

FBC Wedding Policies

Adopted by First Baptist Church, Starkville, MS _____ (Rev. April 16, 2011)

Calendar Reservations:

1. The wedding party will consult with the Church Secretary, secure a copy of wedding policies, and complete a **Facilities Use Request Form** indicating 1st and 2nd choice of date/s. (It is assumed that a rehearsal will be held the day before the wedding.) Request for space and time for receptions and decorating is included on this form. Any member (or person who has immediate family, i.e., parents, children, siblings, who are members) may use church facilities at no charge. To use the facilities non-members must pay an extra fee and must have a sponsor who is a member.
2. Since calendar dates for weddings are requested far in advance, conflicting FBC events may not be on the Church Calendar at the time of the wedding request. Therefore, the Church Secretary will notify all Church Staff as soon as possible of wedding dates requested to identify potential conflicts with future church events and if none, present the **Facilities Use Request Form** to the Ministerial Staff for formal approval during their weekly staff meeting. This process may take two weeks.
3. The Church Secretary will notify the wedding party of the results of the approval process and dates available and record the chosen date on the church calendar after confirmation by the wedding party.
4. The Church Secretary will notify the Wedding Hostesses/Team by providing a copy of the Facilities Use Request Form in their office mailbox as well as calling them to make sure they check. The hostesses/Team will decide the logical one to be the wedding hostess. The Wedding Hostess who is identified will contact the bride and set up a date very soon to go over the policies, swap detailed information for communication and begin the planning process. A **Policy Agreement Form** will be completed by the bride and groom and returned to the Wedding Hostess very early in the planning process along with the initial deposit if a non-member. All future wedding details will be handled by the Wedding Hostess. The Wedding Hostess will be paid \$200 for her services at least one month before the wedding.
5. All additional forms,(i.e. music, audio/visual, equipment), must be completed and given to the Wedding Hostess along with arrangements for the proper fees **at least a month or more before the wedding. Checks from members are permissible but cash from non-members is required.** All fees shall be put in separate envelopes which are identified to person or function and returned to the Wedding Hostess (who verifies envelopes and contents and provides receipts to the bride). The Wedding Hostess will hold checks/cash for various purposes and distribute them according to policy deadlines, usually as services are rendered on the date of the wedding.
6. Areas where refreshments can be served to the wedding party during preparation and/or rehearsal times will be identified and **no food or drinks can be taken to other areas of the church at any time. No smoking or alcohol consumption is permitted on church property at any time.**
7. Church facilities must be completely back in order in time for the next scheduled church activity.
8. Weddings which require extensive accommodation to the 'pit' may start no later than 4:00 p.m. on Saturday. No wedding may start after 7:00 p.m. on any day.

Selecting the Officiating Minister:

1. As an aid to laying a good foundation to the structure of Christian marriage, the minister (either from FBC or outside) should have several counseling sessions with the prospective bride and groom. The number and length of sessions will depend primarily on the minister and the wedding couple. This process will include guidance in the mechanics of preparing for the wedding and specific counseling in numerous areas to provide a deeper understanding of the foundation for the marriage relationship.
2. The pastor of First Baptist Church shall conduct an initial counseling session with the bride to determine her wishes concerning the choice of minister and wedding director desired and other general wedding questions.
3. Normally, a minister of First Baptist Church is selected to perform the wedding service. If an outside minister is desired, the individual must be an ordained minister of the gospel (whose conduct of the wedding service must not, in any way, be in conflict with the tenets of the Baptist faith or the wedding policy of First Baptist Church). The pastor of First Baptist Church must approve the selection of this outside minister and has the option of seeking the counsel of the Deacon Body in making this decision. It is assumed he will communicate with the outside minister as part of the approval process. **The pastor must sign approval of an outside minister on the Facilities Use Request Form next to blanks where the outside minister is identified.**

Wedding Hostess duties:

1. Meet with the bride by appointment; make sure she has a copy of the wedding policies and discuss all policies with her.
2. Receive all **forms and fees** on a timely basis and submit copies of forms needed and fees payable to the church to the Church Secretary, who will transfer fees to the church Financial Systems Staff, and copies of forms to other affected church staff. The Wedding Hostess will retain the original forms in her wedding folder.
3. Make sure that others with responsibility for wedding functions (Director, Decorator, Florist, Photographer, etc.) have copies of the wedding policies and understand what is expected of them from FBC related to their activities in the wedding.
4. Coordinate activities of all wedding functions (Director, Decorator, Florist, Photographer, etc.). All coordinating activities must be by appointment with the Wedding Hostess, who will be taking responsibility for overseeing use of facilities during these activities.
5. Attend all rehearsals, wedding, and receptions held at the church. (Times should be chosen for rehearsals when all can be present to minimize the time required by Wedding Hostess.)
6. Be available to serve as Wedding Director or Assistant Wedding Director at the bride's request (for an additional predetermined fee).
7. Assist the bride with facilities and equipment use and be the ultimate authority on the facilities use and care when the wedding is not performed by a minister of First Baptist Church, Starkville, MS. This includes helping the bride identify specific equipment needed and preparing a request form for custodial to move the equipment from storage to the wedding location and back to storage.

Music:

1. Music used in connection with the ceremony should be in keeping with the sacredness and dignity of the wedding service.
2. The Minister of Music is available, by appointment, to provide guidance in the selection of the appropriate music, the instrumentalists, and use of the organ, piano, and/or other instruments.
3. The bride shall submit a **Music Selection Form** to the Wedding Hostess who will give a copy to the Minister of Worship and Music for approval/disapproval. The **Music Selection Form** must be approved before printing of the programs for the ceremony.
4. The Minister of Music will approve/disapprove the music and return the **Music Selection Form** to the Wedding Hostess, who will notify the bride.

Equipment:

1. Arrangement for using church owned wedding equipment must be made through the Wedding Hostess by submitting a **Equipment Usage Request Form**. The cost of equipment usage is included in the Facilities Use fee for non-members. There is no charge for members or an individual whose immediate family (parents, children, siblings) are members of First Baptist Church.
2. The cost of any breakage, loss, or damage to the church equipment will be the responsibility of those making the arrangements and **all equipment must remain at the church.**
3. Table placement for the reception, if it is held at the church, should be discussed with the Wedding Hostess who will instruct the custodian.

Decorations:

1. Consultation with the Decorator of one's own choosing will determine what decorations are suitable. All decorations should be kept in good taste and in keeping with the purpose of a church wedding.
2. Decorations for Christmas or other significant seasons done by the Church Flower Committee may not be removed for a wedding because of the significant redoing required. Consultation with the Church Flower Committee may result in minor modification.
3. Decorators are encouraged to provide his/her own equipment (candelabra, kneeling benches, candles, fern stands, etc.) but may, at the request of the bride, use church owned equipment and must not charge the bride for this use.
4. Tacks, pins, screws, and staples must not be used in attaching decorations to the walls or furniture but masking tape is permitted.
5. Neither fresh nor dried flower petals may be dropped on the carpet.
6. A nonflammable material must be placed under all candles to protect the floor coverings. This also applies to the reception area.

- 7.** Wax candles may not be used except in the choir area unless protected by a globe or in a “unity” candle. A protective floor covering is required in the choir area if candles are used. No candles may be placed on the window sills of the Chapel because of potential damage to the stained glass windows.
- 8.** Moisture proof coverings must be placed under all potted plants during the time of decorating as well as during the ceremony.
- 9.** Furniture, musical instruments, sound equipment and pulpit furniture are to be moved only by church custodial staff or other authorized personnel, with approval of the Minister of Music.
- 10.** No pews shall be removed under any condition.
- 11.** The chapel seats 200 people maximum downstairs with no upstairs seating available. No additional chairs are to be placed in the aisles in the Chapel.
- 12.** Any damage to carpet, furniture or building resulting from any decorations (moisture, candle wax spills or drips, etc.) will be the responsibility of the bride. Cost of repairs will be deducted from the contingency fee before returning the balance to the bride for non-members.

Cleaning:

1. Any debris left from potted plants should be cleaned from carpet by the party removing plants from building.
2. Cleaning up any trash or dirt left from decorating or from removing decorations and equipment is the responsibility of the Decorator. The custodian will provide a vacuum cleaner for this. After the wedding and decorations have been removed, the custodian will vacuum.
3. All equipment is to be removed immediately following the wedding/activity in the case of a day wedding and no later than early the following morning in the case of a week night wedding. Saturday night weddings must be cleaned up immediately, including dressing areas, as the building must be prepared for Sunday activities.
4. All pulpit furniture is to be replaced by custodians.
5. Decorator, Florist, or family must remove or dismantle all decorations. This will not be done by custodians, who will only remove church-owned equipment and place it back in storage.
6. Any decorations left attached to church-owned equipment will be discarded at the time the custodians place equipment back in storage.
7. The family is required to pay for extra time the custodians must work before and after rehearsals, weddings, and wedding receptions since this is not part of their regular responsibilities. (See Fee Payment Schedule).
8. At the request of the wedding party, church custodians may be available for certain other duties at an additional fee. Such arrangements can be made through the Wedding Hostess and fees will be based on time required to do the requested work.

Photographs and Taping:

1. Audio Cassette recording may be done at the discretion of others, but should be operated quietly and unnoticeably.
2. Pictures may be taken during the processional and recessional. During the ceremony, pictures can **only be taken from the back of the church with no flash.**
3. Pictures may be taken before the ceremony and/or the wedding party may re-assemble at the altar immediately after the ceremony.
4. Videotaping may be done (preferably from the balcony). No videotaping may be done from the front of the Sanctuary or Chapel unless fully concealed in the greenery.
5. The Audio Visual Committee will provide services as desired for lighting and sound. Fees for such services will be based on services desired. (See Fee Payment Schedule).

Orchestral Area and Staging:

Even though we believe that the Sanctuary is a beautiful and hallowed place of worship, we want the wedding party to be satisfied with the arrangements of staging, instruments and appearance. It is also understood that some of our contemporary instruments may not have the desired appearance for the service and for photos. The 'orchestral pit' is filled with cables, cords, chairs, stands and various instruments that are used on a weekly basis. However, since the Sunday morning worship services are the primary worship activities of the church, any changes made for a wedding must not interfere with the worship services. The removal and replacement of these items is time consuming and requires experienced and qualified technicians. Due to the time constraints of preparing the Sanctuary for the Sunday morning service, a wedding requiring extensive accommodation to the 'orchestral pit' area may start no later than 4:00 p.m. on Saturday. In addition, all decorations must be removed from the pit area two hours after the scheduled start of the wedding.

Piano:

There will be a small fee for moving the piano. Unfortunately, each time the grand piano is moved, it causes the frequency of needed tunings to increase. The fee will be placed in the music fund to pay for the extra tunings. Note that since the piano cannot fit through the doors to the Sanctuary, the instrument must remain in the Sanctuary.

Audio:

Audio includes all things electronic, as well as all the instruments except the piano and organ. All cables and cords may have to be disconnected and reconnected appropriately for the next worship service. Only an experienced and qualified technician will be able to complete this task. The associated fee is paid directly to the individual and is independent of any fees paid to an audio technician during the wedding ceremony.

Staging:

Staging includes the removal and the replacement of the pit furniture, including chairs, stands, pulpit and acoustic walls and the installation and removal of any extra staging desired by the wedding party.

Sketches of placement of decorations, staging, etc. of the wedding ceremony as well as tables, etc. for the reception, if held at the church, should be prepared by the bride and shared with the wedding hostess and others affected a month or more prior to the wedding to enhance communication.

Equipment Available

The following is a list of equipment owned by the Church for use in weddings if the bride desires. (Inventory taken on 1/12/11) The wedding hostess will help the bride examine the equipment to determine if the bride wishes to use any of it and if so, will help the bride isolate the items about a month ahead of the wedding for cleaning, minor repair, or whatever the bride wishes. An **Equipment Use Request Form** must be submitted by the bride at least a month ahead for use by custodial in moving the equipment in place for the wedding. **In no case will any of the equipment be taken off the premises of the Church**

In storage across hall from Applegate 114-115:

Small silver tray with silver sugar and creamer

Lots of glass small plates and punch cups (many more of these are stored in the Chapel in closets across from the parlor)

Several large silver trays

White coffee cups and saucers

2 sets of white sugar and creamer

2 small punch bowls

Tablecloths and table skirts—white and several colors

Several glass trays

Coffee pot

In Wedding Closet in Chapel Basement:

Eleven black candle holders of various sizes

Eleven gold candle holders of various sizes

2 Plant stands

Several candle sniffers—need new wicks

2 Tall white columns

2 short white columns

Artificial greenery

Gold decorative wedding bells

2 Bird Baths

Several bases for setting up a screen

8 hurricane globes (more of these in two sizes in closet across from Chapel Parlor)

Reserve signs for pews

Many candles (and many more of these in the closet across from the Chapel Parlor along with tapers for refilling—need cleaning and refilling before use)

Silver wedding cake bases—one round and one square

Kneeling Bench

In Closets across from Chapel Parlor:

Large glass tray

2 large punch bowls

Ladle

Considerable stainless steel silverware

Roller for rolling white cloth down isle in preparation for bridal march

Two sizes hurricane globes plus bases

Brass candle holders

Pitchers for refilling punch

Many single candle holders

Many small glass plates and punch cups

Many tablecloths of various sizes

Fee Schedule

Facilities Use fee and Wedding Hostess fee are payable according to the schedule below. All other fees listed in this schedule should be placed in individual envelopes with appropriate names or function of individuals to be paid and given to the Wedding Hostess at least one month before the wedding for distribution at the appropriate deadline time (in general, the day of the wedding). The Wedding Hostess will verify the envelopes and amounts and give a receipt to the bride. Members may write checks for fees. Non-members must submit cash.

Facilities Use:

Members—No charge

Use of the Sanctuary, Chapel, Chapel Parlor, Applegate Building, Fellowship Hall, Outreach Center and Kitchen for the purpose of a wedding will be provided without charge when either party or immediate family (parents, children, siblings) is a member of First Baptist Church.

Non-Members--\$300 plus \$100 refundable damage deposit

For a non-member (sponsored by a member) \$100 non-refundable down payment is due within two weeks of the date being placed on the Church Calendar. The remaining \$200 facility fee as well as the \$100 refundable damage deposit is due no later than one month before the wedding. A member of the Facilities Use Committee will inspect the areas used and return the \$100 refundable fee if no loss or damage is found.

Wedding Hostess:

\$200 is payable **to the wedding hostess** at least a month prior to the wedding. If the Wedding Hostess is hired by the wedding party to serve as Wedding Director or Assistant Wedding Director, an additional predetermined fee should be paid.

Audio/ Visual:

Operation of Lights/sound.....	\$ 100
Chiming of the hour done by a hand bell (hand bell choir member will do this)	\$ 75

Payable to Individual or function

Custodial:

Wedding in Sanctuary.....	\$ 150
(includes removal and replacement of chairs, stands, pulpit furniture and church owned wedding equipment used)	
Wedding in Chapel.....	\$ 80
Wedding Reception (in Chapel Parlor, Fellowship Hall or OC).....	\$ 60

Payable to individual or function

Sanctuary Platform Staging:

Moving piano (if desired) \$ 35

Payable to FBC Music for Piano Maintenance

Removal and replacement of drums, keyboards, audio cables
and power cords \$ 150

Payable to technician or function

Removal and replacement of platform sections, acoustical walls,
or other normal platform pieces \$ 100

Payable to the staff who does the work

Placement and removal of additional staging if desired \$ 50

Payable to staff who does the work

Church Tablecloths:

\$8.00 per tablecloth cleaning fee is payable one month prior to the wedding. Place in envelope as all other fees are done and give to Wedding Hostess. **(Under no circumstances are tablecloths to be taken from the premises.)**

Musicians:

Church Organist/Pianist, Outside Musician or Vocalist—Payable directly to individual at an agreed upon price negotiated with them by the bride.

Minister:

Payable directly to the minister as determined by the groom.

FACILITIES USE REQUEST FORM

Wedding Events

Bride _____ Address _____

City _____ State _____ Zip _____

Home Ph.# _____ Work Ph.# _____ Cell Ph.# _____

Groom _____

Local Contact (if different from bride) _____

Home Ph. # _____ Work Ph., # _____ Cell Ph. # _____

FBC Member?—(Bride, Groom, Parents, Siblings, Children)_(circle one) Yes No If no, Sponsor Name _____

Rehearsal:

(1st Choice) Date _____ Time _____ Sanctuary _____ Chapel _____

(2nd Choice) Date _____ Time _____ Sanctuary _____ Chapel _____

Wedding:

(1st Choice) Date _____ Time _____ Sanctuary _____ Chapel _____

(2nd Choice) Date _____ Time _____ Sanctuary _____ Chapel _____

Reception:

Fellowship Hall _____ Chapel Parlor _____ Other _____

Minister _____ Church _____ If not FBC, Approved by Chip _____ (Initial)

Director _____ Phone # _____

Florist _____ Phone # _____

Photographer _____ Phone # _____

=====Office Use Only=====

Received by _____ Date _____

Schedule Approved by: Chip _____ Clifton _____ Jim _____ Tom _____ Charity _____

Copy to: George _____ Linda _____ Wedding Hostesses/Team _____ Other _____

Added to: Paper Calendar _____ Computer Calendar _____

Identification of Wedding Hostess _____

Policy Agreement Form

We understand all policies concerning weddings held at First Baptist Church, Starkville. We agree to follow all policies as stated herein and will ensure that the members of the wedding party understand and also follow all policies.

By our signatures, we understand that failure to comply with any of the stated policies, including payment of fees on time, could be considered "disregard of policy" and could mean forfeiture of the deposit and our wedding date. We also understand that we are liable for any damages (more than the damage deposit for non-members).

As a non-member we are enclosing the initial deposit of \$100.

Bride _____

Groom _____

Today's Date _____

Wedding Date _____

Wedding Hostess Signature _____ Date _____

(To be signed by Wedding Hostess the day damage deposit is refunded indicating that no damage took place during the event)

Music Selection Form

Name _____ Address _____

City _____ State _____ Zip _____

Telephone _____

Rehearsal Date _____ Time _____

Wedding Date _____ Time _____

Organist _____ Pianist _____

Other Musicians _____

Pre-Service Music _____

Vocal Solos _____

Processional Music _____

Recessional Music _____

Other Comments and Explanations _____

The plans outlined above **meet** **do not meet** the requirements of the Wedding Policies of First Baptist Church
(circle one)

Minister of Music

Date _____

Audio Visual Request Form

Location of the wedding—(circle one) Sanctuary Chapel

Name _____ Address _____

City _____ State _____ Zip _____

Telephone _____

Rehearsal Date _____ Time _____

Wedding Date _____ Time _____

_____ I want light and sound at the wedding. This includes setting up microphones for soloists.

(charge \$100)

Please describe the number and location of soloists at the wedding

_____ Soloists will sing prior to the ceremony (Where?) _____

_____ Soloists will sing during the ceremony (Where?) _____

(Please indicate clearly for location of mikes, etc.)

_____ I want the chiming of the beginning hour done by a handbell (charge \$ 75 payable to a member of the handbell choir to do this).

If there are other special requirements that cannot be indicated on this form, please contact the Minister of Worship and Music.

Equipment Use Request Form

Please list, describe, and tag with the Wedding Hostess the following equipment desired to be used in the wedding (for custodial removal from and back to storage).

Candelabra, Candle Trees, Unity Candle: List those desired with description, color (white or black), number of candles in each one, etc. and tag the ones desired

Glass punch bowl, trays, plates, cups, pitchers: List here and tag those desired

Silver cake plates, ladle, silver service, forks: List those desired and tag

Tables—List Round or rectangular by size—Columns or fern tables

Tablecloths---List how many, size, and tag
