

**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](#)