

## ***Section F.***

*Date Approved/Revised: Mar 12, 2008*

### **WEDDING AND RECEPTIONS**

#### **Statement of Policy:**

The family at First Baptist Haughton believes that a wedding ceremony should be a beautiful occasion and Christ-centered. A wedding is a celebration of two people, one man and one woman, God has brought together. The wedding and its preparation shall be done in a way that will bring honor and glory to God.

*“For this reason a man will leave his father and mother and be united to his wife, and the two will become one flesh.” Ephesians 5:31*

#### **Facility Use Policy:**

The church’s facilities were provided through God’s benevolence and by the sacrificial generosity of church members. The church desires that its facilities be used for the fellowship of the Body of Christ and to bring God glory. Although the facilities are not generally open to the public, we make our facilities available to approved non-members as a witness to our faith, in a spirit of Christian charity, and as a means of demonstrating the Gospel of Jesus Christ in practice.

But facility use will not be permitted to persons or groups holding, advancing, or advocating beliefs or practices that conflict with the church’s faith or moral teachings, which are summarized in, among other places, the church’s constitution and bylaws. Nor may church facilities be used for activities that contradict, or are deemed inconsistent with, the church’s faith or moral teachings. The pastor, or his official designee, is the final decision-maker concerning use of church facilities.

This restricted facility use policy is necessary for two important reasons. First, the church may not in good conscience materially cooperate in activities or beliefs that are contrary to its faith. Allowing its facilities to be used for purposes that contradict the church’s beliefs would be material cooperation with that activity, and would be a grave violation of the church’s faith and religious practice. (2 Cor 6:14; 1 Thess 5:22.)

Second, it is very important that the church present a consistent message to the community, and that the church staff and members conscientiously maintain that message as part of their witness to the Gospel of Jesus Christ. Allowing facilities to be used by groups or persons who express beliefs or engage in practices contrary to the church’s faith would have a severe, negative impact on the message that the church strives to promote. It could also cause confusion and scandal to church members and the community because they may reasonably perceive that by allowing use

of our facilities, the church agrees with the beliefs or practices of the persons or groups using its facilities.

Therefore, in no event shall persons or groups who hold, advance, or advocate beliefs, or advance, advocate, or engage in practices that contradict the church's faith use any church facility. Nor may church facilities be used in any way that contradicts the church's faith. This policy applies to all church facilities, regardless of whether the facilities are connected to the church's sanctuary, because the church sees all of its property as holy and set apart to worship God. (Col 3:17.)

### **Approved Users and Priority of Use**

The pastor or official designee must approve all uses of church facilities. Generally, priority shall be given to church members, their immediate families, and organized groups that are part of the ministry, organization, or sponsored activities of the church. Church facilities and equipment will be made available to non-members or outside groups meeting the following qualifications:

1. Groups or persons requesting facility use must affirm that their beliefs and practices and planned uses of the facilities are consistent with the church's faith and practice.
2. The group or person seeking facility use must submit a signed "Church Facility Reservation Request and Agreement" form.
3. The group or person seeking facility use must be willing to take responsibility for the facilities and equipment used and must agree to abide by the church's rules of conduct for facility use, as stated below and as described in any additional instructions by church staff.

### **Procedures:**

#### **1.0 COUNSELING**

.01 All engaged couples being married at First Baptist Haughton are required to have a minimum of three counseling sessions with a minister on our staff. The counseling must be scheduled through the senior pastor and completed prior to the wedding. It is the couple's responsibility to complete the three sessions. If the couple fails to do this, the wedding may be canceled. The Church believes that these counseling sessions are essential in providing a Christ-centered wedding.

#### **2.0 MAKING RESERVATIONS**

.01 Applications for use of First Baptist Haughton facilities will be made through the FBC Haughton Wedding Coordinator by completing the Wedding/Reception Arrangement Form([Form No. 11-37](#)). Deposits are payable at the time reservations are made and the remaining fees are due one month prior to the wedding. **Dates will not be calendared until deposits are paid. Due to the amount of staff and coordination involved, changes will not be made to the wedding arrangement form after the date**

**has been calendared.**

.02 The Wedding Request Form will include:

- Dates for rehearsal, wedding and reception
- First Baptist Haughton facilities desired
- Type of wedding pertaining to dress (formal, informal)
- Names of florists, decorators, photographers, etc.
- Name of party to be responsible in event of damage
- Other pertinent information.

.03 Facilities are available to members of First Baptist Haughton and their children. Members of six months or longer will be able to schedule a wedding up to one year in advance of the wedding date. Members of less than six months and Non-member weddings will only be scheduled two months prior to their wedding and a building usage fee will be charged.

.04 Unless approved by the senior pastor, all weddings must be conducted by one of the ministers on staff or a former minister of First Baptist Haughton. A minister of another church may assist in a wedding upon approval from the senior pastor of First Baptist Haughton.

.05 The Church will not schedule weddings or rehearsals on Thanksgiving, Christmas, New Year's, Easter, July 4, Labor Day, Memorial Day weekends and the weekends prior to and after VBS. Weddings will only be scheduled on Fridays and Saturdays. Weddings will be scheduled no later than 7:00 p.m. on Fridays and 5:00 p.m. on Saturdays.

### **3.0 REHEARSAL**

.01 The rehearsal must begin promptly, and on time, since a large number of people are involved and delays consume every persons time. Rehearsals will be scheduled no later than 6:00 p.m. Following, are additional rehearsal guidelines:

- If participating, both sets of parents, and all ushers, shall be present for the rehearsal.
- FBC Haughton Sound Technician will be present at Wedding Rehearsals.
- Soloists are required to rehearse prior to the wedding and shall be present for the rehearsal.

### **3.0 FEE SCHEDULE**

.01 First Baptist Haughton does not wish to charge its members for the use of the

buildings. However, it is necessary to pay for personnel providing services for Church member weddings. A non-refundable deposit of \$25 and a \$100 damage deposit will be required at the time of scheduling a wedding. The \$25 deposit will go toward the personnel expenses of the wedding. The damage deposit will be refunded if there is no damage to the facilities. This includes damage caused by third parties (i.e., caterer, florist or guests). In addition to these deposits, it is necessary for a wedding contract to be signed and returned to the Wedding Coordinator before the wedding will be put on the Church calendar. **THESE COSTS ARE EXPECTED TO BE PAID AT THE TIME OF SCHEDULING.**

**.02 Wedding Coordinator:** \$150.00 – Weddings must be scheduled through the FBC Haughton Wedding Coordinator. This person will assist in planning the wedding ceremony, conduct the wedding rehearsal, explain and enforce all policies and procedures required by the church, complete all required forms, and will provide assistance on the day of the wedding. (Note: Wedding Coordinator must be present during all phases of the wedding process).

**.03 Sound Technician:** \$150.00 - only members of the FBC Haughton media staff will operate/configure the sound, video and programmable lighting equipment. These individuals will ensure microphones are provided as needed, ~~remove equipment from stage,~~ and play sound tracks provided by the wedding party. (Note: The music minister of FBC Haughton must approve all music).

~~**.04 Video/Lighting Technician:** \$100.00~~

**.05 Facilities:** only FBC custodial staff will clean the facilities after a wedding. This is necessary to ensure facilities are ready for the next worship service. Our staff should be able to secure buildings a reasonable time (3 hours) after the wedding begins. If we are unable secure buildings, a fee of \$20.00 per hour will be deducted from the damage deposit. The facilities will not be open until 9:00 a.m. on the day of the wedding.

- Sanctuary - \$250.00 - First floor of the sanctuary (seats approx. 900), two main-foyer restrooms, bridal suite, and main foyer. The wedding party will only have access to those areas identified on the Wedding Arrangements form.
- Sanctuary & Balcony - \$400.00 – In addition to those areas listed in the previous paragraph, this price allows for the use of the balcony and two restrooms located at the top of the balcony stairwell.
- Sanctuary Foyer - \$150.00 – Foyer wedding – limited to the use of the main foyer and main restrooms.
- Chapel - \$150.00
- Family Life Center - \$150.00 – limited to the use of the gym floor, foyer and restrooms. This charge covers the cleaning of the gym floor, foyer, trash removal and first floor restrooms. This does not provide for the set up and take down of tables and chairs.

- Fellowship Hall - \$100.00 – limited to the use of the Fellowship Hall and restrooms. This does not provide for the set up and take down of tables and chairs.
- FLC Kitchen – There is no charge to use the kitchen as a staging area for food/decorations; however if the kitchen is found dirty after a wedding/reception, the deposit will not be refunded.

**.06 Non-member Facility Usage Fee:** In addition to paying the above listed prices, non-members will be required to pay a facility usage fee.

- Sanctuary - \$250.00
- Family Life Center – \$200.00
- Fellowship Hall - \$100.00

#### **.07 Suggested Honorariums**

- Following is a list of suggested honorariums that are given for the benefit of assisting the wedding couple as they consider their wedding budget:
  - Minister \$75.00-\$150.00
  - Vocalists \$50.00
  - Organist/pianist \$75.00
- It is common practice and accepted etiquette to give honorariums and gifts of thanks to the participants of the wedding at the time of the rehearsal.

## **4.0 MUSIC**

.01 Since a wedding is a worship service, the music must promote worship. All music must be either Christian or classical. The Minister of Music must approve all music. Any exceptions to this procedure will be reviewed and approved by the Minister of Music. His judgment will be based on the word content of the song. **All music shall be approved at least two weeks before the wedding and annotated on the Wedding Arrangement form.**

.02 If the wedding party desires to have a DVD or a computer PowerPoint presentation played as part of the wedding, these must be provided to the FBC Houghton Multimedia Director at least one week prior to the wedding date. PowerPoint presentations must be provided on a CD complete with the attached music and image files. No vulgar or tasteless images will be allowed as part of a DVD video or PowerPoint presentation. No music will be allowed which contains cursing or sexually suggestive lyrics. The bride or the wedding coordinator must provide the Sound Technician with a program clearly showing when any recorded songs and/or DVD's /PowerPoint presentations are to be played. All DVD's and/or CD's will be returned to the bride or Wedding Coordinator after the wedding.

.03 The Bride will be responsible for contacting organists, pianists, soloists and any other musician that she wishes to play/sing for her wedding.

## 5.0 DECORATIONS

.01 No furnishings may be moved from other parts of the building. Chairs will not be removed from the choir loft to accommodate the wedding party or decorations. The FBC Multi-media director will remove/arrange any stage furnishings (chairs, monitors, microphones, stands) customary for all weddings. Instruments (drums, piano, keyboards, video monitors) will not be removed from the stage. The wedding party may provide some sort of backdrop to hide instruments **or may use the one provided by the church.**

.02 Nails, tacks, staples, screws, pins, tape, or anything that will mar the woodwork, pews and wall finishes may not be used.

.03 The only candle allowed to be used is the “Unity” candle. There are no exceptions to this rule – no candelabras. Clear plastic, furnished by the wedding party, must be placed under the Unity candle to protect the carpet. **Again, there are no exceptions to this rule.**

.04 Due to limited storage space, florist, caterers, rentals, and other third parties must have all equipment removed from FBC Houghton immediately following the wedding/reception. **No exceptions**

.05 Equipment (i.e., flowers, stands, arches, etc.) will not be left on FBCH property. It is the family's responsibility to remove them from the facility if the florist/caterer does not remove them immediately following the wedding/reception.

.06 The florist/wedding party will be held responsible for cleaning any wax from carpet or furniture that may have resulted from wedding decorations.

.07 The Church properties must be left in the condition in which they were found, otherwise the damage deposit will not be refunded.

.08 The florist must schedule an appointment to meet with the Wedding Coordinator at least six weeks before the wedding.

.09 Facilities staff will not load or off-load equipment or decorations to be used in the wedding.

.10 Due to replacement and maintenance cost, it is not practical for FBC Houghton to provide tablecloths for wedding/receptions.

.11 During the rehearsal or wedding, absolutely no food or drinks will be allowed in the sanctuary. This includes the foyer area and restrooms.

.12 All facilities will be available for decorating the day of the wedding rehearsal. The facilities will be open between the hours of 9:00 a.m. and 4:00 p.m. Decorating will not take place after the wedding rehearsal.

## **6.0 DRESSES AND VALUABLES**

.01 The bride is strongly urged not to leave her wedding dress or bridesmaids dresses in the bride's room overnight. The Church will in no way be responsible or liable for personal items such as dresses, wraps, purses, silver, glassware or cameras brought to the Church for use in a wedding or reception.

## **7.0 PHOTOGRAPHY**

.01 The photographer may take pictures before or after the ceremony in any part of the building. No pictures may be taken during the ceremony except for time exposures. The photographer may take a picture of the Wedding Party, as they process down the aisle, and of the Wedding Party as they leave. No pictures may be taken by guests during the Wedding Ceremony. Photographers/camera persons are not allowed to stand on chairs or pews.

## **8.0 CATERING**

.01 First Baptist Haughton's kitchen is not available for cooking. It can be used as a staging area for food and decorations.

.02 Kitchen appliances, utensils and tablecloths are not available for caterers use.

.03 All caterers must meet with the Wedding Coordinator three weeks prior to the wedding. If no caterer is being used, the bride or responsible party will be required to meet with the Wedding Coordinator to go over the guidelines for using First Baptist Haughton's reception facilities.

## **9.0 RECORDINGS OF WEDDING**

.01 The FBC Haughton Sound Technician can provide an audio CD recording of the ceremony if desired for weddings conducted in the sanctuary. Persons secured by the bride to record the wedding must use their own equipment to perform video tapings of weddings. No church cameras or tapes shall be used for video taping a wedding. The cameras must remain stationary and relatively inconspicuous during the wedding ceremony and only existing light may be used.

## **10.0 CHILD CARE**

.01 Due to insurance liabilities, childcare will not be provided at First Baptist Haughton for weddings/receptions.

## **11.0 OTHER IMPORTANT INSTRUCTIONS**

.01 Alcoholic beverages will not be served or consumed on properties owned by FBC Haughton. Non-Alcoholic beverages in packages designed to resemble alcohol, (i.e., sparkling grape juice) will not be allowed.

.02 Use of tobacco products of any type are not allowed in any of the Church facilities.

.03 Dancing of any form will not be allowed.

.04 No unsightly or inappropriate materials shall be used to decorate the wedding car (illicit words or beer cans for example).

.05 No rice shall be thrown. Birdseed may be used but must be thrown outside the buildings.

.06 Use of red punch not allowed where floors are carpeted, as it stains the flooring.

.07 All members of the wedding party must attend rehearsal.

.08 The Wedding Coordinator will direct the rehearsal.

.09 Small children; keep in mind, small children demand a lot of attention and can be a distraction during this special Christ-centered ceremony. **After walking the aisle, children under the age of six are required to be seated with an adult.**

.10 The number of ushers should be in keeping with the anticipated attendance. Usually, four are sufficient.

.11 All musicians must attend rehearsal.

.12 All members of the wedding party shall be at the Church no less than one hour prior to the ceremony.

.13 Animals/pets will not be allowed to be a part of the wedding party or participate in the wedding at any time.