

FIRST BAPTIST CHURCH OF LENOIR
WEDDING POLICIES

The church buildings are protected by a FIRE ALARM and SECURITY SYSTEM. If you are in the buildings when the alarm is activated, IMMEDIATELY EVACUATE THE BUILDINGS and call 911.

Any wedding held at First Baptist Church shall be a Christian service. Approval as to the proper content of the service resides with the Senior Minister.

Those entitled to use the facilities for weddings are members, children and grandchildren of members, or regular attendees. All others requesting weddings will come under the guidelines for non-members.

REQUIREMENTS BEFORE A DATE IS PUT ON THE CHURCH CALENDAR:

1. Arrangements for the wedding must be made with the Senior Minister. A copy of the First Baptist Church Wedding Policies is to be read, agreed upon, signed, dated and returned to the Executive Assistant. The Wedding Data Information Form is to be completed and returned to the Executive Assistant. **These actions are required before a date for the wedding can be reserved on the Church Calendar.**
2. It is the responsibility of the Bride and Groom to make arrangements with the Senior Minister for counseling appointments with both Bride and Groom in attendance. Neither the Senior Minister, nor any other staff member, will participate in the wedding ceremony unless the couple completes these appointments. A portion of these meetings will cover the wedding ceremony. The wedding ceremony should be worked out with the Senior Minister with the requirement that you **return the signed Wedding Policies to the church within two (2) weeks along with a check and the proposed completed ceremony to the minister at least a month before your wedding.**

WEDDING DIRECTOR:

3. The church will provide a list of approved wedding directors who are members of First Baptist Church. This is to ensure that the director is well acquainted with the facilities and policies of First Baptist Church of Lenoir.
4. A wedding director shall be chosen and scheduled by the bride and groom from a list of approved Directors from the church. This is to ensure that a person knowledgeable of our church facilities and policies is present to guide you. ~~and~~ The name of the person chosen shall be submitted to the Senior Minister. One month to two weeks before the wedding, the Bride, director and Senior Minister shall have a meeting to go over all the details of the wedding. At this time, all questions and plans can be worked out so that things will go smoothly.

CEREMONY:

5. Taping of the wedding ceremony is the discretion and responsibility of the wedding party. Placement of microphones, recorder, etc. must be accomplished well in advance of the wedding hour. All equipment must be out of view. Approval of placement must be made in advance with the Senior Minister.
6. No pictures may be taken during the ceremony other than a time exposure from the door or the balcony. Pictures may be taken in the narthex or at the altar after the ceremony. Video equipment must be stationary and placement must be made well before the wedding hour. Video equipment placed in choir loft area is not permitted. Moving around with any equipment during the ceremony **is not permitted**. **Please inform your family and friends that the taking of pictures will not be permitted during the ceremony. This applies to both members and non-members.**
7. Only approved persons may operate the sound system. The wedding party is responsible for securing this person by calling the Chairman of the Sound System Committee. The Chairman is then to let the Executive Assistant know that he has been contacted by you and who will be in charge of the sound system for the wedding ceremony.

MUSIC:

8. The Minister of Music shall be consulted personally, whether he/she is to assist in the wedding or not. The Minister of Music must sign off on this Wedding Policies Form and the Wedding Data information Form that you have talked with him and he has approved **all** the music selected. Only classical and sacred music is appropriate for the wedding ceremony.
9. All guest organists must be approved and instructed as to the church organ policies by the Minister of Music and/or the Church Organist.

DECORATIONS:

10. Facilities are not available for decorations or rearrangement until 1:00 p.m. the day of the rehearsal (or day before the wedding).
11. Decorations and floral arrangements should be in keeping with the church and its furnishings. The Wedding Director will be responsible for approval of all decorations and flowers. The church has the following items available for use: brass kneeling bench; mahogany kneeling bench; 2 brass seven-branch candelabra; 2 fifteen-branch candelabra; brass unity candle; brass arch with flower stands; brass flower urns; 2 long brass candle lighters; 2 short candle lighters; punch bowl, plates and cups. If these items are needed, the Director will reserve them for you when making other wedding plans with him/her.

12. Candles – First Baptist Church does not provide candles. If candles are used, they must be dripless candles.
13. Permanent decorations, such as those used in the windows at Christmas, are not available except during the Advent Season.
14. During Advent Season, the Christmas decorations can not be removed.
15. The Bride and Groom shall work with the Wedding Director in making their plans for the Custodian to prepare the building. The Director will know what items can be moved/removed from the sanctuary and chancel area.
16. No nails, tacks, scotch tape, etc. shall be driven into or attached to the buildings or furnishings. Rice, confetti and birdseed may not be thrown inside the buildings.
17. If a reception is to be held in the church dining room, parlor, or the multipurpose room, the Wedding Director is to discuss this with the church office and with the Custodian. If the wedding party uses the punch bowl, plates, and cups, or any items belonging to the church, it is their responsibility to wash them and pack them individually for storage.
18. A deposit in the amount of \$50.00 is required for use of equipment. This deposit will be returned after it is ascertained that all instructions have been followed and that no damages have been incurred.
19. The security of all valuables is the responsibility of the wedding party.
20. All arrangements for reserved parking around the church must be made with the Lenoir Police Department by the wedding party.
21. The wedding couple should check with the Chamber of Commerce and Main Street to see if there are any citywide events scheduled for the time they are contemplating for their wedding. This is not the responsibility of First Baptist Church.
22. Drinking of intoxicants is out of place in the church buildings and is not permitted. Smoking is not permitted in the church buildings. No refreshments are allowed in the sanctuary or the chapel. Snacks for the wedding party before the wedding are the responsibility of the Bride and Groom. They must be served in Bride's area and Groom's dressing room. The bridal party is responsible for removing these food and drink items following the wedding.

FEES:

- 23. The Bride and Groom shall work with the Wedding Director in making their plans for the Custodian to prepare the building.

Custodian Fees:

Preparation and clean-up of the Sanctuary
or Chapel \$100.00

Preparation and clean-up of the dining Room, Parlor
or Multipurpose Room \$100.00

Wedding Director and Organist's Fee: (Should be handled directly with individuals)

- 24. All checks for fees should be made payable to First Baptist Church and be given to the Executive Assistant at the time the Church is reserved and the date is placed on the Church Calendar, for payment to be made to the parties involved after the wedding.
- 25. There is no charge for the use of the building for church members.
- 26. Any gratuities to church staff members are voluntary and are at the discretion of the Bride and Groom.

MISCELLANEOUS MATTERS:

- 27. The Bride and Groom should give the marriage license to the Minister at the rehearsal. Decide who is to sign the license and have them come to the Minister immediately following the wedding ceremony.
- 28. Matters not covered in these instructions should be worked out in detail with the Senior Minister or the Executive Assistant by calling (828) 758-8428.

GUIDELINES FOR NON-MEMBERS:

- 29. Those persons, who are not members, children or grandchildren of members, or regular attendees, may reserve the Chapel for weddings. In addition, to custodial fees, there will be a one hundred dollar (\$100.00) fee for use of the Chapel, fifty dollar (\$50.00) fee for use of Parlor, and one hundred dollar (\$100.00) fee for use of dining room. All fees are payable in advance.
- 30. All other guidelines for member weddings are applicable as well.

AGREEMENT:

I have read these Wedding Policies, agree to abide by them, have contacted the Senior Minister, the Minister of Music, the Organist, and the Director. I would like to reserve the date of _____ on the Church Calendar.

SIGNATURES:

Bride

Groom

Senior Minister

Minister of Music

Director

Date: _____