

**Wedding Policy Manual  
for Non-Members**

**Aiken's First Baptist Church**







## **Information for the Bride and Groom**

We are delighted that you have requested the use of our church facilities for your wedding. Marriage is holy, and the ceremony in the church will help your wedding to be both beautiful and sacred.

Please utilize this Manual to familiarize yourself with the policies for having a wedding here at First Baptist Church. It will direct you to the appropriate contact people for different aspects of the wedding. Once you have a FBC Wedding Director, both of you will be in direct contact with the Director of Facilities Operations. This team will assure your needs are met for the Sanctuary to be ready for your wedding.

This Manual also provides a fee schedule and information. Please note that the various honoraria and FBC Videographer fees are not included in the basic fee for a wedding.

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# Arrangements for the Wedding

## *Setting the Date*

1. As soon as you have selected a date for your wedding, complete the enclosed Wedding Request Form and return it to the church office. The Minister and Wedding Director must be chosen prior to staff approval. After the next scheduled staff meeting, the Office Manager will call you to convey the response to your request.
2. No public announcement of a wedding date should be made until the date is approved by the church office. Do not order invitations until the date is confirmed.
3. Wedding requests for those who are not members of First Baptist Church will not be considered for approval sooner than ten months prior to the desired date.

# Arrangements for the Wedding

## *Working with the Minister*

1. We here at First Baptist want your wedding and marriage to be joyful and meaningful. We feel that it is a pastoral responsibility for the minister to counsel those to be married.
2. If you desire to have someone other than First Baptist's Pastor serve as celebrant or assist, that desire should be made known. The host Pastor will extend an invitation to the guest or assisting minister.
3. As plans for the wedding are being made, an early appointment should be made with the minister for counseling. Dates and times are best handled directly with the minister. The number and length of sessions may vary and will be determined by the minister and the couple.





# Arrangements for the Wedding

## *Civil Preparations*

1. A marriage license must be secured from a Probate Court in South Carolina. The wedding need not be held in the same county in which the license is obtained, but the license must be obtained in South Carolina.
2. The Probate Court Office will provide information about acquiring the marriage license.
3. The marriage license should be brought to the church office of the minister performing the ceremony at least three days prior to the wedding date.

# Planning the Wedding

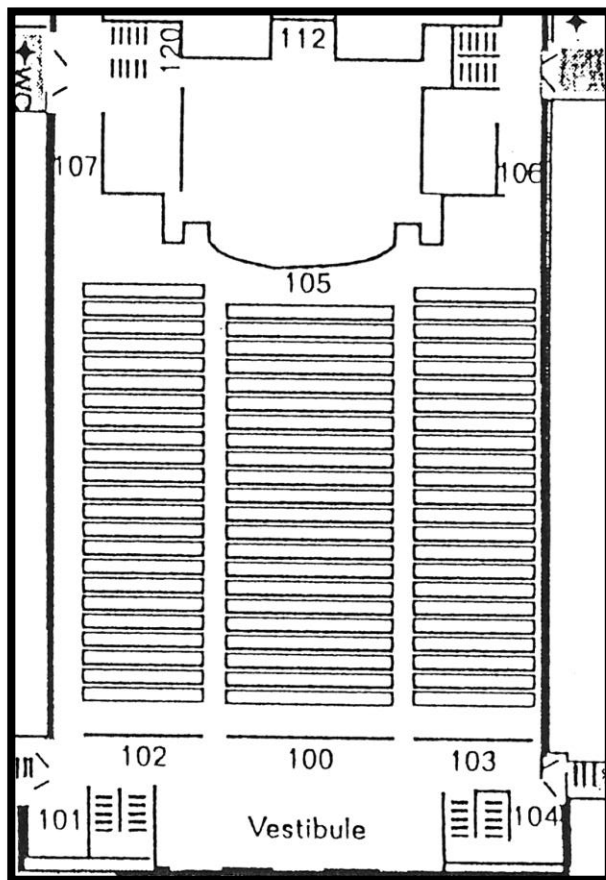
## *The Wedding Ceremony*

1. The Pastor or other designated minister is responsible for the conduct of the rehearsal and the wedding. He is totally in charge of directions throughout the ceremony.
  
2. The services of one of First Baptist Church's Wedding Directors is required. Such persons work under the direct supervision of the minister and are asked to consult with the officiating clergy prior to the rehearsal in order to coordinate plans and procedures. The Wedding Director is responsible for getting the wedding party into the church, arranging them in order at the chancel, and directing the order of the recessional. First Baptist's Wedding Directors are coordinated through Allison Basile. She can be contacted via email at [allison.basile@wellsfargo.com](mailto:allison.basile@wellsfargo.com) or phone at 803-645-8405. The Wedding Director's services include:
  - 1 hour consult with bride at time of booking
  - 1 hour consult with bride a week before the wedding
  - 2 hours on the rehearsal night
  - 4 hours the day of the wedding



# Planning the Wedding

## *Sanctuary Layout*



# Planning the Wedding

## *The Music*

1. The marriage ceremony is a worship service. The music should accentuate reverence since the assembled people are joining with the bride and groom in asking God's blessing as a new union is being established. Popular love songs are inappropriate for the marriage service but can be most fitting for the wedding reception. No pre-recorded music is permitted.
2. The Associate Minister in Music and Worship will assist in the selection of vocal and instrumental music for your wedding. Please arrange a time with the Associate Minister in Music and Worship for consultation at least two months prior to the wedding.
3. If an organist is desired for your wedding, we would prefer our Organist to be utilized provided she is available. If you desire an outside organist, it must be approved by the Associate Minister in Music and Worship.



# Planning the Wedding

## *Decorating the Sanctuary*

1. The Sanctuary is a place of beauty, and elaborate decorations are not necessary. More festive decorations may be used, however, so long as the symbolic appointments of the Church are not disguised or obscured. Sanctuary decorations for the seasons of the Christian year are not to be removed for weddings.
2. First Baptist requests that the present Communion Table not be removed from the Sanctuary. It will be placed to the right of the stage area facing the baptistry against the wall. If you choose to use our other Communion Table, which matches the rug and railing, it will be placed against the railing on the stage area. We will place the Bible and cross on it. If you are considering an observance of Communion during your wedding ceremony, be aware that the practice of this church is that Communion be shared by all gathered, not just the bride and groom.
3. All candles must be in suitable candle holders or candelabra, and no decorations which conflict with local fire ordinances may be used. Candles in holders attached to the pews are not permitted at First Baptist Church.
4. If you wish to use candles in the Sanctuary windows, it is required that hurricane globes be used. The church has globes available. Please note on the Request Form if you desire to use the globes. It will be the wedding party's responsibility to clean the globes before the wedding, but not afterwards. If any are broken, you will be expected to replace the globe. Candles need to be provided by the bride and groom.

5. Adequate caution should be taken to prevent candle drippings on carpet and furnishings. Even non-drip candles sometimes drip when air from the heating/cooling system blows directly on them. The florist or other persons decorating shall be responsible for removing candle drippings from the carpet, the floor, and the furnishings.
6. The pulpit may be moved only by the church custodial staff.
7. Appropriate floral arrangements should be planned by the bride and groom in consultation with the florist. It is the responsibility of the florist to make early arrangements for entering the church building to decorate and to dismantle the same immediately following the ceremony. The church office can issue a door key to the florist for this purpose, or specific plans can be made with the Director of Facilities Operations to tend to this matter.
8. Flowers for weddings may be left in the Sanctuary for the morning worship service in honor of the bride and groom or to honor or memorialize a loved one or friend, provided the date has not been reserved. If leaving the flowers, please contact the Office Manager at 648-5476 and a note will be printed in the order of worship.
9. Upon approval of the Director of Facilities Operations, only silk or artificial flower petals can be scattered on the carpet by a flower girl at an additional cost. This is a time consuming task to clean up because petals do not stay in place. Real flower petals are not allowed under any circumstances.

# Planning the Wedding

## *The Photographer*

1. Pictures are a treasured possession, and the minister will be glad to cooperate so that beautiful pictures may be made. However, photographers must not interfere with the worship experience of the congregation or intrude upon the worship setting. The photographer shall not move through the Sanctuary during the wedding ceremony.
2. Flash pictures may not be taken during the ceremony. Time exposures or videos may be taken from the back balcony during the ceremony with prior approval from the Audio/Video Team; the choir loft and chancel areas may not be used for such purposes.
3. No pictures which require additional lighting of any kind may be taken during the ceremony, and no photographic equipment which makes noise may be used during the ceremony.
4. The photographer may take flash pictures of the bride and groom as they recess from the Sanctuary. Flash pictures may also be made before the wedding begins and following the ceremony.
5. It is respectfully requested that post-wedding pictures with the minister be taken first and that the photographer excuse the minister before proceeding to take other pictures of the wedding party.
6. Additionally, wedding guests should be discouraged from taking any photographs during the ceremony.

# Planning the Wedding

## *The Audio/Video Team*

1. A First Baptist Church Audio Operator is required for all weddings for sound and lighting at a total fee of \$250. This includes \$100 for one hour of rehearsal time and \$150 for the wedding itself. The Operator will arrive 30 minutes before the wedding for preparation and stay for a total of one and a half hours. After this, there is an additional fee of \$15 per 15 minutes.
2. First Baptist can provide microphones for the minister (lapel), vocalist, reader, instrumentalist, organ, piano, and groom (lapel microphone for audio and/or video).
3. The following videotape services can be provided by the First Baptist Church Video Team for an additional fee to be determined:
  - Three digital camera videotape of the wedding service (This does not include videotape of rehearsal/dinner or reception.)
  - Five person crew (3 camera operators, 1 video controller, and 1 sound board operator).
  - Tape lead-in with scroll of wedding party names
  - Two videotape copies with broadcast quality DVD tapes. Additional copies can be provided at a fee of \$10 per tape.
4. If you plan to have an outside group video tape your wedding, please detach the card on page 20 and give to the appropriate party. There is a consultation fee of \$30 to cover the cost of our Audio/Video Team meeting with the videographer for approval. They will also receive a letter to confirm they are aware of the regulations.

Please contact the Chair of the Audio/Video Work Team to make arrangements for lighting, sound, or video needs.



# Planning the Reception

## *Using the Kitchen*

Arrangements for the use of the kitchen must be cleared with the church office and the Director of Food Services. It must be clearly understood that the kitchen is to be left clean and in good order. A fee will be charged for any broken, damaged, or missing supplies or equipment, or any unusual infringement upon the church property and its adequate maintenance. It is also required that any caterer you choose meet with First Baptist's Director of Food Services. The Director of Food Services will assist the caterer in knowing what equipment is available for use and how to use and clean the equipment. She will also ensure that there is enough refrigerator space and, if necessary, freezer space. The required deposit fee for caterers will be refunded provided all kitchen equipment is left in the manner in which it is found and there are no broken, damaged, or missing supplies. Warming units may not be used unless a special request is made and you understand how to properly use and clean the units.

Linens, tablecloths, and detergents are not furnished. Smoking is not allowed in any of the church facilities. No alcoholic beverages may be served on church grounds or within the church facilities.

No nails, tacks, or wire may be used on walls, tables, or furnishings in the Family Life Center. Decorations must be in suitable containers, the furnishings and floor must be protected from wax drippings.

All counters, cooking surfaces, tables and serving line should be wiped clean upon your departure.

Please use hot water and dish soap to clean equipment including silverware and pans then return them to their proper place. Shelves and drawers are labeled for your convenience.

All spills should be cleaned up.

All sinks should be grease and food free.

Screen in bottom of dishwasher should be food free.

Coffee cart should be wiped down and rolled into the kitchen for storage.

Please don't remove kitchen items without consulting the Food Services Director.

Please remove all left-over or unused food and drink items from the kitchen and refrigerator. Remember, ALL food items left more than 24 hours will become public property.

All trash should be removed before you leave. The church dumpster is located in the parking lot beside the Roberts building.

The church cannot be responsible for personal property or equipment left in the building.

#### GENERAL RULE OF THUMB

If you use it, wash it and return it to its proper place.

Example: Glass coffee pots and coffee service items are stored on the coffee cart.

Metal pitchers are stored on the lower shelf of the pot rack.

Cooking pots are stored upside down on the pot rack.

# Planning the Reception

## *Kitchen Checklist*

\_\_\_ All pans, silverware and equipment has been washed with hot water and dish soap, dried and returned to their proper place.

\_\_\_ All counters, stove tops, and tables are wiped clean.

\_\_\_ All left-over or unused food and drink is removed from the kitchen, including refrigerator items.

\_\_\_ All spills are cleaned up.

\_\_\_ All sinks are grease and food free.

\_\_\_ Screen in bottom of dishwasher is food free.

\_\_\_ Coffee cart is wiped down and rolled into the kitchen for storage.

\_\_\_ Serving line is clean and food free.

\_\_\_ Lights are turned off and the kitchen is locked.

\_\_\_ All trash is removed.

Thank you for your help with our First Family Kitchen and leaving it the way you would like to find it if you were the next person using it.

Questions and concerns should be brought to the attention of the Food Service Director.

# Miscellaneous Considerations

1. No smoking or alcoholic beverages are allowed inside First Baptist Church buildings or on the grounds.
2. The Church Parlor and Brides room are available for dressing for members of the wedding party planning to dress at the church. Please check the appropriate place on the request form. The groom's party uses the men's robe room on the second floor, if desired.
3. Personal property and items of clothing should be removed and rooms left as orderly as you found them. The church cannot be responsible for personal property left in the building during the wedding, reception, or following the wedding and reception. No personal property (dresses, personal attire) is to be left in the church buildings overnight either before or after the wedding.
4. When baptism services are scheduled for the day after the wedding, the stained glass window at the back of the Choir loft is opened and a beautiful white banner with the cross hangs. This remains as part of the decoration in the event a wedding is chosen at those times.
5. Your printed wedding program must include the following line for the integrity of your wedding and to help eliminate any sounds or movements during your wedding:

*Out of reverence to God and respect for others, please silence cellular telephones, beepers, and other audible devices and refrain from taking flash pictures during the service.*

# Custodial Services

1. The Director of Facilities Operations of the church will be available to assist with the church facilities. The Director of Facilities Operations will clean following the rehearsal, the wedding, and the reception, if the Fellowship Hall is used. Because these duties are beyond normal working hours, a fee will be paid as set forth in the schedule of fees on page 20 and on the Facility Request Form.
2. The Wedding Director and the Director of Facilities Operations will coordinate a time to unlock the entrance to the church before the ceremony.
3. If the Fellowship Hall is used for the rehearsal dinner and/or the wedding reception, plans must be coordinated with the Director of Facilities Operations.
4. If the Fellowship Hall is used, arrangements should be made with the Director of Facilities Operations and Wedding Director as to the time that the building should be unlocked.

## Schedule of Fees

Schedule of Fees	Total Amount
<b>Required</b>	
<b>Use of Sanctuary, Bride's Room, and Parlor</b>	335.00
<b>Custodial Fee</b> (Double-Holiday)	<b>175.00</b>
<b>Wedding Director Fees</b> Includes consultation, rehearsal, and wedding	<b>450.00</b>
<b>Sound and Lighting for Wedding</b> (Double-Holiday)	<b>150.00</b>
<b>Sound and Lighting for Rehearsal</b> (Double-Holiday)	<b>100.00</b>
<b>Optional</b>	
<b>Candles: Unity (3) or Pew End (20)</b>	1.00 per candle
<b>Custodial Fee</b> (Double-Holiday)	50.00
<b>Moving Choir Chairs</b>	60.00
<b>Custodial Fee</b> (Double-Holiday)	
<b>Other Custodial Needs</b>	Varies
<b>Use of Fellowship Hall</b>	150.00
<b>Minimum Custodial Fee</b> (Double-Holiday)	150.00
<b>Use of Roberts Building</b>	100.00
<b>Minimum Custodial Fee</b> (Double-Holiday)	60.00
<b>Video Services</b> (Approval Required) (Double-Holiday)	Fee to be determined after consultation with Audio/Visual
<b>Caterer</b> Consultation with Church Director of Food Services	100.00
Refundable deposit for use of kitchen	100.00
<b>TOTAL DUE</b>	<b>Minimum \$1210</b>

# Payment of Fees

1. Please make Custodial Fees payable to:

**Leonard Redd**

**Note:** Custodial fees are due one month prior to the wedding. If you desire to pay the full amount at the time the deposit is due, please make the check to First Baptist Church. This will be deposited and FBC will pay Leonard Redd two weeks prior to the wedding.

2. Please make Director of Food Services Fees payable to:

**Martha Haynes**

3. Please put your cash payment for Nursery workers in an envelope addressed to:

**Director of Children's Ministries**

4. Please make Church Fees payable to:

**First Baptist Church**

5. Please make your Audio/Video Team fee payable to:

**First Baptist Church**

6. Please make the honorarium for the officiating minister and fees for the wedding director, soloist(s), instrumentalist(s) payable to the individuals.

**For accounting purposes, when payment is made, please specify what particular fees are being covered.**

# Policy for Video Recording

## OUTSIDE VIDEO OPERATIONS

Contact with First Baptist Church Video Team is required with all outside videographers once a wedding is approved for the church calendar. A \$30 consulting fee is required to meet with an Audio/Video Team member to approve where the videographers may be in the balcony and what cannot be utilized.

Video cameras may be operated from the balcony with no movement and only from the three stations utilized for Sunday worship services. No operator may be in the choir loft or at any location on the main floor visible to the guests as they are seated (approximately 30 minutes prior to the ceremony).

**For further instructions, the person videoing will make contact with the Chair of the Audio/Video Team. This should be done once the wedding has been approved and no later than two full weeks prior to the rehearsal date. An earlier time is preferable to ensure the needs of the wedding party are met and full understanding of what facilities can and cannot be used at First Baptist Church. If the above conditions are not met, then use of the facilities for video services will be denied.**



# To Do List

- Contact and confirm date with officiating minister
- Submit the Wedding Request Form with Deposit of \$335
- Wait for confirmation of approval from the Office Manager
- Contact Allison Basile (645-8405 or [allison.basile@wellsfargo.com](mailto:allison.basile@wellsfargo.com)) requesting a Wedding Director
- Contact Tim Derrick (649-1407) to make arrangements for lighting, sound, or video needs
- Contact the Associate Minister in Music and Worship (648-5476) to arrange for music
- Meet with officiating minister as suggested by him/her
- Meet with wedding coordinator to plan wedding details
- Meet with the Associate Minister in Music and Worship to plan for wedding music
- Contact the Director of Facilities Operations (648-5476) to plan facility setup and custodial needs
- Pay remaining fees one month prior to the wedding date
- Have final meeting with wedding coordinator
- Get married!

## **Aiken's First Baptist Church**

120 Chesterfield Street N  
Aiken, South Carolina 29801  
P.O. Box 3157  
Aiken, South Carolina 29802

(803) 648-5476 Phone  
(803) 648-4453 Fax  
[www.fbcaiken.org](http://www.fbcaiken.org)