

Wedding Policies



Congratulations! We rejoice and celebrate with you as you prepare for your new life together. Marriage is one of God's wonderful gifts to us. God instituted marriage at creation and Jesus indicated that he approved of this way of life by His first miracle, which took place at a wedding. We want to help those who wish to have a great marriage begin in the best way possible by preparing for a wonderful wedding!

Should I get married in the church?

This may sound like a strange question. However, before reading further in this guide, it is one you should seriously consider. You should be able to say,

- ✦ We are both Christians who desire to make a marriage covenant with one another and with God.
- ✦ We want our wedding to be a service of worship in which we thank God and ask God's blessings on our marriage.
- ✦ We are committing ourselves to each other for the rest of our lives.
- ✦ We intend to live our married life in the community of the faithful (the Church).
- ✦ We are inviting God to be a partner in our marriage.

If you cannot make these commitments with integrity, you would be better served choosing another setting for your wedding.

If you can make these commitments with integrity, we want to assist you in making your church wedding a wonderful experience of Christian worship. This guide is designed to help you prepare for the worship service which will serve to unite you together as husband and wife for the rest of your earthly days.

Initial Arrangements

1. The church building and grounds are available on a first come, first served basis to members (bride, groom or one of their parents) and staff. The Sanctuary will seat up to 325 people. The Fellowship Hall can accommodate no more than 250 people. Reservations for non-members may be made no more than six months and no less than six weeks in advance.
2. Reservations are to be made through the Administrative Assistant. Please do not proceed with your wedding plans until you have turned in your completed reservation forms, paid a security deposit, and confirmed the date with the Church Office. Once your reservation is made, you will be assigned a church Wedding Hostess, who will coordinate your use of the church and work with your vendors.
3. Holiday weekends are excluded for weddings. These include Easter, Memorial Day, Labor Day, Thanksgiving, the week of Christmas, and New Year's Day.
4. Completing the reservation forms and payment of a refundable security deposit of \$200.00 (dated the day of your event) is required to reserve the Sanctuary and/or Fellowship Hall/Kitchen.
5. Failure to comply with the terms and conditions outlined in this guide will result in the cancellation of your wedding and/or the forfeit of your security deposit.

Fees for Church Usage

We make every effort to keep our fees as low as possible. Please remember that ours is a fairly large building which is expensive to cool and heat. We also must maintain the building for future years. All of our fees represent our best effort to be cost-effective for you while protecting our investment in our building and grounds.

Rental fee is waived for Church Members

At least one of the following must be a church member in order to qualify for church member rates: bride, groom, parent of either the bride or groom, child of either the bride or groom. Church members or the immediate family members listed or church staff may use the Sanctuary and Fellowship Hall/Kitchen spaces without being charged rental fees.

Required Services and Fees for both Members and Non-Members

Refundable Damage Deposit \$200.00 (Dated for the date of your wedding for the use of one or both facilities in case of damage to church property.)

Wedding Hostess \$150.00. The Wedding Hostess will assist the entire wedding party (including the Wedding Director) with the use of our building and policies. You will be assigned a Wedding Hostess who will contact you to determine your needs (for example, which rooms and equipment will you need) and will make the necessary arrangements for them. The Hostess will coordinate with all vendors (custodians, musicians, sound engineers, photographers, florists, etc.) to ensure that everything will run smoothly and in accordance with church policies. The Hostess will ensure that the building is appropriately heated or cooled for the rehearsal and wedding. She will ensure that the Sanctuary is prepared for the rehearsal and wedding. She will troubleshoot any building problems that may arise. She will unlock and lock all necessary doors. She will serve as a hostess for our building and help people find restrooms, etc. She will be present during the rehearsal and before, during and after the wedding to assist with building or policy questions or problems. The Wedding Hostess is not the Wedding Director (although our hostesses will sometimes serve in both capacities for an additional fee).

Reception Hostess \$100.00 The Reception Hostess will assist in Rehearsal Dinners and/or Wedding Receptions in our Fellowship Hall (assist caterer with food service related questions, monitor the use of the Kitchen and Fellowship Hall, “troubleshoot” whenever possible, etc.). The Reception Hostess will be a current member of the Food Services Committee or a person approved by the chair of the Food Services Committee to serve in this capacity.

Fellowship Hall set up Fee. \$100.00 This fee is incurred if the Reception Hostess is needed to set up/break down/restore the Fellowship Hall. If the wedding party chooses to set up/break down/restore the Fellowship Hall themselves, the room must be returned to its standard condition. If the room is not returned to its standard condition, \$100.00 of the security deposit will be forfeited.

Church Tablecloth Fee You are welcome to use our church tablecloths. However, there is an \$8.00 laundering fee per tablecloth used. You will directly pay the Food Services Committee Member who launders the tablecloths. You may not launder the tablecloths yourself. Any tablecloths which are damaged or stained beyond repair must be replaced by the user.

Custodial Service:

Sanctuary	\$100.00
Fellowship Hall/Kitchen	\$100.00
Both areas	\$200.00

Optional Services

Minister: Our Pastors do not charge members for conducting weddings. Our Pastors charge non-members \$200.00.

Church Organist: You are free to select musicians of your choice (within our guidelines, as stated below). The First Baptist Church organist charges \$200.00 for weddings.

Sound/Visual Equipment: Only trained First Baptist Church Audio-Visual equipment operators are allowed to operate our audio and video systems in the Sanctuary and Fellowship Hall. Charge for this is \$100.00 payable to the operator for each facility.

Candelabras: The church owns a set of wedding candelabras, which may be rented for \$75.00. The Wedding Hostess is available to help prepare these should you desire their use. You should check with the Wedding Hostess about availability of candelabras.

Fee Schedule for Non-Church Members

In addition to the above fees, Non-Members incur the following costs:

Sanctuary Usage	\$300.00
Fellowship Hall/Kitchen	\$300.00

Payment of Fees

ALL FEES ARE DUE IN THE CHURCH OFFICE TWO WEEKS BEFORE THE WEDDING.

Checks for usage of the church Sanctuary or Fellowship Hall are payable to *First Baptist Church of Pendleton*. Checks for individuals providing services are payable to the individual. All checks should be brought to the Church Office during office hours two weeks before the wedding. They will be distributed to the appropriate individuals.

Arrangements for your Wedding

Clergy: You are welcome to include any Christian clergy person of your choice to perform your wedding ceremony. Because a church wedding is a service of Christian worship, it would not be appropriate for clergy from other faith traditions to officiate. Because the service is a corporate act, if you desire communion to be celebrated at your wedding, it must be offered to all Christians who desire to receive it. If the bride and groom and/or wedding party wish to celebrate communion prior to the rehearsal or on the morning of the wedding, that is joyfully permitted.

Pre-marital counselors: Because we care about your marriage as well as your wedding, all persons married at First Baptist Church are required to undergo pre-marital counseling/coaching. Our pastors are available for this or you may use a minister or certified counselor of your choice. One of our pastors must receive the pre-marital counseling form or a letter from the clergy person or counselor on that person's official stationary stating that the counseling has been completed at least six (6) weeks before the wedding.

Wedding Director: We strongly encourage you to hire an experienced wedding director. He/she can do much to remove stress from you as you plan for this special day. He/she will advise party members on proper etiquette and take charge when a misunderstanding occurs. He/she will set a time schedule and see that it is followed. He/she will work with you, the wedding hostess and the minister to ensure that the ceremony is choreographed appropriately.

Musicians: You may use any musician(s) you choose provided they follow these guidelines:

- ✦ God is at the center of a Christian wedding. Music should lead the congregation and the couple to worship and honor God. Secular music should be used sparingly for the wedding ceremony. We encourage you to carefully consider the lyrics, remembering your wedding is an act of worship.
- ✦ Any musician wishing to use the organ must contact the Church Organist for specific instructions.
- ✦ No food or drink of any kind is to be placed on or near our musical instruments, sound and video equipment.
- ✦ The organ and piano are not to be moved.
- ✦ The church can not provide guitars or guitar stands.

Photographers: In keeping with an atmosphere of worship, photographers (professional and amateur) must abide by the following guidelines:

- ✦ No flash photography is permitted during the ceremony.
- ✦ Videographers are limited to the balcony during the ceremony.
- ✦ Photographers may work from the vestibule or balcony during the service.
- ✦ Care should be exercised by photographers and videographers to avoid any movement which might distract worshipers.
- ✦ Photographers (video and still) are prohibited from occupying the choir loft during the ceremony. They may set up a stationary remotely operated camera in the choir loft.

Audio-Visual Operators: Our Sanctuary and Fellowship Hall each have both a video projection and an audio system. Only trained First Baptist Church audio-visual operators are permitted to operate this equipment. Should you need amplified sound and/or video projection, contact Electronic Communications personnel (see contact list).

Florists and decorators: Florists and other decorators must abide by the following guidelines:

- ✦ No decorations are permitted that would mar or deface the building or furnishings. This includes tape, thumbtacks, nails, and the like.
- ✦ Family and/or florists are expected to remove all materials used for decorating not more than one hour after the completion of the wedding and pictures.
- ✦ Special holiday decorations may not be moved or altered during a holiday season.
- ✦ Only dripless candles shall be used. You must protect the floor with a protective covering under all candles.
- ✦ Potted plants shall have a protective mat.
- ✦ Pews may be tied with bows, ribbons and/or special coated wire hooks, but not taped or stapled.

Caterers: Caterers or food preparers must abide by the following guidelines:

- ✦ The Reception Hostess is available to conduct a tour of the Kitchen and to assist in proper usage of equipment.
- ✦ No church-owned property may be removed from the church. Missing equipment will result in forfeit of all or part of your security deposit.
- ✦ Do not remove or use any food items in the Kitchen, refrigerator, or freezer. Space-permitting, you may temporarily store food in the Kitchen, refrigerator, or freezer provided that it is clearly marked with your name and the date. All food must be removed no later than 24 hours after the wedding.
- ✦ You may use the ovens, dishwasher, and other equipment, provided they are properly cleaned after use.
- ✦ The Kitchen must be thoroughly cleaned and all food items and trash removed as soon as possible after the reception/event. Failure to abide by this regulation will result in the forfeiture of \$100.00 of your damage deposit.
- ✦ First Baptist is not responsible for lost or damaged equipment.

Childcare providers: Notify the Wedding Hostess if you need to use the Nursery facilities. The church can provide a list of our child care providers or you may use your own. If you choose to use your own child care providers it is your responsibility to ensure that they are properly trained or otherwise qualified. The church's facilities must be used in age-appropriate ways (For example, five year olds should not be allowed to play in the infants' room or with their equipment). You must ensure that the nursery area is returned to its original condition after use. Failure to return the area to its original condition will result in forfeiture of \$100.00 of your damage deposit.

Rooms Available for use: The Wedding Hostess will help you with appropriate rooms you may use for your weddings. The Youth Room is not available.

Other Policies and Guidelines

- ✦ It is your responsibility to ensure that all affected parties are aware of and follow the regulations found in this guide.
- ✦ Members of the wedding party and guests should know that no alcoholic beverages or tobacco products are permitted in any of the facilities at the rehearsal, wedding, or reception.
- ✦ Anyone (including members of the wedding party) found to be inebriated will be asked to leave the premises immediately.
- ✦ Food and drink may not be taken outside the Kitchen or Fellowship Hall.
- ✦ Confetti, rice, sparklers, etc. may not be used as decorations or to shower the wedding party. Birdseed or bubbles are permissible outside the building.
- ✦ DJ's and other forms of entertainment are permissible in the Fellowship Hall provided care is made to select music that reflects Christian standards and contains no profane, lewd, or suggestive lyrics.
- ✦ All personal belongings and other items (candelabras, floral arrangements, etc.) must be removed not more than one hour after the completion of the wedding and pictures.
- ✦ First Baptist is not responsible for items left unattended at any time.
- ✦ You may reclaim your security deposit after the Wedding Hostess informs the Administrative Assistant that all is in order.
- ✦ Thirty (30) minutes after the rehearsal concludes, the church will be locked and secured for the evening unless the rehearsal dinner is to be held in the Fellowship Hall.
- ✦ Wedding services and/or receptions may not last beyond 9:00 p.m. All members of the wedding party and their guests must vacate the church property by this time in order to give our custodians opportunity to prepare the church for the following day.

Under special or extenuating circumstances, only our pastors can grant exceptions to the guidelines printed above, provided they do not contradict other official church policies.

Once again, congratulations! The people who prepared this guide did so while praying for all who would use it and our church for their wedding. May God bless you as you prepare for marriage. May God grant you the strength, joy and grace to carry out all of your marriage vows for your pleasure and the greater strength of the Church, Christ's bride.



Cover Photo: Wedding of Mr. and Mrs. Bobby and Emily Valentine at First Baptist
Above Photo: Wedding of Mr. & Mrs. Charles and Eloise Smith at First Baptist

CONTACT LIST

Office Manager

Joe Reed

864-646-3913

Office manager will provide names and contact information for Church Hostess, Reception Hostess, Custodian, and Audio-Visual equipment operators.

Financial Assistant

Becky Westmoreland

864-646-3913

Pastor

Jennifer McClung Rygg

864-646-3913 or 864-760-7135

Minister of Music

Tammy Gladson

864-245-0974

Organist/Pianist

Frank Breazeale

864-646-5769

Please remember to make your checks payable to each individual who provides services for your wedding.