

Table of Contents

A Note From Our Pastor.....	4
General Guidelines	5-6
Wedding and Reception Fees—Active Members	7
Wedding and Reception Fees—Non-Members.....	8
Event Checklist.....	9
Policy for Caterer	10
Policy for Florist	11
Policy for Photographer.....	12
Music for Church Weddings	13-14
Church Wedding Information.....	15-16
Equipment Need Form.....	17
Caterer Agreement Form.....	18
Photographer Agreement Form.....	19
Florist Agreement Form.....	20
Minister/Music Form.....	21

Revised March, 2005

General Guidelines

No weddings after 6:00 p.m.

1. All church buildings and grounds are to be respected as having been dedicated unto the Lord's ministry.
2. The date and time of the rehearsal and wedding (also rehearsal dinner and wedding reception where applicable) must be cleared on the church calendar. This should be done as far in advance as practical. **The date will not be officially placed on the calendar until a \$150 non-refundable deposit payable to First Baptist Church is submitted with the Church Wedding Information form. The balance is due one (1) month before the service.**
3. It is the pastor's policy never to perform a ceremony without at least one conference with the couple to be married. Appointments should be made through the pastor's secretary.
4. The First Baptist organist has the right of first refusal for *all* weddings. Guest organists must be approved by the Minister of Worship/Music.
5. The Church Wedding Committee provides a director for all rehearsals and weddings and will work with the wedding party to carry out your wishes. The director's responsibility includes the rehearsal and the ceremony. You will need to secure the services of the florist. The church does not provide equipment for candles or flowers.
6. All decorations, flowers, palms, and other equipment shall be removed from the facility immediately following its use. (First Baptist Church cannot be responsible for any items left behind.)

Minister/Music Form

PLEASE LIST BELOW:

Minister Performing Ceremony:

Name: _____

Address: _____

Phone: _____

Church: _____

Organist: _____

Pianist: _____

Soloist: _____

Other Musicians: _____

Music Selections:

1. _____

2. _____

3. _____

4. _____

Approved by:

Minister of Worship/Music

Date

This page must be returned at least one (1) month before the service..

7. Heating, lighting, air conditioning, television and sound equipment are to be arranged for and used only by authorized personnel on the church staff.
8. All activities are subject to approval prior to the reservation of the facility. Fees may be waived with the direct permission of the pastor and/or properties committee.
9. There shall be no non-member weddings in the buildings on Sundays or during the month of December.
10. All games, skits, and activities shall be chosen discretely with respect to the church's expressed convictions. For example, **NO DANCING** in any building.
11. All persons participating in the use of any building are expected to refrain from the use of irreverent language, discourteous actions as well as loud and/or irreverent music.
12. Modest and appropriate dress shall be worn.
13. There shall be **NO SMOKING** in any building or on church grounds.
14. There shall be **NO ALCOHOLIC BEVERAGES** on the premises for **any** reason.
15. **NO** food or drinks are permitted in the sanctuary or chapel.
16. Please do not pull any vehicle up on the sidewalk in front of the sanctuary for loading or unloading.

Wedding and Reception Fees - Non-Members

Sanctuary Wedding	\$2500.00	Reception/Dining Room	\$ 500.00
Other Wedding	\$1500.00	Reception/Fellowship Hall	\$1250.00
Kitchen	\$ 500.00		

Should the couple wish to have communion for the congregation an additional charge of \$30 will be added to cover the cost of elements.

*Sanctuary Seating Capacity - 1,100 Chapel Seating Capacity - 200
Reception Capacity Fellowship Hall 150-200 Dining Room 50-75*

The Organist and Pianist guidelines and fee schedule are listed in detail in The Music for Church Weddings section.

To get married at FBC, either the prospective bride or groom or their parents must have been an active resident member of FBC for at least one year to be considered members for payment purposes. Couples who are not active members of FBC and who wish to have their ceremony at FBC must secure a FBC Member who will agree to be their sponsor. The sponsor will act as a link between the couple and the church and will be responsible for any unpaid fees and other damages.

A non-refundable deposit in the amount of \$150 will be required to officially schedule the wedding and will be applied to the facility use fee. The wedding **will not** be placed on the church calendar until this deposit is paid. The facility use fee includes maintenance, custodial care, utility costs and the service of the church wedding director, who is required to be at all FBC weddings, and the service of a First Baptist Minister, if needed. It also includes the technical support fee. A member of the technical support team must be present at all weddings and rehearsals to ensure that all sound equipment units are working at an acceptable level.

Fees assume a maximum time of four hours for preparing for the service, the service time and clean-up on the day of the service. If the scheduled event is to exceed four hours, a charge of \$50 per additional hour will be added. There is a maximum time of five hours for the reception from set up to clean up. If the scheduled event is to exceed five hours, a charge of \$50 per additional hour will be added. The building will be locked at other times.

Any balance should be paid at least one (1) month prior to service. Make checks payable to First Baptist Church and mail to the attention of the Minister of Worship/Music, P. O. Box 1189, Rome, GA 30161.

Event Checklist

- Step 1** Call the church office to request your Wedding Policy Booklet and to make your reservation.
- Step 2** Come to the church office within one week of making your reservation to pay the \$150.00 non-refundable deposit and submit the Church Wedding Information form (See pages 15 & 16.)
- Step 3** Schedule a meeting with the Minister of Worship/Music for approval of music for the service at least one month before the service. Please submit the Minister/Music Form and Equipment Need Form at this meeting (See pages 17 & 21.)
- Step 4** Get the Florist Agreement, Photographer Agreement and Caterer Agreement forms filled out, and return to the church office at least one month before the service (See pages 18, 19 & 20.)
- Step 5** Turn in all payments at least one (1) month before the service.
- Step 6** Use the building for your event with respect and reverence.
- Step 7** Leave all portions of the building used in the ceremony in as clean a condition as existed prior to the ceremony. The custodian will turn off heat/air, lights, and lock the building at the conclusion of the event.

Photographer Agreement

We agree to comply with the rules and regulations of the First Baptist Church regarding the use of the church facilities for the wedding of:

(Bride's Name)

on _____
(Date)

(Photographer)

Phone: _____

Signature of Person Responsible

Date

Please mail this form as soon as possible or at least one (1) month prior to the service. Please tear along dotted line.

Please mail to:

First Baptist Church
Attention: Minister of Worship/Music
P. O. Box 1189
Rome, GA 30162-1189

First Baptist Church Wedding Policy for Caterer

The caterer should contact the food service supervisor at least one week prior to the wedding to make all arrangements for the use of church equipment. This includes tables, chairs, screens, table cloths, and kitchen equipment.

Trash and decorations are to be removed from the church promptly following the ceremony and not left on the church property. All portions of the building used in the ceremony are to be left in as clean condition as existed prior to the ceremony.

The caterer is responsible for returning all equipment to its proper place in good condition. He/she is responsible for full clean up of the kitchen (i.e., washing, drying, and putting away all dishes; sweeping, and mopping floors). The kitchen should be left as it is found.

It is important to keep in mind that church weddings are a service of the church; thus, the wedding should be in keeping with the reverence that is observed upon entering the house of God.

Whenever candles are used, they must be of the dripless variety. The floor must be thoroughly protected. Caterers or others responsible will be held directly accountable for cleaning all floor coverings and furniture if required as a result of wedding activities.

Weddings are subject to the activities connected with the church. Therefore, at times there may be seasonal flowers, banners and decorations that may not be moved.

Only those decorations may be used which can be placed without being fixed to walls, woodwork, or floor. Specifically, no nails, tacks or sticking tape shall be used. Wet vessels must be thoroughly guarded so that no water reaches furniture or carpet.

The bride is to have the caterer read this policy, fill out, sign, and return the Caterer Agreement form no later than one (1) month before the activity.

***No Smoking or Alcoholic Beverages are permitted on the premises.
(No drinks of any kind or food are permitted in the sanctuary or chapel.)***

First Baptist Church Wedding Policy For Photography

It is most important to keep in mind that church weddings are a service of the church; thus, the wedding should be in keeping with the reverence that is observed upon entering the house of the Lord.

Photographers should plan to take pictures one and one-half hours prior to the ceremony.

Photographers should not use flash equipment once the ceremony begins; except that flash may be used when making pictures of the bride as she enters, if desired, and pictures of the bride and groom as they leave. It is suggested that as many pictures as possible be made before the ceremony.

The ceremony itself may be photographed by use of time exposure or high speed film that does not require flash lighting. Pictures may be taken of the bridal party before and/or after the service.

Videotaping is acceptable and may be done from the balcony only. Video equipment is not allowed in the choir loft or in the pulpit area.

The bride is to have the photographer read this policy, fill out, sign, and return the Photographer Agreement form at least one (1) month prior to service.

Music For Church Weddings

Music is traditional at weddings, adding to the beauty of the service. Music used in connection with the ceremony should be in keeping with the sacredness and dignity of the wedding service. Marriage is an ordinance of God, and, since it is performed in the Church, it is a Church worship service. All the music should direct the thought toward God and Christian understandings of love and marriage.

While we recognize that romantic love is an important part of the relationship between bride and groom, we attempt to emphasize in the service itself the distinctive characteristics of Christian marriage, i.e. the characteristics that distinguish it from secular marriages. Romantic love is not a distinctive characteristic, being common both to Christian and non-Christian weddings. Therefore in order not to give romantic love the place of prominence, we will not use strictly romantic songs during the wedding service itself. We suggest that romantic songs only be used at the wedding reception or rehearsal dinner, or other occasions associated with the wedding festivities.

Additionally, no recorded music or accompaniment track will be permitted before, during or after the ceremony without pre-approval of the Minister of Worship. The Minister of Worship/Music has on file a list that is consistent with, and helpful to, the dignity of a sacred service. The list is by no means exhaustive and the Minister of Worship will assist you in your selection during your interview. All music used in the wedding ceremony must be approved by the Minister of Worship at least **one (1) month** before the ceremony.

The First Baptist organist has the right of first refusal for all weddings. Guest organists must be approved by the Minister of Worship/Music. Should our organist be unavailable the organist will provide you with a list of approved substitutes. If another organist is used, a meeting must be scheduled before the rehearsal with the First Baptist organist and the guest organist to familiarize him/her with our instrument.

Equipment Need Form

SANCTUARY:

CHAPEL:

FELLOWSHIP HALL:

Date of Event _____

Person Making Request _____

Signature _____

Church Wedding Information, continued

Place of Reception: _____

Officiating Minister: _____

To get married at FBC, either the prospective bride or groom or their parents must have been a resident member of FBC for at least one year to be considered members for payment purposes. Couples who are not active members of FBC and who wish to have a function at FBC must secure a FBC member who will agree to be their sponsor. The sponsor will act as a link between the couple and the church and will be responsible for any unpaid fees and other damages. The sponsor's name, address and phone number must accompany this information sheet, along with the \$150 non-refundable deposit, when submitting it to the church.

Sponsor's Name: _____

Address: _____

Phone: _____

Your address after the wedding (for church office information):

Music for Church Weddings—Continued

Organist and Pianist fees:

Basic Plan (\$100): Processional, recessional, 20 minutes of pre-service music, no soloists or other instrumentalists. Rehearsal limited to 1 hour, with additional charge of \$25 per 30 minutes or portion thereof.

Standard Plan (\$150): Processional, recessional, 20 minutes of pre-service music, maximum of 2 vocal solos with one soloist. (Soloist must provide music). Rehearsal limited to 1 hour, with additional charge of \$25 per 30 minutes or portion thereof.

Deluxe Plan (\$175): Everything included in the Standard Plan, plus additional soloists or other instrumentalists for whom the organist or pianist must play accompaniments. Rehearsal limited to 1 hour, with additional charge of \$25 per 30 minutes or portion thereof.

Payment is due one (1) month before the wedding. Fees listed above are for each instrumentalist used.

Church Wedding Information

Bride: _____

Address: _____

Phone: _____ / _____

Parents: _____

Member of FBC?: _____

email: _____

Groom: _____

Address: _____

Phone: _____ / _____

Parents: _____

Member of FBC?: _____

email: _____

Date of Event: _____ **Time:** _____

Location: _____

Director: _____

Time Church to be opened: _____

Will you need a sound technician? _____

Will you need communion? _____ *How many?* _____
(Additional fee applies)

Date of Rehearsal: _____

Time: _____ *Location:* _____

Please arrive one-half hour prior to scheduled time.

Time church to be opened: _____