

First Baptist Church

Sylacauga, Alabama
WEDDING POLICY

1. Reservations

- All events are scheduled through the church office. After tentative dates are scheduled, the Pastor's Secretary will assist you. Upon completion of your wedding plan sheet and its return to the church together with your damage deposit (\$100.00) the wedding will be confirmed and placed on the calendar.
- Tentative dates made by non-members may not be confirmed until 3 months before the wedding.

2. Conference

The Pastor's Secretary will meet with you for an initial conference and will provide assistance and information. If the church provides a Director, there will be a minimum fee of \$100.00.

3. The Minister

- The Pastor, or ordained staff ministers will officiate at all weddings unless special arrangements for a visiting minister are requested.
- The minister may wear a black robe. The groom should consider the minister's time in making a gratuity to the minister at the rehearsal.

4. Church Use

The bride is responsible for decorations. An information sheet will be provided for the florist if one is engaged. Only metal tube candles will be used. These are church property. Fresh wax inserts must be used for each wedding. Plastic should be used under all candles and potted plants. No staples, tacks, or tape (except masking) may be used on pews or woodwork.

-No food or beverages are allowed in the sanctuary.

-No *smoking* is permitted in our building.

-No intoxicants or drugs are permitted in the building or premises (including parking lot) at any time.

To avoid any embarrassment, it is suggested that these rules be called to the attention of all members of the wedding party.

After the sanctuary has been decorated for the Christmas season, (month of December) wedding decorations must include the existing decorations. No formal wedding may be scheduled on *Sundays or* holidays.

An informal wedding ceremony may be performed by the Pastor or an ordained staff minister in the Pastor's study, parlor/chapel or sanctuary at no cost for the use of the building, provided there is no decoration or preparation or cleaning required by staff personnel.

5. Music

- The Minister of Music will assist you in planning the music for your wedding. Any music selections or types of instruments appropriate in a worship service would add to the sacredness and dignity of your marriage ceremony. Some secular favorites might be used at the reception.
- The Minister of Music will approve all music selections.
- The church organist should be engaged. If another organist is used, the Minister of Music should be informed so special arrangements can be made to acquaint the guest organist with the church organ.
- Fees should be arranged between the bride and instrumentalist/vocalist. We suggest a minimum of \$100.00 each because of the amount of rehearsal, wedding and preparation time involved.

6. Rehearsals

-The rehearsal should begin promptly at the time scheduled. Delay in beginning consumes the time of the minister, organist, director and the custodians. The bride and groom, therefore, should insist on members of the wedding party being as prompt for the rehearsal as for the wedding. The minister or wedding consultant will be in

charge of the rehearsal. All members of the wedding party, including both sets of parents, should be present.
-Each rehearsal, unless otherwise agreed upon, will be at 6:00 p.m. on the day before the wedding for 1 1/2 hours maximum.
-Deliver the marriage license to the minister at the rehearsal.

7. Receptions

-The Fellowship Hall is available for receptions. You may use the Gymnasium for a really large reception.
-The church hostess is available to cater receptions. Special arrangements will need to be made with her. An information sheet will be provided by the wedding consultant for other caterers. All caterers need to work closely with the church hostess.
-Alcoholic beverages are not allowed.
-Smoking is not permitted inside the church building.
-Birdseed (instead of rice or confetti) may be thrown outside the building only. Birdseed packets should be placed by the exit door and dispensed just prior to the bride and groom's departure.

If the Gymnasium is scheduled for a reception, it will not be available for decorating, etc, until the afternoon on the day before the wedding since it is necessary to close the gym to the membership when such an event is scheduled. This must be put on the calendar through the office.

8. Photography and Taping

An information sheet will be provided for all photographers. No pictures may be made during the ceremony except from the back or balcony. You may take a photo of the processional and recessional. Video taping is permitted but all church equipment is restricted to use by church-authorized persons only.

9. Fees

The fee schedule is on the attached sheet. Final fees need to be paid in one check of the church office no later than 30 days prior to the wedding date. The Pastor's secretary will approve the return of the damage deposit fee, or some portion of it, after the approval of the church hostess and custodians and after a personal inspection of the building.

10. Nursery

If you would like to provide a Nursery for your guests, arrangements can be made through the office. You will be expected to pay the workers each a minimum \$5.50 per hour.

First Baptist Church

SYLACAUGA AL

WEDDING FEES

BUILDING FEES

Sanctuary Wedding including Brides Room for dressing	\$150.00
Chapel	\$ 50.00
Fellowship Hall/Kitchen Reception	\$100.00
Gymnatorium	\$150.00
Parlor	\$ 50.00

NOTE: The above fees do not apply to church members.
or Sunday School members and children of church members.

JANITORIAL FEES

Sanctuary Wedding including Brides Room for dressing	\$100.00
Fellowship Hall/Kitchen	\$ 50.00
Chapel/Parlor	\$ 50.00
Gymnatorium	\$100.00
Nursery	\$ 25.00 (per room)
CLC/Gameroom	\$ 50.00
Classrooms	\$ 25.00 (per room)

(The above fees are in effect up to 10 hours. For any additional hours, there will be a charge of \$10.00 per man hours.)

CHURCH HOSTESS

Must be present if Church Kitchen is opened	\$50.00
---	---------

AUDIO SOUND

Qualified operator who is a church member must be present if Sound System is used. **This must be scheduled ahead of time.**

Rehearsal & Wedding	\$100.00
---------------------	----------

CANDLE INSERTS

\$29.50/set

WEDDING PLAN SHEET

Date given to Bride _____

Bride _____
(full name) (address) (phone)

Groom _____
(full name) (address) (phone)

Couple's Address (after marriage) _____

Rehearsal _____
(date) (hour)

Wedding _____
(date) (hour)

Place of Wedding: (Sanctuary) _____ (Parlor) _____

Place of Reception: (Fellowship Hall) _____ (Parlor) _____
(Gymnatorium) _____ (Other) _____

Officiating Minister _____
(name)

Minister of Music was contacted on _____
(date)

Church Organist was contacted on _____
(date)

Church Hostess was contacted on _____
(date)

Caterer _____
(name) (phone)

Florist _____
(name) (phone)

Director _____
(name) (phone)

PLEASE NOTE: If the bride wishes the wedding flowers to be used for Sunday worship, this request must be directed to the Church Office for scheduling.

Photographer _____
(name) (phone)

Upon receipt of your Damage Deposit of \$100.00, your tentative date becomes definite. Please complete this Plan Sheet and return it as soon as possible to:

FIRST BAPTIST CHURCH
PO BOX 234
SYLACAUGA AL 35150

Date deposit received from Bride _____.

I have read the conditions provided on the attached sheets of this application and agree to abide by same if I am permitted the use of these facilities and to make every effort to insure that my guests will do likewise.

Signature _____

NOTE TO BRIDE:

Please make sure you give a copy of this sheet to your caterer at the time you make your arrangements for the reception.

TO ALL CATERERS:

The caterers who have been employed in the past by wedding parties for receptions held in the church are usually cooperative in every way. Occasionally, however, there have been times when we have had difficulty because of failure on the part of the caterer to understand what is expected of them by the church. Therefore, we take this means to advise you concerning the following:

1. All caterers using the church kitchen will be expected to leave it clean. Our custodians will be responsible only for cleaning and setting up the reception area following a reception, and any delay on your part in finishing up will hamper their work. If any damage occurs, it is to be paid for by the caterer.
2. All caterers shall clear with the pastor's secretary in the church office (245-6301) the time when equipment, supplies, decorations, etc. for a reception are to be brought into the reception area in order that there be no conflict of any kind. A meeting will be held with the Church Hostess concerning the use of utensils and facilities.
3. If the gymnasium is scheduled for a reception, it will not be available for decorating, etc. until the afternoon on the day before the wedding since it is necessary to close the gym to the membership when such an event is scheduled. This must be put on the calendar through the CLC Director.
4. Please observe the following church rules:
 - There will be no smoking in our buildings at any time.
 - Intoxicants are not permitted in any of the church buildings.
 - Neither rice, confetti, nor other material may be thrown inside the buildings.
5. Make sure that none of our china, silver or kitchen equipment is carried off by mistake.
6. If the kitchen is used, it is necessary for the church hostess (or her representative) to be present to unlock the kitchen and supervise use of that equipment. This is her only duty and she is not to be expected by the caterer to work or assist her in any way.
7. Caterers other than the First Baptist Church hostess must provide all necessary serving supplies and accessories for non-member's reception.
8. It shall be the duty of the caterer to wash all dishes and utensils and return them to their designated places.

The failure of any caterer to cooperate with these requirements will necessitate the church's advising the bridal party involved in any prospective wedding that such caterer is not acceptable to First Baptist Church.

NOTE TO BRIDE:

Please make sure you give a copy of this sheet to your florist at the time you make your arrangements with the florist.

TO ALL FLORISTS:

The florists of the city who have been employed in the past by wedding parties to decorate the church are usually most cooperative in every way, and we delight to participate with you in a service of dignity and beauty for the bride. Occasionally, however, there have been times when we have had difficulty because of failure on the part of the florist to understand what is expected of him/her by the church.

1. All florists decorating for any wedding in any room of the church will be expected to leave the room in the same order in which they found it when beginning their decorating. This is to be done immediately after each wedding. Our custodians will be here for you to get the flowers immediately following the wedding. It is your responsibility to clean out and carry your waste to the dumpster. Any delay on your part will hamper the work of the custodians.
2. Please observe the church rule that there will be no smoking in our buildings at any time.
3. No nails, tacks, etc. are to be driven into the woodwork, walls, or furniture.
4. No pews or hymnals are to be removed from the Sanctuary.
5. Only masking tape may be used.
6. The metal cylinder type candles that are the property of the church must be used. You will be expected to protect the carpet, furniture and pew cushions wherever candles and potted plants are used by covering with heavy plastic.
7. No candles will be placed in the windows.
8. If arrangements have been made for leaving any of the flowers for our worship service, please instruct the custodian when you leave.

The failure of any florist to cooperate with these requirements will necessitate the church's advising the bridal party involved in any prospective wedding that such florist is not acceptable to First Baptist Church.

The florist will be held responsible for any damage that he/she does to the church!!

NOTE TO BRIDE:

Please make sure you give a copy of this sheet to your photographer at the time you arrange for him to make your wedding pictures.

TO ALL PHOTOGRAPHERS:

The photographers who have been employed in the past by the bride-elect are usually cooperative in every way. However, since it is a religious service, we take this means to advise you concerning the following:

1. It is suggested that you arrange with the bride-elect to take as many pictures as possible prior to the hour of the wedding.
2. No pictures are to be taken during the ceremony except time exposures from the back balcony. Pictures may be made at the rear of the sanctuary as the bride comes down the aisle and goes out.
3. Video tapings may be made from the balcony. The church's equipment will not be used except by an authorized church member.
4. It is the photographer's responsibility to see that the wedding party is informed about the group pictures to be made after the ceremony so they will stay together. Following a wedding in the sanctuary, the wedding party should go to the Prayer Room and then return to the front of the sanctuary, ready for the pictures immediately after the ceremony.
5. As guests are waiting for the reception, the pictures should be planned well in advance with a list of the shots to be made. You probably would benefit by taking the larger groups first in order to release them sooner.
6. The minister will be available to pose for one or two pictures following the ceremony. Please see that this is the first picture taken.
7. Bring a protective cloth or pad if you plan to stand on the pews to take the pictures.
8. Do not rearrange the candelabrum when making pictures following a wedding, as this causes the hot candle wax to spill on the carpet and pew cushions! Please cooperate with the florist and leave the candelabrum where they were placed originally by the florist.

The photographer will be responsible for any damage that he/she does to the church!!

The failure of any photographer to cooperate with these requirements will necessitate the church's advising the bridal party involved in any prospective wedding that such photographer is not acceptable to First Baptist Church.