

Guidelines & Policies for Weddings
First Baptist Church - Geraldine, AL
Adopted May 20, 2012



Scheduling the Wedding:

The date(s) of the wedding, rehearsal, and reception must be cleared with the church office with an understanding that any previously scheduled church services/events have priority. No wedding will be scheduled after 6:00pm on Saturday. All cleanup and removal of decorations and equipment must be finished by 9:00pm. Fee schedules for the facilities as well as for personnel are attached.

The "Wedding Reservation Form" must be completed and returned to the church office at least 60 days before your wedding will be scheduled on the church calendar. Tentative dates can only be held on the church calendar for 7 days. Deposits and all appropriate fees are to be paid in full before the facilities are considered reserved (60 days in advance). Upon receipt of your reservation and fee, a designee of FBC will contact you to assist in planning use of the church facilities for your wedding.

Pre-Marriage Counseling:

All couples who wish to get married at FBC must receive pre-marriage counseling with the Pastor.

If the wedding party desires their own minister, he must be a male ordained minister. He must be willing to certify that you have each (either separately or as a couple) received a minimum of 4-6 hours of counseling.

The counseling should cover at least 10 topics in depth. The designated minister (if not the Pastor of FBC) should complete & sign the attached counseling form. If the designated minister is not of the Southern Baptist Convention, he will be required to provide a copy of his ordination (a simple photocopy of an ordination certificate, attached to the counseling form, will be sufficient).

Wedding Music:

Keep in mind that church weddings are worship services. The music should reflect as such. Christian, classical, or traditional is most appropriate. All music must be submitted to FBC's Minister of Music for approval no later than 30 days prior to the wedding. The Minister of Music has the authority to declare the submitted music either appropriate or inappropriate.

If you will be using a pianist other than FBC's pianist, please contact the Minister of Music.

Sound, Lighting, Media, etc.:

The sound, lighting, and media systems will be available for use during the wedding. Each of these areas involves a different ministry of the church. Depending on what you choose to use, a trained technician will be available. Only trained technicians of FBC

may be used for these services. Appropriate fees for each service are on the attached fee schedule.

Sanctuary Decorations:

The following guidelines should be discussed between the FBC designee, the wedding director, and the florist at least 30 days prior to the wedding.

- Candles
 - *All carpet and tile flooring must be protected from candle drippings using plastic underneath candelabras.*
 - *Candles are not allowed in the church foyer or hallways.*
 - *The florist and wedding party will be held directly responsible for the cost of cleaning wax from carpet and furniture.*
- Flowers & Other Decor
 - *Under no conditions or circumstances should decorations be attached to the pews by pinning, gluing, taping, nailing, stapling, or tacking.*
 - *Any items to be moved from the stage (pulpit, sound equipment, furniture, etc.) will be done only under the supervision of the FBC designee. The wedding party is responsible for providing the manpower to move these items and return these items.*
 - *If live flower petals are to be used prior to the bride's entry, an aisle dropcloth is required.*
 - *There are no storage areas or closet areas available for leaving rented items or décor. Arrangements should be made by the wedding party for the immediate return of borrowed or rented items. FBC is not responsible for the loss or damage of décor.*
 - *Floral scent may not be sprayed inside any part of the church.*
 - *No rice may be thrown either inside or outside FBC. Birdseed is allowed and may be thrown outside only.*
 - *Heat or air conditioning will be adjusted at a reasonable time prior to the rehearsal, wedding, and reception.*

The Wedding Party:

It is expected that members of the wedding party will conduct themselves at all times in a manner befitting a church. Immediately prior to both the rehearsal and wedding, it is expected that members of the wedding party will refrain from using alcoholic beverages. If they are found to be under the influence of alcohol, they will be asked to leave immediately. No alcohol may be used on the church premises at any time. Smoking and other forms of tobacco are not permitted on the church campus.

Dressing Areas:

The "Joyful Mothers Room" is the designated bridal room. It is located just outside the main entrance to the Sanctuary.

Groom and groomsmen may use the Choir Suite for dressing areas.

All of the designated dressing areas should be cleaned and returned as found no later than 8:00pm on Saturday.

Wedding Director:

The bride, bride's parents, and wedding director are required to meet with the a designated member of the Hostess Committee as soon as feasible after the wedding is scheduled, but not less than 30 days prior to the wedding, for the purpose of discussing wedding policies.

Rehearsal Dinner:

Because of the demand of the facilities, if you wish to host a rehearsal dinner, either in the old or new fellowship hall, you will need to schedule this event separately through the church office. It is the responsibility of the dinner hosts to set up tables and chairs as they wish. Further, tables and chairs should be returned to the position in which they were found and the fellowship hall and kitchen areas cleaned (including emptying trash from cans and placing trash in dumpster) following the rehearsal dinner,

Photography/Video:

The church does not provide photo and/or video equipment. There are no restrictions on when or when not to use flash photography. Photographers are asked not to stand on pews and/or furniture while taking pictures.

Wedding Reception:

Again, due to the demand of the facilities, if you wish to host the reception at the church, you will need to schedule this event separately through the church office. Heating & air conditioning are on a computerized timer and if the caterer wishes to begin decorating an inordinate amount of time ahead of the reception, these may not be fully available. Charges will be made for damages to the facilities.

As with the wedding itself, all reception music must be submitted to the Minister of Music for approval at least 30 days prior to the wedding. Dancing at wedding receptions is forbidden, with the possible exception of one dance between the bride and groom only and one dance with the father of the bride and the bride only.

All cleanup and equipment/décor removal from the wedding and reception must be completed by 8:00pm on Saturday night.