

# Wedding Policy



FIRST BAPTIST  
CHURCH  
FORT MILL

## WEDDINGS AT FIRST BAPTIST CHURCH Fort Mill, South Carolina

*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.*

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

### MINISTER

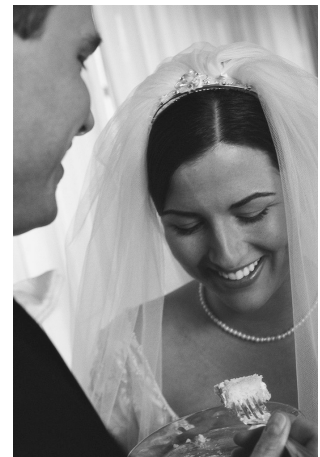
- Members of First Baptist Church who desire the use of the church buildings for weddings are encouraged to request one of the ministers of the church to perform the marriage ceremony. **The minister should be contacted to determine scheduling availability.** Plans to use other ministers should be discussed 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 minister several months in advance of the wedding.

### AVAILABILITY OF FACILITIES

- The *Calendar Request Form (pg. 11 of this document or submit online—[fbcfm.com/church-event-forms](http://fbcfm.com/church-event-forms))* should be completed as soon as possible. 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/groomsmen. These rooms will be assigned at the time of approval.
- Active members and children of members of First Baptist Church and/or Sunday School 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

- Members and children of members of First Baptist Church and/or Sunday School may use the church facilities without paying a usage fee. There is a refundable security deposit as well as charges for ALL users for janitorial, sound and musicians.
- All applicable fees must be paid two weeks prior to the wedding.
- The schedule of fees is listed on the *Wedding Facilities Expense* form (pg. 10 of this document).



## 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 as determined by the general membership of this church, 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. If necessary, the ushers should make this information available to guests.
- *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. It is an attempt to prepare a couple for their marriage relationship rather than just the wedding day.
- To insure 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 minister 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 lifetime. 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 can not be living together. Sexual intercourse is reserved for the marriage relationship 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 in order to help them enter into 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.
- 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 (pg. 14 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 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 must be approved by the Minister of Music. The bridal couple will discuss with the Minister of Music all selections scheduled for use. They must be approved by the Minister of Music before any programs are printed.**
- The Sound Equipment Needs form (pg. 13 of this document or submit online—[fbcfm.com/church-event-forms](http://fbcfm.com/church-event-forms)) should be completed and submitted at least two months prior to the wedding.
- In order to insure a worshipful wedding and to maintain the high standard of First Baptist Church, **all music to be sung or played in the facilities must be approved by the Minister of Music and/or Pastor several weeks prior to the ceremony.**

## 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 at 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.
- 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 School.
- 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 the dripless type. Any and all 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 strictly 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/ANNIVERSARY RECEPTION GUIDELINES

*Procedures for scheduling a wedding reception:*

- Schedule the reception by completion of *Calendar Request Form (pg. 11 of this document or submit online—[fbcfm.com/church-event-forms](http://fbcfm.com/church-event-forms))*
- The date and time of the reception must not conflict with other scheduled church activities.
- If the church kitchen is used for any reason, a paid Food Services staff person must be present.
- Professional caterers must provide all service personnel.
- Church equipment is available for use in the Fellowship Hall. Complete the *Kitchen Equipment Request Form (pg. 12 of this document or submit online—[fbcfm.com/church-event-forms](http://fbcfm.com/church-event-forms))*. If church plates and cups are used, a paid Food Service staff person must be employed to wash and store the dishes.
- The kitchen is to be left clean and orderly. All trash must be tied securely and placed in the garbage receptacle at the end of the parking lot. The floor is to be swept and the countertops cleaned. This is the caterer's responsibility.
- The individual requesting the use of the facility will be held financially responsible for any breakage and/or damage of church property.
- The church is not responsible for any equipment rental fees.
- The church does not have accessory items for rental such as tablecloths, greenery, candleholders, etc. These are the responsibility of the bride and groom.
- No alcoholic beverages may be served or consumed on the premises.



## WEDDING POLICIES FOR THE FLORIST

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

*Please observe the following guidelines:*

1. 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.
2. All candles must be dripleless.
3. A floor covering must be used if there is a possibility of any dripping wax.
4. 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.
5. 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  
121 Monroe White Street  
Fort Mill, SC 29715  
803-547-2051

*Please observe the following procedures:*

1. Pictures may be taken during the ceremony from the back of the church or from the balcony.
2. No flash photography should be used during the actual ceremony.
3. Pictures may be taken during the processional and recessional if made from or near the church foyer.
4. The photographer should never be on the platform during the ceremony.
5. 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.
6. All discarded materials are to be removed by the photographer and placed in trash receptacles.
7. If video taping is used, 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  
121 Monroe White Street  
Fort Mill, SC 29715  
803-547-2051

*Please observe the following procedures:*

1. Caterer must provide their own service personnel.
2. All food preparation should be done away from the church.
3. 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.
4. No alcoholic beverages may be served or consumed on the premises.
5. Equipment available for use: *Kitchen Equipment Request Form* (pg. 12 of this document or submit online—[fbcfm.com/church-event-forms](http://fbcfm.com/church-event-forms)).

*Please give this sheet to your caterer.*



## WEDDING FACILITIES FEES

*The following fees apply to church and/or Sunday School members and their children.*

### CUSTODIAL/UTILITIES FEES:

Wedding and Rehearsal in the Chapel	\$200
Wedding and Rehearsal in the Parlor	\$100
Rehearsal Dinner in Fellowship Hall	\$100
Reception	\$200

### MUSIC

Musicians	To be negotiated by parties involved
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### SOUND

Audio—wedding only	\$100
Audio—wedding & reception	\$150

MINISTER	Honorarium	\$150 (suggested minimum)
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WEDDING DIRECTOR	Secured by bridal couple
Directs the rehearsal and wedding	

WEDDING COORDINATOR	Secured by bridal couple
Coordinates all services for your wedding	

### RECEPTION SERVICES

Kitchen Supervisor	\$100
Dishwasher	\$ 75

SECURITY DEPOSIT	\$300*
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\*An initial deposit of \$100 is required at the time you submit your Calendar Request Form (pg. 11 of this document or submit online—[fbcfm.com/church-event-forms](http://fbcfm.com/church-event-forms)) and the remaining \$200 is payable two weeks prior to the wedding. In order to receive a refund of your security deposit, several conditions must be met:

1. You do not cancel your wedding with less than seven days' notice.
2. First Baptist Church Wedding Policies are followed.
3. There is no cause for excessive clean-up or repairs following the wedding or reception.
4. Expenses are paid on time—**due two weeks prior** to the wedding.

*Your deposit refund will be mailed to you within 7-10 days following the wedding.*

## First Baptist Fort Mill Calendar Request

Please complete all information below. It is very important that all information is recorded in order to properly plan our calendar and meet your needs. This form can also be completed online at [fbcfm.com/church-event-forms](http://fbcfm.com/church-event-forms)

Contact the church office (547-2051) for approval status.

### NEW REQUEST

Event Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Mon Tue Wed Thur Fri Sat Sun  
(circle one)

Time of Event \_\_\_\_\_ to \_\_\_\_\_ Actual time needed (set up & take down) \_\_\_\_\_ to \_\_\_\_\_

Location: \_\_\_\_\_

*If several dates are requested for on-going events, please complete the following information:*

Date From: \_\_\_\_\_ Date To: \_\_\_\_\_

Weekly (list day) \_\_\_\_\_ Monthly (list week # and day) \_\_\_\_\_

Exception Dates: \_\_\_\_\_

Name \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_ Date \_\_\_\_\_

Event Name \_\_\_\_\_

Display on Web Calendar \_\_\_ Yes \_\_\_ No

Number of people expected \_\_\_\_\_

**On Site Room Needs:** # of tables \_\_\_\_\_ # of chairs \_\_\_\_\_

Room to be set up as follows: \_\_\_\_\_

**If church kitchen is needed for this event** (See pg. 12)

**Audio/Visual Needs** (See pg. 13)

TV/VCR/DVD \_\_\_\_\_

Overhead \_\_\_\_\_

Projector \_\_\_\_\_

Computer \_\_\_\_\_

Sound needs \_\_\_\_\_

### CHANGE

Event \_\_\_\_\_

Original Location \_\_\_\_\_

New Location \_\_\_\_\_

Old Date \_\_\_\_\_ New Date \_\_\_\_\_

Old Time \_\_\_\_\_ to \_\_\_\_\_ New Time \_\_\_\_\_ to \_\_\_\_\_

Date Approved In Staff \_\_\_\_\_

### CANCEL

Event \_\_\_\_\_

Location: \_\_\_\_\_

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

Time: \_\_\_\_\_

Approved by: \_\_\_\_\_

# Kitchen Request Form

## First Baptist Church of Fort Mill

*This form can also be completed online at [fbcfm.com/church-event-forms](http://fbcfm.com/church-event-forms)*

Submitted By: \_\_\_\_\_ Group: \_\_\_\_\_

Date Submitted: \_\_\_\_\_ Date Of Use: \_\_\_\_\_

We hope that your use of our kitchen and facilities is a good experience. Please observe the following rules:

1. If you use any equipment, dishes, flatware or any utensils, wash them and return them to their original places.
2. If mishaps occur and something is broken, please inform the church office. Many times others are planning to use the same facilities and equipment and we need to be able to keep up with the maintenance of our equipment.
3. If you are a Sunday School class or an organization of the church we have coffee and tea and napkins available. If the event is not a church sponsored event you will need to supply your own paper goods, coffee and tea, and any spices and condiments that you use.
4. If you use aprons, cloth towels or table cloths, we have a washer and dryer on site so they can be washed and dried. You may take them home to wash them but need to have them back to the church by the next Wednesday or Sunday.
5. Please make an extensive check list of the equipment and supplies that you will be using. If using the kitchen machines and equipment you will need to go through a short usage meeting and training time.

### Machines and Equipment

Stove  
 Convection Oven  
 Warming boxes  
 Fryer  
 Large Tilt Stove  
 Food Processor  
 Meat Slicer  
 Floor Mixer  
 Small Mixer  
 Dish Washer  
 Tea Maker  
 Coffee maker  
 Refrigerator  
 Freezer  
 Ice Machine

### Cooking Utensils/Equipment

Plastic Serving Trays  
 Cloth Towels  
 Aprons  
 1/2 Metal Pans  
 Full Metal Pans  
 Pots  
 Cooking Pans  
 Colanders  
 Frying Plans  
 Strainers  
 Graters  
 Tongs  
 Ladles  
 Serving Spoons  
 Knives

### Special Needs

Silver  
 Punch Bowls  
 Glass Plates  
 Glass Cups  
 Ice Chests

### Flatware and Plates

Forks  
 Knives  
 Spoons  
 Plates  
 Dessert Plate  
 Bowls  
 Coffee Cups  
 Beverage Glasses

# Sound Needs Request Form

First Baptist Church of Fort Mill

*This form can also be completed online at [fbcfm.com/church-event-forms](http://fbcfm.com/church-event-forms)*

Name: \_\_\_\_\_

Date Requested \_\_\_\_\_

Event: \_\_\_\_\_

## Chapel

Microphones

Wireless # \_\_\_\_\_

Handheld # \_\_\_\_\_

Pulpit Only \_\_\_\_\_

Playback

CD \_\_\_\_\_

Cassette \_\_\_\_\_

Miscellaneous \_\_\_\_\_

## Fellowship Hall

Microphones

Wireless # \_\_\_\_\_

Handheld # \_\_\_\_\_

Podium \_\_\_\_\_

Playback

CD \_\_\_\_\_

Cassette \_\_\_\_\_

Miscellaneous \_\_\_\_\_

Note: Sound equipment use in the chapel will require a trained sound personnel operator. Most sound needs for fellowship hall can be easily shown how to operate.

Date approved \_\_\_\_\_

Name of Sound Operator \_\_\_\_\_

# Wedding Overview Form

Please submit this form to First Baptist Church office—121 Monroe White St., Fort Mill, SC 29715.

<b>Wedding</b>
Date: _____
Room: _____
Time of Wedding: _____
Entire time room is needed for setup/teardown: From _____ until _____

<b>Bride</b>
Name: _____
Address: _____
Phone #: _____ (Home) (Work)
Email Address: _____
Church Membership: _____
Parents: _____

<b>Wedding Reception:</b>
Date: _____
Room: _____
Time of Reception: _____
Entire time room is needed for setup/teardown: From _____ until _____

<b>Groom</b>
Name: _____
Address: _____
Phone # _____ (Home) (Work)
Email Address: _____
Church Membership: _____
Parents: _____

<b>Rehearsal:</b>
Date: _____
Room: _____
Time of Rehearsal: _____
Entire time room is needed for setup/teardown: From: _____ until _____

<b>For Church Office Use Only:</b>
Wedding Director: _____
Florist: _____
Caterer: _____
Organist: _____
Pianist: _____
Vocalist: _____
Security Deposit Paid: _____
Custodial Fees Paid: _____
Kitchen Staff Fees Paid: _____
Sound Fees Paid: _____

<b>Rehearsal Dinner:</b>
Date: _____
Room: _____
Time of Dinner: _____
Entire time room is needed for setup-teardown: From: _____ until _____