



# Wedding Guidelines

*Non-Membership Brochure*



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CHURCH

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WITH

*vision*

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## *Weddings and Receptions*

*The staff and congregation of FBC are delighted that you plan to have a church wedding. Our sincere hope and prayer is that your marriage will be blessed by enduring happiness and commitment to God and His Church. In marriage, you as a Christian man and woman will be joined in a life-long union that is to be lived in such a way as to mirror Christ's love for His Church.*

*Your wedding is a sacred occasion. We believe that marriage is instituted of God, regulated by His commandments, and blessed by our Lord Jesus Christ. It will be most meaningful to you and your families and friends when there is careful concern for the sanctity of the church and its services, as well as the dignity of Christian marriage.*

*We pray that this guide will be of assistance to you in making your wedding plans.*

***Please read it carefully.***

# NOTES

## **OFFICIATING MINISTER**

Normally the pastor or another ordained minister of First Baptist Church officiates at the wedding. However, ministers from other Christian churches may be asked to assist or may, under certain conditions, officiate at your wedding. This must be cleared with our pastor before any contact is made with the other minister. That will alleviate any confusion and embarrassment between wedding parties and church officials.

Our pastor will assist you in arranging a wedding service that is personal and worshipful. He requires each couple to complete premarital counseling sessions, and must approve all aspects of your wedding service.

The officiating minister's attire for church weddings will be a black clerical robe, a black tuxedo, or dark suit, unless a preference for other appropriate attire is agreed upon.

## **WEDDING ARRANGEMENTS**

Determining the date for a wedding involves many details that must be taken into consideration, so you should request your date as far in advance as possible. Call the church office (886-1216) to set a date for the church calendar and to make an appointment for the initial conference with the pastor. Non-members may not schedule a wedding more than six months in advance.

You will be given a wedding registration form to complete, sign, and return to the church office. If your plans are changed or canceled, please notify the church immediately.

You should meet with the church wedding hostess as soon as possible; using her service is mandatory. She will be pleased to assist you and to answer your questions concerning the use of the building and facilities. She is also available to serve as your wedding director. The fee for this service is additional.

If members of First Baptist Church are invited, a condensed version of your wedding invitation will be printed in the church newsletter and/or Sunday bulletin prior to the wedding. You must contact the church office at least two weeks prior to the wedding if you desire this service.

The marriage license is completed in the church office. Please take the license to the office at least three working days prior to the wedding.

If you desire a wedding program, the program and printing are your responsibility.

If the sound system is desired, it must be arranged with the church wedding hostess. Only First Baptist Church operators will be used. This person sets up microphones and runs the audio board during the rehearsal and the wedding.

**CHURCH FACILITIES**

First Baptist Church has fine facilities and equipment for weddings for its membership and immediate families. Small weddings may be held in the narthex or the parlor.

As you plan your wedding date, remember that the church is not available, without special permission, for weddings on Sundays, holidays, or holiday weekends (New Year's, Memorial Day, July 4, Labor Day, Thanksgiving, and Christmas). No Saturday evening weddings will be scheduled after 6 p.m., and only one wedding will be scheduled on any one date.

Any breakage or damage to church property/furnishings/equipment or any items lost or stolen during the wedding must be repaired or replaced at no cost to the church. Damage beyond the deposit will be billed to the wedding party.

Food and drinks must be confined to the dressing rooms for the wedding party and to the reception area.

There will be no smoking or use of alcoholic beverages or illegal drugs anywhere in the church buildings, including the restrooms.

Rice and confetti are not permitted inside or outside church buildings. Birdseed, bubbles, or fresh flower petals may be used outside.

**Seating capacity:**

- Sanctuary..... 1,000
- Narthex ..... 130
- Fellowship Hall ..... (number not available at present)
- Parlor ..... (number not available at present)

**WEDDING MUSIC**

It is most important to keep in mind that a church wedding is a service of the church, and the music should be in keeping with the reverence that is observed upon entering the house of the Lord. Please call the minister of music to schedule an appointment for him to offer suggestions regarding the choice of suitable sacred music. All music selected to be sung or

**Honorariums**

Often members of the bridal couple's family or friends are asked to be organist, pianist, soloist, instrumentalist, etc. It is appropriate to compensate them with a personalized gift or monetary honorarium. Please keep in mind that these people are giving a weekend to your wedding. If you need guidance, feel free to contact the minister of music. If you employ a professional for those tasks, negotiate the compensation prior to the wedding and present that at the time of the rehearsal.

- Officiating minister..... \$150-\$300
- Musicians..... (to be arranged)

**FOLLOW-UP**

Since the bride and groom are not usually available to handle follow-up work, a family member or person representing the family should be designated responsible to be sure the church rooms are restored to their proper order. Following the wedding, the hostess or custodian will have a check-off sheet to be reviewed with the designated person.

**PERSONAL CONTACT/CHECKLIST**

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wedding. If food is brought into the dressing areas, please use care. Notify the custodian immediately of any spills.

First Baptist assumes no responsibility for the security of personal articles left unattended. We suggest that a designated person be placed in the dressing rooms where personal items and valuables are left during wedding and reception times.

**FINANCIAL RESPONSIBILITY**

- Deposit for the use of the sanctuary..... \$500
- Deposit for a reception ..... \$250

The deposit should be paid to the First Baptist Church financial secretary at the time the facilities are reserved. Final financial obligations should be paid at least 14 days prior to the wedding. The deposit minus damages, if any, will be returned 14 days after the wedding.

If the wedding is cancelled within seven days of the wedding, 30% of fees should be paid to people who have made arrangements to be available on that date.

***Following are charges for use of personnel and facilities:***

- Use of sanctuary..... \$250
- Use of the Narthex, Fellowship Hall
  - Parlor, or Prayer Garden .....\$100 each location
- Church wedding hostess, mandatory
  - (10 hours max.) .....\$100, due at first meeting
- Hostess also serving
  - as wedding director, if needed.....\$21 per hour
- Sound system operator (4 hours max.) .....\$50
- Each custodian .....\$21 per hour
  - (outside of office hours)
- Kitchen staff or other trained people .....\$9 per hour
- Nursery staff (2 hours min.) .....\$9 per hour

played before and during the ceremony, as well as soloists, organists, pianists, or other instrumentalists to be used from outside First Baptist Church, must be approved by the minister of music. If secular music is desired, this can best be utilized at the reception. If a guest organist is to be used, he/she must contact the minister of music to arrange accessibility to the organ.

**FLOWERS AND DECORATIONS**

The bride is responsible for informing the florist of church policies regarding decorations. The florist is responsible for repairing any damages to the church which may be brought about in the decorating process or which may result from the decorating process. The florist or the bride must provide the church wedding coordinator with the florist's schedule for decorating the church so a custodian can be present. Air conditioning/heating will be turned on at a reasonable time before any scheduled event. Persons who decorate should be informed of this and not bring flowers too soon.

Furniture in the sanctuary may be moved or rearranged after consultation with the wedding hostess. Church maintenance personnel only may remove the pulpit furniture. The pulpit stand and Lord's Supper table may be removed as well as chairs and other items on the platform with the exception of the choir chairs. These chairs can be removed by special request and at an additional expense of \$150. The carpeted middle steps may be put in place. The choir rail can be used for \$150.

Under no condition shall decorations be attached with tacks, nails, screws, glue, tape, or other materials which may deface the buildings or furnishings. Special care must be given in decorating the family pews so that no scratching occurs.

Decorations expressing the seasons celebrated by the church are not to be removed for a wedding, such as Christmas or Easter decorations.

All flowers and decorations must be removed immediately following the ceremony. If floral arrangements are to be left at the church, the bride should contact the church secretary in advance and specify which arrangements are to be used for the Sunday service. If desired, acknowledgement of this will be made in the church Sunday worship bulletin.

The American and Christian flags stand at the rear of the pulpit area, the American flag to the congregation's left and the Christian flag to the congregation's right. However, for weddings the flags may be moved to the main floor level, at which time the position of the flags is reversed – the

American flag to the congregation's right and the Christian flag to the congregation's left. Flags can be removed if desired.

If an aisle runner (furnished by the florist) is used, the approximate length of the aisle is 65 feet.

Only chase candles (metal candles with wax insert) may be used in the sanctuary. If floor stand candles are used at the end of the pews, they must be in metal holders clamped to the pews in such a way that they do not mar the wood, and glass chimneys must protect the candles.

The carrying of lighted candles down the aisles is prohibited. Dripless candles may be used for events in the narthex or fellowship hall provided they are under constant attention.

### **PHOTOGRAPHY**

Wedding pictures are valuable for memories but should never become an intrusion. Flash may be used during the processional and recessional. Absolutely no flash or camera lights may be used during any part of the ceremony itself. Pictures taken during the ceremony must be without the flash or light and from the rear of the sanctuary. Videotaping will be done from the balcony or the rear of the sanctuary. All other pictures should be taken before or after the ceremony. This includes guests who may have brought personal cameras and most definitely includes family members who are seated nearest the altar and the wedding party. It is the responsibility of the wedding participants to notify family and friends of this policy. A suggestion is to put this in the order of worship.

### **RECEPTION / KITCHEN**

The narthex and the fellowship hall are available if the reception is to be at the church, and the kitchen is available to prepare food. This, or arrangements for an outside caterer, must be coordinated with the wedding hostess, as well as the preferred arrangement of tables, chairs, etc.

The caterer must arrange time of delivery of food to the church kitchen with the wedding hostess.

Arrangements must be made for removing decorations immediately following the reception to facilitate cleaning. A member of the kitchen staff must be used for cleaning the kitchen and washing dishes immediately following the reception.

The cut-off time for an evening reception is 9:00 p.m.

### **CUSTODIANS**

Custodial services are required, and the custodian must have your full cooperation. His responsibilities strictly relate to opening/closing the building, arranging proper furnishings, etc., and putting the facilities in order following the event. Unless otherwise requested, the custodian opens one-half hour before rehearsal time. For the wedding, the building will be unlocked at the time requested by the bride.

In addition, he will open and lock the building to assist the florist and caterer the day of the wedding. He will take care of all church property used in connection with the rehearsal, wedding, and reception, and assure that all facilities are restored to order.

Please tell the custodian or the church hostess approximately what time you will vacate the building following the rehearsal and following the wedding. The custodian or wedding hostess stays on the premises for security purposes because of the building being open.

### **WEDDING REHEARSAL**

Wedding rehearsals usually are held the evening before the wedding. Be sure the wedding party knows what time they are expected to be at the church for rehearsal. Rehearsals are expected to begin on time, and usually take no more than an hour. The wedding service is a Christian worship occasion, and every member of the wedding party is expected to act with reverence and dignity. Remind family and others attending the rehearsal of the policy concerning taking photographs. Food or drink should not be brought into the sanctuary for the rehearsal or the wedding.

### **CHILDCARE**

Childcare can be arranged during your wedding. This must be coordinated with the wedding hostess and the nursery coordinator a minimum of two weeks in advance, at which time a liability waiver must be signed and filed in the church office. First Baptist Church nursery employees should be used if possible.

Children are to be kept under close supervision by parents during rehearsals and receptions. They are not to be permitted to wander throughout the church building.

### **DRESSING AREAS**

The wedding hostess will assign dressing rooms for the wedding party. All wedding items in these rooms must be picked up immediately after the