baptist Church Wedding Booklet;
- B) Any and all agreements to provide additional wedding services not outlined in the Metropolitan Baptist Church Wedding Booklet are not the responsibility of Metropolitan Baptist Church;
- C) They are responsible for any and all damages to the church property, building or equipment as a result of their use or occupancy on the above specified date(s) and time(s).

The Bride and Groom agree that they have read, understand, accept, and will abide by the terms of this Agreement.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_\_\_.

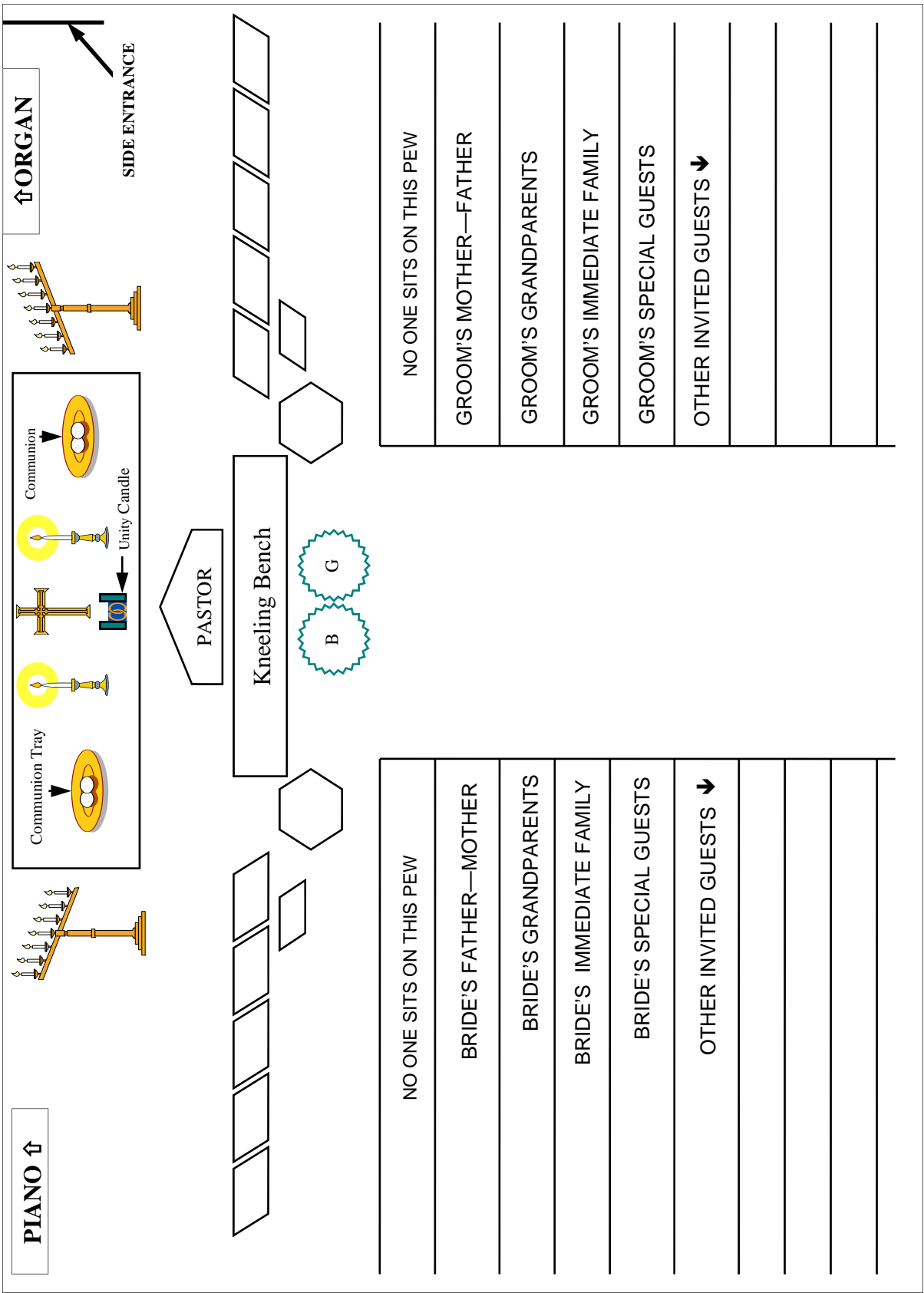
Bride (print) \_\_\_\_\_ (sign)\_\_\_\_\_

Groom (print) \_\_\_\_\_ (sign)\_\_\_\_\_

Received by Metropolitan Baptist Church Wedding Coordinator:

Printed Name: Sharon Jones Smith

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# *Points of Contact*

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Sharon Smith  
Wedding Coordinator  
ssmith@metropolitanbaptist.org  
240-375-4803

Rev. Dr. Sherrill McMillian  
Premarital Counseling  
MBCCounsel@aol.com  
202-238-0465

Minister Sylveta Brown  
Music Ministry Needs  
Ministriesofpraise@yahoo.com  
202-489-3446

