

WEDDING POLICY

First Baptist Church

Paris, Tennessee

Marriage is one of life's primary experiences. The Christian wedding is a historic ceremony of dedication administered by the church and a ritual of commitment for those entering into marriage. In the ceremony the minister and the congregation invoke God's blessings. It is a celebration of God's establishment of the home as the primary social institution. The planning and performance of the wedding ceremony should therefore be carried out with seriousness, dignity, and joy. For that reason, the following policies will govern plans for your wedding at First Baptist Church of Paris, Tennessee. We sincerely believe these policies to be the most suitable and practical for all concerned. Please read the policies fully and complete all necessary forms.

Setting the Time

Careful planning is necessary for all weddings. You will want to plan as early in advance as possible so that the use of the church space can be arranged without conflict. Time and space for the rehearsal, wedding, or reception are made by completing the attached **CALENDAR/SPACE REQUEST** form (please complete in detail). A **CALENDAR/SPACE REQUEST** form from non-members (*bride, groom, or parents of either are not members of the church or Sunday School*) will not be accepted greater than four months prior to wedding date. The church facilities are not available for weddings on Sundays.

The completed request form is submitted to the church office for consideration. It is extremely important that the exact time indicated for the photography, rehearsal, wedding, and reception are observed, and care should be taken to have all members of the wedding party in their place at the time indicated.

Wedding Music

Keeping in mind that the church wedding is a service of worship, the music should be in keeping with the reverence that is observed upon entering the House of the Lord. The Minister of Music and Worship, Organist, and Pianist are available for assistance in selecting music for your wedding. Wedding music should be discussed and approved by the Minister of Music and Worship. Notification of approval will be given no less than one month prior to wedding.

If the church organist is not used, the Minister of Music and Worship must discuss and approve use of the organ. Contacting musicians and soloists for the ceremony is the responsibility of the wedding party.

Please complete the "Wedding Preparation Sheet" in detail and submit to the church office at least two weeks prior to wedding. This form will be forwarded to the sound crew and utilized to determine what equipment is needed and where it is to be set up prior to the ceremony. The form will also be used by the sound technician as a "program" during the wedding. Rehearsals with soloists and/or musicians must be scheduled and requested by wedding party. The technician will make every attempt at being as flexible as possible for the ceremony.

Photographers and Videographers

Photographers and videographers are encouraged to be discreet in their presence during the ceremony. It is the responsibility of the bride to instruct the photographer that no flash pictures are permissible in the sanctuary once the ceremony begins (pictures of bride entering and leaving is an exception). Pictures may be taken of the bridal party preceding or following the ceremony.

Photographers and videographers are responsible for extension cords and all accessories.

Decorations

The florist selected for the wedding will be responsible for decorating the church. The platform furniture can be removed but must be removed by the church's custodians. Church staff must approve removal of additional furniture. Please submit request with **CALENDAR/SPACE REQUEST**.

Candles utilized in the wedding **MUST** be CHACE OR PILLAR and must be in candelabras that will catch and contain all drippings so the carpet and floor will be thoroughly protected.

Under absolutely **NO** conditions shall decorations be attached to the pews or other furniture by tape, nails, glue, pins, etc. so as to deface or damage church property. The *BRIDAL PARTY* will be held directly responsible for the failure to adhere to the church's request involving decorations.

Decorations must be removed from the facility within 24 hours of the wedding. When the wedding is on Saturday, decorations must be removed immediately following facilities' use. All facilities must be left "broom clean" after

removal of flowers, candles, etc. Air conditioning or heating will be turned on only at a reasonable time before any scheduled event (normally not more than four hours in advance). Florists should note this and not bring flowers too early.

Conduct

Birdseed, confetti, and other materials are NOT to be thrown inside any of the church buildings (this includes vestibule). The use of tobacco, illegal drugs, alcoholic beverages, or any controlled substances are prohibited. To avoid embarrassment, it is requested that these restrictions be called to the attention of all members of the wedding party. Sparklers are prohibited.

Fees

If the bride, groom, or at least ONE of their parents is a member of the church or Sunday School, there is NO charge for the use of facilities: HOWEVER, all weddings require custodial service and a sound technician. The wedding party must use the church's custodians and sound technicians. This work is in addition to their regular duties, and when they would not otherwise be working. A \$150 deposit is required after the Calendar/Space Request submitted to the church office is approved. Checks are to be made payable to "First Baptist Paris". This deposit will be surety of wedding's calendar/space availability and assist in paying fees.

Final approval will not be given until the church receives deposit. If fees incurred are less than \$150, the wedding party will be reimbursed. If the fees are

more than \$150, the wedding party will receive an itemized billing for the additional expense.

Fee Schedule :

1. Custodial Fee (payable to church) \$20 per hour, per custodian/per event* with \$50 minimum.
2. Sound Technician (Members - payable to church) \$20 per hour with \$50 minimum.
3. (Non-Members - payable to church) \$20 per hour with \$65 minimum.
4. Financial agreement to be made with instrumentalists and vocalists.
5. Financial agreement to be made with childcare workers.
5. Facility Use (Non-Members Only)
 - Wedding in Sanctuary \$300.00
 - Wedding/Reception in Orr Fellowship Hall
(See pertinent policy for Orr Hall)

Please complete the attached information summary and Wedding Preparation Sheet in detail.

* Events Include: Wedding in Sanctuary
Rehearsal Dinner in Orr Fellowship Hall
Reception in Orr Fellowship Hall

Miscellaneous

The church does not presume to tell our ministers for whom they may and may not perform a marriage ceremony. Consequently, these policies are interpreted to mean that a marriage ceremony can be performed in First Baptist Paris facilities for any couple a First Baptist minister is willing to unite in marriage, and if a First Baptist Paris minister is not to be used, the Senior Pastor must be consulted.

The Wedding Policy Committee:

Nancy Farmer, Chairperson
Jim Cox
Vicky Hunt

Kim Matthews
Ann Oliver
Peggy Williams

Fee schedule updated June 16, 2010.