

WEDDING POLICY

The marriage ceremony is ordained by God and the entire service should be considered a service of worship. Our sanctuary and chapel were thoughtfully and prayerfully built and we endeavor to use them reverently. We request that you inform yourselves of and abide by the following policies.

I. DATES AND FEES

A. Dates:

- (1) Wedding and rehearsal dates must be placed by one of the church secretaries on the church calendar in the church office at least six weeks prior to wedding. The bride must sign the Wedding Policy agreement and provide the church with contact information. Without signatures, the wedding will not be put on the calendar. These dates must be approved by the minister with regard to his schedule and the church program. Facilities, sound technician, and custodial fees must be paid at least three weeks prior to wedding date. Arrangements concerning use of the fellowship hall must also be made at this time.
- 2) All dates reserved on the church facilities are on a first-come, first-served basis for First Baptist members and their immediate family, which include son, daughter, grandchildren, mother, father, step son, step daughter, and step grandchildren. For non-members a firm date will be given not more than six months prior to the date desired for the wedding. Wedding preparations may be revised in the case of a funeral and only in the case of a funeral.
- 3) The church will be open for three (3) hours for rehearsal and seven (7) hours for the day of the wedding, unless prior arrangements for a longer time are made with the Host/Hostess. Fees paid to the Host/Hostess will be increased for longer time periods at the rate of \$20 per hour.

B. Fees:

- (1) All fees must be paid three weeks in advance. Some fees may be waived or reduced at the discretion of the Minister of Administration and/or the Property Committee.
- (2) Facilities: There is no charge for facility use for church members and their immediate families. Any party not a member of First Baptist will be charged the following fees which, as stated above, must be paid three weeks prior to wedding date. (Fees are made payable to First Baptist Church Greenwood.)
 - a. \$500 for the Sanctuary.
 - b. \$350 for the Chapel.
 - c. \$350 for Fellowship Hall for a reception.
 - d. \$350 for Fellowship Hall for a rehearsal dinner.
 - e. A \$500 deposit for non-members must be paid at the time the wedding date is set on the calendar. This deposit will be returned after it is determined all is in order following the wedding.

- (3) Church Host/Hostess: The following charges will be paid for a host/hostess. This person serves as a resource to the family during rehearsal and wedding. This person also is available to answer questions about the church and or wedding policies. This fee applies to members and non-members. (Fees are made payable to the individual host/hostess.)
 - a. \$200 for the Sanctuary.
 - b. \$100 for the Chapel.
 - c. \$100 for Fellowship Hall for a reception.
 - d. \$100 for Fellowship Hall for a rehearsal dinner.

- (4) Custodian: The following fees will be paid for custodial services. The church custodian will prepare the sanctuary or chapel and/or fellowship hall and clean up afterwards. (Caterers are responsible for clean up of the kitchen. Failure for the caterer to clean up the kitchen may result in the forfeiture of the deposit.) The following fees apply to both members and non-members. (Fees are made payable to First Baptist Church Greenwood.)
 - a. \$200 for the Sanctuary.
 - b. \$100 for the Chapel.
 - c. \$200 for Fellowship Hall for a reception.
 - d. \$200 for Fellowship Hall for a rehearsal dinner.

- (5) Minister(s): Usually responsibility of groom. Honorarium according to discretion. (Honorariums are made payable to the minister.)

- (6) Organist: Fees will be negotiated with the wedding party. AGO standard suggested \$150-\$300. This fee applies to both members and non-members. (Fees are made payable to the organist.)

- (7) Vocal and/or Instrumental Soloist(s): Fees to be negotiated with bride/groom (\$75 minimum). (Fees are made payable to the individual vocalist and/or instrumentalist soloist(s).)

- (8) Sound Technician: The following fees will be paid for a sound technician. A First Baptist Church sound technician will be assigned to operate the sound system for rehearsal and wedding ceremony, and to produce an audio recording of the wedding ceremony. This fee applies to both members and non-members. The bride or her designee must call Mac Kirkpatrick at 229-6984 at least six weeks before the wedding to schedule a sound technician. The sound fee may be waived with the understanding that the church's sound system will not be available for the rehearsal or the wedding ceremony, and no audio recording will be made.
 - a. \$150 for the Sanctuary. - Member
 - b. \$200 for the Sanctuary. – Non-Member
 - c. \$100 for Fellowship Hall for a reception.
 - d. \$100 for Fellowship Hall for a rehearsal dinner.

II. GENERAL POLICIES

- A. It is the policy of the church that one of the ministers on the staff shall counsel with the bride and groom prior to performing a wedding in the church or elsewhere. This must be done well in advance of the wedding date. Non-members may receive counsel from the minister performing the ceremony.
- B. The bride/groom shall be responsible for making arrangements for the organist and other musicians desired. This responsibility includes the payment of fees charged by the organist and other musicians. All fees for the organist should be paid at least three weeks before the wedding. The bride/groom may desire to have a qualified guest organist, who should be cleared with the Minister of Music. The guest organist must consult with the Minister of Music prior to any rehearsals in preparation for the wedding so that a practice schedule may be arranged.
- C. It is the responsibility of the bride to advise florists or decorators of the regulations concerning their services. They are as follows:
1. No furnishings in the chancel area are to be removed or rearranged.
 2. Protection from candle drippings and dampness of palms must be provided.
 3. No tacks, nails, screws, staples, etc. shall be used in any room in the facility. Only masking tape or painters tape may be used.
 4. All decorations will be removed by the florist or decorator immediately following the wedding. If desired, flowers may remain but must be cleared with the church office secretary. No flowers will be used in the sanctuary on a communion Sunday.
 5. Dripless candles provided by church if the standards are used.
 6. If standards are used, arrangements must be made with the custodian for their placement before and removal after the wedding.
- D. Photographs may not be taken by anyone during the wedding ceremony with the exception of time exposures from the balcony. (No flash). Other photographs in the sanctuary following the ceremony are permissible at the discretion of the wedding party. Photographers are asked not to stand on church pews to take pictures. Operator attended videotaping may be done during the ceremony only from the balcony. A concealed, unattended remote operated video camera may be used upon approval of a staff minister.

The bride/groom will be responsible for any video recording of the ceremony; First Baptist Church does not provide this service. If a videographer is used, then the bride/groom is responsible for communicating to the videographer to coordinate all activities with the First Baptist Church sound technician at least one hour prior to the start of the wedding.

- E. It is the responsibility of the bride to make arrangements for a wedding director for the rehearsal and the wedding ceremony. It is also the responsibility of the bride to arrange for a caterer for the reception if held at First Baptist. Responsibilities concerning the caterer are as follows:
1. The caterer shall furnish all cups, plates, punch bowls, table cloths, etc.
 2. The caterer will clean the kitchen area following the reception.
- F. Wedding parties eating prior to the wedding must do so in designated areas.
- G. No rice, confetti, or other material may be thrown inside any of the church buildings or on any of the grounds. It is suggested that bird seed be used outside and away from the buildings.
- H. Smoking and alcoholic beverages are not permitted in the church buildings. Persons participating in the wedding are requested to refrain from the use of alcoholic beverages prior to the rehearsal and the wedding.
- I. All personal belongings of the wedding party are to be removed from the building immediately following the service and prior to the wedding reception. This includes receptions held at the church. This allows for the custodial staff access to the building to begin cleaning.
- J. The wedding party will be held responsible for any damage done to the facility, furnishings, or grounds.
- K. Weddings planned during the holiday season (Christmas, Easter) must utilize the existing decorations, no changes will be permitted, and must coordinate with holiday programs and worship events. The church may not be available for a wedding at these times.
- L. The bride/groom is responsible for seeing that these policies are adhered to by all who participate in the wedding. This includes the wedding party, the wedding director, the photographer, the caterer and the decorator or florist.

III. MUSIC

Music is a very important part of the marriage service with organ music an integral part of the ceremony, even though there may be other instrumentalists and/or soloists. Normally, the organist plays a 30-minute offering of prelude music appropriate for weddings. All music selections must be approved by the Minister of Music at least six weeks prior to the wedding. All music should be discussed with the organist at least one month before the wedding.

No tape-recorded accompaniments for wedding vocal solos are permitted; vocal solos with organ or other instruments (approved by Minister of Music) are acceptable. Vocal selections should have texts of a sacred nature, suitable for use in a worship service. Scripture, hymns and other religious poetry are appropriate in this case. Any music other than sacred shall be used only upon approval of the Minister of Music.

Instruments can add wonderful variety to your wedding and many times a trumpet is used to play with the organ on the processional and recessional as well as the prelude.

If you decide to use a soloist, either vocal or instrumental, you should engage these persons as soon as possible. Also, it is wise to discuss their repertoire with them first, before involving the organist in the process. If there is to be a soloist for whom organ accompaniment is requested, the bride should arrange to have a copy of each selection, in the key in which it is to be performed, delivered to the church organist at least one month before the wedding. Soloist fees are variable and are the responsibility of the wedding party.

Occasionally a hymn may be sung by the congregation. This is a good way to involve guests in your wedding and it emphasizes the worship aspect of the service. If you desire a hymn, discuss it with the organist.