

Wedding Policies & Procedures

May 2022

Congratulations On Your Upcoming Wedding

Weddings are one of the most sacred Christian worship services in the life of a church and the members. It is a ceremony in which a man and a woman seek God's blessing on their lives as they become husband and wife. First Baptist Church is excited to be a part of weddings and look forward to this celebration as each couple seeks God's blessing through the sharing of vows and uniting as husband and wife. Our desire is that this be a celebration and worship experience as well as a time that will be fondly remembered with much joy. To help accomplish this, please read all the policies and procedures outlined in this manual. If there are any questions, please contact the church office.

Please contact the office manager at 850-682-2544 as soon as you have selected a tentative date and minister to secure a reservation form to be submitted to the church staff. You will be contacted as soon as the date is confirmed by the appropriate church staff. No dates should be announced until the church office has confirmed the date to you. Your wedding date will be confirmed on the calendar with the required deposit (see Policy Agreement). The balance of fees will be due one month prior to your wedding date.

The wedding facilities are provided at no charge for members (and sons/daughters of members) of First Baptist Church. The fees charged are for the services of required staff such as musicians, sound technician, and stage set up/tear down and custodians.

The Minister And Pastoral Counseling

An Appointment with the minister performing your ceremony should be immediately scheduled after your wedding date is confirmed. This appointment is necessary to discuss counseling and the many details of your wedding ceremony. If you choose to use a minister not on staff at First Baptist Church, you must have the approval of the Lead Pastor at First Baptist. Counseling sessions should take place prior to one month before the wedding.

Wedding Rehearsal

The rehearsal is a very important part of the preparation for the wedding. It should begin promptly at the scheduled time. A one-hour rehearsal should be sufficient time for even the most elaborate wedding. Participants should be always reverent and pay close attention to the details of the ceremony.

General Policies

You will select the florist, photographer, and (if the reception is held at the church) caterer of your choice. You are responsible for going over the church's policies and procedures with each of them. Decorations are to be kept within the bounds of simplicity and good taste. Note the following rules:

1. No nails, screws, tacks, pins or adhesive tape (3M, etc.) are to be used to secure any items to carpet, floor, walls, pews or any church furniture/property.
2. Only drip-proof or mechanical candles may be used. We prefer that you use the type that are spring loaded into a container which allows for the wax to stay contained or butane filled. The church does have mechanical candles. Drip shields must be used on all hand-held candles, and a protective cover must be placed under all areas where fixed candles are used. If carpet cleaning is required due to candle wax, the wedding party must pay for the cleaning service. This is in addition to regular custodial fees.
3. All decorations, plants, and equipment must be removed from the church's facility immediately after the wedding to allow for cleaning. ALL rooms used by the wedding party should be put back in order after the wedding.
4. All plants must be placed on protective containers (saucers) in order to protect the church floor.
5. Any furniture, plants, etc. that belong to the church and need to be moved will be moved by church volunteers. It is the wedding party's responsibility to let the church staff know at least a week before the wedding whether you need furniture moved from the platform and the date you need it moved.
6. Special decorations used by the church, such as seasonal or Christmas decorations, WILL NOT BE REMOVED for weddings.
7. Caterer's equipment must be removed from the kitchen immediately after the catered event. All kitchen equipment used by the caterer must be cleaned and stored before leaving.

8. For safety and security, personal belongings and valuables should be removed immediately after the ceremony.
9. Your caterer (if used) should be aware that any damage to the building's caused by fire or any other source is the liability of said person or group. The church's carrier of the property insurance will cover the damage but will seek reimbursement from those who caused the damage. That being the case, the caterer should be covered by his or her own insurance policy in an amount sufficient to protect his or her costs.
10. If the Fellowship Hall or Chapel is used for the reception or rehearsal dinner, it is the responsibility of the wedding party to move or rearrange tables and chairs and to place them back as they found them and to clean up the area after the reception/rehearsal dinner is over.
11. All children must be always supervised by an adult during the use of the facility.
12. No food or drinks are allowed in the sanctuary.
13. If food or drinks are used in the Chapel a protective coating must be placed under each table.

The Music & Media

The presiding minister shall have the final authority if there is a question regarding lyrics or type of music. A copy of all the music and/or all visual media to be used during the service must be given to the current Worship Pastor for his approval at least one month prior to the wedding (tracks, CD's, solo, video, etc.). Media not submitted for reviews will not be allowed.

The organist/pianist should be secured as soon as your wedding date has been confirmed on the church calendar. You should contact the musicians at least three to four weeks ahead of time to go over the exact selections of music you wish to have. The church pianist is Miss Elaine Burgess 850-682-3539.

Sound Technicians

You will need to contact church at 850-682-2544, to schedule a sound technician four weeks prior to your wedding. The fee for these services is listed on the schedule of fees.

Miscellaneous

1. NO SMOKING IN ANY PART OF THE FACILITY OR ON THE CHURCH GROUNDS.
2. NO FOOD OR DRINKS ALLOWED IN THE WORSHIP CENTER.
3. NO ALCOHOLIC BEVERAGES ARE ALLOWED ON THE CHURCH PROPERTY. Under NO circumstances will anyone under the influence of alcohol be permitted to participate in rehearsal or wedding.
4. NO DANCING AT THE RECEPTIONS HELD ON CHURCH PROPERTY.
5. NO RICE MAY BE THROWN AT THE WEDDING (bird seed and or bubbles are acceptable for outdoors only).
6. FLOWER GIRLS MAY CARRY BASKETS WITH SILK PETALS ONLY; fresh flower petals may be used outdoors only.
7. Flower arrangements are not to be arranged and watered on the stage. Please have all of this done before placing them on the stage. Tables on the stage should not be used for holding flower arrangements.

WEDDING COST WORKSHEET

(All deposits and payments are 100% refundable if the wedding is cancelled)

	Member*	Non-Member
Sanctuary or Chapel	\$0	\$900
Fellowship Hall	\$0	\$400
Kitchen	\$0	\$200
Custodian:		
Sanctuary or Chapel	\$250	\$250
Kitchen/FH/Reception	\$0	\$100
Rehearsal (FH/Kitchen)	\$0	\$100
Sound Technician	\$150	\$150
Musician Organist	\$150	\$150
Musician Pianist	\$150	\$150
Minister	\$0	\$200
Wedding Committee Rep	\$0	\$100
Stage set up/tear down	\$300	\$300
**Deposit (required to place wedding on Calendar. BALANCE DUE – One month prior to the wedding.	\$100	\$500

*Members and their sons/daughters

**Deposit applies toward total.

Reports and Minutes

We submit to the church office a report to be presented at the business meeting.

Committee Members:

Ida Faye Powell Chair 850-642-0496

Margaret Adams 850-685-6785

Carolyn Brigante 850-682-3508

Linda Brown 850-682-6234

Bev Lilley 850-682-1391

