

***First Baptist Church - Rome***  
***Wedding Policies***



**100 East 4th Avenue · Rome, Georgia 30161 · 706-291-6850**

## Notes

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Your wedding day should be one of the happiest days of your life.

The policies in this booklet were put together so that the many details of the day can be coordinated well in advance, leaving your attention on your wedding.

Your early attention to the policies and suggestions outlined in the following pages will help the church staff better serve you.

If you have any questions after reading this booklet, please contact the church.

## **First Baptist Church General Guidelines**

1. To be considered a member for payment purposes, either the prospective bride or groom or their parents or legal guardians must have been active members of the church for at least one year prior to the date of the wedding. Any exception to this policy must be approved by the Wedding Committee and/or the Pastor.
2. Weddings at any location in the church may be scheduled up to 12 months (one year) in advance of the service.
3. The date and time of the rehearsal and wedding (also rehearsal dinner and wedding reception where applicable) must be cleared on the church calendar. The date will not be officially placed on the calendar until a non-refundable deposit is submitted with the Church Wedding Information form. The balance is due one (1) month before the service.
4. Church facilities are not available for weddings on:
  - ♦ Sundays
  - ♦ Holidays or holiday weekends, including New Year's Eve, New Year's Day, Martin Luther King Day, Easter, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Eve, Christmas Day
  - ♦ Dates of scheduled church activities or church holidays
5. There will be no non-member weddings in December.
6. It is the policy of all FBC ministers never to perform a ceremony without at least one conference with the couple to be married.
7. The FBC organist and/or pianist has the right of first refusal for all weddings. Guest musicians must be approved by the Minister of Worship/Music.
8. The Wedding Committee provides information and direction for all rehearsal and weddings. There will be a committee member or staff member present at each event. This person will not provide a director role but will be a resource for any questions that arise involving FBC or wedding policies.
9. Heating, lighting, air conditioning, and audio-visual equipment are to be adjusted/used only by authorized personnel.

10. There shall be **NO SMOKING** in any building or on church grounds.
11. There shall be **NO ALCOHOLIC BEVERAGES** on the premises for any reason.
12. **NO** food or drinks are permitted in the Sanctuary or Chapel.
13. Vehicles are **not allowed** on the sidewalk in front of the Sanctuary for any reason, including loading or unloading.
14. Weddings must be scheduled to begin no later than 6:00 p.m.
15. Church buildings will be open and available for the florist, caterer, and other deliveries no more than four hours before the start of the ceremony.
16. FBC will not be responsible for the loss or theft of any valuables or personal property. Please do not leave money, credit cards or other valuables in the dressing areas during the wedding or reception.

## First Baptist Church Wedding and Reception Fees

	Members	Non Members
Reservation Fee	\$150	\$500
Sanctuary (seats 800)	\$750	\$5,000
Chapel (seats 75)	\$500	\$2,500
Fellowship Hall (seats 175)	\$500	Members Only
Dining Room (seats 65)	\$300	Members Only
Kitchen	\$200	Members Only
Courtyard	\$300	\$750

*Should the couple wish to have communion for the congregation  
an additional charge of \$100 will be added to cover the cost of elements.*

A non-refundable deposit is 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 and the Church Wedding Information Form has been signed and returned.

The facility use fee includes maintenance, custodial care, and utility costs. It also includes the technical support fee. This amount does **not** include the services of a minister or musicians to perform the ceremony.

A member of the technical support team will be present at weddings and rehearsals to ensure that all sound equipment is 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 \$400 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 \$500 per additional hour will be added. The building will be locked at other times.

### **Make checks payable to:**

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

***Any balance should be paid at least one (1) month prior to service.***

## **First Baptist Church Wedding Rehearsal Policies**

1. The **one-hour rehearsal** will begin promptly at the time scheduled.
2. Please insist that all members of the wedding party be punctual!
3. **A late fee of \$100 for every period of 15 minutes beyond the one-hour rehearsal will be assessed and payable to First Baptist Church before the beginning of the ceremony.**
4. The minister will direct the rehearsal. The marriage license should be delivered to the minister on the night of the rehearsal. It is customary that the honorarium for the minister and for the musicians will be given to them at this time.
5. Musicians and the lighting/sound technician will participate in the rehearsal.



## **First Baptist Church 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 non-refundable deposit and submit the Church Wedding Information form.
- 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.
- Step 4** Have the caterer, photographer and florist agreement forms filled out, and returned to the church office at least one month before the service
- Step 5** Turn in all final payments at least one (1) month before the service.
- Step 7** Leave all portions of the building used in the ceremony in as clean a condition as existed prior to the ceremony. The maintenance staff will secure the building at the conclusion of the event.

## **First Baptist Church Wedding Policy for Caterer**

**The wedding policies that concern the work of caterers for weddings at First Baptist Church are listed below.**

1. Furniture available for a reception includes standard six-foot tables, five-foot round tables and fixed-legged padded chairs. The church does not provide plates, glasses, silverware or linens.
2. Outside caterers are responsible for all off-site preparations and serving details of the reception. Caterers will need to furnish personnel for setting-up equipment and serving the food. The kitchen area with refrigerators and sinks may be used by caterers for the fee listed earlier. This area is to be left clean and in the order in which it was found.
3. If the kitchen is used for meal preparation, caterers must bring their own utensils and cookware and must leave the kitchen in the same order in which it was found. Caterers who plan to cook at FBC must schedule a meeting with the FBC Food Service Director at least one month before the event.
4. Buildings will be open four hours prior to the wedding.
5. The church custodian on duty will be responsible for heating and/or cooling, trash disposal, vacuuming and returning the reception area to the original arrangement. The maintenance staff will assist in setting up and/or moving furnishings, but will not assist with decorating for the reception or with removal of decorations, food, etc.
6. Arrangements for use of church equipment or space and set-up requirements must be made at least one month before the wedding.
7. Alcoholic beverages of any kind are not permitted within the church buildings or on church property.

**Please have the caterer read, sign and return the policy at the end of this document no more than one month before the wedding.**

## **First Baptist Church Wedding Policy for Flowers and Decorations**

**The policies that concern the florists and others responsible for decorating are listed below:**

1. FBC will be open no more than four hours prior to the wedding for delivery and decorations.
2. Candles must be of the dripless variety. The floor must be thoroughly protected. Florists or others responsible will be held accountable for cleaning all floor coverings and furniture, if required.
3. Weddings are subject to activities at the church. Therefore, at times there may be seasonal flowers, banners and decorations that may not be moved.
4. Only decorations may be used that can be placed without being fixed to walls, woodwork, or the floor. Specifically, no nails, staples, pins, tacks or sticking tape shall be used. Wrapped wire or ribbons may be used to fasten bows or flowers to the pews. All precautions must be made to protect interiors of the sanctuary or chapel.
5. No flowers of any type may be placed on the organ console or piano.
6. Only dye-fast silk flowers may be used in the aisle.
7. All flowers, decorations and equipment must be moved from the building immediately following the ceremony. The facilities must be left in the same order in which they were found.
8. No rice, confetti, or flower petals may be used on the church grounds. Bird seed may be used outside, if approved. Nothing shall be done to violate existing fire and building codes.
9. Please do not pull any vehicle up on the sidewalk in front of the Sanctuary for loading or unloading.
10. Should the wedding party wish to have an arrangement for the church on the following Sunday, please inform the Minister of Worship/Music at least one (1) month before the ceremony to ensure availability on the flower calendar so that acknowledgements can be printed in the church newsletter and order of worship.

**Please have the florist read, sign and return the policy at the end of this document no more than one month before the wedding.**

## **First Baptist Church Wedding Policy for Photography/Videography**

**The policies that concern the photographer/videographer are listed below:**

1. No flash photography may be taken during the ceremony.
2. The photographer/videographer should not draw attention to himself or herself by taking pictures/video from conspicuous locations during the ceremony. From the back third of the room, he or she may take pictures/video of the wedding party going down the aisle or coming out. Time exposures may be made during the ceremony from the rear of the Sanctuary or Chapel. Pictures/video may be taken in the aisle before and after the ceremony.
3. Photographs/video MAY NOT be taken from the platform, choir area or the front of the aisle during the processional or recessional or during the ceremony. Photographers and videographers are to be unseen, unheard and unnoticed by the worshipers. Unstaffed equipment may be placed discreetly on the platform area, at least 30 minutes prior to the ceremony.
4. Standing or placing equipment on the pews or other furnishings in a way that would damage them is not permitted. The photographer/videographer must bring a protective cloth to protect pews/furniture from such use.
5. It is suggested that you arrange with the bride to take as many pictures as possible prior to the hour of the wedding. The pre-wedding photography session should end at least 30 minutes before the ceremony. If the balcony is not occupied by guests, photographers using silent equipment, without flash bulbs, may take exposures from the Sanctuary balcony.
6. Remember that guests will be waiting for the reception. The photographer and the bride should plan, in advance, the list and order of shots to be made following the ceremony.

**Please have the photographer/videographer read, sign and return the policy at the end of this document no more than one month before the wedding.**

## **First Baptist Church Wedding Policy for 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.

## **First Baptist Church Organist and Pianist Fees for Weddings**

It is understood that the First Baptist organist and pianist have the right of first refusal for all weddings at First Baptist. Any guest musicians must be approved by the Minister of Worship/Music at least one month prior to the ceremony.

**Basic Plan (for use of organist OR pianist) (\$150 per musician):**

Processional, recessional, 20 minutes of pre-service music, no soloists or other instrumentalists. Rehearsal limited to one hour, with additional charge of \$25 per 30 minutes or portion thereof.

**Standard Plan (\$200 per musician ):** Processional, recessional, 20 minutes of pre-service music, maximum of two vocal solos with one soloist. **(Soloist must provide copies of the music to the accompanist at least one month before the ceremony.)** Rehearsal limited to one hour, with additional charge of \$25 per 30 minutes or portion thereof.

**Deluxe Plan (\$250 per musician):** 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.

**Please make payment directly to the musicians at the rehearsal.**

# First Baptist Church Church Wedding Information

**Date of Event:** \_\_\_\_\_ **Time:** \_\_\_\_\_

*Location in the Church:* \_\_\_\_\_

**Bride:** \_\_\_\_\_

*Address:* \_\_\_\_\_

*Cell Phone:* \_\_\_\_\_ *Email:* \_\_\_\_\_

*Parents:* \_\_\_\_\_

*Parents' Phone(s):* \_\_\_\_\_

*Member of FBC?:* \_\_\_\_\_

**Groom:** \_\_\_\_\_

*Address:* \_\_\_\_\_

*Cell Phone:* \_\_\_\_\_ *Email:* \_\_\_\_\_

*Parents:* \_\_\_\_\_

*Parents' Phone(s):* \_\_\_\_\_

*Member of FBC?:* \_\_\_\_\_

**Minister** \_\_\_\_\_ *Phone:* \_\_\_\_\_

**Florist** \_\_\_\_\_ *Phone:* \_\_\_\_\_

**Caterer (if at FBC)** \_\_\_\_\_ *Phone:* \_\_\_\_\_

**Photographer** \_\_\_\_\_ *Phone* \_\_\_\_\_

**Videographer** \_\_\_\_\_ *Phone* \_\_\_\_\_

**Time Church to be opened:** \_\_\_\_\_ **Will you need a sound technician?** \_\_\_\_\_

**Date of Rehearsal:** \_\_\_\_\_ **Time:** \_\_\_\_\_

*We have carefully read the FBC Wedding Policies and agree to abide by the guidelines included, and to inform our wedding party and those hired to provide services of the rules and regulations pertaining to weddings at FBC-Rome.*

\_\_\_\_\_  
*Bride*

\_\_\_\_\_  
*Groom*

\_\_\_\_\_  
*Date*

## First Baptist Church Additional Information for Non-Member Weddings

Officiating Minister: \_\_\_\_\_

To be married at First Baptist Church of Rome either the prospective bride or groom or their parents must have been active members of the church for at least one year prior to the date of the wedding. **Any exception to this policy must be approved by the Wedding Committee and/or the Pastor.**

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 \$500 non-refundable deposit, when submitting it to the church.

**Sponsor's Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_

*This form must be submitted with the \$500.00, non-refundable deposit  
to the Minister of Worship/Music of FBC for the date to be officially placed  
on the church calendar.*



## First Baptist Church Equipment Need Form

SANCTUARY:

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CHAPEL:

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FELLOWSHIP HALL:

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Date of Event \_\_\_\_\_

Person Making Request \_\_\_\_\_

Signature \_\_\_\_\_

## First Baptist Church Caterer Agreement

1. Furniture available for a reception includes standard six-foot tables, five-foot round tables and fixed-legged padded chairs. The church does not provide plates, glasses, silverware or linens.
2. Outside caterers are responsible for all off-site preparations and serving details of the reception. Caterers will need to furnish personnel for setting-up equipment and serving the food. The kitchen area with refrigerators and sinks may be used by caterers for the fee listed earlier. This area is to be left clean and in the order in which it was found.
3. Buildings will be open four hours prior to the wedding.
4. The church custodian on duty will be responsible for heating and/or cooling, trash disposal, vacuuming and returning the reception area to the original arrangement. The maintenance staff will assist in setting up and/or moving furnishings, but will not assist with decorating for the reception or with removal of decorations, food, etc.
5. Arrangements for use of church equipment or space and set-up requirements must be made at least one month before the date of the wedding.
6. Alcoholic beverages of any kind are not permitted within the church buildings or on church property.

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:

\_\_\_\_\_ and \_\_\_\_\_  
Bride Groom

\_\_\_\_\_  
Caterer Signature Date

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

**Please mail to:**

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

## First Baptist Church Photographer Agreement

1. No flash photography may be taken during the ceremony.
2. The photographer/videographer should not draw attention to himself or herself by taking pictures/video from conspicuous locations during the ceremony. From the back third of the room, he or she may take pictures/video of the wedding party going down the aisle or coming out. Time exposures may be made during the ceremony from the rear of the Sanctuary or Chapel. Pictures/video may be taken in the aisle before and after the ceremony.
3. Photographs/video MAY NOT be taken from the platform, choir area or the front of the aisle during the processional or recessional or during the ceremony. Photographers and videographers are to be unseen, unheard and unnoticed by the worshipers. Unstaffed equipment may be placed discreetly on the platform area, at least 30 minutes prior to the ceremony.
4. Standing or placing equipment on the pews or other furnishings in a way that would damage them is not permitted. The photographer/videographer must bring a protective cloth to protect pews/furniture from such use.
5. It is suggested that you arrange with the bride to take as many pictures as possible prior to the hour of the wedding. The pre-wedding photography session should end at least 30 minutes before the ceremony. If the balcony is not occupied by guests, photographers using silent equipment, without flash bulbs, may take exposures from the Sanctuary balcony.
6. Remember that guests will be waiting for the reception. The photographer and the bride should plan, in advance, the list and order of shots to be made following the ceremony.

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:

\_\_\_\_\_ and \_\_\_\_\_  
Bride Groom

\_\_\_\_\_  
Photographer Signature Date

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

**Please mail to:**  
First Baptist Church  
Attention: Minister of Worship/Music

## First Baptist Church Florist Agreement

1. FBC will be open no more than four hours prior to the wedding for delivery and decorations.
2. Candles must be of the dripless variety. Florists or others responsible will be held accountable for cleaning all floor coverings and furniture, if required.
3. Weddings are subject to activities at the church. Therefore, at times there may be seasonal flowers, banners and decorations that may not be moved.
4. Only decorations may be used that can be placed without being fixed to walls, woodwork, or the floor. Specifically, no nails, staples, pins, tacks or sticking tape shall be used. Wrapped wire or ribbons may be used to fasten bows or flowers to the pews. All precautions must be made to protect interiors of church.
5. No flowers of any type may be placed on the organ console or piano.
6. Only dye-fast silk flowers may be used in the aisle.
7. All flowers, decorations and equipment must be moved from the building immediately following the ceremony. The facilities must be left in the same order in which they were found.
8. No rice, confetti, or flower petals may be used on the church grounds. Bird seed may be used, if approved. Nothing shall be done to violate existing fire and building codes.
9. Please do not pull any vehicle up on the sidewalk in front of the sanctuary for loading or unloading.
10. Should the wedding party wish to have an arrangement for the church on the following Sunday, please inform the Minister of Worship/Music at least one month before the ceremony so that acknowledgements can be printed in the church newsletter and order of worship.

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:

\_\_\_\_\_ and \_\_\_\_\_  
Bride Groom

\_\_\_\_\_  
Florist Signature Date

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

**Please mail to:**

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

## First Baptist Church Music Form

### PLEASE LIST BELOW:

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.*