

WEDDING POLICY

CALENDAR RESERVATIONS:

1. The wedding party will consult with the Church Secretary, secure a copy of wedding policies, and complete a Facilities Use Request Form indicating 1st and 2nd choice of date/s. (It is assumed that a rehearsal will be held the day before the wedding.) Request for space and time for receptions and decorating is included on this form. Any member (or person who has immediate family, i.e., parents, children, siblings, who are members) may use church facilities at no charge. To use the facilities, non-members will pay a fee as noted in the fee schedule.
2. Since calendar dates for weddings are requested far in advance, conflicting First Baptist Starkville events may not be on the Church Calendar at the time of the wedding request. Therefore, the Church Secretary will notify all Church Staff as soon as possible of wedding dates requested to identify potential conflicts with future church events and if none, present the Facilities Use Request Form to the Ministerial Staff for formal approval during their weekly staff meeting. This process may take two weeks.
3. The Church Secretary will notify the wedding party of the results of the approval process and dates available and record the chosen date on the church calendar after confirmation by the wedding party.
4. The Church Secretary will notify the Wedding Hostesses/Team with a copy of the Facilities Use Request Form. The hostesses/Team will decide the logical one to be the wedding hostess. The Wedding Hostess who is identified will contact the bride and set up a date very soon to go over the policies, swap detailed information for communication and begin the planning process. A Policy Agreement Form will be completed by the bride and groom and returned to the Wedding Hostess very early in the planning process along with the initial deposit if a non-member. All future wedding details will be handled by the Wedding Hostess. The Wedding Hostess will be paid \$200 for her services at least one month before the wedding.
5. All additional forms, (i.e. music, audio/visual, equipment), must be completed and given to the Wedding Hostess along with arrangements for the proper fees at least a month or more before the wedding. Checks from members are permissible but cash from non-members is required. All fees shall be put in separate envelopes which are identified to person or function and returned to the Wedding Hostess (who verifies envelopes and contents and provides receipts to the bride). The Wedding Hostess will hold checks/cash for various purposes and distribute them according to policy deadlines, usually as services are rendered on the date of the wedding.
6. Areas where refreshments can be served to the wedding party during preparation and/or rehearsal times will be identified and no food or drinks can be taken to other areas of the church at any time. No smoking or alcohol consumption is permitted on church property at any time.
7. Church facilities must be completely back in order in time for the next scheduled church activity.
8. No wedding may start after 7:00 p.m. on any day.

9. First Baptist Starkville is committed to upholding the Christian tradition of marriage. Therefore, we define marriage as between one biologically born male and one biologically born female. Any marriage ceremony and/or civil union ceremony that does not conform to the Christian definition of marriage (one biological born man, one biological born woman) shall not be performed or sanctioned by any ordained minister or person of First Baptist Starkville. Further, the facilities or property of First Baptist Starkville shall not be used for any ceremony that does not adhere to the biblical definition of marriage as defined above.

SELECTING THE OFFICIATING MINISTER:

1. As an aid to laying a good foundation to the structure of Christian marriage, the minister (either from FBC or outside) should have several counseling sessions with the prospective bride and groom. The number and length of sessions will depend primarily on the minister and the wedding couple. This process will include guidance in the mechanics of preparing for the wedding and specific counseling in numerous areas to provide a deeper understanding of the foundation for the marriage relationship.
2. Normally, a minister of First Baptist Church is selected to perform the wedding service. If an outside minister is desired, the individual must be an ordained minister of the gospel (whose conduct of the wedding service must not, in any way, conflict with the tenets of the Baptist faith or the wedding policy of First Baptist Church). The pastor of First Baptist Church must approve the selection of this outside minister and has the option of seeking the counsel of the Deacon Body in making this decision. It is assumed he will communicate with the outside minister as part of the approval process. The pastor must sign approval of an outside minister on the Facilities Use Request Form next to blanks where the outside minister is identified.

WEDDING HOSTESS DUTIES:

1. Meet with the bride by appointment; make sure she has a copy of the wedding policies and discuss all policies with her.
2. Receive all forms and fees on a timely basis and submit copies of forms needed and fees payable to the church to the Church Secretary, who will transfer fees to the church Financial Systems Staff, and copies of forms to other affected church staff. The Wedding Hostess will retain the original forms in her wedding folder.
3. Make sure that others with responsibility for wedding functions (Director, Decorator, Florist, Photographer, etc.) have copies of the wedding policies and understand what is expected of them from FBC related to their activities in the wedding.
4. Coordinate activities of all wedding functions (Director, Decorator, Florist, Photographer, etc.). All coordinating activities must be by appointment with the Wedding Hostess, who will be taking responsibility for overseeing use of facilities during these activities.
5. Attend all rehearsals, wedding, and receptions held at the church. (Times should be chosen for rehearsals when all can be present to minimize the time required by Wedding Hostess.)
6. Be available to serve as Wedding Director or Assistant Wedding Director at the bride's request (for an additional predetermined fee).
7. Assist the bride with facilities and equipment use and be the ultimate authority on the facilities use and care when the wedding is not performed by a minister of First Baptist Church, Starkville, MS. This includes helping the bride identify specific equipment needed and preparing a request form for custodial to move the equipment from storage to the wedding location and back to storage.

MUSIC:

1. Music used in connection with the ceremony should be in keeping with the sacredness and dignity of the wedding service.
2. The Minister of Music is available, by appointment, to provide guidance in the selection of the appropriate music, the instrumentalists, and use of the organ, piano, and/or other instruments.
3. The bride shall submit a Music Selection Form to the Wedding Hostess who will give a copy to the Minister of Worship and Music for approval/disapproval. The Music Selection Form must be approved before printing of the programs for the ceremony.
4. The Minister of Music will approve/disapprove the music and return the Music Selection Form to the Wedding Hostess, who will notify the bride.
5. A church provided pianist and/or organist is available for the rehearsal and ceremony. (See Fee Payment Schedule).

EQUIPMENT:

1. Arrangement for using church owned wedding equipment must be made through the Wedding Hostess by submitting an Equipment Usage Request Form. The cost of equipment usage is included in the Facilities Use fee for non-members. There is no charge for members or an individual whose immediate family (parents, children, siblings) are members of First Baptist Church.
2. The cost of any breakage, loss, or damage to the church equipment will be the responsibility of those making the arrangements and all equipment must remain at the church.
3. Table placement for the reception, if it is held at the church, should be discussed with the Wedding Hostess who will instruct the custodian.

DECORATIONS:

1. Consultation with the Decorator of one's own choosing will determine what decorations are suitable. All decorations should be kept in good taste and in keeping with the purpose of a church wedding.
2. Decorations for Christmas or other significant seasons installed by the church may not be removed for a wedding because of the significant resetting required.
3. Decorators are encouraged to provide his/her own equipment (candelabra, kneeling benches, candles, fern stands, etc.) but may, at the request of the bride, use church owned equipment and must not charge the bride for this use.
4. Tacks, pins, screws, and staples must not be used in attaching decorations to the walls or furniture, but masking tape is permitted.
5. Neither fresh nor dried flower petals may be dropped on the carpet.
6. A nonflammable material must be placed under all candles to protect the floor coverings. This also applies to the reception area.
7. Wax candles may not be used except on the platform unless protected by a globe or in a "unity" candle. A protective floor covering is required on the platform if candles are used. No candles may be placed on the window sills of the Chapel because of potential damage to the stained-glass windows.

8. Moisture proof coverings must be placed under all potted plants during the time of decorating as well as during the ceremony.
9. Furniture, musical instruments, sound equipment and pulpit furniture are to be moved only by church custodial staff or other authorized personnel, with approval of the Minister of Music.
10. No pews shall be removed under any condition.
11. The chapel seats 200 people maximum downstairs with no upstairs seating available. No additional chairs are to be placed in the aisles in the Chapel.
12. Any damage to carpet, furniture or building resulting from any decorations (moisture, candle wax spills or drips, etc.) will be the responsibility of the bride. Cost of repairs will be deducted from the contingency fee before returning the balance to the bride for non-members.

CLEANING:

1. Any debris left from potted plants should be cleaned from carpet by the party removing plants from building.
2. Cleaning up any trash or dirt left from decorating or from removing decorations and equipment is the responsibility of the Decorator. The custodian will provide a vacuum cleaner for this. After the wedding and decorations have been removed, the custodian will vacuum.
3. All equipment is to be removed immediately following the wedding/activity in the case of a day wedding and no later than early the following morning in the case of a week night wedding. Saturday night weddings must be cleaned up immediately, including dressing areas, as the building must be prepared for Sunday activities.
4. All pulpit furniture is to be replaced by custodians.
5. Decorator, Florist, or family must remove or dismantle all decorations. This will not be done by custodians, who will only remove church-owned equipment and place it back in storage.
6. Any decorations left attached to church-owned equipment will be discarded at the time the custodians place equipment back in storage.
7. The wedding party is required to pay custodians, who work before and after rehearsals, weddings, and wedding receptions since this is not part of their regular responsibilities. (See Fee Payment Schedule).
8. At the request of the wedding party, church custodians may be available for certain other duties at an additional fee. Such arrangements can be made through the Wedding Hostess and fees will be based on time required to do the requested work.

PHOTOGRAPHY AND VIDEOGRAPHY:

1. Audio recording may be done at the discretion of others but should be operated quietly and unnoticeably.
2. Pictures may be taken during the processional and recessional. During the ceremony, pictures can only be taken from the back of the church with no flash.
3. Pictures may be taken before the ceremony and/or the wedding party may re-assemble at the altar immediately after the ceremony.
4. Video recording may be done (preferably from the balcony). No video recording may be done from the front of the Sanctuary or Chapel unless fully concealed in the greenery.
5. The Director of Technical Arts & IT Ministries will provide services as desired for lighting and sound. (See Fee Payment Schedule).

SANCTUARY PLATFORM & EQUIPMENT:

We believe that the Sanctuary is a beautiful and hallowed place of worship and we want the wedding party to be satisfied with the arrangements of staging, instruments and appearance. It's understood that some of our contemporary instruments may not have the desired appearance for the ceremony. The stage is filled with cables, cords, chairs, stands and various instruments that are used on a weekly basis. However, since the Sunday morning worship services are the primary worship activities of the church, any changes made for a wedding must not interfere with the worship services. The removal and replacement of these items is time consuming and requires experienced and qualified technicians. Due to the time constraints of preparing the Sanctuary for the Sunday morning service, all decorations must be removed from the platform area two hours after the scheduled start of the wedding.

- **Piano**

The piano will remain on the stage and cannot be transferred to the floor area.

- **Organ**

The organ cannot be moved.

- **Equipment**

Electronics, including instruments (excluding the piano & organ), cables, and cords, may have to be disconnected and reconnected appropriately for the next worship service. Additionally, chairs, stands, the pulpit, equipment, and drums may have to be removed and replaced. Only an experienced and qualified technician will be able to complete this task. The associated fee is paid directly to the individual and is independent of fees paid to an audio technician during the wedding ceremony. The removal and replacement of choir loft chairs is not included and will incur an additional fee.

Sketches of placement of decorations, staging, etc. of the wedding ceremony as well as tables, etc. for the reception, if held at the church, should be prepared by the bride and shared with the wedding hostess and others affected a month or more prior to the wedding to enhance communication.

FEE SCHEDULE

Facilities use fees are payable to First Baptist Church of Starkville. All remaining fees in this schedule should be placed in individual envelopes based on the categories below **and given to the Wedding Hostess one month before the wedding for payment of services rendered.** The Wedding Hostess will provide a receipt to the family. Members may write checks for fees. Non-members must submit cash.

FACILITIES USE:

- **Members – No charge**

Use of the Sanctuary, Chapel, Chapel Parlor, and Applegate Building for the purpose of a wedding will be provided without charge when either party or immediate family (parents, children, siblings) is a member of First Baptist Church.

- **Non-Members – \$400**

- Non-Refundable Deposit (Due Upon Scheduling) \$100
- Facility Fee (Due One Month Before Wedding) \$300

WEDDING HOSTESS:

- Wedding Hostess \$200

If the Wedding Hostess is hired by the wedding party to serve as Wedding Director or Assistant Wedding Director, an additional predetermined fee should be paid.

CHAPEL:

The Chapel is no longer handicap accessible. We are sorry for any inconvenience.

- Audio Tech \$100
- Custodial \$140

SANCTUARY:

- Sanctuary Audio & Lighting Programming Fee \$35
- Audio Tech \$100
- Livestream:
 - Website Setup & Stream Setup (events.fbcstarkville.com) \$100
 - Livestream Audio Tech \$50
 - Camera Operator (optional, up to 3 cameras available) \$50/Each
- Custodial \$150
- Platform & Equipment:
 - Removal and replacement of musical equipment, chairs, stands, pulpit, cables, etc \$150
 - Removal and replacement of choir chairs \$100

OTHER:

- Church Tablecloths Cleaning Fee (Tablecloths may not be taken from premises) \$10/Each
- Minister (Payable directly to the minister as determined by the groom.) TBD
- Musicians:
 - Chiming of the Hour by Hand Bell \$75
 - Church Provided Pianist \$300
 - Church Provided Organist \$300