

FIRST BAPTIST CHURCH OF CHRIST

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Wedding Guidelines

for

Non-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.

The following suggestions have been developed to help ensure that your wedding is planned thoroughly and efficiently. These policies have been made to maintain the spirit of worship and to recognize the seriousness of this commitment.

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—\$1500 (This includes the facilities for the rehearsal and wedding , 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--\$150 (This includes two hours of custodial time).

Fellowship Hall—\$500 (Custodial hours billed at 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.

Security Fee

\$300 is required at the time of the booking of the facilities. Any damage to church property or facilities will be paid for out of this fee. If all FBC policies and procedures as outlined in this booklet are followed, this will be refunded to the payee two weeks following the ceremony.

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 wedding hostess for information on soloists and instrumentalists.

Audio Services

The fee for Audio Services for a Sanctuary wedding is \$100.

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

Security Deposit: \$300

Due when wedding is booked. Check made out to First Baptist Church of Christ.

Facility Fee for Sanctuary wedding -

\$700--Due four months before wedding; \$800--Due one month before wedding – Total of \$1500

Checks made out to First Baptist Church of Christ.

Facility Fee for Great Room wedding - \$150

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

Facility Fee for Fellowship Hall - \$500

Due two months before wedding. Check made out to First Baptist Church of Christ.

Audio Fee - \$100

Due at rehearsal. Check made out to sound technician.

Organist - \$300

Due at rehearsal. Check made out to organist.

PROCEDURES FOR RESERVING FACILITIES

The first step in reserving the First Baptist Church facilities is a meeting with the church's wedding hostess to determine if the policies of FBC and the type of ceremony desired by the bride and groom is a match. A tour of the available rooms can be taken at this time. At this meeting the dates and times of the rehearsal and wedding should be discussed. The hostess will check on the availability of the date and facilities on the church calendar. 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. It is then up to the bride to provide a security deposit of \$300 to confirm the reservation.

Requests by members of First Baptist Church are given priority over those of non-members. Therefore, facility reservations cannot be confirmed for non-members more than six months in advance of the wedding date.

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, or during December. The many special programs and decorations during the Advent and Christmas season make non-member weddings impossible during that time.

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 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 their 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. 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.

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.**

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

WEDDING RECEPTIONS

It is the policy of First Baptist Church to allow only member receptions. You may petition FBC in writing for an exception to be made. 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 to discuss the proper care of church equipment. If church 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. Any food or liquids brought in for the wedding party must be kept in the Youth Center and/or Great Room.
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 ceremony and report concerns, details, and needs to the appropriate ministers and staff of FBC. The wedding hostess will be present at the wedding rehearsal to be sure that all needs are addressed prior to the wedding day. The 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 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 the church custodian.
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 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

The bride and groom will be held responsible for any damage caused by the florist or photographer in violation of these policies. Breaking the policies will result in a loss of the security deposit.

Florists:

You or your florist must arrange with the wedding hostess the time of arrival to place flowers and other decorations. No tacks, nails, tape or other materials which may deface the buildings, pews or furnishings may be used in decorating.

1. Only DRIPLESS candles may be used. NO EXCEPTIONS.
2. 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.
3. No furniture, musical instruments or plants will be moved or rearranged without specific permission of the hostess, Minister of Music or Church Organist.
4. Flowers and decorations must be removed immediately following the wedding ceremony.
5. The florist is expected to provide all equipment necessary for decorating, including a dust buster or vacuum cleaner to clean up any spillage from plants or flowers.
6. The florist is responsible for any damage caused by his or her arrangements. The florist must observe the following: No smoking inside the church facilities, no alcoholic beverages anywhere on church property, and proper dress when delivering and arranging flowers.

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. The wedding ceremony is a service of worship.
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.
7. 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 or 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.

NOTES

DEFINING A “NON-MEMBER” WEDDING

First Baptist Church defines a “Member Wedding” as a wedding with a bride or groom who is currently a member of First Baptist Church. If requested, the term might also be applied to the son or daughter of a member, or grandson or granddaughter of a member with the consent of the Pastor or the Chair of Council and Deacons. All others are “Non-Member Weddings.”

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

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 \$1500

This includes hostess' services, custodial set-up and take down, heating or air conditioning, and lights.

_____ Great Room \$150

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.

