

FIRST BAPTIST CHURCH OF CHRIST

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Revised September 1, 2008

Wedding Guidelines

for

Members

You have requested information from First Baptist Church because you want your wedding to be a worship experience, not merely a social event. You realize that the love shared by you and your future spouse reflects God's love for you. You desire God's presence and the local church to be central in your wedding and central in your marriage. We affirm those values.

While First Baptist Church is an organized institution, we are first and foremost people—the people of God who assemble and minister as a congregation of faith and grace. We seek to serve you at this time in your life, so that the beginnings of your life together are filled with joy and celebration.

To maintain the spirit of worship and recognizing the seriousness of this commitment, the following guidelines and policies have been developed. To ensure that the wedding is planned thoroughly and efficiently, these guidelines should be followed.

FEES

One must be a member of First Baptist church for at least one year before the member rates for weddings apply.

Facility Fees

Sanctuary—\$500 (This includes the facilities, the services of the church's wedding hostess, and up to 10 hours of Custodial time for the rehearsal and wedding. Additional Custodial hours billed at the overtime rate.)

Great Room---\$100 (Includes 2 hours Custodial time. Additional hours billed at the overtime rate.)

These charges allow time for vendor setup, rehearsal, dressing, photographs, wedding and clean up. If other rooms are needed such as classrooms or hallways not adjacent to the above room(s), the wedding hostess should be consulted.

Rehearsal dinner in the Fellowship Hall \$250 (This includes the use of Fellowship Hall, table set-up, heat or air, lights. This does not include a meal or any use of the kitchen. Please discuss with the hostess if the kitchen is to be used. Custodial hours billed at the overtime rate)

Reception in the Great Room \$100

Includes: custodial set-up, use of kitchen, lights, heating or air conditioning.

Reception in the Fellowship Hall \$250

Includes: custodial set-up, use of kitchen, lights, heating or air conditioning.

Ministerial Honorarium

There is no set fee; however, an honorarium is customary. Typically, this is the groom's responsibility.

Musician Fees

The fee for the organist is \$300. This includes the rehearsal and the wedding.

Soloists: It is the custom for the bride to engage her own vocal or instrumental soloists, and arrangements including any fee, should be made between the two of them. First Baptist Church is particularly blessed to have many professional, trained musicians in its various music programs. Do not hesitate to ask the hostess for information on soloists and instrumentalists.

Audio Services

The fee for Audio Services for a Sanctuary wedding is \$100. Includes: Audio/Visual committee member, microphone and setup. **Note:** This does NOT include taping of the service. This is an extra fee, determined by the Audio/Visual Committee.

A wedding in the Great Room does not require the use of microphones. If you should want microphones, you will need to make arrangements with the wedding hostess and the fee should be negotiated with the sound technician in advance and paid at the time of the rehearsal. (If there is no rehearsal, then the fee is due no later than the day before the wedding.)

Fee Schedule

⌘ **Facility Fee for Sanctuary wedding**----\$500.00

Due one month before the wedding date. Check made out to First Baptist Church of Christ.

⌘ **Facility Fee for Great Room wedding**---\$100

Due one month before the wedding date. Check made out to First Baptist Church of Christ.

⌘ **Facility Fee for Fellowship Hall**---\$250

Due two weeks before the wedding date. Check made out to First Baptist Church of Christ.

⌘ **Organist Fee**-----\$300

Due at the rehearsal. Check made out to organist.

⌘ **Sound technician**----\$100

Due at the rehearsal. Check made out to the technician.

PROCEDURES FOR RESERVING FACILITIES

Reservations must be made through the church's wedding hostess. The hostess can be reached by calling the church office. You will need to discuss with the hostess the availability of dates and facilities. While we will do all we can to provide the requested rooms and services, you should remember that there is no guarantee that the dates and/or facilities will be available. Until your request has been cleared with the church ministerial staff, reservations are not confirmed. The hostess will clear the date with the ministerial staff which may take up to two weeks. The bride will be notified when this process is completed.

Requests by members of First Baptist Church are given priority over those of non-members.

Weddings will be scheduled no later than 6:00 pm. No weddings will be held on Sunday. Only one wedding may be scheduled on any one date.

No rehearsals and/or weddings will be allowed on New Year's Eve, New Year's Day and Weekend, Good Friday, Holy Saturday, Easter, Memorial Day, Independence Day, Labor Day, Thanksgiving Eve, Thanksgiving Day and Weekend, Christmas Eve, Christmas Day and Weekend.

THE MINISTER

First Baptist Church is blessed to have several ministers on our pastoral staff. You may request the pastor or another ordained minister on the staff to officiate at your wedding.

If you desire to have a minister officiate, other than one of those on the pastoral staff of First Baptist Church, please contact our pastor so that he may extend a formal invitation to the guest minister. This is a courtesy appreciated by the guest minister and enables the pastor to answer any questions and to provide assistance.

PREMARITAL CONFERENCE

The bride and groom are encouraged to arrange an appointment with the minister who will officiate at the wedding. The premarital session(s) enables the couple to discuss and plan in detail their wedding ceremony and provide opportunities to discuss several aspects of Christian marriage.

MUSIC

It is the responsibility of the bridal party to make their own arrangements for the music that will be used in the wedding ceremony.

Wedding music is not for the purpose of entertainment. Rather, it is for the purpose of worship and should be reverent in nature. Only sacred music should be used in the wedding ceremony. **All sung texts must be sacred in nature. All musical selections must be submitted to the Church Organist or Minister of Music to approve the appropriateness of each piece for Christian worship.**

Our First Baptist Church Organist and soloists are generally available for wedding ceremonies, though they are optional. As you select your musicians, you need to consider their experience and competence in singing and playing before large numbers of people.

It is preferred that no tapes or CD's be used.

WEDDING RECEPTIONS

If the reception is held at the church, the caterer or a family member needs to contact the wedding hostess. A consultation with the hostess is essential for the proper care of church equipment. If church kitchen equipment is used, a FBC kitchen staff member must be present during the reception. You are responsible for paying the kitchen staff member their regular per hour salary.

Any use of the church crystal and silver must be cleared with the hostess; and it must be returned clean, boxed, and ready to store—without exception. The kitchen must be left clean.

The use of secular music during the reception must be approved by the Minister of Music or Chairman of the Church Music Committee.

GENERAL POLICIES FOR WEDDINGS

It will be the responsibility of the wedding party to see that the following rules are carefully enforced:

1. No alcoholic beverages are allowed anywhere in or on church property.
2. No smoking is allowed inside church facilities.
3. Birdseed may be thrown outside church facilities. No confetti or rice is allowed anywhere on church property.
4. No food or liquids may be consumed in the Sanctuary.
5. The wedding hostess of First Baptist Church will serve in the capacity of liaison between the wedding party and First Baptist Church. It is the hostess' duty to communicate with the wedding party on all pertinent issues regarding the rehearsal and wedding and report concerns, details, and needs to the appropriate ministers and staff of FBC. The hostess will be present at the wedding rehearsal to be sure that all needs are addressed prior to the wedding day. The wedding hostess will be present prior to the wedding and during the wedding ceremony to assist the wedding party and oversee all uses of the FBC facilities so that all is in keeping with the policies of FBC. We are happy to work with a professional wedding director if you so choose. However, the officiating minister is responsible for conducting the rehearsal.
6. In the event of a Sanctuary wedding, the hostess will make arrangements with the Audio-Visual Committee of the church in order to schedule someone to run the church sound system. That person will be responsible for providing sound for the ceremony which requires use of microphones and/or lavalieres by the minister(s), musicians and/or soloists. The sound technician will also make an audio tape if requested. The fee for operating the sound system is listed in the "Fees Section."
7. Responsibility for breakage and/or other than normal wear and tear of facilities is to be assumed by the person arranging the use of such facilities. Furniture (including the Communion Table) must be moved only by church custodians.
8. It is the responsibility of the bride and groom to familiarize the members of the wedding party with policies pertinent to their conduct during the rehearsal and wedding. Particular attention should be given to the policy prohibiting smoking and alcoholic beverages.

9. The building will be open 30 minutes prior to the rehearsal. Please be on time for the rehearsal.
10. Access to the building is through the High Place parking lot Office door. The Sanctuary's doors will be unlocked one hour prior to the wedding by the custodian.

POLICIES FOR VENDORS

Florists:

1. You or your florist must arrange with the wedding hostess the time of arrival to place flowers and other decorations. Please be aware the church office closes at 1:00 PM on Fridays. No tacks, nails, tape or other materials which may deface the buildings, pews or furnishings may be used in decorating.
2. Only Dripless candles may be used. NO EXCEPTIONS.
3. Flowers may be placed only where there will be no water damage or other stains. Proper containers need to be used to insure carpet will not be soiled. No flowers or decorations of any kind may be placed on the Communion Table.
4. No furniture, musical instruments or plants will be moved or rearranged without specific permission of the hostess, minister of music or church organist.
5. Flowers and decorations must be removed immediately following the wedding ceremony.
6. The florist is expected to provide all equipment necessary for decorating, including a dust buster or vacuum cleaner to clean up any spillage from pants or flowers.
7. The florist is responsible for any damage caused by his or her arrangements.
8. The florist must observe the following: No smoking inside the church facilities, no alcoholic beverages anywhere on church property.

Photographer:

1. Furniture must not be moved and furniture must not be stepped on.
2. It is suggested that the photographer arrange with the bride to take as many pictures as possible prior to the hour of the wedding.
3. No flash attachments or artificial lights are to be used during the wedding ceremony.

4. It is the photographer's responsibility to see that the wedding party is informed about group pictures to be made after the wedding ceremony.
5. The minister will be available to pose for one or two pictures following the ceremony. Please see that those photographs are taken first.
6. Following the benediction and at the time of the recessional, the photographer may take pictures of the couple as they exit down the aisle.

The photographer must observe the following: No smoking inside the church facilities, no alcoholic beverages any where on church property.

Videographer:

1. Video taping is permitted as long as no artificial light is used.
2. Operator must be dressed appropriately and must remain stationary in a single location.
3. Furniture must not be moved; the furniture should not be used in an inappropriate manner.
4. Camera is allowed at the front but must be placed in either choir loft or left stable. No movement is allowed.
5. The videographer must observe the following: No smoking inside the church facilities; no alcoholic beverages anywhere on church property.

DISCLAIMER

First Baptist Church of Christ is not responsible or liable for injury to any person or persons during the wedding activities. First Baptist Church of Christ is not responsible for personal property such as wedding dresses, purses, and wedding gifts. First Baptist Church of Christ is not responsible for lost, stolen or damaged items. We suggest you take reasonable precautions for your own protection.

CHECKLIST FOR FEES

- _____ Sanctuary \$500
This includes hostess' services, custodial set-up and take down, heating or air conditioning, and lights.

- _____ Great Room \$100
This includes custodial set-up and take down, heating or air conditioning, and lights.

- _____ Organist---Wedding and Rehearsal \$300

- _____ Sound Technician \$100
Includes: Audio/Visual committee member, microphone and setup.
Note: This does NOT include taping of the service. This is an extra fee, determined by the Audio/Visual Committee.