



Wedding Policy

Effective August 1, 2024

We believe that the wedding ceremony is one of the most sacred events of the church. It is not simply a gala social event, but a spiritual occasion when a man and a woman ask the blessings of God upon their union.

To establish a uniform and consistent practice regarding weddings at First Baptist Church Fort Mill and to make available to all interested parties the accepted customs of the church, the following procedures have been instituted:

PASTOR

- Members of First Baptist Church Fort Mill who desire the use of the church buildings for weddings are encouraged to request one of the pastors of the church to perform the marriage ceremony. The pastor should be contacted to determine scheduling availability. Plans to use other pastors should be discussed with the Senior Pastor.
- Premarital counseling is a required part of the preparation for the ceremony. The bride and groom should arrange for counseling sessions with the pastor several months in advance of the wedding.

AVAILABILITY OF FACILITIES

- A [Calendar Request Form](#) should be completed as soon as possible. The form is located on the church website under Resources/Event Forms.
- Requests to use the church facilities are handled on a first come/first served basis when the deposit is made.
- The Chapel is the area of our church used for weddings. When reserving the Chapel, you may also use up to two additional rooms as changing areas for the bride/ bridesmaids and for the groom/groomsman. These rooms will be assigned at the time of approval.
- Active members and children of members of First Baptist Church Fort Mill may request the use of the facilities any time except Sundays, if there is not a conflict in the schedule with prior arranged activities.
- The childcare facilities and childcare services are not available for weddings.
- Non-members may not use the facilities for weddings.

FEES

\$300 refundable security deposit due (*):

- When Calendar Request Form is submitted: \$100
- Two weeks prior to the wedding: \$200

Custodial/Utilities Fees:

- Wedding and Rehearsal in the Chapel \$200
- Wedding and Rehearsal in the Parlor \$100
- Rehearsal dinner in the Fellowship Hall \$150
- Reception in the Fellowship Hall \$200

Music:

- Musicians To be negotiated by parties involved

Sound:

- Audio - wedding only \$100
- Audio - wedding and reception \$150

Pastor:

- Honorarium \$150 suggested minimum

Wedding Director:

- Directs the rehearsal and wedding Secured by bridal couple

Wedding Coordinator:

- Coordinates all services for wedding Secured by bridal couple

Reception Services:

- Kitchen supervisor \$100

(*) In order to receive a refund of the security deposit:

- The wedding is not cancelled with less than seven days' notice.
- First Baptist Church Fort Mill wedding policies are followed.
- There is no cause for excessive clean-up or repairs following the wedding or reception.

All applicable fees must be paid two weeks prior to the wedding.

THE WEDDING PARTY

- It is expected that members of the wedding party will recognize that the church facilities are dedicated to the glory of God. Members of the wedding party will conduct themselves in an acceptable manner, recognizing that this is a place of worship. It is expected that members of the wedding party will not consume alcoholic beverages immediately prior to the rehearsal and the wedding ceremony. No alcoholic beverages will be allowed on the church premises. Smoking is not permitted anywhere in the buildings at any time.
- Confetti, rice, birdseed, bubbles, etc., may not be used inside the buildings. Birdseed or bubbles may be used outside as the couple leave the building. Rice and confetti may not be used at all.
- It is the overall responsibility of the bride and groom to see that these guidelines are followed and that all members of the wedding party are aware of these guidelines.

GENERAL REQUIREMENTS

- Premarital counseling is required in the preparation for the wedding ceremony. Counseling is an attempt to prepare a couple for their marriage relationship rather than just the wedding day.
- To ensure a thorough and unhurried counseling process, we request that counseling begin at least four months prior to the wedding day. A couple should contact the pastor to schedule this process as soon as a date is selected, and the church facilities are reserved.
- Marriage is the uniting of one man and one woman in covenant commitment for a life- time. We do not allow same-gender marriage or commitment ceremonies to be performed in our church facilities.
- The bride and groom must both be Christians. It is our belief that for a husband-and-wife relationship to be successful, it must be centered in a relationship with Jesus Christ. This is also to avoid a couple being "unequally yoked" (2 Corinthians 6:14). Couples will be asked to share their Christian testimony as part of the pre-marital counseling process.
- The couple cannot be living together. Sexual intercourse is reserved for marriage relationships only. A couple getting married should be seeking God's will for their lives. Scripture clearly states, "For this is God's will that you abstain from sexual immorality" (1 Thessalonians 4:13). If a couple who has been living together agrees to repent and to demonstrate this repentance by changing their living arrangements prior to the wedding ceremony, the church will work with them to help them enter their marriage relationship in a God-honoring way.
- It is the bride's responsibility to see that the florist, decorator and caterer receive a copy of the procedures that apply to their services. Separate copies for all participants are included in this booklet. Arrangements should be made with the church office in advance for access to the buildings for decorating and preparations.

- No wedding will be scheduled to conflict with the regular scheduled activities of the church. No Sunday wedding will be scheduled except with rare exception by the Senior Pastor of First Baptist Church Fort Mill.
- If deliveries (flowers, dresses, food, etc.) are to be made to the church, a member of the family or wedding party must be present to receive the deliveries. The church is not liable for any loss or damage to property or materials that are brought in for the wedding.
- Please complete the Wedding Overview Form (page 10 of this document) and submit it to the church office as soon as possible.
- Failure to fulfill the terms and conditions of these wedding policies will release First Baptist Church Fort Mill from any obligation to have any of its facilities used for the wedding.

WEDDING MUSIC

- A church wedding is a sacred occasion, and the music should be in keeping with the reverence that is observed upon entering the House of the Lord. The bridal couple is responsible for securing all musicians for the wedding.
- All musicians and music to be sung or played in the facilities must be approved by the Worship Pastor or the Minister of Music. The bridal couple will discuss with the Worship Pastor or Minister of Music all selections scheduled for use and must be approved before any programs are printed.
- An [Audio Visual Request Form](#) should be completed and submitted at least two months prior to the wedding. The form is located on the church website under Resources/Event Forms.

ACCESS TO FACILITIES

- The Chapel will be available for your florist to begin setting up by noon on the day of your rehearsal. On Saturdays, the building will be unlocked by 9:00 a.m. Because of the heavy schedule of activities in our facilities, we are unable to approve the use of the Fellowship Hall for decorating prior to the day of the wedding.
- If you choose to have your rehearsal dinner in our Fellowship Hall, it will be available for decorating at 12:00 noon on the day of the rehearsal.

THE CHURCH CUSTODIAN

- The custodian will unlock the church for the florist to decorate on the day of the wedding by 9:00 a.m.
- The custodian will remove all platform pulpit furniture and install the step platform in the Chapel.
- The custodian will set up the Fellowship Hall for the reception. The bride is responsible for turning in a request indicating the number of tables and chairs to be used in the Fellowship Hall (documented on the [Calendar Request Form](#)).

- The custodian will arrive at the church one hour prior to the wedding and will be on site until the facilities are ready for Sunday morning services.
- The custodian is responsible for cleaning the Chapel, Fellowship Hall and dressing rooms after all flowers and decorations have been removed. The custodian is also responsible for setting up the Chapel, Fellowship Hall and dressing rooms for Sunday.
- The custodian is responsible for locking up the church after the wedding rehearsal on Friday and the clean-up and set up on Saturday.
- Please do not ask the custodian to move any additional furniture other than previously requested.

PHOTOGRAPHY

- It is the responsibility of the bride to instruct the photographer that no flash pictures are permitted during the wedding ceremony. The entrance and exit of the bride may be photographed using flash equipment. Photographs may be taken during the ceremony only if using the available lighting and without movement by the photographer during the ceremony. The photographer may be at the back of the church or in the balcony during the ceremony.

DECORATIONS

- All candles must be dripleless. Any damage caused by the wax from candles will be the responsibility of the individual requesting the use of the facilities. All costs for repairs and clean-up will be the responsibility of the individual requesting the facilities. All fire safety rules and regulations must be followed.
- Protective materials must be used under all floral arrangements to protect the carpet, wood and flooring. No nails, tacks, staples, pins, adhesives or anything that will mar the furnishing may be used.
- Arrangements must be made for the prompt return of borrowed or rented articles after the wedding and/or reception. The rooms used must be returned to their normal setup and arranged in an orderly and clean condition.
- The individual requesting the use of the facilities for the wedding and/or reception will be held liable for any damage to the carpet, furniture, buildings and grounds. The church reserves the right to restrict the future privileges of any florist, photographer, caterer, etc. who violates these guidelines.

TIME TO DECORATE

- Bridal parties may not begin decorating until the day before the wedding.

WEDDING RECEPTIONS

- Receptions may be held in the Fellowship Hall. Receptions may include the traditional cake, punch, food items and appropriate background music. Any other special requests must be approved by the church office. The time for decorating should be coordinated with the church office.

WEDDING POLICIES FOR THE FLORIST

First Baptist Church Fort Mill
121 Monroe White Street
Fort Mill, South Carolina 29715
803-547-2051

Please observe the following guidelines:

- Call the church office to coordinate a time for setup. The Chapel will be available after 12:00 noon on the day of the rehearsal. On Saturday, the building will be unlocked by 9:00 a.m.
- All candles must be dripleless.
- A floor covering must be used if there is a possibility of any dripping wax.
- Protective materials must be used under all floral arrangements to protect the flooring, woodwork and carpet. No nails, tacks, staples, pins, adhesives or anything that will mar the furnishing or facilities may be used.
- The silk floral arrangements belonging to the church may be used in the Chapel and Foyer if arranged with the church office.

Please give this sheet to your florist.

WEDDING POLICY FOR THE PHOTOGRAPHER

First Baptist Church Fort Mill
121 Monroe White Street
Fort Mill, SC 29715
803-547-2051

Please observe the following procedures:

- Pictures may be taken during the ceremony from the back of the church or from the balcony.
- No flash photography should be used during the actual ceremony.
- Pictures may be taken during the processional and recessional if made from or near the church foyer.
- The photographer should never be on the platform during the ceremony.
- Kindly refrain from damaging the finish on church pews by placing cameras and other abrasive equipment on the pews in a careless manner. Please do not stand on pulpit chairs, pews or other furniture as pictures are being made.
- All discarded materials are to be removed by the photographer and placed in trash receptacles.
- If video recording, all equipment must be in place at least 30 minutes prior to the wedding.

Please give this sheet to your photographer.

WEDDING POLICY FOR CATERER

First Baptist Church Fort Mill
121 Monroe White Street
Fort Mill, SC 29715
803-547-2051

Please observe the following procedures:

- Caterers must provide their own service personnel.
- All food preparation should be done away from the church.
- The kitchen must be left clean and orderly. All trash must be tied securely and placed outside in the garbage receptacle at the end of the parking lot.
- No alcoholic beverages may be served or consumed on the premises.

Please give this sheet to your caterer.

WEDDING OVERVIEW FORM

Please submit this form to First Baptist Church Fort Mill office

Bride		Groom
Name:		
Address:		
Phone #:		
Email:		
Church membership:		
Parent(s):		

Wedding		
Date:		
Room:		
Time of Wedding:		
Entire time room is needed for setup/teardown	From:	
	To:	

Wedding Reception		
Date:		
Room:		
Time of Wedding:		
Entire time room is needed for setup/teardown	From:	
	To:	

Rehearsal		
Date:		
Room:		
Time of Wedding:		
Entire time room is needed for setup/teardown	From:	
	To:	

Rehearsal Dinner		
Date:		
Room:		
Time of Wedding:		
Entire time room is needed for setup/teardown	From:	
	To:	