

WEDDING POLICIES

First Baptist Church of Mauldin

*150 S. Main St.
Mauldin, SC 29662
(864) 288-7835*

(Revised 5/1/09)



Setting the Date

- ❖ These steps must be completed **before** your wedding date is confirmed with the church:
 - ❖ pick up a wedding application form from the church office or you can complete a form on our website www.fbcmauldin.org. Click on Forms.
 - ❖ complete the wedding application form and return to the church office
 - ❖ read completely these wedding policies
 - ❖ confirm the desired date with the minister's calendar
 - ❖ consult with any other minister who is to be involved
- ❖ Scheduling for weddings is on a first-come, first served basis. Dates for non-members will be set no more than three months in advance.
- ❖ Large weddings and receptions at the church late on Saturday evening or on Sunday afternoon cause difficulty for church staff and ministers in preparing for Sunday activities. Please be considerate in your planning.

Wedding Policies

- ❖ A church wedding is one of the most important services of worship conducted by the church. The uniting of two lives in the state of marriage should be approached with all seriousness, as well as with joy. It is the desire of this church and its staff that your wedding service and its related activities be carried out with the proper joy, expectancy, and reverence.
- ❖ First Baptist Church is happy for its members to use its facilities and the church encourages such sacred occasions, whether large or small. Our prayers are with you as you plan for this joyous event.
- ❖ The following pages will outline your responsibilities regarding the use of the church, the planning of your service, and other necessary preparations. Please take time to inform all members of your wedding party of the church's wedding policies and procedures. If you have questions, please ask your assisting minister or call your wedding director.

Planning Your Service

- ❖ Advanced planning is critical in all areas of your wedding. The ministers of this church require pre-marital counseling for their participation. Keep in mind your wedding is a worship service. All parts of the service should be in keeping with the stated purposes of the church. Additional requirements are listed in other sections of this manual.

Ministers' Policies

- ❖ The wedding ceremony is a worship service and this basic philosophy needs to be present in all the plans and procedures.
- ❖ Each minister requires couples whose wedding he is performing to meet with him privately for counseling sessions. Arrangements for these may be made through the appropriate Ministry Assistant. These sessions should take place no later than 2-4 weeks before the wedding date.
- ❖ The ministers require a wedding director be selected to work closely with the bride in planning, coordinating, and conducting the rehearsal and ceremony.

- ❖ Due to the extremely busy church calendar, it may not be possible for the minister performing your wedding to attend the rehearsal. This makes communication between the bride, the director, and the minister extremely important. Our wedding directors are trained to lead the rehearsals.
- ❖ Other ministers not on the church staff may perform wedding ceremonies in the church's facilities. However, the pastor must approve this arrangement and will extend a formal invitation to the guest minister requested.
- ❖ Each minister has a number of wedding ceremonies which may be used and invites the couple to share their suggestions regarding the ceremony itself.
- ❖ The minister's attire for all church weddings will normally be a black robe, unless the bride and groom indicate another preference to him at an earlier date.
- ❖ The marriage license must be brought to the church office a day or two prior to the wedding. On the day of the wedding, the minister will provide the couple with an appropriate copy of the marriage certificate.

The Wedding Director

- ❖ The wedding director must be familiar with the wedding policies and facilities of the church.
- ❖ The bride will be provided a list of our wedding directors and is responsible for arranging an appointment with her to review all details of the service prior to the rehearsal.
- ❖ The bride and the wedding director must draw up the complete placement of the wedding party prior to the rehearsal. This will enable the rehearsal to be conducted efficiently and without wasted time. A well-planned rehearsal should take less than one hour. Please stress to your wedding party that the rehearsal will begin and end on time. The wedding director will be responsible for conducting the rehearsal. If the minister is able to attend the rehearsal, he will be present for no longer than one-half hour, at a time scheduled in advance.
- ❖ The bride and wedding director are responsible for coordinating with the Facilities Director all use of the building.
- ❖ The wedding director must schedule a consultation with the presiding minister regarding the service.
- ❖ The wedding director shall be responsible for set-up and removal of all rental equipment used for the wedding. This includes floral and candle stands, kneeling bench, etc. The church assumes no responsibility for the pick-up or return of rental items.

Music

- ❖ Because it is a sacred occasion, all music used in the service should reflect the worshipful nature of your wedding. All musical text must be sacred in content. Instrumental music must contribute to the sacred nature of the service. Vocal music should be appropriately placed in the service.
- ❖ The worship arts pastor is responsible for music used in the church. A list of all music to be used must be approved by him at least six weeks prior to the wedding.

- ❖ Should outside soloists or keyboard musicians be used, rehearsal times and orientation to the instruments must be approved and coordinated through the worship arts office. Musicians need not attend the rehearsal unless the service is complex or the bride feels it is necessary. Attendants who know their placement will automatically fit the tempo of the music. The bride is responsible for arranging a time for the soloist to rehearse with the accompanist. Musical rehearsals should be done before the wedding rehearsal.
- ❖ Because of the time required in balancing sound, tape accompaniments are not recommended. Adequate rehearsal must be planned if they are to be used, and the person involved should be compensated for the extra time. This rehearsal should be coordinated through the worship arts office.
- ❖ Early consultations regarding the music are recommended, even if you plan to use a guest soloist and/or organist. The church has a very competent organist who will assist you in anyway possible.
- ❖ The musician(s) and soloist(s) must be scheduled by the wedding director following the first meeting of the bride and wedding director.
- ❖ Secular music (music having no reference to God in the text) is only permissible during the wedding reception or other social function outside the wedding ceremony itself.

Sound Technician/Wedding Recordings

- ❖ A church-approved sound technician is required for all weddings. This must be coordinated through the facilities director, Ruth Nuckols, in the church office. She will in turn forward the request to the worship arts office.
- ❖ A sound technician is confirmed by the Ministry Team Leader to the wedding director one month in advance. If a couple desires, they may supply a high quality tape for recording. The sound technician is required to attend the rehearsal. The wedding director will supply detailed information about the service to the worship arts office.
- ❖ If the wedding is to be filmed by an outside videographer, this must be coordinated through the worship arts office in order to better facilitate integration of technology.

Food Service

- ❖ If the wedding party requests that the rehearsal dinner and/or reception be held at FBC Mauldin, we require that our Food Service staff is given the first opportunity to provide catering for the event. In case the FBCM Food Service staff cannot support the event, the Facilities Director will assist in obtaining a caterer on the approved FBCM list. Those on FBCM's approved list must furnish a current business license and proof of both liability insurance and product liability insurance.

Custodian

- ❖ The custodian will be secured by the wedding director (not the bride or groom).
- ❖ The custodian is required to be present to assist with preparing the facilities for the wedding. A written list of your needs and schedule should be given to the Facilities Director by the wedding director three weeks prior to your rehearsal. This list should include arrangement of the fellowship hall, church equipment needed in the sanctuary, the times you will need to be in the building, etc. The wedding director will have the custodian's schedule.

Moving Furniture

- ❖ The choir chairs will not be moved; the pulpit cannot be moved without prior approval. All furniture to be moved, must be moved by the custodian.

Wedding Invitations

- ❖ Invitations to weddings will not be made during the Sunday services. If desired, you may wish to print an invitation in the church newsletter on a space available basis. Please leave a copy of the invitation with your wedding director at least three weeks in advance in order to allow her the time needed to submit it to the Ministry Assistant for publishing.

Holiday Weddings

- ❖ Weddings during the Christmas or Easter seasons (or other church observances where special decorations are used) **MUST** use the existing decorations. Coordination must be made by the wedding director with the church staff or committee responsible for the particular season regarding any possible changes or additions.

Photography

- ❖ Pictures made in the sanctuary should be made with as little movement as possible. Members of the congregation or wedding party are requested not to make pictures before or during the ceremony. Ample time is available as the wedding photographer makes the formal pictures. There is to be no photography from the conclusion of the processional through the end of the ceremony (except for natural light shots by the professional photographer taken discreetly from the balcony with muffled shutter). Photography is distracting to the wedding party and may distract from the spirit of reverence.
- ❖ No photographs may be taken during vocal selections regardless of the place they occur.
- ❖ Plan your photography in advance so you will not keep your guests waiting. **REMEMBER: CANDELABRA ARE NOT TO BE REARRANGED FOR PHOTOGRAPHY.** The photographer is asked not to stand on pews or other church furnishings. The bride, groom, wedding party, and director are responsible to ensure guests are aware of these requirements. Your wedding director will coordinate the time for photography to begin.

Videotaping

- ❖ Videotaping is permitted from the balcony only. A list of qualified video technicians is available from the wedding director. If the wedding is being filmed by an outside videographer, First Baptist equipment **is not** to be moved. Placing his/her camera to the side of the cabinet will produce the same effect through video. Please remember that a wedding party often requests subdued lighting during the ceremony. This must be considered when planning for videotaping and for the quality of the recording.

Flowers/Candles

- ❖ Protection should be provided from dripping candle wax and moisture from flowers or plants. Use of chased candles is strongly recommended. If candles are used on pews, they must be covered by a globe.
- ❖ No decorations should be affixed to pews or other furnishings without protection. No nails, tacks, screws, etc. should be used. No arrangements may be placed on the organ or piano, nor should supply boxes be set on them during preparation.
- ❖ The practice of dropping petals in the aisle is permitted only if the flowers are artificial or an aisle cloth is used.
- ❖ The process of extinguishing all candles is the responsibility of the director as the wedding party departs the sanctuary. All decorations and residue must be removed immediately after the wedding by people the bride has designated to the wedding director.
The bride should coordinate the pick-up times for flowers/candles with the florist and make sure the director is aware. Cleaning and repair fees due to damage from candles and/or flowers will be charged to the wedding party.

Facility Use

- ❖ You may reserve the following church facilities for your wedding:
 - ❖ Lobby seating capacity approximately 25
 - ❖ Sanctuary seating capacity approximately 800
 - ❖ Prayer Chapel seating capacity approximately 25
 - ❖ Fellowship Hall seated dinner capacity - 350; reception capacity - 500.
- ❖ Silver accessories (punch bowl, ladle, trays, etc), plates, cups, and kitchen utensils are available for use. Please check with the wedding director/Food Service staff to coordinate their use.
- ❖ A bride's and bridesmaids' dressing room is located in the lobby of the sanctuary. Additional dressing areas for the groom and groomsmen can be made with the wedding director.
- ❖ No rice, confetti, bird seed, etc. should be thrown inside any area of the church. The wedding director is responsible for enforcing the church's strict "no smoking" policy.
- ❖ In keeping with the stated policy of the church, **no** alcoholic beverages will be allowed at any function held in the church.