



### **Wedding Ceremony ONLY: \$1200**

Wedding Coordinator  
Clean-up Fee (Worship center only)  
Miscellaneous Expenses:  
(Counseling Supplies, set-up & take down)  
Sounds Technician  
Liaison

### **Wedding Ceremony & Reception: \$1500**

Wedding Coordinator  
Clean-Up Fee  
(Worship Center and/or Fellowship Hall)  
Miscellaneous Expenses:  
(counseling supplies, set-up & take down)  
Sound Technician Wedding ONLY  
(Sounds Technician wedding and reception  
Liaison

### **Rehearsal Dinner Fees: \$500**

Lower Fellowship Hall  
Kitchen use  
Table and Chair Set-up  
Cleaning service

# Wedding Policy

## **Congratulations on your upcoming wedding!**

We want this experience to be one of the happiest moments of your life. The purpose of a church wedding service is to bring glory to God. We would like to help make your wedding ceremony a beautiful worship experience. A wedding does not have to be elaborate to be meaningful and beautiful; true meaning and beauty lie in the spirit and attitude of those participating.

This policy was designed as a guide to help you determine if First Baptist is an appropriate site for your wedding, and if so, to facilitate the arrangements for your wedding. The information below will help you make the best decisions to create an atmosphere that will reflect the joy of the occasion. We ask that you read this policy and contact us if you have any questions.

Our prayer for you is a wedding ceremony at First Baptist Church that you will never forget, a marriage that will bring you happiness for a lifetime, and a Christ-centered home that will honor the God who brought you together.

## **What is marriage?**

Marriage is a sacred institution ordained by God for His glory, the good of others, and our joy. Marriage is a lifetime commitment between one man and one woman, built on grace, forgiveness, hope, and love. Marriage is a covenant, not a matter of convenience.

*Wives, submit to your own husbands as to the Lord, for the husband is the head of the wife as Christ is the head of the church. He is the Savior of the body. Now as the church submits to Christ, so wives are to submit to their husbands in everything. Husbands love your wives, just as Christ loved the church and gave Himself for her to make her holy, cleansing her with the washing of water by the word. He did this to present the church to Himself in splendor, without spot or wrinkle or anything like that, but holy and blameless.*

*In the same way, husbands are to love their wives as their own bodies. He who loves his wife loves himself.*

*For no one ever hates his own flesh but provides and cares for it, just as Christ does for the church, since we are members of His body. For this reason a man will leave his father and mother and be joined to his wife, and the two will become one flesh. Ephesians 5:22-31*

### **1) Requirements for Weddings at First Baptist Church Bay St. Louis (FBCBSL):**

- Both the bride and groom must have a personal commitment to Jesus Christ as Lord and Savior of their lives. FBCBSL does not host the wedding of non-Christians or the wedding of a Christian to a non-Christian (2 Corinthians 6:14-18).
- The bride and groom must participate in pre-marital counseling. This wedding counseling can be performed by the ministerial staff at FBCBSL or by another Christian minister or counselor outside FBCBSL.
  - .1 If the counseling is done by an FBCBSL minister, the bride and groom should work out any payment arrangements ahead of time.
  - .2 If the counseling is done outside FBCBSL, the bride and groom can verify their counseling by obtaining a letter from the counselor or simply having the counselor call the FBCBSL office.

### **2) Officiating Minister- The officiating minister must be a licensed or ordained minister of the Gospel of Jesus Christ.**

- Application to have a wedding at FBCBSL does not obligate a staff member to officiate the wedding, though an FBCBSL staff member will consider officiating the wedding if possible.
- Ministers from outside our church may perform the wedding ceremony, provided this minister has been approved in advance by the FBCBSL ministerial staff.
- It is the responsibility of the bride and groom (NOT the officiating minister) to obtain the marriage license. The groom should place the license in the hands of the officiating minister at the time of the ceremony. The wedding will not take place if a legitimate marriage license is not available for signatures at the time of the wedding. The minister will sign the license following the ceremony and return it to the groom.

### **3) Scheduling the Wedding Date**

- A completed and signed Wedding Information and Application Form, along with the refundable deposit, is required acknowledging that the church Wedding Policy has been received and accepted. The application must be approved by the church office

before your date is placed on the church calendar. Please do not make any other date commitments until your date has been confirmed by the church office!

- Weddings cannot occur:
  - .1 After 3pm on Saturdays if the reception is at FBCBSL, or after 5pm on Saturdays if the reception is off-site
  - .2 Anytime on Sundays
  - .3 On a weekend during which another wedding is already scheduled
  - .4 During Easter, Thanksgiving, Christmas or New Year holidays
  - .5 On the weekends immediately prior to and following Vacation Bible School
  - .6 During regularly scheduled church services or during events/activities already scheduled at FBCBSL
- Exceptions to the above rules must be approved by the Ministerial Staff and/or the Administrative Council.

### **4) Rooms for the Wedding Party**

The church has a bride's dressing room located adjacent to the foyer of the Sanctuary. Other members of the wedding party may dress either in the Multi-Purpose Building, rest rooms, choir room, or Sunday School rooms as designated by the Wedding Liaison.

### **5) Behavior and Attire of the Wedding Party- We ask that you remind your family, friends, and hired providers to respect our facility as a place of worship. •**

Smoking is not permitted anywhere on church grounds or inside church buildings.

- Use or possession of alcoholic beverages or other drugs is strictly prohibited on all church property at all times and is considered inappropriate for the rehearsal dinner and the wedding reception.
- Dancing at the wedding reception is only permitted in the following instances:
  - .1 A father-bridal, mother-groom, and first dance for the bride-groom are permitted as long as the music chosen does not contain irreverent language or an ungodly message.
  - .2 No group dancing or general dancing is allowed beyond the instances listed in the previous point.
  - .3 The wedding party may not hire a DJ for playing music.
  - .4 The music for approved dances must be provided by the wedding party on a single CD for the Light and Sound Operator to play at the reception.
- No food, drink, or gum in the sanctuary at any time.
- All persons must refrain from the use of irreverent language and discourteous actions.
- No person under the influence of alcohol or drugs will be permitted to participate in any of the wedding activities. Persons who fail to comply with this policy and those who create embarrassing situations by improper conduct will be asked to leave.
- Birdseed or bubbles may be used only outside the church buildings. No rice or confetti will be permitted in any location.
- Clothing worn inside church buildings should always reflect good taste, modesty, and Christian decency.
- No pranks are allowed on church property. The bride and groom are ultimately responsible for the actions of the wedding party.

## **6) Wedding Liaison**

- FBCBSL will appoint a liaison to help answer any questions you may have concerning your ceremony, reception, and/or the church facilities. This liaison is included as part of the Facility and Personnel Fee.

- The liaison is NOT a wedding coordinator and does not plan details of the service. However, this person will work to ensure the rehearsal and ceremony run as smoothly as possible.
- The wedding party may hire a wedding coordinator, and the hired wedding coordinator will be expected to respect the FBCBSL liaison regarding rules about decorating, facility usage, and the other wedding policies.
- The Liaison will be present at the rehearsal to assist the wedding party and help with the general staging.
- The Liaison will arrive early on the day of the wedding to see that the building is unlocked and ready. The Liaison will try to help with any last minute emergencies and will be available to support the wedding participants.
- After the wedding, the Liaison checks over the church facilities for any forgotten items and remains until the decorations have been removed by either the family or the rental company. The Worship Center must be cleared immediately after the ceremony, even if the reception is held at the church building. If the reception is held at FBCBSL, the Liaison will be present in the multi-purpose building.

## **7) Custodian**

- A custodian is included as part of the Facility and Personnel Fee.
- The custodial fee does not include clearing tables, kitchen clean-up as noted in those sections of the policy, or removal of decorations.
- All personal or rental items must be removed by the family or the rental service at the conclusion of the rehearsal, ceremony, and/or reception.

## **8) Music**

- Every segment of the rehearsal, ceremony, and/or reception should honor and worship God and reflect a positive influence on the name of Christ. With this in mind, secular music is strongly discouraged. The Ministerial Staff or Wedding Liaison reserves the right to refuse approval of any inappropriate music to be used by

any musician. When selections have been made, the bride should make an appointment with the Liaison to review the wedding music. If the Liaison is uncertain about permissibility, the decision will be referred to the FBCBSL Ministerial Staff.

- Our church instrumentalists are not committed as part of the reservation request. The wedding party is responsible for making arrangements with vocalists and instrumentalists (whether members of FBCBSL or not), and agreeing with them on any honorarium for their service. The couple is also responsible for acquiring all music to be used in the wedding and at the reception.
- Care and Use of the Piano, Organ, Keyboard
  - .1 Place no floral arrangements or candles on any instrument.
  - .2 Do not allow children or unauthorized persons to play any instrument or be abusive of instruments.
  - .3 The wedding party is responsible for damages.
  - .4 A guest organist will not be permitted to change organ registrations.
  - .5 Guest instrumentalists or other musicians may schedule extra rehearsal periods through the Church Administrative Assistant.
- What music may you need?
  - .1 Music can be playing while your guests are being seated, approximately 15 to 20 minutes before the service begins.
  - .2 Music for the seating of the parents and grandparents.
  - .3 Music for the entrance and exit of the wedding party.
  - .4 Special selections to be played or sung during the wedding ceremony.
- It is very important that the musicians and/or vocalists be present at the rehearsal so that entrances to music may be coordinated.
- Only the Light and Sound Operator included in the Facility and Personnel Fee may operate the sound equipment.

- Recorded music should be on one CD in the order they are to be played.

### **9) Photography and Video**

- During the actual wedding ceremony, no flash photography will be permitted, and the photographers must remain off the stage, must not walk in the area in front of the first row of chairs, and must not obstruct the view of those in the audience of the wedding.
- Flash may be used during the processional and recessional only.
- Video cameras should be stabilized on tripods and placed using wise discretion so as not to be a distraction to those present.
- Photographers may not stand on any church furniture (the photographer should bring a step ladder if extra height is required).
- Pictures may be made before or after the wedding ceremony. Photo sessions before the wedding should be completed at least thirty (30) minutes prior to the beginning of the ceremony.
- Photographers and Videographers will dress appropriately and modestly.
- Photographers and videographers must provide and operate their own equipment.
- To help speed the photography process, talk to the photographer well in advance of the wedding and make a list of all the special pictures and/or specific groupings of people that you want in your album. Helping your family understand that timely cooperation with the photographer will allow them more time to visit with guests can also speed the process.
- PowerPoint presentations, slide shows, or videos during the Wedding Ceremony should be on a CD/DVD and must be submitted to the Light and Sound Operator at the Rehearsal.

### **10) Flowers and Decorations**

- All decorations should be kept in good taste.



- The florist/decorator/wedding party will be responsible for any damages to church furnishings.
- Chase candles (*driple*ss candles) must be used, and protective coverings must be used on the carpet underneath.
- All window, railing, or aisle candles must be covered with glass globes to reduce risk of fire.
- Marriage or Unity Candles may be used, but protective coverings must be used underneath.
- Flower petals, silk or live, may be used only in conjunction with an aisle cloth.
- The furniture in the sanctuary will be moved with care and replaced immediately after the wedding and only under the supervision of the Wedding Liaison. The church will be responsible for moving of any and all pulpit furniture and the electronic keyboard. \*The sanctuary chairs should not be moved or rearranged.
- Members or non-members may not move any furniture without prior consent from the church staff. The piano and the organ may not be moved.
- **The use of any tape, nails, tacks, or staples on furnishings, walls, baptistery, or any woodwork is strictly prohibited.**
- The florist/decorator may consult the Wedding Liaison with any questions about the propriety of decorations.

## **11) Rehearsal**

- The rehearsal is generally held the evening before the wedding. It takes approximately one hour to rehearse properly. Everyone involved in the wedding needs to be at the rehearsal; this includes the bride, groom, bridesmaids, groomsmen, flower girl, ring bearer, ushers, all musicians and vocalists, parents, and grandparents. Because so many people are involved in the rehearsal, it is very important that everyone's time is respected. Please make sure that all parties know the time of the rehearsal.

- The rehearsal is the time for the wedding party to become comfortable with the order of service. This is also the time to hear the music and become acquainted with your audio cues for entrances and exits. The Audio Technician needs to know timing, lighting, microphone settings, etc. If a member of the wedding party cannot attend the rehearsal, please inform the Liaison and designate a substitute who will stand in and be responsible for instructing the participant prior to the wedding.
- Be sure to bring the basket for the flower girl and the pillow for the ring bearer (if applicable) so they can practice with what they have to carry.
- Before you leave the rehearsal, be sure that everyone in the wedding party knows what time you want them back at the church on the wedding day. If you are taking pictures before the ceremony, allow at least two hours so you can finish the pictures before the guests begin to arrive.

## **12) Rehearsal Dinner**

- The Multi-purpose Building is available by reservation for the Rehearsal Dinner.
- Additional fees apply for use of the facility for the rehearsal dinner and custodial services.
- The same guidelines for decorations for the wedding ceremony apply to the rehearsal dinner.
- The rehearsal dinner and clean-up should be completed by 9:00pm.

## **13) Kitchen Use for the Rehearsal Dinner**

- The wedding party is responsible for securing all necessary plates, cups, napkins, cutlery, table coverings, paper towels, and cooking and serving pieces. The church will not furnish paper products, pots and pans, dishes, or cooking or serving utensils.
- The wedding party may hire or enlist a caterer, but the caterer cannot use the commercial kitchen appliances unless they have been authorized ahead of time by the Wedding Liaison.

- Kitchen clean-up is the responsibility of the wedding party (the custodian will clean the multi-purpose area, but not the kitchen). All surfaces should be wiped down, and the floor should be swept (and mopped, if necessary).
- All trash must be bagged and taken to outside trash receptacles. The church will provide trash bags.
- Other kitchen-use policies must be followed precisely.

#### **14) Reception**

- A reception can be held in the Multi-purpose Building.
- The reception must end no later than 7:30 pm.
- All decorations should be kept in good taste and follow the decoration policy noted above.

#### **15) Kitchen Use for the Reception**

- The wedding party is responsible for securing all necessary plates, cups, napkins, cutlery, table coverings, paper towels, and cooking and serving pieces. The church will not furnish paper products, pots and pans, dishes, or cooking or serving utensils.
- The wedding party may hire or enlist a caterer, but the caterer cannot use the commercial kitchen appliances unless they have been authorized ahead of time by the Wedding Liaison.
- Kitchen clean-up is the responsibility of the wedding party (the custodian will clean the multi-purpose area, but not the kitchen). All surfaces should be wiped down, and the floor should be swept (and mopped, if necessary).
- All trash must be bagged and taken to outside trash receptacles. The church will provide trash bags.
- Other kitchen-use policies must be followed precisely.

#### **16) Fees and Honorariums**

Fees or gifts for the pastor, soloist(s), organist, or pianist are not included in the below fees.

A deposit of 50% must be paid in order to confirm your wedding date on the church calendar. The remaining balance is due no later than four months prior to wedding date. Must turn in signed request for reservation.

Lower Fellowship Hall

Kitchen use

Table and Chair Set-up

Cleaning service

### **Honorariums**

- Vocalists or instrumentalists- An honorarium should be paid accordingly, at the arrangement of the wedding party, to any vocalists or instrumentalists enlisted for the rehearsal and/or ceremony.
  
- Officiating Minister
  - .1 Wedding parties are not required to pay an honorarium to an FBCBSL minister officiating at the wedding, but it is generally customary for the groom to care for the officiating minister's honorarium.
  - .2 An honorarium should be paid accordingly, at the arrangement of the wedding party, to any officiating minister not on staff at FBCBSL.
  - .3 For your guidance, a normal honorarium ranges from \$100-\$300.