

The Wedding Policy

of

*First Baptist Church
Clinton, North Carolina*

Adopted July 2011

FIRST BAPTIST CHURCH WEDDING POLICY

Our belief is that a wedding is a worship experience. For this reason this Wedding Policy has been written to help your wedding achieve its purpose. We ask that those who wish to use our facilities will uphold this spiritual purpose. We will be ready and eager to work with you to help you make the sacred moments of your wedding most memorable.

Our policies about music, the Christian nature of the wedding, and to some extent about-photography, flowers, and the general tone of the event all stem from our desire that all events at First Baptist Church glorify God and are in keeping with the highest standards of the Christian faith.

A. CHURCH STAFF

- The church secretary will be responsible for providing the family of the bridal couple with a copy of the Wedding Policy and the related forms and for clearing the date(s) on the church calendar. The Pastor will have to authorize the dates for the wedding.
- All music should be appropriate to a Christian wedding. The music selected for the service should be sacred, classical, and/or contemporary Christian. The Minister of Music must approve the use of church instruments and equipment and the selection of all music at least one month before the wedding. Rock, pop, some contemporary music, and popular modern music will not be approved.
- The wedding director must be a member of First Baptist Church selected from a list kept by the Church Secretary. An assistant may be someone from outside the Church. The director will be responsible for ensuring the church's policies are enforced.
- The Caretaker will be responsible for opening and closing the buildings for the rehearsal.
- A church custodian will be present for all activities related to the wedding. They will be responsible for the operation of all utilities, the opening and securing of the building(s), and assisting with the cleanup.
- A member of the audio visual Committee must be present at all weddings held in the Sanctuary.
- Wedding ceremonies may be conducted by a minister outside First Baptist Church with the consent of the Church's Pastor and through his written invitation.
- The wedding couple is expected to meet the Pastor's requirements for pre-marriage counseling.

B. FEES

- First Baptist Church Members*
 - No fee will be charged for use of the church buildings or utilities.
 - b. Custodial fees are \$150 for the rehearsal and wedding. An additional fee of \$75 will be charged for a rehearsal dinner, reception, or any other activities in other parts of the buildings. All fees are payable to the church office at least two weeks in advance of the wedding.
 - If FBC audio equipment is used, the equipment must be operated by FBC audio personnel whose fee is \$100 for the rehearsal and wedding. Fees are payable directly to the audio personnel at least two weeks in advance of the wedding.
 - An additional charge of \$75 will be applied for videography. The fee for additional copies will depend on the number of copies ordered.
 - Bridal parties may hire a videographer outside the Church. Videographers should have all equipment set up in an approved area at least one-half hour prior to the beginning of the ceremony. The bridal party and the Wedding Director should inform the videographer that they are not to video in the aisles.
 - Photographers should have all equipment set up in an approved area at least one hour prior to the beginning of the ceremony. The bridal party and the Wedding Director should inform the photographer that they are not to take photos in the aisles or in visible places in the front of the Church. Photographers should be given a copy of the Wedding Policy.
 - There is no audio or video equipment in the Chapel.
- Non-First Baptist Church members
 - Requests for use of First Baptist Church facilities for wedding activities by non-First Baptist Church Members will be referred to the Church's Property and Space Committee.
 - All applicable policies as well as facility use and wedding fees will apply.
- ALL fees must be paid in full at least one week prior to the wedding.

*Member is defined as a person who has united with First Baptist Church either by a profession of faith and baptism by immersion, transfer of letter from a church of like faith, or statement of faith as a conversion experience and baptism.

Member also includes any member of missions currently supported by First Baptist Church. Policies for church members apply to the member, as defined above, or a child of a member.

C. GENERAL

1. The party responsible for requesting the use of First Baptist Church's facilities for a wedding must complete a Wedding Policy Agreement available from the Church office.
 2. The family of the wedding party will be billed for any damage to the buildings, equipment, or grounds. Such damage should be reported to the church office as soon as possible.
 3. The beauty of the First Baptist Church Sanctuary and Chapel makes it unnecessary for elaborate decorations. However, candelabras and decorative arches are permitted but are the responsibility of the florist and the bride. Protective floor coverings must be used under all candles and candelabras, regardless of the type. Only dripless can be used.
- The organ, piano, and pews must not be moved. The pedestals and urns are permanent fixtures of the Sanctuary and may not be moved. Furniture and/or accessories in the Parlor may not be moved. Other furniture may be moved provided the responsible parties assist the custodial staff in returning the furniture to its appropriate place.
 - Real flowers may be used. A protective floor covering should be placed under all potted and/or live flower arrangements.
 - No tape, pins, glue, nails, staples, or wire may be used on the chairs, windowsills, piano, organ, or chancel. Decorations may be used to make row reservations but should be attached with ribbon.
 - No flowers or plants are permitted on the organ or piano.
 - All decorations including flowers, potted plants, ribbons, floor coverings, etc., must be removed immediately following the ceremony or after the photography session is completed.
 - No confetti, rice, bird seed, or live flower petals are to be used in the buildings or on the church grounds. Bubbles are permitted only outside the buildings. Artificial flower petals may be used inside the Sanctuary or Chapel.
 - Absolutely no alcoholic beverages, tobacco products, or other illicit substances are allowed in any of the church buildings.
 - Appropriate attire for a formal wedding is expected of all members of the bridal party.

- For a bridal photo shoot before the wedding date, the date and time should be reserved with the Church Secretary.
- Brides may dress in the church parlor or in the upstairs balcony area. Dressing rooms for other wedding party members will be provided upon request of the church custodian. Brides should indicate on the Wedding Request Form the rooms required for the rehearsal and the wedding as well as the reception, if applicable.
- The wedding party is responsible for communicating cleanup needs to the custodian and for leaving the facilities ready for the next church function.
- Should the wedding party wish to cancel the reservation at any time, the Church Secretary must be notified. Deposits are non-refundable if cancellations are made within 30 days of the wedding date.
- Nursery facilities can be reserved by contacting the Church Secretary. At least two (2) attendants who are eighteen (18) years old or older must be available for child care. Securing appropriate attendants is the responsibility of the bridal party.