



WEDDING POLICY

SCHEDULING

RULES AND FEES

Adopted 1990; Revised 2011

(To be given to couples desiring to be married at Bicknell First Baptist Church)

I. SCHEDULING THE WEDDING

- A. All weddings must be scheduled with the pastor.
- B. The pastor shall perform the ceremony; with his permission another pastor may assist. Couples desiring to have a pastor from some other church perform the ceremony must have the permission of the pastor, the Chairman of the Deacon Board and the Chairperson of the Trustees.
- C. The pastor is set forth by the congregation to be in charge of wedding services; therefore, couples should work closely with him and make sure that wedding plans have his approval.
- D. At least three (3) counseling sessions or more may be required with the Pastor before the wedding.

II. MUSIC

- A. As a church wedding is a time of worship, music which is chosen should be fitting. The organist or pastor will assist the couple in making musical selections and approve appropriate numbers.
- B. The church's sound system is technical and very expensive equipment; therefore, it is necessary for one of our technicians to operate it. If a couple needs the sound system (for singers, taped orchestration, or etc.).
- C. Electronically amplified instruments shall not be attached to the church's sound system without the approval of the technicians.
- D. Lighting will be pre-determined and must be left alone.

III. FLORIST AND DECORATIONS

- A. Pads must be placed under palms, ferns, or floral pieces.
- B. Dripless candles must be used and plates placed under them.
- C. Decorations shall not be stapled, tacked, or fastened with cellophane tape.

D. Items shall not be removed from walls, bulletin boards, tables, or classrooms without permission from the pastor and / or chairman of the Trustees. (Note: if permission is granted, items must be put back as they were found originally.)

IV. FEES

A. If either the bride or the groom is a member of the First Baptist Church no fee will be charged for the use of the building, except as stated in Item C.

B. A \$100 fee for non-members will be charged.

C. A \$50.00 deposit is required from all couples. If the church is properly cared for, the \$50.00 deposit will be refunded. (The bride and groom should appoint someone to remain after the ceremony to clean up, replace furniture, hymnals, etc., and restore the church to its original condition.)

D. A \$50 clean fee. This fee will be paid to the church and used to pay the church custodian for cleaning the church.

E. A \$50 fee to be paid to the sound technician.

VII. GENERAL RULES

A. NO rice or birdseed may be thrown on church premises.

B. Smoking is not allowed in any part of the building including rest rooms. No alcoholic beverages are allowed inside or outside the building. The wedding party will be responsible for the behavior of invited guests.

VIII. CLEAN UP

A. Bring trash bags for your trash, and please take it with you when you leave.

B. Table coverings are not furnished by the church.

C. Do not leave anything in the refrigerator. Food left in it is thrown away.

D. Do not leave opened food (such as cake, cookies, potato chips) in the kitchen when you leave.

E. Everyone using the church hall is expected to put everything back in its original place and sweep the floor. The church has a separate "Hall Use Policy" that will govern the use of the church hall.

F. The Fellowship committee is in charge of the kitchen. If you need to use any of its items (such as stove, coffee pot, iced tea pot, etc.), check with the chairperson for permission and instruction on how to use each item.

G. Check the restrooms to make sure the lights are turned off, trash is removed and toilets are flushed properly.

H. If the nursery was occupied, please check to make sure all toys are picked up and all used diapers are removed. I. If you have been loaned a key to get in and out, don't forget to return it! Your \$50.00 deposit will not be returned until the key is.

J. Don't forget to turn off the lights.

REMINDERS FOR THE BRIDE AND GROOM:

The entire wedding party plus ushers, parents, singers and musicians should attend the rehearsal.

The bride and groom are responsible for notifying everyone of the date and time of the rehearsal.

The license **MUST** be brought to the rehearsal so it may be properly filled out **BY THE PASTOR**.

The bride and groom do not fill it out.

Fees are payable on the rehearsal date and should be given to the pastor who will see that they are properly delivered.

To the Bride and Groom:

It is the hope of the church and pastor that each wedding will be a memorable event, sacred in spirit and lasting in memory.

We want you to feel comfortable in our church, and yet, we also desire that you have a deep respect for it as well. Be assured that we will do all we can to make your wedding a pleasant experience.

Since each wedding is different, the pastor and church will be willing to discuss specific arrangements and make adjustments when possible.