

**WHITE BLUFF CHAPEL  
ORGANIZATION AND PROCEDURES MANUAL**

4.5.7

**WEDDING COMMITTEE**

7/1/2016

**Purpose:**

The purpose of the Wedding Committee shall be to maintain and execute the wedding policy as established in the White Bluff Chapel Wedding Policy Manual.

**Responsibilities:**

- Maintain the WBC Wedding Policy Manual.
- Update and print information in the Manuals containing policy and fees.
- Establish procedures for scheduling, deposits, fees, and custodial services.
- Coordinate with White Bluff Resort for reception and other services needed in accordance with WBC/White Bluff Resort agreement dated 12/31/01.
- Coordinate support needed from the Audio/Video, Worship, Hospitality, and Property Committees.
- Submit contract fees, deposits and service fee information to the treasurer for dispersion.
- Periodically evaluate and review policies, fees, and Wedding Coordinator responsibilities.

**Administrative:**

- The Chair for the Wedding Committee is elected annually by the Chapel membership in accordance with the procedures in Article 6.5 of the WBC By-Laws. This chair is also considered to be the Wedding Coordinator unless a substitute for a particular wedding event or period of time is arranged by the Wedding Coordinator.
- Bring any committee policy, procedural, financial, or functional related issue(s) to the attention of the Board of Trustees for consideration.
- Keep the Office Administrator informed of plans for meetings, activities, or events.
- Any proposed change to the Wedding Policy Manual will be submitted to the Board of Trustees for review and approval

**Related Documents in Organization and Procedures Manual:**

[2.2 By-Laws Article 6: Board of Trustees](#)

**Related Documents in Committee Policies and Procedures Manual:**

5.1 Wedding Policy Manual (Hardcopy available in Chapel Office)

Form 5.2 Wedding Reservation Contract (Hardcopy available in Chapel Office)

Form 5.2.1 Florist Policy (Hardcopy available in Chapel Office)

Form 5.2.2 Music Policy (Hardcopy available in Chapel Office)

Form 5.3 Members Fees Schedule (Hardcopy available in Chapel Office)

Form 5.4 Non-Members Fees Schedule (Hardcopy available in Chapel Office)

[5.5 Wedding Coordinator](#)