

Wedding Policies

I. General Wedding Policies

Marriage is a special part of God's plan for humanity. In the Garden of Eden, He instituted the sacred estate of marriage. God gave the first bride away and performed the first ceremony. Because it is a sacred and holy establishment, I do not take it lightly. I feel that I am responsible to God for my part in the process. Therefore, I have personally adopted this policy. Please read it carefully.

- A. In order to have your wedding at First Baptist, you must complete a reservation form. A decision will be made within 10 working days. After it has been approved, a scheduling fee/deposit is due. Once that is received, along with a signed copy of the agreement, you rehearsal date and time, the ceremony date and time and the reception date and time (if applicable) will be added to the church calendar. Any damage or other problem with the facilities will be deducted from the deposit. It will be returned within 30 days of the ceremony.
- B. Weddings will not be scheduled on Sundays, Wednesdays, or for the following holiday weekends: New Year's, Easter, Memorial Day, Independence Day, Labor Day and Thanksgiving. Also, weddings will not be held during the month of December.
- C. A wedding is a worship service. Members of the wedding party and anyone affiliated with the ceremony are expected to conduct themselves at all times in a manner befitting the atmosphere of the place of worship.
- D. The Bride and Groom are responsible for seeing that the wedding party, photographer, florist, etc. are familiar with the policies of the church. **We are a tobacco and alcohol free campus.** If any member of the wedding party is under the influence, the rehearsal and/or wedding will not be conducted.
- E. Real flowers may only be dropped by a Flower Girl if an aisle cloth is being used.
- F. The piano/keyboard will not be moved from the Sanctuary stage, nor will any items be removed from the choir loft for the wedding, including the chairs.
- G. Food and drinks are not permitted inside the Sanctuary.
- H. Breakage of and /or damage to any church equipment/facilities must be reimbursed at replacement value above and beyond your deposit.
- I. The church cannot be responsible for lost or stolen articles or equipment. Every reasonable effort will be made to assist the wedding party in protecting personal, rental or borrowed property.
- J. The church is not liable for any loss or damage to any items brought into the church for use at weddings and/or receptions

II. Facilities Available

- A. First Baptist is pleased to offer its facilities as a significant and helpful ministry in church weddings. The Sanctuary seats approximately 500 people. The ceremony will be saturated with scripture and Christian nuances.
- B. Fellowship Hall may be used for receptions.
- C. For a formal wedding, there must be a coordinator (paid or volunteer).
- D. Classrooms will be made available for the Bride and her party to dress prior to the wedding, if needed. The Groom and his party should arrive for the wedding dressed and ready.
- E. We do not provide facilities or personnel for child care during weddings. A family courtesy room is available in the sanctuary foyer with a viewing window and changing table.

III. Arrangements with your Minister

- A. Our Senior Pastor, pastoral staff, or another minister approved by our Senior Pastor can perform the wedding ceremony. Do not assume that the minister will be able to perform your ceremony on a specific date. The couple should consult with the minister before a date is set.
- A. Any officiating minister is required to follow the policies set forth. The ministers do not necessarily agree to marry every couple that asks to be married. It is their prerogative to accept or refuse the request for marriage. The basis upon which such a decision is made is determined by the church and the pastor.
- B. Our pastors will not unite any couple in which either party is under the age of eighteen (18).
- C. Our pastors will not perform same-sex marriages.
- D. Our Senior Pastor will advise a Christian to not marry an unbeliever. "Do not be unequally yoked together with unbelievers. For what fellowship has righteousness with lawlessness? And what communion has light with darkness." (2 Corinthians 6:14)
- E. If either party has been previously divorced, please be aware of the following:

- Senior Pastor will not render his services to any couple if either party has been divorced for less than one (1) year.
- Senior Pastor will thoroughly explore the background of the divorce in counseling. In some instances, a prior divorce will disqualify some couples from service.

IV. Premarital Counseling

- A. Prior to any wedding at First Baptist, the bride and groom are required to complete evangelical, Christian pre-marital counseling with a pastor on staff or another pastor approved by the Senior Pastor. A written statement from a professional Christian counselor or evangelical pastor is required if you choose to not complete the counseling with an FBC pastor.
- B. The counseling program requires a minimum of four (4) sessions with the couple together and one (1) session each with the bride and groom alone.
- C. The first appointment is not considered one of the four counseling sessions.
- D. The counseling program requires a minimum of three (3) months to complete and should be completed one (1) month prior to the date of the wedding.
- E. The bride and groom must submit a detailed outline of the ceremony to the minister during the fourth counseling session.
- F. If you are a member of First Baptist Church, please accept the counseling from the Senior Pastor as his wedding present to you.

V. Wedding Music

- A. Since a church wedding is a religious service, the music, whether instrumental or vocal, should be appropriate to a Christian marriage.
- B. The church organ/piano must be played by an instrumentalist approved by the Worship Pastor.
- C. You may provide your own vocalist or guitarist.
- D. All music is to be approved by the Worship Pastor or officiating minister.
- E. Titles and lyrics for all songs should be submitted in writing one (1) month prior to the ceremony.
- F. For Receptions, only background music may be played and needs to be approved. DJ's are not permitted, and dancing is not permitted at First Baptist Pikeville.

VI. Media & Production Support

- A. Media and production support is available for your wedding and reception. Only First Baptist media and production staff can operate the equipment.
- B. All media used during the ceremony/reception such as audio CD/DVD/pictures, or video presentations must be given to the FB media and production staff at least one week in advance of the event. This is to ensure all media is appropriate and is compatible with the church's equipment. If this deadline is not met, media may not be used.

VII. Rehearsal

- A. The rehearsal is scheduled the night before the wedding and is to take place prior to the rehearsal dinner.
- B. Set the time when all parties involved can be present and arrive promptly. All members of the wedding party must attend the rehearsal. All ushers should be present for special instructions that are given at that time. Soloists, instrumentalists, and others involved in the ceremony are encouraged to attend.
- C. The rehearsal is limited to one (1) hour from the scheduled beginning time.
- D. If First Baptist's Senior Pastor performs the ceremony, it is not necessary that he participate in the rehearsal, as long as there is a detailed outline.
- E. Bring the marriage license to the Wedding Coordinator (if applicable) at the rehearsal or officiating minister prior to the ceremony. The license can be obtained at the County Clerk's office and is valid for 30 days.

VIII. Rehearsal Dinner

- A. If the Fellowship Hall is used for the rehearsal dinner, everyone must be out of the building by 10:00 p.m. First Baptist does not provide set-up or tear-down of tables, chairs, etc. You will be responsible for leaving the facility "broom clean."

IX. Reception

- A. Professional caterers must supply all utensils, glass, silverware, dishes, and soap, etc.
- B. First Baptist does not provide set-up or tear-down of tables, chairs, etc. You will be responsible for leaving the facility "broom clean."
- C. Silverware, glassware, and decoration materials brought to the church for the reception must be removed immediately following the reception.

- D. For a non-catered reception, those using the fellowship hall for dining purposes shall furnish plates, glasses, cups, utensils, etc.
- E. Dining is limited to the fellowship hall area.
- F. **All Saturday wedding events must be completed by 8:00pm so that preparation for Sunday services is assured.**

X. Photography

- A. A time exposure of the ceremony itself may be taken from the balcony unobtrusively. NO FLASH PHOTOGRAPHS may be taken during the ceremony. The ceremony begins when the grandparents are seated.
- B. **Pictures taken of the bridal party before ceremony must be limited to thirty (30) minutes before the music begins; sanctuary needs to be ready to seat guests.**
- C. Do not stand on pulpit chairs, pews, or other furniture while taking pictures.

XI. Videography

- A. Videography may be undertaken with the permission of the officiating minister. Video cameras are not permitted in the choir loft. Videographers are to remain in the balcony or side alcoves during the ceremony.
- B. The Videographer may want to attend the rehearsal if they are not familiar with First Baptist.
- C. The videographer is not allowed to walk around during the ceremony. No standing on pews/seats or other furniture in the building.

XII. Decorating Guidelines

- A. Decorations should be in keeping with the beauty of the Sanctuary and the sacredness of the occasion.
- B. The bride/groom will be responsible for any property damage or cleaning expenses incurred due to failure to comply with all of the instructions/requirements of the church.
- C. No nails, tacks, tape, pins, staples, gum or anything that will mar woodwork or furniture may be used.
- D. Only dripless candles may be used in candelabras. Candle stands are not permitted in the aisles – pillar candles must be put into saucers to catch any drips. Plastic sheeting should also be put under candle stands.
- E. Any potted, live plants must be in saucers. It is your responsibility to advise your Florist of these guidelines before completing any plans.
- F. All floral decorations must be removed immediately following wedding and reception.
- G. The wedding party will respect and help preserve the church property.
- H. Rice, birdseed and bubbles may not be used in the building. Birdseed and bubbles may be used outside, away from front doors. Rice and confetti are not permitted.
- I. Any production equipment must be moved by a member of the media staff.
- J. The building will be open no more than four (4) hours prior to the wedding and fifteen (15) minutes prior to the rehearsal.
- K. The church cannot be responsible for unattended personal items, and cannot be liable for such items, should they be lost, stolen, or damaged.

Fees for Members of First Baptist Pikeville

There are no fees of any church facilities for members of First Baptist Pikeville, or for grandchildren or children of First Baptist Pikeville members. All fees are for the services of those who will be assisting you in making your wedding the beautiful occasion you desire. While counseling fees are paid in advance, all additional fees shall be paid 30 days prior to the wedding. Members of First Baptist may wish to waive custodial fees by performing tasks themselves.

Use of Building	\$0
Deposit	\$100
Premarital Counseling	\$0
Officiating Minister (FBC Staff)	\$0
Rehearsal Fee for Minister (FBC Staff)	\$0
Sound Technician	\$100
Custodial Fee – Wedding	\$200
Custodial Fee – Reception	\$100

Fees for Non-Members of First Baptist Pikeville

Use of Building	\$200
Deposit	\$100
Premarital Counseling	\$50 per session
Officiating Minister (FBC Staff)	\$100
Rehearsal Fee for Minister (FBC Staff)	\$50
Sound Technician	\$100
Custodial Fee – Wedding	\$200
Custodial Fee – Reception	\$100

Wedding Reservation Form
(To be completed and returned to the Church)

Wedding Date Requested: _____ # of Guests: _____

For Use of First Baptist Pikeville

Confirmation: _____

Date: _____

Bride _____

Address _____

Home Phone: _____ Work Phone: _____

Cell Phone: _____ Email Address: _____

First Baptist Pikeville Member Yes or No

Parent(s) _____

Address _____

Phone _____

Groom _____

Address _____

Home Phone: _____ Work Phone: _____

Cell Phone: _____ Email Address: _____

First Baptist Pikeville Member Yes or No

Parent(s) _____

Address _____

Phone _____

Wedding Date and Time _____

Rehearsal Date and Time _____

Church Facilities Desired:

Rehearsal Dinner:

Fellowship Hall

Kitchen

Other

Wedding:

Sanctuary

Fellowship Hall

Dressing Area

Other

Reception:

Fellowship Hall

Kitchen

Other

By signing this Wedding Reservation Form, we agree to the above policies and fees of First Baptist Pikeville as stated.

Bride Signature _____ Groom Signature _____

Date _____

Guest Officiating Minister's Form

(To be completed when using someone other than FBC pastor)

Bride: _____

Groom: _____

Wedding Date: _____

Bride Cell Phone: _____ Groom Cell Phone: _____

Bride Home Phone: _____ Groom Home Phone: _____

Bride Work Phone: _____ Groom Work Phone: _____

Minister's Name _____

Address: _____

City: _____ State: _____ Zip: _____

Ordained Minister: Yes or No

Licensed Minister: Yes or No

Denomination of Ordination:

Present Ministry: _____

Other Ministry: _____

Church where minister attends or pastors: _____

Church address: _____

City: _____ State: _____ Zip: _____

How long have you been ministering here? _____

First Baptist Pikeville Minister Approval

Signature of First Baptist Minister: _____

Notes: