

Dear Prospective Bride and Groom:

On behalf of our Church, we express our pleasure that your plans include having a Church wedding. The relationship you are about to enter is second only to your relationship to Jesus Christ as Savior and Lord. Because a wedding is a holy and happy occasion, we want to assure you of our desire to make it all you wish it to be.

The attached policies have been developed to assure full communication between our Church and all parties involved and to facilitate your preparations.

The “Wedding Application” attached herein must be completed, signed and returned to the Administrative Assistant. Your request will be presented in the weekly staff meetings and you will be notified when your request has been approved. Upon receipt of 25% of the total wedding fees, your date will be considered confirmed.

We pray that you will make Christ the head of your home and faithfully participate in Bible study and worship in our Church or another Bible-believing Church near where you live.

*Darrell Williams*  
*Associate Pastor*

Church Address	810 Bridges St. Morehead City, NC 28557
Church Telephone Number	(252) 726-4142
Church Fax Number	(252) 726-4784
Church Office Hours	Monday through Friday 8:00 am – 5:00 pm
Ministers:	Rev. Darrell Williams - Associate Pastor
Director of Youth & Senior Adult Ministries	Deborah Lockey
Director of Music:	Diane Hawkins
Church Instrumentalists:	Diane Hawkins - Organist Lori Muns, Pianist
Sound Technicians	Jimmy Rivers Lee Dixon Scott Foley Nick Green
Staff:	Patsy Deese - Administrative Assistant Nancy Johnson - Financial Secretary/Office Assist. Vonne Lewis – Ministry Assistant Mo Salim - Custodian

## General Wedding Policies

These wedding policies & procedures are necessary so your wedding day will go smoothly and be a lovely memory for you and your groom.

1. Before making any public announcements regarding your wedding date, the following steps must be completed:
  - a. Telephone the church office to discuss your desired date. The Administrative Assistant will check to see if the pastor and facility are available on your requested date and **hold the tentative date for two weeks**. This will give you time to complete the following procedures.
  - b. Secure from the Administrative Assistant the “Wedding Policies” booklet.
  - c. Read the “Wedding Policies” booklet carefully.
  - d. Give a 25% deposit to the Administrative Assistant in the church office. In the event any wedding is canceled, all pre-paid fees shall be refunded in full providing the Minister and personnel involved are notified at least two weeks in advance.
  - e. You will be informed of the confirmed date within 7 days of receipt of your deposit.
  - f. It is necessary to consult the Pastor if you plan to include someone other than First Baptist Church Ministers in your wedding ceremony.
  
2. Please keep in mind the following as you request Church facilities for your wedding:
  - a. A wedding is a worship service. Members of the wedding party are expected to conduct themselves at all times in a manner befitting the atmosphere of the place of worship. It is the responsibility of the Bride and Groom to familiarize the members of the wedding party with the policies contained in this book.
  - b. When children are a part of the wedding party, it is suggested that they be at least five years old. Younger children usually prove to be a distraction.
  - c. Members of the wedding party must refrain from using alcoholic beverages or drugs prior to and during any activity held at the Church. No alcoholic beverages may be brought to the Church or served on the Church premises at any time. No wedding rehearsal or wedding will be conducted if any member of the wedding party is under the influence of alcohol or drugs. It is the responsibility of the Bride and Groom to be certain this policy is understood and followed by all members of the wedding party and those who service the wedding (florist, caterer, photographer, etc.)
  - d. Smoking is not permitted in any of the Church buildings. It is the responsibility of the Bride and Groom to be certain this policy is understood and followed by all members of the wedding party and those who service the wedding (florist, caterer, photographer, etc.)
  - e. Birdseed, flower petals and bubbles may not be used inside the buildings, but may be used outside as the Bride and Groom depart.
  - f. Food and drink are not permitted inside the Sanctuary.
  - g. Breakage of and/or damage to any Church equipment or facilities must be reimbursed at replacement price.

- h. The Church is not responsible for lost or stolen personal items brought to the Church for weddings, rehearsals or receptions.
- i. If sconces are used and candles lit in the Sanctuary, it will be the responsibility of the Wedding Coordinator to provide smokeless & dripleless candles.
- j. Using candles in aisles or windows is discouraged. All candles must be dripleless. Pulpit candles and plants must have plastic placed under them to protect carpets.
- k. The church reserves the right to approve or disapprove the use of all facilities.
- l. Family Life Center – we will limit the time of use for this facility. All parties must be out by 9:00 p.m.
- m. Catering – If your caterer uses any of our supplies, cooks here, etc. there will be an additional \$200 charge.

## Marriage Counseling Guidelines

All couples must go through pre-marital counseling prior to the ceremony. This counseling will either be with the pastor or through other means designated by the pastor. Counseling with the pastor will be scheduled at a time convenient for the minister and the couple. Couples can plan on a minimum of five sessions of one & one-half hours each to complete the requirements.

1. At least one of the persons to be married must have been a member of First Baptist Church for one year prior to the first counseling session. (Exceptions will be made for children and grandchildren of church members.)
2. Divorced persons who wish to be married by the pastor will be handled on a case-by-case basis. If this is a third marriage for one of the persons, the pastor will help the couple arrange professional Christian counseling. This must be completed before the church facilities can be scheduled.
3. A minister from another Christian denomination may be invited in by the couple to either assist the pastor of First Baptist or actually perform the ceremony. However, the invitation will be extended at the discretion of the senior pastor of First Baptist.
4. All other wedding guidelines of First Baptist Church must be followed.
5. The pastor reserves the right to accept or decline all invitations to preside over wedding ceremonies in which he is asked to officiate.
6. The pastor requests that the marriage license be given to the Administrative Assistant one week prior to the wedding. The pastor will have the license signed after the wedding and will return to the Register of Deeds for recording.

Please note, these are the senior pastor's guidelines. Other ordained ministers on the staff of First Baptist Church may have other guidelines. Please talk to the minister who is actually performing your ceremony.

## Music

1. The church wedding is a religious celebration and only music appropriate for a worship service should be used. Sacred, contemporary Christian hymns and classical instrumental music are acceptable. Secular music is not appropriate for the wedding but may be used at the reception.
2. The Bride must schedule an appointment with the Director of Music to discuss music selections for approval. The appointment must be scheduled a minimum of four weeks in advance of the wedding date. The Minister of Music will receive a copy of the Wedding Application prior to the meeting from the Office Administrator. Together you can complete the wedding music form. Two copies will be provided.
3. We ask that you engage the services of the Church organist or pianist unless he or she is unavailable. If a guest organist or pianist is engaged, the Director of Music must approve him or her. A guest organist must make an appointment with the Church Organist to receive instruction on the use of the instrument and to secure a key to the organ. The key must be returned as instructed by the Church Organist.
4. The fee for the Church organist or pianist should be discussed with the instrumentalist. The fee includes: a consultation with the Bride, a rehearsal with the soloist, the wedding rehearsal and the wedding. Additional meeting fees and fees for playing at the reception will be decided by the instrumentalist. If you engage someone else other than the Church organist or pianist, make payment arrangements directly with that organist or pianist.
5. If you use vocalist or instrumentalists for your wedding, make payment directly with each of them.
6. The couple should arrange for a sound engineer. They can do this by talking to the chairperson of the Media Committee of First Baptist Church. The church office can provide the telephone number. The fee for a sound engineer is \$50.00.

## Wedding Flowers

It is the responsibility of the Bride to instruct her Florist in accordance with First Baptist Church wedding policies. Give the designated copy of this page in the Bride's packet to your Florist.

1. No tacks, nails, tape, floral clay or other materials, which may permanently deface the buildings or furnishings, can be used in decorating.
2. Only wrapped wire or ribbon that will not mar the pews may be used to fasten bows.
3. Only metal-sheathed candles may be used.
4. Candelabras, greenery and floral arrangements may be placed on the pulpit area, steps and floor of the Worship Center.
5. The custodian responsible for the wedding will move pulpit furniture and chairs in the choir loft (if requested).
6. The Church will be happy to use flowers from the wedding for the Worship Service where possible. The Bride will discuss these plans with the Florist and the Office Administrator.
7. Florist must bring step stools if needed. They may not stand on the Church furniture.
8. Flowers, decorations and equipment must be removed immediately following the wedding ceremony. If arrangements cannot be made for rented items to be picked up following the wedding, the Florist must move these items to a storage area as directed by the custodian.
9. The flower girl may drop silk petals of light color on the Bride's aisle. Live petals may not be used.
10. The Bride will indicate to our Office Administrator the time the Florist needs access to the building to prepare for the wedding.
11. Smoking is not permitted in any of the Church buildings.
12. The Florist and his or her employees must refrain from the use of alcohol or drugs prior to and during a wedding held at the Church. Alcoholic beverages and drugs are not permitted on the premises at any time.
13. Food and drink are not permitted in the Sanctuary.
14. Wedding Day Wreath is available for your use on our church double doors. If you would like to use it, please contact: Becky Smith 726-5323.

## Wedding Pictures and Video

It is the responsibility of the Bride to instruct the photographer and videographer she has chosen in accordance with the Church wedding policies. Give the designated pages in the Bride's packet to your photographer and videographer.

The Wedding Policies, which concern the work of the photographers at weddings at First Baptist Church, are listed below. These requirements must have your cooperation.

To the Photographer:

1. Arrange with the Bride to take as many pictures as possible prior to the hour of the wedding.
2. The wedding ceremony is a worship service. Pictures of the Bride entering and exiting the ceremony may be made at the rear of the building. During the ceremony itself, time exposures without flash may be made from the balcony; no other pictures may be made during this time.
3. The photographer must inform the Wedding Director if additional pictures are to be made immediately following the wedding ceremony. This will assure the wedding party's immediate return to complete the pictures.
4. Remember that guests will be waiting to greet the Bride and Groom at the reception. The photographer and the Bride should plan in advance the complete list of pictures to be made.
5. The Minister will be available for pictures immediately following the ceremony. Please take pictures including him first.
6. The photographer must bring a stool if needed for elevation. Standing in the pews is not allowed.
7. The candelabras may not be rearranged for pictures to prevent wax spillage on the furnishings.
8. In keeping with the solemnity of the occasion, videotaping will only be allowed from certain places in the sanctuary. Please consult the minister concerning these locations.

**(Required before your Wedding is confirmed)**

**Wedding Application**

Wedding Date: \_\_\_\_\_ Time: \_\_\_\_\_

Rehearsal Date: \_\_\_\_\_ Time: \_\_\_\_\_

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

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

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Christian? Yes No Church Member? No Yes Where? \_\_\_\_\_

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

Church Membership of Parents: \_\_\_\_\_

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

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

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Christian? Yes No Church Member? No Yes Where? \_\_\_\_\_

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

Church Membership of Parents: \_\_\_\_\_

**Church Facilities Desired (Sanctuary or Parlor)**

Rehearsal and Wedding: \_\_\_\_\_

Reception: \_\_\_\_\_

After Rehearsal Activity: \_\_\_\_\_

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

If the Minister is someone other than the Pastor or a Staff Minister of First Baptist Church, indicate the Church where he/she serves, mailing address and relationship to the Bride and/or Groom.

Relationship: \_\_\_\_\_

Church: \_\_\_\_\_

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

Telephone Number: \_\_\_\_\_

We have read the Wedding Policies of First Baptist Church and agree to abide by these if we are permitted the use of these facilities. We will make every effort to insure that our wedding party and those servicing the wedding will do likewise.

Bride's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Groom's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***All information above must be completed and returned to the Administrative Assistant along with a 25% deposit prior to final approval.***

For Office Use Only

Calendar Clear \_\_\_\_\_

Administrative Assistant \_\_\_\_\_

Minister Available \_\_\_\_\_

Approved by Staff \_\_\_\_\_

Deposit Received/Event Confirmed \_\_\_\_\_

**cc: Pastor  
Administrative Assistant**

Bride: \_\_\_\_\_ Wedding Date: \_\_\_\_\_

Financial Requirements:

1. Church Facilities:	
Member, member's child or grandchild	No Charge _____
Non-member Sanctuary	\$ 250.00 _____
Non-member Parlor	\$ 125.00 _____
Family Life Center	\$ 300.00 _____
2. Maintenance Fees:	
Rehearsal/Wedding Sanctuary	\$ 100.00 _____
Rehearsal/Wedding Parlor	\$ 50.00 _____
Additional Rooms	\$ 25.00 ea. _____
Family Life Center:	
0-50 persons	\$ 100.00 _____
51-200 persons	\$ 150.00 _____
201+ persons	\$ 1.00 per person _____
3. Other Fees:	
Minister	\$ 200.00 _____
Sound Technician	\$ 50.00 _____
CD's	\$ 3.00 _____
Instrumentalist (Contact Instrumentalist)	_____
4. Damage deposit (refundable)	\$ 50.00 _____
Kitchen deposit (refundable)	\$ 100.00 _____
Sub-Total	\$ _____
Less Deposit 25%	\$ _____
*Balance Due two (2) weeks prior to wedding	\$ _____

All checks should be made payable to First Baptist Church.

\*Access to building on wedding day will not be allowed until all fees are paid.

\*\*In the event any wedding is cancelled, all pre-paid fees shall be refunded in full.

**Catering – If your caterer uses any of our supplies, cooks here, etc. there will be an additional \$200 charge.**

**cc: Pastor  
Administrative Assistant**

**Sound/Light Technician (Sanctuary Only)**

The Sound/Light Technician will arrive one hour prior to the time of the wedding to set up sound and lighting equipment needed and to meet with the vocalists for a sound check. The Sound/Light Technician will also be present during the rehearsal. Please return the information below to the Pastor's Assistant at least two week prior to the wedding date.

Bride: \_\_\_\_\_ Phone: (w) \_\_\_\_\_ (h) \_\_\_\_\_

Groom: \_\_\_\_\_ Phone: (w) \_\_\_\_\_ (h) \_\_\_\_\_

Rehearsal Date: \_\_\_\_\_ Rehearsal Time: \_\_\_\_\_

Wedding Date: \_\_\_\_\_ Wedding Time: \_\_\_\_\_

Microphones needed:

Minister (s): \_\_\_\_\_

Instrumentalists: \_\_\_\_\_

Vocalists: \_\_\_\_\_

Will accompaniment CD's be used? \_\_\_\_\_

Do you wish to have an audio recording of the ceremony? \_\_\_\_\_

**cc: Minister of Music  
Sound/Light Technician**

**Due 3 weeks prior to Wedding date**  
**Date Due:** \_\_\_\_\_

**Wedding Music**

Music for the Wedding of: \_\_\_\_\_

Wedding Date: \_\_\_\_\_

	<b>Name</b>	<b>Phone (h)</b>	<b>Phone (w)</b>
Organist:	_____	_____	_____

Pianist: \_\_\_\_\_

Other: \_\_\_\_\_

Instrumentalists: \_\_\_\_\_

Instrumentalists: \_\_\_\_\_

Instrumentalists: \_\_\_\_\_

Vocalists: \_\_\_\_\_

Vocalists: \_\_\_\_\_

Sound Technician: \_\_\_\_\_

**Music:**

Prelude: \_\_\_\_\_

Vocal Selections: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Processional: \_\_\_\_\_

\_\_\_\_\_

Recessional: \_\_\_\_\_

\_\_\_\_\_

**cc: Minister of Music**  
**Sound/Light Tech.**  
**Administrative Assistant**

**Due 6 weeks before wedding**

**Date Due:** \_\_\_\_\_

**Wedding Personnel**

The following information may be completed after your wedding date has been confirmed. Please give this information sheet to the Administrative Assistant.

Bride: \_\_\_\_\_ Phone: \_\_\_\_\_

Groom: \_\_\_\_\_ Phone: \_\_\_\_\_

Director: \_\_\_\_\_ Phone: \_\_\_\_\_

Organist: \_\_\_\_\_ Phone: \_\_\_\_\_

Pianist: \_\_\_\_\_ Phone: \_\_\_\_\_

Sound Technician: \_\_\_\_\_ Phone: \_\_\_\_\_

Instrumentalists: \_\_\_\_\_ Phone: \_\_\_\_\_

Vocalists: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Photographer: \_\_\_\_\_ Phone: \_\_\_\_\_

Videographer: \_\_\_\_\_ Phone: \_\_\_\_\_

Other: \_\_\_\_\_ Phone: \_\_\_\_\_

Other: \_\_\_\_\_ Phone: \_\_\_\_\_

Address after Marriage:

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