

# **Wedding Policy**

## **First Baptist Church Headland, Alabama**

Your wedding is a sacred occasion. It will be most meaningful to you and your families and friends when there is careful planning. For that reason, the following statements will govern your plans for your wedding here at First Baptist Church, Headland, Alabama. It is the desire of the church family of First Baptist Church, Headland (FBCH) to provide clean and beautiful facilities so that your wedding will be a beautiful event, one which is well organized and conducted as a Christian service. These policies are not intended to impose limits to this happy time, but to assure an agreement between the expectations of the church and wedding party. May these policies assist in promoting the unity of our faith in Jesus Christ and accentuate the holiness of the bond of marriage. We sincerely believe these policies to be the most suitable and practical for all concerned. There are, therefore, no exceptions to these provisions. Please read them carefully.

Facilities generally available for usage request include but are not limited to the Worship Center, the Ministry Center, and the Chapel. The Worship Center, the Ministry Center, and the Chapel are hereafter referred to as Facilities unless specifically identified. Weddings are to be held in the Worship Center or Chapel. If considering a December wedding, please be aware that the Worship Center will be decorated for Christmas and that Christmas decorations, flowers, and pulpit platform may not be altered or moved.

The Church's facilities may be used for weddings at the sole discretion of the Church through its designated agents. Church agents are the Church Secretary and the Associate Pastor where these policies are concerned except that the Senior Pastor must approve the wedding officiants.

### **1.0 The Reservation Process**

- 1.1 All requests for reserving the Facilities must be made through the Church Office with the Church Secretary.
- 1.2 Your wedding reservation will not be confirmed until the Church Secretary has the necessary information to allow a Church Staff review to ensure that there is no conflict with any planned ministries of the church on the requested date. Planned ministries of the church take precedence over any reservation request.
- 1.3 It will generally take one week from the time the reservation request is received until the Church Staff can review it and the date be confirmed.
- 1.4 Once the date has been confirmed, complete the Wedding Reservations and Facilities Usage Agreement form (page 7) and return it to the Church Secretary. The bride and groom are both required to sign the form. Your wedding date will then be put on the Church Calendar.
- 1.5 Payment is due along with the Wedding Facilities Use Fee Schedule (page 9) and all other applicable forms at least 10 days prior to your wedding. Other forms may include Caterer Agreement and any Facilities Setup forms.
- 1.6 These forms are needed in order to efficiently plan for your wedding and to recruit appropriate help in a timely manner. Failure to comply with this request releases the church of any responsibility to provide these services.
- 1.7 Payment for the usage of the Facilities, services of the Custodian, Audio Technician and Multi-Media Technician, if applicable, is to be paid through the Church Office. Payment should be made with a single check made payable to First Baptist Church, Headland, Alabama (FBCH), however cash is acceptable.
- 1.8 Any Instrumentalist/Vocalist fees are to be negotiated by the using party and paid directly to them and such arrangements are outside the scope of this policy. Music must always be in Christian good taste and God honoring.

## **2.0 Guidelines For The Wedding Party**

- 2.1 It is extremely important that the exact time indicated for the rehearsal and wedding be observed, and care should be taken to have all members of the wedding party in their place at the time indicated.
- 2.2 It is expected that members of the wedding party will recognize the fact that the church is the house of the Lord and will conduct themselves at all times in a manner befitting the atmosphere of the place of worship.
- 2.3 It is expected that the members of the wedding party will refrain from using alcoholic beverages eight (8) hours prior to both rehearsal and wedding. No wedding rehearsal or wedding will be performed if any member of the wedding party is under the influence of alcoholic beverages. No alcoholic beverages may be served on the church premises at any time. No dancing is allowed on church premises. Smoking is not permitted anywhere in the buildings.
- 2.4 Birdseed is not to be thrown inside the church buildings.
- 2.5 It is the obligation of the bride and groom to make certain that these rules are made known to the members of the wedding party.

## **3.0 Wedding Rehearsal Dinner and Reception**

- 3.1 Wedding rehearsal dinners and receptions may be held on the church property in the Ministry Center and Chapel. Some dishes, candelabras, punch bowls, etc. are available for use. These plans should be discussed with the Church Secretary.
- 3.2 Five foot round and 6-8 foot rectangular tables and chairs are available for use in the Ministry Center and Chapel. Chapel or Ministry Center Setup Form (Pages 10-13) should be used to diagram the desired setup for the rehearsal dinner and/or reception.
- 3.3 Food and drink are allowed in the Ministry Center and Chapel. Food and drink are not allowed in the Worship Center, including the Worship Center Foyer. Water is not considered a drink in regards to the Worship Center or Worship Center Foyer.

## **4.0 Wedding Music**

- 4.1 It is most important to keep in mind that a church wedding is a service of the church, and the music must be in keeping with the reverence that is observed upon entering the house of the Lord.
- 4.2 The bride will need to meet with the Minister of Music to discuss the musical details of the service to include musical selection, audio and/or video selections and use of church organist/pianist or organist/pianist of choice. Music must always be in Christian good taste and God honoring.
- 4.3 When there is to be a vocalist(s), it will be the responsibility of the bride to see that the proper person is contacted. Instrumentalist and Vocalist fees are to be negotiated and paid directly to them.
- 4.4 Details regarding securing an audio and/or multi-media technician for the wedding rehearsal, rehearsal dinner, wedding, and wedding reception will be handled by the Minister of Music.
- 4.5 It also must be understood that the instruments, guitar size or larger, in the church Worship Center are not to be moved from their positions. Requests can be made to move instruments in the Chapel. See Page 10, Chapel Stage Set Up.

## **5.0 Decorating Rules**

- 5.1 As mentioned on Page 1, if considering a December wedding, please be aware that the Worship Center will be decorated for Christmas and that Christmas decorations and flowers may not be altered or moved. The pulpit itself may be moved, but the pulpit platform must remain in place.
- 5.2 For all weddings, except for those held in December, the Worship Center Pulpit Platform may be removed to allow access to the steps from the center aisle. A removal and replacement fee will apply. See page 9.
- 5.3 Whenever candles are used, they must be dripleless and must be in candelabras which will catch and contain all drippings, and the floor must be thoroughly protected as well as other furnishings. Candles must be extinguished before leaving the Worship Center or Chapel for the reception. Florists will be held directly responsible for the cleaning of wax from all floor coverings and other furnishings in every case.
- 5.4 Under no circumstances, in any of the Facilities, will decorations be attached to the ceiling, walls, pews or other furniture by stapling, pinning, push pinning, gluing, nailing or with unapproved tape. Approved tape is either blue or purple painters tape. Push pins may be used to attach decorations to the "Flex Screen" dividers in the Ministry Center.
- 5.5 When Facilities are used on Saturday night or Sunday afternoon, all decorations, flowers, plants, and other equipment shall be removed from the church building immediately following its use. (There are no facilities for storing.) All Facilities must be left clean and in good order after removal of flowers, candles, etc. Any furnishings of the church that were displaced by the wedding party must be returned to their proper location.
- 5.6 Air conditioning or heating will be turned on only at a reasonable time before any scheduled event. Florists should note this and not bring flowers too early. Those involved in decorating for the wedding or reception are asked to not come any earlier than a day and a half prior to the scheduled event to use the buildings. Any regular scheduled church event will take precedence over the day and a half rule.
- 5.7 The church owns no wedding decorations.

## **6.0 Dressing Rooms**

- 6.1 Facilities are such that the bride and her party may dress at the church. Various Sunday School rooms are available. Rooms are also available for the groom and his party. A Campus Map is available from the Church Secretary, showing the rooms that are currently available for use as dressing rooms.
- 6.2 It is the responsibility of the bride and groom to arrange for the care of the personal belongings of the wedding party before, during, and after the wedding. These belongings must be removed from the church premises when the wedding party leaves the church to facilitate clean up and resetting for regular church activities.

## **7.0 Borrowed Or Rented Articles**

- 7.1 Arrangements must be made for the prompt removal of borrowed or rented articles after the wedding and reception. While every reasonable effort is made to ensure their safety, the church cannot be responsible for the safety of any rehearsal/wedding/reception articles.

## 8.0 Photographers

- 8.1 It is the responsibility of the bride to instruct the photographer that no flash photography is permissible in the Worship Center and/or Chapel once the ceremony begins. (Pictures of bride entering and leaving excepted.) A time exposure of the ceremony itself may be taken unobtrusively. Pictures may be taken of the bridal party before or after the wedding.

## 9.0 Types Of Usage and Fees – See Wedding Facilities Use Fee Schedule on page 9.

- 9.1 **Member Use of the Facilities for a Wedding:** A wedding is considered a member wedding if the bride, groom, or at least one of the parents/legal guardians have been members of the church for 3 months or longer prior to the wedding date. Unless otherwise specified, all fees are the responsibility of the bride.

9.1.1 There are no fees for Facilities Usage. The following fees apply as applicable: Worship Center Pulpit Platform Removal Fee, Facilities Set Up Fees, Facilities Reset/Clean Up Fees, Audio Fee and Video/Multi-Media Fee.

9.1.2 Instrumentalist and Vocalist fees are to be negotiated and paid directly to them.

- 9.2 **Non-Member Use of the Facilities for a Wedding:** A wedding is considered a non-member wedding if the bride, groom, or at least one of the parents/legal guardians have not been members of the church for at least 3 months prior to the wedding date. Unless otherwise specified, all fees are the responsibility of the bride.

9.2.1 The following fees apply as applicable: Worship Center Wedding Fee, Chapel Wedding Fee, Chapel Wedding Reception Fee, Chapel Rehearsal Dinner Fee, Worship Center Pulpit Platform Removal Fee, Ministry Center Fee, Facilities Set Up Fees, Facilities Reset/Clean Up Fees, Audio Fee, and Video/Multi-Media Fee.

9.2.2 Instrumentalist and Vocalist fees are to be negotiated and paid directly to them.

## 10.0 Usage Requirements

- 10.1 **Security:** The using party is responsible for the physical security of the Facilities. They may sign out key(s) from the Church Office the week of the wedding with the stipulations that all paperwork for Facilities Usage has been completed, all fees have been paid, and that the keys will be returned the week after the wedding.

- 10.2 **Kitchen Cleanup:** Whether paying for custodial services or not, it is the responsibility of the using party to clean the kitchen(s), if used. Cleaning the kitchen is not the responsibility of the custodian. The using party or caterer must thoroughly clean the kitchen, which includes the following: cleaning counters, sinks, dishes and cooking utensils, emptying dishwasher, washing out garbage disposal units, washing doors of refrigerator, washing exit doors if needed, taking kitchen garbage to the dumpster, sweeping and mopping floors, and locking outside kitchen entrance door. Used linens may be left by the kitchen sink. Kitchen clean up supplies are located under the kitchen sinks. The dumpster is located at the northeast end of the Ministry Center parking lot.

- 10.3 **Catering:**

10.3.1 The using party may contract with any caterer who agrees in writing to the guidelines for kitchen use and cleanup as stated above.

- 10.3.2 The using party may serve as their own caterer and therefore be responsible for their own cleanup of the kitchen following the guidelines for kitchen cleanup as stated above.
- 10.3.3 The caterer may use any utensils and equipment in the kitchen.
- 10.3.4 The using party is responsible to FBCH to assure the caterer properly cleans. If the Church Secretary finds that additional cleanup is needed, the using party may a) contact the caterer and arrange for the additional cleanup, b) the using party may do the cleanup, or c) the Church Secretary will schedule the custodian to do the cleanup at \$20.00 per hour (a minimum charge). The time by when the cleanup must be completed will be established by the Church Secretary.
- 10.3.5 If the caterer has never provided services for events held at FBCH, then the caterer is to acknowledge their agreement to honor these responsibilities by providing a signed Caterer Agreement Form, page 8, to the Church Office. Once the caterer has signed this form, then no other forms need to be signed for future catering jobs unless notified by FBCH.

## **11.0 Audio Policy**

- 11.1 A member of the Church's Audio Committee or their designee must be used to provide audio services for events held in any Church Facilities.
- 11.2 Because of the time and commitment involved, a fee will be collected by the church and paid to the person(s) providing these services. The money is due prior to your wedding and included with the other fees. The total amount due before your wedding will be based on the services planned to be provided per the schedule on the Wedding Facilities Use Fee Schedule (page 9). If, however, the actual time used exceeds what was planned, users will be billed for the difference.
- 11.3 Requests for audio services must be made at least 10 days prior to your wedding. Failure to comply with this request releases the church of any responsibility to provide these services.
- 11.4 Details regarding securing an audio technician will be handled by the Minister of Music.

## **12.0 Video/Multi-Media Policy**

- 12.1 A member of the Church's Multi-Media Committee or their designee must be used to provide video/multi-media services for events held in any Church Facilities.
- 12.2 Because of the time and commitment involved, a fee will be collected by the church and paid to the person(s) providing these services. The money is due prior to your wedding and included with the other fees. The total amount due before your wedding will be based on the services planned to be provided per the schedule on the Wedding Facilities Use Fee Schedule (page 9). If, however, the actual time used exceeds what was planned, users will be billed for the difference.
- 12.3 Requests for video/multi-media services must be made at least 10 days prior to your wedding. Failure to comply with this request releases the church of any responsibility to provide these services.
- 12.4 If the using party has a prepared video, Power Point or other multi-media presentation to be played as part of your wedding, the Minister of Music must receive a copy at least ten days prior to the event to be reviewed for compatibility and content and to facilitate securing a technician.
- 12.5 Details regarding securing a multi-media technician will be handled by the Minister of Music.

- 12.6 FBCH does not provide video services or equipment for the purpose of recording the ceremony. This includes personal events for staff as well as all other types of usage.
- 12.7 If the wedding party desires, they may video their own wedding using their own equipment. Or, if they prefer, they are free to use a professional videographer. Videographers must use their own equipment.

### **13.0 Administrative Information**

- 13.1 The Associate Pastor will be the ultimate overseer for the implementation of these policies. Any request that cannot be addressed by the Church Secretary will be referred to the Associate Pastor. Requests that are questionable as determined by the Associate Pastor, requests that are outside the authorization of this policy, or scheduling conflicts which cannot be resolved by the Associate Pastor will be referred to the current Deacon Chair for resolution.
- 13.2 The Ministry Center has been designated as a disaster relief shelter. In the event the Ministry Center is used as a shelter, the designated FBCH Red Cross Coordinator will work with the American Red Cross to coordinate this ministry. Any conflict arising between a church approved event and the continued use of the Ministry Center as a shelter will be reconciled by the Associate Pastor and the designated FBCH Red Cross Coordinator.
- 13.3 Maximum fire code capacity for the Ministry Center is 300, for the Chapel is 150 and for the Worship Center is 600. Seating capacity around tables in the Ministry Center and Chapel will depend on configuration selected, and may be less than maximum fire code capacity.
- 13.4 These Wedding Policies may be revised only by the church.

If you have questions or need any additional information,  
please call the church office at  
693-3220 or 693-3205.  
Office hours are Monday – Thursday 8am – 4pm.

**WEDDING RESERVATIONS AND FACILITIES USAGE AGREEMENT**  
**First Baptist Church, Headland, Alabama**

**The Party**

	Name	Present Address	Phone
<b>Bride:</b>			
<b>Groom:</b>			
<b>Couple's Future Address:</b>			

Is either a member of First Baptist? Yes \_\_\_\_\_ No \_\_\_\_\_

Does either the bride or groom have a parent/legal guardian who is a member of First Baptist Church?

Yes \_\_\_\_\_ No \_\_\_\_\_

**The Reservations:** Please check all that apply.

Worship Center Wedding     
  Chapel Wedding     
  Chapel Rehearsal Dinner  
 Ministry Center-Rehearsal Dinner     
  Ministry Center-Reception     
  Chapel Reception

We, \_\_\_\_\_ and \_\_\_\_\_ request the use of the above checked Facilities of First Baptist Church, Headland, Alabama, on the following dates:

Time Of Rehearsal: Date: \_\_\_\_\_ Hour: \_\_\_\_\_

Time Of Wedding: Date: \_\_\_\_\_ Hour: \_\_\_\_\_

Time Of Reception: Date: \_\_\_\_\_ Hour: \_\_\_\_\_

Minister: \_\_\_\_\_ Phone: \_\_\_\_\_ Church Affiliation: \_\_\_\_\_ Approval: \_\_\_\_\_

Minister: \_\_\_\_\_ Phone: \_\_\_\_\_ Church Affiliation: \_\_\_\_\_ Approval: \_\_\_\_\_

**The Agreement**

We have read the Wedding Policy and we agree to comply with the policy and any applicable rules and regulations regarding general use, ensuring cleanup of the kitchen by self or by caterer, any custodial fees, any audio technician fees, any video/multi-media fees, physical security of the building and payment of any additional fees not covered in the original estimate at least 10 calendar days prior to the use date. We agree to ensure the above conditions are met by our party.

Bride: \_\_\_\_\_ Date: \_\_\_\_\_

Groom: \_\_\_\_\_ Date: \_\_\_\_\_

Church Approval: \_\_\_\_\_ Date: \_\_\_\_\_  
 Church Agent

**Please Return To The Church Office As Soon As Possible So We May Begin The Confirmation Process.**

Key Issue: Key(s): \_\_\_\_\_ Issued To: \_\_\_\_\_ Date: \_\_\_\_\_

Key Return: Key(s): \_\_\_\_\_ Returned By: \_\_\_\_\_ Date: \_\_\_\_\_

**CATERER AGREEMENT**  
**First Baptist Church Headland, Alabama**

\_\_\_ **Ministry Center**                      \_\_\_ **Chapel**

I, \_\_\_\_\_, request authorization to perform catering services at the above checked Facilities of First Baptist Church, Headland, Alabama.

**Agreement:**

I agree to be responsible for complying with the requirements of the Wedding Policy of First Baptist Church, Headland, AL in performing catering services. Specifically, I agree to be responsible for cleanup of the kitchen(s) as listed in the policies below:

Caterer Policies

1. The using party may contract with any caterer who agrees in writing to the guidelines for kitchen use and clean up.
2. The caterer may use any utensils and equipment in the kitchen.
3. The caterer must thoroughly clean the kitchen, which includes the following: cleaning counters, sinks, dishes and cooking utensils, emptying dishwasher, washing out garbage disposal units, washing doors of refrigerator, washing exit doors if needed, taking kitchen garbage to the dumpster, sweeping and mopping floors, and locking outside kitchen entrance door. Used linens may be left by the kitchen sink. Clean up supplies are located under the kitchen sinks. The dumpster is located at the northeast end of the Ministry Center parking lot.
4. The using party is responsible to First Baptist Church to assure the caterer properly cleans. If the Church Secretary finds that additional cleanup is needed, the using party may a) contact the caterer and arrange for the additional cleanup, b) the using party may do the cleanup, or c) the Church Secretary will schedule a contract custodian to do the cleanup at \$20.00 per hour (a minimum charge). The time by when the cleanup must be completed will be established by the Church Secretary.
5. The caterer is to acknowledge their agreement to honor these responsibilities by providing this signed agreement to the Church Office. Once this has been submitted, no other forms need to be signed for future catering jobs unless notified by First Baptist Church.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone(s): \_\_\_\_\_

For Office Use Only

**CHURCH APPROVAL:**

\_\_\_\_\_ Date: \_\_\_\_\_  
Church Agent

Key Issue: Key(s): \_\_\_\_\_ Issued To: \_\_\_\_\_ Date: \_\_\_\_\_

Key Return: Key(s): \_\_\_\_\_ Returned By: \_\_\_\_\_ Date: \_\_\_\_\_



## WEDDING FACILITIES USE FEE SCHEDULE

For: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_ # Persons: \_\_\_\_\_

Write in here and circle Type of Use under 9.0 below: \_\_\_\_\_

Use	Potential Fees	Days Used	Applicable Totals
Worship Center Wedding	\$600.00		
Worship Center Platform Moved	\$200.00		
Worship Center Reset/Clean Up	\$125.00		
Chapel Wedding or Reception	\$300.00		
Chapel Rehearsal Dinner	\$300.00		
Chapel Set Up	\$80.00		
Chapel Reset/Clean Up	\$80.00		
Ministry Center	\$100.00	X	
Ministry Center Set Up	\$60.00		
Ministry Center Reset/Clean Up	\$60.00		
		<b>Add. Hours</b>	
Audio 1 <sup>st</sup> Hour	\$60.00		
Each Additional Hour	\$30.00	X	
Video/Multi-Media 1 <sup>st</sup> Hour	\$60.00		
Each Additional Hour	\$30.00	X	
<b>Grand Total</b>			

### 9.0 Types Of Usage and Fees

9.1 **Member Use of the Facilities for a Wedding:** A wedding is considered a member wedding if the bride, groom, or at least one of the parents/legal guardians have been members of the church for 3 months or longer prior to the wedding date. Unless otherwise specified, all fees are the responsibility of the bride.

9.1.1 There are no fees for Facilities Usage. The following fees apply as applicable: Worship Center Pulpit Platform Removal Fee, Facilities Set Up Fees, Facilities Reset/Clean Up Fees, Audio Fee and Video/Multi-Media Fee.

9.1.2 Instrumentalist and Vocalist fees are to be negotiated and paid directly to them.

9.2 **Non-Member Use of the Facilities for a Wedding:** A wedding is considered a non-member wedding if the bride, groom, or at least one of the parents/legal guardians have not been members of the church for at least 3 months prior to the wedding date. Unless otherwise specified, all fees are the responsibility of the bride.

9.2.1 The following fees apply as applicable: Worship Center Wedding Fee, Chapel Wedding Fee, Chapel Wedding Reception Fee, Chapel Rehearsal Dinner Fee, Worship Center Pulpit Platform Removal Fee, Ministry Center Fee, Facilities Set Up Fees, Facilities Reset/Clean Up Fees, Audio Fee, and Video/Multi-Media Fee.

9.2.2 Instrumentalist and Vocalist fees are to be negotiated and paid directly to them.

Please make one check payable to: First Baptist Church Headland, Alabama.

This fee schedule and all fees are due at least 10 calendar days prior to the wedding.

Signed: \_\_\_\_\_

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

For Office Use: \_\_\_ Cash or \_\_\_ Check#: \_\_\_\_\_ Amount: \_\_\_\_\_ Date Received: \_\_\_\_\_

Church Agent Signature: \_\_\_\_\_

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

## CHAPEL STAGE SETUP

For: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

**CHAPEL STAGE SET UP:** Describe or diagram how you want the stage set up.

Total Number of Seats: \_\_\_\_\_ Tables: \_\_\_\_\_ Other: \_\_\_\_\_

	<b>Stage</b>	D O O R
		Door
<p><b>Put Stage Set Up, If Any, On This Page.</b></p> <p><b>A To-Scale Main Floor Set-Up Diagram Is Found on Page 12.</b></p>		
Door	<b>Kitchen</b>	Door

**SOUND SYSTEM:** Describe needs.

Number of Microphones: \_\_\_\_\_ Type Of Microphones: \_\_\_\_\_

Music for Vocalist(s): \_\_\_\_\_ Background Music – CD, etc.: \_\_\_\_\_

Other: \_\_\_\_\_

Signed: \_\_\_\_\_ Phone: \_\_\_\_\_ Date: \_\_\_\_\_

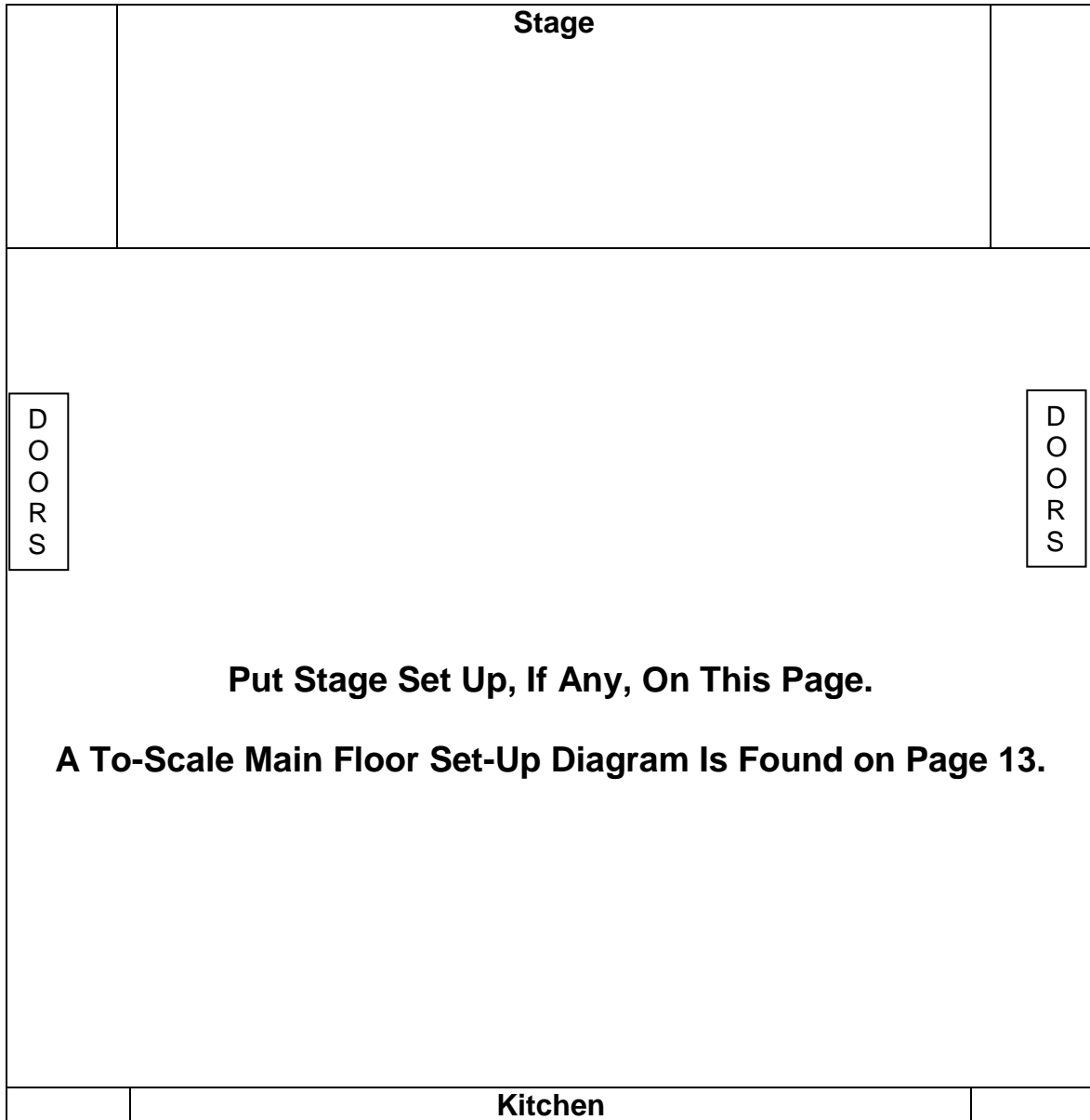
## MINISTRY CENTER STAGE SETUP

For: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

**MINISTRY CENTER STAGE SET UP:** Describe or diagram how you want the stage set up.

Total Number of Seats: \_\_\_\_\_ Tables: \_\_\_\_\_ Other: \_\_\_\_\_



**SOUND SYSTEM:** Describe needs.

Number of Microphones: \_\_\_\_\_ Type Of Microphones: \_\_\_\_\_

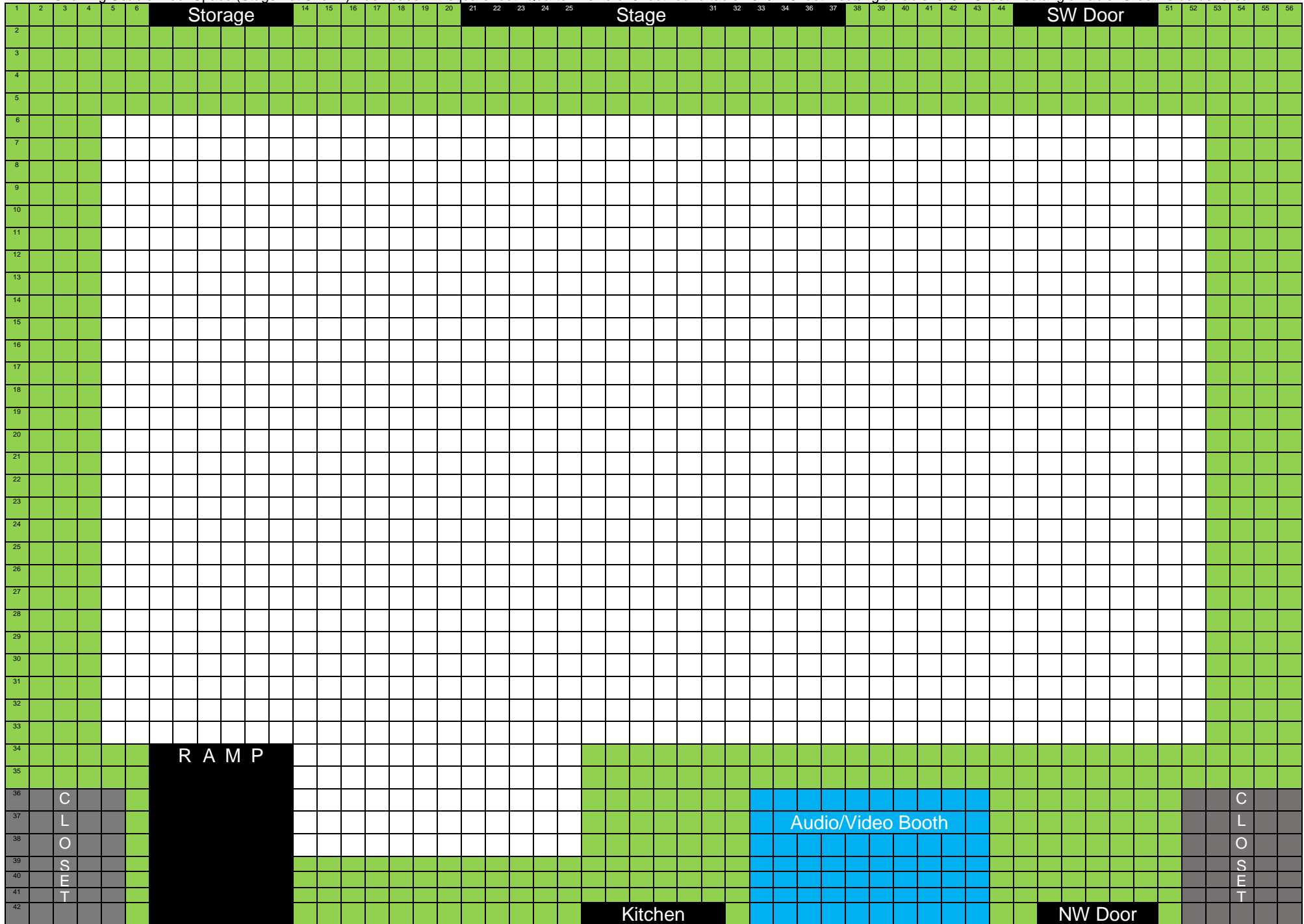
Music for Vocalist(s): \_\_\_\_\_ Background Music – CD etc.: \_\_\_\_\_

Other: \_\_\_\_\_

Signed: \_\_\_\_\_ Phone: \_\_\_\_\_ Date: \_\_\_\_\_

# Chapel Set Up

Showing Usable Floor Space (Stage not Shown) Each cube = 1 square foot. Quarter = size of 5 foot round table. 3x6 = 6 foot Rectangle Table. 3x8 = 8 foot Rectangle Table. Green is border area.



# Ministry Center Set Up Showing Usable Floor Space (Stage not Shown)

Each cube = 1 square foot. Nickel = size of 5 foot round table. 3x6 = 6 foot Rectangle Table. 3x8 = 8 foot Rectangle Table. Green is border area.

