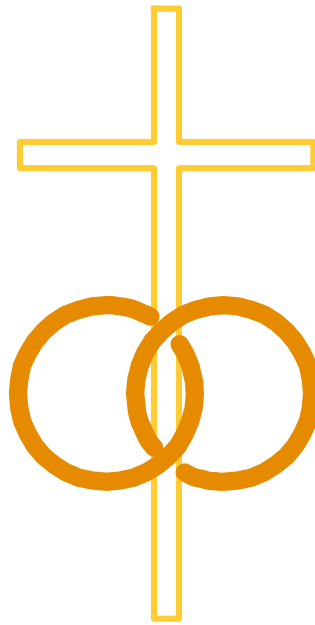


FIRST BAPTIST  
**Pelham**

2867 Pelham Parkway  
Pelham, Alabama 35124-1728  
(205) 664-0237



**WEDDING POLICIES  
AND PROCEDURES**

Dear Prospective Newly-weds,

We are thrilled that you are in love and making plans for a church wedding. The First Baptist Church of Pelham loves and believes in matrimony because it is a divine institution. We believe that marriage vows are sacred and that a church wedding is a worship service.

In keeping with our beliefs and convictions, please let me share two concerns with you. In the last several years I have had the experience of coming to counsel with a prospective bride and groom to find that they were already living together. The world may accept such behavior as normal, but it is against the teachings of scripture (I Thessalonians 5:22). By having a church wedding you are asking God's blessing on your life as a couple and saying that you are establishing a Christian home. If you are living together now, you have three options:

- (1) Get married immediately.
- (2) Get married in another church by another minister.
- (3) Separate and maintain separate living quarters until after the wedding.

In 1999, two polls reported that the divorce rate among church members was no different than the divorce rate of unchurched people. One out of two marriages ends in divorce. Among denominations, Baptists lead all other denominations in the divorce ratio. These two facts have led us to become a part of the Covenant Marriage Movement. The Covenant Marriage Movement requires testing and counseling by a professional counselor. It also requires that the bride and groom sign a covenant stating that their marriage is a sacred covenant between them and God. Divorce rates in Covenant Marriage churches have dropped drastically and happy marriages are abundant. You will receive a beautiful Covenant Certificate, which is suitable for framing, as a part of your Covenant Wedding.

I have been performing weddings since 1968, and have married scores of young couples over these years. Please understand that I only want your happiness and God's blessings upon your marriage. If you have any questions, I will be glad to meet with you personally.

In Christ,

Bro. Mike

*FBC Pelham reserves the right to refuse the use of the sanctuary to any non-member.*

To the Bride-Elect:

After you have had the opportunity to review the enclosed documentation, should you wish to calendar your wedding at First Baptist Church of Pelham, please contact either of our wedding coordinators, Sharon Dillahunty, at 664-1929 or Elaine Miller at 481-936, to discuss your wedding plans.

Please return the “First Baptist Church of Pelham Policy Agreement” (Form 1 of 9) and the “Request for Wedding Reservations” (Form 2 of 9) together with a check in the amount of \$500.00, payable to First Baptist Church of Pelham, to my office which is located adjacent to the Choir Room on the ground floor. Please understand that until the two forms and the deposit are received, your wedding will not be placed on the church calendar.

Should you have any questions or concerns, please feel free to contact your wedding coordinator at the number shown above.

Sincerely,

Linda Kennemore  
Administrator

Enclosure

Dear Prospective Newly-weds,

Thank you for requesting information concerning your up-coming wedding plans and the use of First Baptist Church. We have compiled the attached information for your benefit and ours. Please read all pages carefully and let me know if there is anything that you have any questions about or that you don't understand. There are parts of these policies that have been highlighted. Please pay special attention to them.

Before making any arrangements with the church, please contact either of our wedding coordinators to ensure that your desired date is available complete the attached forms **ONLY AFTER** we have confirmed your anticipated wedding date. Also if you need to cancel or change the date, PLEASE let me know, as well as advising Linda Kennemore in the Administrative office of the church (PHONE: 664-0237, ext. 2036 or fax: 621-2351).

Please also note that you must go through the Covenant Marriage Counseling program through the HOPE Center. This is a requirement before you can be married in our church. We are attempting to prepare young people for marriage and to do our part to strengthen future homes.

We are often asked to publicize bridal teas or wedding invitations of church members. We will do this for you in the church newsletter upon request, but only one time. This should not be considered to be your invitations, as you are responsible for those yourselves.

We will be glad to help you in any way that we can. Please do not hesitate to contact us should you have any questions and/or concerns. We look forward to helping you make your wedding day a wonderful and unforgettable experience.

Sincerely,

FBC Pelham Wedding Coordinators

# FIRST BAPTIST CHURCH PELHAM POLICY AGREEMENT

**(Return this form with your \$500 deposit to the Administrative Office)**

We are responsible for seeing that:

- A. Our appointment is made with the HOPE Center.
- B. The wedding party is familiar with all of the Church policies regarding weddings.
- C. Alcoholic beverages and smoking are not allowed on or in any of the Church properties. The wedding party refrains from the use of tobacco products, alcoholic beverages or drugs prior to and during the activities held at the Church. No rehearsal or wedding will be conducted if any members of the wedding party or those who service the wedding (florist, caterer, photographer or videographer, etc.) appear to be under the influence of alcohol or drugs.
- D. The \$500.00 deposit must be made before the wedding date can be secured on the Church calendar. Said deposit is to be made payable to First Baptist Church of Pelham and is to be delivered to the Administrative Office at 2867 Pelham Parkway, Pelham, AL 35124.
- E. The building use fee (\$1,000.00 for non-members) is to be paid no later than 30 days in advance of the wedding and is to be made payable to First Baptist Church of Pelham and delivered to the Administrative Office at 2867 Pelham Parkway, Pelham, AL 35124.
- F. All other fees associated with the wedding are to be paid in cash to the Wedding Coordinator for distribution to the appropriate persons on the day of the wedding.
- G. All forms are properly completed and provided to the Wedding Coordinator at least two months prior to the wedding.

**We understand the policies concerning weddings held at First Baptist Church Pelham. We agree to follow the policies as stated throughout this folder and will ensure that the members of the wedding party and those who service the wedding understand and follow the policies also.**

**By our signatures, we understand that failure to comply with the stated policies could be considered “disregard of policy” and could mean cancellation of the wedding. We understand that we are liable for any damages that may occur during the time we have reserved for such rehearsal, wedding etc. By signing this agreement, we release First Baptist Church Pelham from liability in case of any accident occurring on the premises of First Baptist Church Pelham during the above mentioned. It is also understood that failure to notify our wedding coordinator and the Church office of any cancellation of plans at least 30 days prior to the confirmed date of wedding will result in forfeiture of our deposit.**

\_\_\_\_\_  
Bride’s Signature

\_\_\_\_\_  
Groom’s Signature

Date \_\_\_\_\_

Date \_\_\_\_\_

**Damage deposit will be refunded within two weeks after the wedding if policies are followed and no additional clean up is required. Your address will be:**

\_\_\_\_\_

## REQUEST FOR WEDDING RESERVATIONS

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

Present Address \_\_\_\_\_

\_\_\_\_\_

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

Present Address \_\_\_\_\_

\_\_\_\_\_

Future Address \_\_\_\_\_

Phone \_\_\_\_\_

Member of First Baptist Church of Pelham (please check all that apply):

\_\_\_\_\_ Bride  
\_\_\_\_\_ Bride's Parents

\_\_\_\_\_ Groom  
\_\_\_\_\_ Groom's Parents

Please reserve for us:

\_\_\_\_\_ Sanctuary  
\_\_\_\_\_ Annex      \_\_\_\_\_ Rehearsal Dinner      \_\_\_\_\_ Reception

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

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

Officiating Minister (s) \_\_\_\_\_

\_\_\_\_\_

Wedding Coordinator \_\_\_\_\_

***Please return this form to the church office within one week to confirm your reservations. Until this form is returned and your deposits/counseling Fees are returned, the church is not officially reserved for your wedding. So don't delay!!***

# FACILITIES MANAGER FORM

**(Provide a copy of this form to the Church Office**

**At least 60 days before your wedding.)**

\_\_\_\_\_  
Bride

\_\_\_\_\_  
Groom

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Phone

Rehearsal Date \_\_\_\_\_

Time \_\_\_\_\_

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

Time \_\_\_\_\_

## **Church facilities desired:**

**For the Rehearsal, we wish to use the** \_\_\_\_\_

Special set-up for these activities: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**For the Wedding, we wish to use the** \_\_\_\_\_

Special set-up instructions: \_\_\_\_\_

\_\_\_\_\_

**For the Reception, we wish to use the** \_\_\_\_\_

Special set-up instructions: \_\_\_\_\_

\_\_\_\_\_

The florist will be at the church to decorate: Day \_\_\_\_\_ Time \_\_\_\_\_

The caterer will be at the church to set up: Day \_\_\_\_\_ Time \_\_\_\_\_

**Will flowers be left for Sunday's service (for Gathering Area round table) Yes \_\_\_ No\_\_\_**

# SOUND FOR YOUR WEDDING

(Return a copy of this form to the Church Office  
at least 60 days prior to your wedding.)

## TO THE BRIDE:

The Wedding Coordinator will arrange for an approved Sound Technician to service your wedding. Please fill in the form below for his use. The Sound Technician will arrive 15 minutes prior to the wedding rehearsal and/or one hour prior to the time of the wedding to set up sound equipment needed and do mike checks. Due to its complexity, only our trained sound technicians are qualified to operate our sound system. There is an additional charge for these services, please refer to the "Financial Requirements". If you want a video shown or if you wish to use Power Point, we need to be informed of this 60 days prior to your wedding.

---

## TO THE SOUND TECHNICIAN:

Bride \_\_\_\_\_ Day Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Groom \_\_\_\_\_ Day Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

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

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

### Microphones Needed:

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

Instrument(s) \_\_\_\_\_

Indicate where instrumentalists will perform \_\_\_\_\_

---

Vocalist(s) \_\_\_\_\_

---

Indicate whether solo, duet, etc. Indicate where vocalists will perform (stand near piano, near organ etc.) \_\_\_\_\_

---

Will accompaniment tapes be used? Yes \_\_\_ No \_\_\_ CD? Yes \_\_\_ No \_\_\_

Do you wish to have an audio recording of the ceremony? Yes \_\_\_ No \_\_\_

(If so, you must provide a C-120 tape of your choice for this recording. The Sound Technician will give the cassette tape to the Wedding Coordinator following the ceremony.)

# TO THE FLORIST

*(Please sign this form and return it to FBC Pelham, 2867 Pelham Parkway, Pelham AL 35124  
at least 60 days in advance of the wedding.)*

**Re: Wedding of:** \_\_\_\_\_ **and** \_\_\_\_\_

**On:** \_\_\_\_\_

Please read and acknowledge your acceptance of the following policies by signing and returning one copy of this document as instructed above.

1. Decorating should be in keeping with the beauty of the Sanctuary and the sacredness of the occasion.
2. Only skilled persons who will assume the responsibility with extreme care should install decorations.
  - A. No nails, tacks, staples, pins, adhesives or anything that will mar woodwork, brass or furniture may be used.
  - B. No decorations or candles may be place on the organ or the piano.
  - C. Either dripless candles used in candelabras or pillar candles may be used.
  - D. Clear plastic sheeting must be placed under candelabras to further protect carpet.
  - E. Any potted plants must have saucers or plastic under the plants to protect carpet from spillage.
3. Florists must bring step stools if needed. They may not stand on church furniture. All floral decorations must be removed immediately following the wedding and reception. After the wedding, decorators are responsible for cleaning the decorated areas of leaves, loose dirt, etc. Wedding decorations may not be stored at the church for later pickup. The Bride will discuss with you if the floral arrangements are to be left for use in the Gathering Area for Sunday worship services. Arrangements that are too large to be moved cannot be used for worship services and must be removed by florist immediately following the wedding.
4. In the Sanctuary, no decorations may be placed in the baptistry. However, the ledge designed for floral arrangements may be used.
5. **NOTHING** is to be moved behind the privacy rail. This includes chairs, instruments, music stands, microphones, speakers, etc. There is a limited amount of space directly behind the rail that can be used to place candles, ferns, flowers, etc. Should you desire to use this space, it is OK provided that any and all debris such as dead leaves, candle wax, etc. is cleaned and removed.

Should you highly disagree with this policy, we will remove the orchestra equipment provided that you pay a fee of \$200 to the Audio Video Specialist who removes it. This equipment is not “road worthy”. It is not built for a lot of handling. **ONLY**, a trained and experienced AV technician assigned by the worship leader is allowed to do this.

We have done **MANY** weddings where the orchestra equipment was not touched. You cannot see it when the lights are dimmed in that area and are brought up on the stage, which we will do for you. Also, by the time you add flowers, candles, wedding party, arches, ferns, etc, you simply cannot see the equipment.

**To The Florist**  
(Continued)

6. Any furniture or equipment on platform that can be removed will be done so by our facilities personnel.
7. The church will be open four hours prior to the confirmed wedding time.
8. Smoking or intoxicating beverages are not permitted in or on any of First Baptist's facilities or properties at any time.

Name of Florist: \_\_\_\_\_

Phone: \_\_\_\_\_ **Cell Phone No. (Required)** \_\_\_\_\_

Florist's Signature: \_\_\_\_\_

## WEDDING MUSIC

(Schedule a meeting with the Worship Leader, at least 60 days prior to the wedding by calling 664-0237, ext 2013.)

Provide a copy of this form to the Church Office.

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

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

<b>Musician</b>	<b>Name</b>	<b>Phone</b>
-----------------	-------------	--------------

Pianist		
Organist		

Other		
Instrumentalist(s)		

Vocalist(s)		

Music Prelude		

Vocal Selection(s)		

Processional(s)		

Recessional		
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# TO THE PHOTOGRAPHER

**(Please sign this form and return it to the Church Office 60 days prior to the wedding.)**

To the Photographer

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

1. Arrange with the Bride to take as many pictures as possible prior to the wedding. Pictures must be completed and all equipment removed from the wedding location 45 minutes prior to the wedding time. The prelude and seating of guests begins 30 minutes prior to the wedding.
2. The wedding ceremony is a worship service. Pictures of the Bride entering and exiting the ceremony maybe 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 the wedding.
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 the guests will be waiting to greet the Bride and Groom at the reception. The photographer and 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 protective cloth if he or she plans to stand on the pews to take pictures.
7. The candelabras may not be rearranged for pictures (to prevent wax spillage on the carpet or furnishings).
8. Smoking or intoxicating beverages are not permitted in or on any of First Baptist Pelham's facilities/properties at any time.

Bride \_\_\_\_\_ Day Phone \_\_\_\_\_ Work Phone \_\_\_\_\_  
Groom \_\_\_\_\_ Day Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Wedding Date \_\_\_\_\_ Time \_\_\_\_\_  
Rehearsal Date \_\_\_\_\_ Time \_\_\_\_\_

Name of Photographer: \_\_\_\_\_  
Address of Photographer: \_\_\_\_\_  
Phone: \_\_\_\_\_

\_\_\_\_\_  
Signature of Photographer

## TO THE VIDEOGRAPHER

**(Please sign this form and return it to the Church Office 60 days prior to the wedding.)**

To the Videographer

The Wedding Policies, which concern the work of wedding Videographers at First Baptist Pelham, are listed below. These requirements must have your cooperation.

1. The wedding ceremony is a worship service. These policies are designed to maintain the sanctity of the wedding ceremony.
2. All equipment must be set up by 45 minutes prior to the wedding time. The prelude and seating of guests begins 30 minutes prior to the wedding.
3. Videographers who use wireless microphones for the Bride and Groom or any member of the wedding party must inform Sound Technician prior to the wedding and must defer to his instructions. The sound for the wedding must take priority over the sound for the video.
4. A video of the ceremony may be made from the balcony of the Worship Center. No walking around during ceremony will be allowed, unless the balcony is empty.
5. A remote stationary camera may be concealed in the floral decorations (greenery) at the front of the Worship Center. It must not be visible to the wedding guests; it may not be adjusted by anyone during the wedding ceremony. No movement at or near the altar area is permitted.

Bride \_\_\_\_\_ Day Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Groom \_\_\_\_\_ Day Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Wedding Date \_\_\_\_\_ Time \_\_\_\_\_  
Rehearsal Date \_\_\_\_\_ Time \_\_\_\_\_

Name of Videographer: \_\_\_\_\_

Address of Videographer: \_\_\_\_\_

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

\_\_\_\_\_  
Signature of Videographer

***NOTE: If you elect to use the Church Videographers, simply write "Church Videographers" on the lines above and no signature will be required.***

# WEDDING RECEPTION

**(Please sign one copy of this form and return it to the Church Office 60 days prior to the wedding.)**

To the Caterers:

Catering policies concerning wedding receptions held at First Baptist Church Pelham are listed below. These requirements must have your cooperation.

1. Wedding receptions may be held in our Annex facility. We highly recommend your coming to our facility for a closer look at the room and its workspace. Please feel free to come by during our regular business hours: Monday through Friday from 8:00 a.m. until 5:00 p.m.
2. Those responsible for the rehearsal dinner and the wedding reception must contact John Jones at 620-4646 for approval and instructions on using the kitchen and shall see to it that the premises are left in a clean and orderly fashion. The caterer is responsible for all equipment.
3. Caterers and their employees must refrain from the use of tobacco products, alcohol or drugs prior to and during a reception held at the church. Said products are strictly prohibited on or in any of the church properties/facilities at any time.

Bride \_\_\_\_\_ Day Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Groom \_\_\_\_\_ Day Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Wedding Coordinator: \_\_\_\_\_ Phone: \_\_\_\_\_

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

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

Caterer's Name: \_\_\_\_\_

Caterer's Address: \_\_\_\_\_

Phone \_\_\_\_\_ **Cell Phone No. (Required)** \_\_\_\_\_

Caterer's Signature: \_\_\_\_\_

# Church Information

Church Office Phone:	205-664-0237
Church FAX:	205-621-2351
Church Office Hours:	Monday through Friday, 8:00 AM to 5:00 PM
Ministers:	The Pastor or one of our Ministerial Staff members will be happy to officiate your wedding as their schedules permit. Our ordained ministers are:  <b>Dr. Mike Shaw</b> , Pastor <b>Dr. Paul Moore</b> , Associate Pastor, Ministry/Senior Adults <b>Robert Heard</b> , Administrative Pastor <b>Donnie Sisk</b> , Pastor to Students/Activities
Pastor's Assistant:	Pat MacKay (205-663-0237, ext. 2021)
Worship Leader:	Paula Kornegay (205-664-0237, ext. 2013)
Administrator:	Linda Kennemore (205-664-0237 ext. 2036)
Facilities Manager:	Roger Wallace (205-664-0237 ext 2030)
Pianist:	Mary Shaw (205-663-1788)
Organist:	Karen Davis (205-982-9802)
Sound Technicians:	Contact through Wedding Coordinator
AV Specialist:	Bill Duke (205-685-8097)
Soloist:	Various (ask Wedding Coordinator)
Wedding Directors:	Sharon Dillahunty (205-664-1929) Elaine Miller (205-481-9386)
Hope Center (Covenant Counseling)	James Roberts (205-663-2779)

# **BRIDE'S CHECKLIST**

## **FIRST BAPTIST CHURCH OF PELHAM**

- \_\_\_\_\_ Read ALL policies and procedures before proceeding.
  
- \_\_\_\_\_ Choose three dates (1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> choices) then contact the  
\_\_\_\_\_ Wedding Coordinator
  
- \_\_\_\_\_ Contact and schedule your first appointment with the  
\_\_\_\_\_ Hope Center (for Covenant Counseling)
  
- \_\_\_\_\_ Turn in Form No. 1 along with your \$500 deposit to the  
\_\_\_\_\_ Administrative Office, 2867 Pelham Parkway
  
- \_\_\_\_\_ Contact the Pastor to verify his availability and have  
\_\_\_\_\_ wedding placed on his schedule
  
- \_\_\_\_\_ Schedule initial meeting with the Wedding Coordinator
  
- \_\_\_\_\_ Have all counseling completed by \_\_\_\_\_ (two  
\_\_\_\_\_ months prior to the wedding date)
  
- \_\_\_\_\_ Turn in **all** forms (2-9) and **all** money (in cash) by  
\_\_\_\_\_ (six weeks prior to the wedding date)
  
- \_\_\_\_\_ Schedule final meeting with the Wedding Coordinator

# FIRST BAPTIST CHURCH OF PELHAM WEDDING POLICIES

Before making definite plans or public announcements relative to your wedding, have three (3) acceptable dates for the ceremony in mind. Then contact:

The Wedding Coordinators, Sharon Dillahunty, 664-1929 or Elaine Miller, 481-9386 to ensure that she is available on those dates.

Pastor, Mike Shaw, at 664-0237, ext. 2020 to check his schedule and availability.

Linda Kennemore in the Church Administrative Office at 664-0237 ext. 2036, to calendar your wedding.

The Hope Center at 663-2779 to schedule your first pre-marital counseling session.

After having made the above contacts and obtaining a tentative date, a \$500.00 deposit together with evidence of your counseling session appointments must be provided to the Administrative Office to actually confirm your wedding date on the Church calendar. Make the check for the deposit payable to First Baptist Church of Pelham and deliver it to the Administrative Office at 2867 Pelham Parkway, Pelham, Alabama 35124, together with the following executed forms:

Request for Wedding Reservations  
Policy Agreement

**ALL OTHER FORMS MUST BE COMPLETED AND TURNED IN TO THE CHURCH ADMINISTRATIVE OFFICE AT LEAST TWO MONTHS PRIOR TO YOUR WEDDING DATE.**

**It is the responsibility of the Bride and Groom to convey the wedding policies and procedures to all participants in the event.**

## **GENERAL INFORMATION**

As a courtesy to our ministers and facilities personnel, we do not schedule weddings on Wednesdays, Sundays, holidays or holiday weekends. Previously scheduled church activities take precedence over weddings.

Ballroom dancing is not allowed in any of the church facilities.

First Baptist Church of Pelham **does not** schedule December weddings.

Saturday evening weddings should be scheduled no later than 6:00 PM so that all members of the wedding party and service providers can vacate the premises no later than 9:00 PM to allow for cleaning and restoration of the facilities to readiness for Sunday services.

Friday weddings should be scheduled no later than 7:00 PM so that all members of the wedding party and service providers can vacate the premises no later than 10:00 PM.

Rehearsals should be scheduled no later than 7:00 PM and should last no more than one hour.

The Bride and Groom should strive to have everyone arrive timely for the rehearsal and the wedding. If pictures are to be made before the wedding, ensure that everyone involved is informed of the time to be picture-ready.

Multiple weddings will not be scheduled for the same day or weekend.

The church wedding is a **Worship Service**. All members of the wedding party are expected to conduct themselves accordingly at all times, thus befitting the atmosphere of the place of worship.

**Smoking and the consumption of alcoholic beverages are strictly prohibited in or on any of the Church's facilities and/or properties.** Please be sure to call this to the attention of everyone involved in your wedding – whether wedding party members, guests or service providers.

Food may be served and/or consumed only in Room No.121 located behind the choir loft. **No food is to be taken into any other room at that campus. Doing so may result in forfeiture of your deposit.**

The Bride, her mother, and the matron/maid of honor may use the Bride's Room in preparation for the wedding.

The Groom, his father and the best man may use the Groom's Room in preparation for the wedding.

Remaining bridesmaids and groomsmen may use the two restrooms in the balcony in preparation for the wedding. Please keep the Gathering Area restrooms free from clutter, as these are the ones used for your guests.

Garments should be pressed prior to coming to the church as irons are not permitted in the building.

No valuables are to be left overnight or unattended. **The church will not be responsible for lost or stolen articles.**

**Positively no confetti, rice or like materials are to be thrown inside the church building. Birdseed, bubbles and rose petals may be used in small quantities and only in the parking area. Failure to abide by this may necessitate forfeiture of your damage deposit.**

No pets or animals are to be in the buildings at any time except service animals when accompanying a visually or otherwise impaired individual.

The wedding party should leave the areas of the church in the same condition as they found them. **All rooms used for dressing and/or eating must be cleaned out immediately after the wedding. Any additional cleaning will result in extra charges.**

Church members may request that an invitation to the wedding be printed in the church newsletter. This can be done one time only. Should you elect to have your wedding invitation printed in the church newsletter, a copy of the invitation must be delivered to Pat MacKay at the Church **at least six weeks prior to the wedding.**

**Bring your marriage certificate to the pastor at the time of the wedding rehearsal.**

### **DECORATING GUIDELINES**

Decorating should be in keeping with the beauty of the sanctuary and the sacredness of the occasion.

Only skilled persons who will accept the responsibility with extreme care should install decorations in accordance with the following:

No nails, tacks, staples, pins, adhesives or anything that will mar woodwork, brass or furniture may be used.

No decorations may be placed in the baptistry; however, the ledge designed for floral arrangements may be used.

**NOTHING** is to be moved behind the privacy rail. This includes chairs, instruments, music stands, microphones, speakers, etc. There is a limited amount of space directly behind the rail that can be used to place candles, ferns, flowers, etc. Should you desire to use this space, it is OK provided that any and all debris such as dead leaves, candle wax, etc. is cleaned and removed.

Should you highly disagree with this policy, we will remove the orchestra equipment provided that you pay a fee of \$200 to the Audio Video Specialist who removes it. This equipment is not "road worthy". It is not built for a lot of handling. **ONLY**, a trained and experienced AV technician assigned by the worship leader is allowed to do this.

We have done MANY weddings where the orchestra equipment was not touched. You cannot see it when the lights are dimmed in that area and are brought up on the stage, which we will do for you. Also, by the time you add flowers, candles, wedding party, arches, ferns, etc, you simply cannot see the equipment.

Pulpit furniture will be removed by the church's Facility personnel.

No decorations may be placed on the organ or on the piano.

No candles may be placed on the organ or on the piano.

Either dripless candles, which must be in candelabras, or pillar candles may be used.

Clear plastic sheeting must be placed under candelabras.

Clear plastic sheeting or saucers must be placed under any potted plants.

Be sure to advise the Facilities Manager of the time you need to have the building opened for decorating.

All floral decorations must be removed immediately following the wedding and receptions. After the wedding, decorators are responsible for cleaning the decorated areas of leaves, loose dirt, etc. Wedding decorations may not be stored at the church for later pickup.

If you wish to leave the wedding flowers for use by the church on Sunday, they may be placed on the round table in the Gathering Area.

### **WEDDING MUSIC GUIDELINES**

Careful thought should be given to the selection of all music, whether vocal or instrumental, as your church wedding will be a worship service in every sense. Marriage is an ordinance of God, and the ceremony at the altar places the marriage relationship under the blessing and command of God.

Only music which is worshipful and celebrative in nature should be requested. All music is to be discussed with the church's Worship Leader at least one month prior to the wedding. The Worship Leader has the authority to approve or disapprove any of the music you may have selected for your wedding ceremony.

We suggest that you meet with your musicians as soon as the wedding date has been calendared and discuss your desires with them. Complete the Wedding Music form and schedule an appointment with the Worship Leader for review.

Should your musician not have the requested music and/or sound track, it is the responsibility of the Bride to purchase and provide it to the musician.

Church soloists and musicians may be available for the wedding and fees for their services are found in the form entitled, "Financial Requirements".

## **AUDIO POLICIES**

Discuss all sound system/technical needs with the Wedding Coordinator. **Due to its complexity, only the church's trained sound technicians are qualified to operate the sound/AV equipment.**

The sound technician usually meets with musicians 15 minutes prior to rehearsal and/or one hour prior to the wedding for rehearsal and/or sound checks. Please ensure that all taped accompaniment tracks are plainly marked as to which side to use and have them cued prior to the rehearsal/wedding. CD tracks should also be marked with a note taped to the front of the jewel case.

Should you wish to have a video shown or want to use Power Point, you will need to advise the Wedding Coordinator at least 30 days in advance of the wedding.

Please see the form entitled, "Fee Requirements" for the charges for audio and video services.

## **WEDDING PICTURES GUIDELINES**

Prior to the wedding, the Bride and the photographer should make a list of the pictures to be taken so as to eliminate confusion on the wedding day and expedite the wedding party's arrival at the reception.

As many pictures as possible should be taken prior to the wedding; however, pictures must be completed and all equipment removed from the wedding location 45 minutes prior to the start of the wedding to allow for the prelude and seating of guests which begins 30 minutes prior to the wedding.

Pictures of the Bride entering and exiting the ceremony may be made at the rear of the building. During the ceremony itself, time exposures may be made from the balcony. No other pictures may be made during the wedding.

To ensure the wedding party's return to the sanctuary, the photographer must inform the Wedding Director if additional pictures are to be made immediately following the wedding ceremony.

Pictures that include the minister should be taken first.

The photographer must bring protective cloth if he or she plans to stand on the pews to take pictures.

To prevent wax spillage on the carpet and/or furnishings, the candelabras may not be rearranged for pictures.

## **WEDDING VIDEO GUIDELINES**

All equipment must be set up 45 minutes prior to the wedding time as the prelude and seating of the guests begins 30 minutes prior to the wedding.

Videographers who use wireless microphones for the Bride and Groom or any member of the wedding party must inform the Sound Technician prior to the wedding and must defer to his instructions. The sound for the wedding must take priority over the sound for the video.

A video of the ceremony may be made from the balcony. No walking around during the ceremony is allowed, unless the balcony is empty.

A remote stationary camera may be concealed in the floral decorations (greenery) at the front of the sanctuary. However, it must not be visible to the guests and may not be adjusted by anyone during the wedding ceremony.

No movement related to the making of a video is permitted at the altar area.

## **REHEARSAL DINNER AND WEDDING RECEPTION GUIDELINES**

The Annex Fellowship Hall may be used for your rehearsal dinner and/or reception. To use the annex facility, call Ministry Assistant at 664-0237 ext. 2012. Use of the annex kitchen facilities must be approved by contacting John Jones at 620-4646.

Those responsible for the rehearsal dinner and/or reception shall ensure that the premises are left in a clean and orderly fashion. The caterer is responsible for all equipment.

## **MAINTENANCE POLICIES**

It is the responsibility of the Facilities Manager to:

Open the building one hour prior to the rehearsal and as scheduled on the day of the wedding.

Turn the heat and/or air conditioning on in the areas of the building being used for the wedding.

Remove pulpit furniture.

Choir chairs will not be removed from the choir loft.

Set up and take down chairs and tables used for the reception.

Clean and reset the facilities.

## DECORATING GUIDELINES

1. Decorating should be in keeping with the beauty of the Sanctuary and the sacredness of the occasion.
2. Skilled persons who will assume the responsibility with extreme care should install decorations.
  - F. No nails, tacks, staples, pins, adhesives or anything that will mar woodwork, brass or furniture may be used.
  - G. No decorations may be placed on the organ or the piano. Also, no candles may be used in these areas.
  - H. Only drippless candles may be used and must be in candelabras.
  - I. Clear plastic sheeting must be placed under candelabras to further protect carpet.
  - J. Any potted plants must have saucers or plastic under the plants to protect carpet from spillage.
3. All floral decorations must be removed immediately following the wedding and reception. After the wedding, decorators are responsible for cleaning the decorated areas of leaves, loose dirt, etc. Wedding decorations may not be stored at the church for later pickup. Be sure to let the church office know if flowers are to be left for use in the Gathering Area on Sunday.
4. In the Sanctuary, no decorations may be placed in the baptistery but only on ledge designed for floral arrangements.

**NOTHING** is to be moved behind the privacy rail. This includes chairs, instruments, music stands, microphones, speakers, etc. There is a limited amount of space directly behind the rail that can be used to place candles, ferns, flowers, etc. Should you desire to use this space, it is OK provided that any and all debris such as dead leaves, candle wax, etc. is cleaned and removed.

Should you highly disagree with this policy, we will remove the orchestra equipment provided that you pay a fee of \$200 to the Audio Video Specialist who removes it. This equipment is not “road worthy”. It is not built for a lot of handling. **ONLY**, a trained and experienced AV technician assigned by the worship leader is allowed to do this.

## **DECORATING GUIDELINES (Continued)**

We have done MANY weddings where the orchestra equipment was not touched. You cannot see it when the lights are dimmed in that area and are brought up on the stage, which we will do for you. Also, by the time you add flowers, candles, wedding party, arches, ferns, etc, you simply cannot see the equipment.

5. The church will be open four hours prior to the confirmed wedding time.
6. Smoking or intoxicating beverages are not permitted in or on any of First Baptist's facilities/properties at any time.

# FINANCIAL REQUIREMENTS

## DEPOSITS:

**(Due when application is turned in; make check payable to First Baptist Church of Pelham.)**

Non-refundable	\$100.00
Damage - Refundable	\$400.00

## COVENANT MARRIAGE COUNSELING FEES:

**(Make check payable to The Hope Center.)**

Assessment for Members and non-members (pay 1 <sup>st</sup> Session) (Includes testing, scoring and professional preparation fee)	\$100.00
<u>6 Sessions:</u>	
Members (\$50.00 due each session)	\$300.00
Non-members (\$65.00 due each session)	\$390.00

**USE OF FACILITIES: (Due 6 weeks in advance of the wedding, payable by check made to First Baptist Church of Pelham. Please note: if not paid 6 weeks in advance, the wedding will be cancelled on the Church calendar.)**

Members of First Baptist Church Pelham	
Or child of member	\$ 0.00
Non-Member	\$1,000.00

**MAINTENANCE FEES: (Due 6 weeks in advance of the wedding, payable by check to First Baptist Church of Pelham. Please note: if not paid 6 weeks in advance, the wedding will be cancelled on the Church calendar.)**

Rehearsal and Wedding	\$150.00
Wedding Only	\$125.00
Reception in Annex	\$ 75.00
Rehearsal Dinner in Annex	\$ 75.00
Minister	\$100.00
Wedding Coordinator	\$250.00
Instrumentalist (each)	\$175.00
Soloist (each)	\$100.00
Sound Technician	\$100.00
AV Specialists (Includes AV Specialists and a VHS tape, No Editing) or	\$225.00
AV Specialists (Includes 3 AV Specialists and DVD, with Editing, Titles, and Case)	\$325.00
Additional fee if a video is to be shown for the wedding	\$ 50.00

**Contact Bill Duke at 685-8097 for additional Video Information.**

\*Note: A member must be a current and active member for at least one year in order to be considered to pay the lower cost. Exceptions will be made for those who have joined our church after recently moving to our area.

**Any extra services or time required of the Facilities Staff will result in a \$20 per hour fee and will be deducted from your deposit.**

## MAINTENANCE POLICIES

The maintenance fee includes the following services:

1. Opening of the building(s) one hour prior to rehearsal and at 8:00 a.m. the day of the wedding, closing one hour after rehearsal and/or rehearsal dinner, and three hours after time of wedding.
2. Turning on heating or air conditioning in areas to be used.
3. Removal of pulpit furniture.
4. Setting up and removing chairs and tables as needed in the Annex for the reception.
5. Cleaning and resetting of the facilities used.

**Any extra services or time required of the Facilities Staff will result in a \$20.00 per hour fee and will be deducted from the damage deposit.**

## THE WEDDING MUSIC

Your church wedding should be a worship service in every sense. Marriage is an ordinance of God, and the ceremony at the altar places the marriage relationship under the blessing and command of God. Careful thought should be given to the selection of all music, whether it is vocal or instrumental. Only music which is worshipful and of a celebrative nature should be requested. All other music will have to be approved by the FBCP Music office. In planning your wedding at FBCP, the bride must discuss plans for wedding music with our Worship Leader, Paula Kornegay, at least two months prior to the wedding. The Worship Leader has the authority to approve or disapprove of the music you have selected for your wedding ceremony.

Enclosed you will find a form entitled **“Your Wedding Music”**. Please meet with all your musicians as soon as your date has been set on the church calendar and discuss what music you desire for this special occasion. The Wedding Coordinator can provide you with a list of musicians. You will need to discuss your selections of music with each musician, and then meet with Paula Kornegay to see that all discussed music is approved. If a musician does not have music that has been approved by the Music office, it is the Bride’s responsibility to purchase said music/sound track etc. Fees for musicians are found in the form entitled **“Financial Requirements”**.