



Wedding Policy Manual



**Aiken's
First Baptist
Church**

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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 at Aiken's First Baptist Church. It will direct you to the appropriate contact people for different aspects of the wedding. Once you have an AFBC Wedding Director, both of you will be in direct contact with the Director of Administration. This team will assure your needs are met for the Sanctuary to be ready for your wedding.

This manual also provides an inserted fee schedule and information.

Please note that the various honoraria and AFBC videographer fees are not included in the basic fee for a wedding.

Arrangements for the Wedding

Setting the Date

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 must be chosen prior to staff approval.

After review by the appropriate staff, the Director of Administration will call you to convey the response to your request.

No public announcement of a wedding date should be made until the date is approved by the church. Do not order invitations until the date is confirmed.

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

We at Aiken's 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.

If you desire to have someone other than Aiken's 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.

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



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.

The Probate Court Office will provide information about acquiring the marriage license.

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

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.

The services of one of Aiken's 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 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. Aiken's First

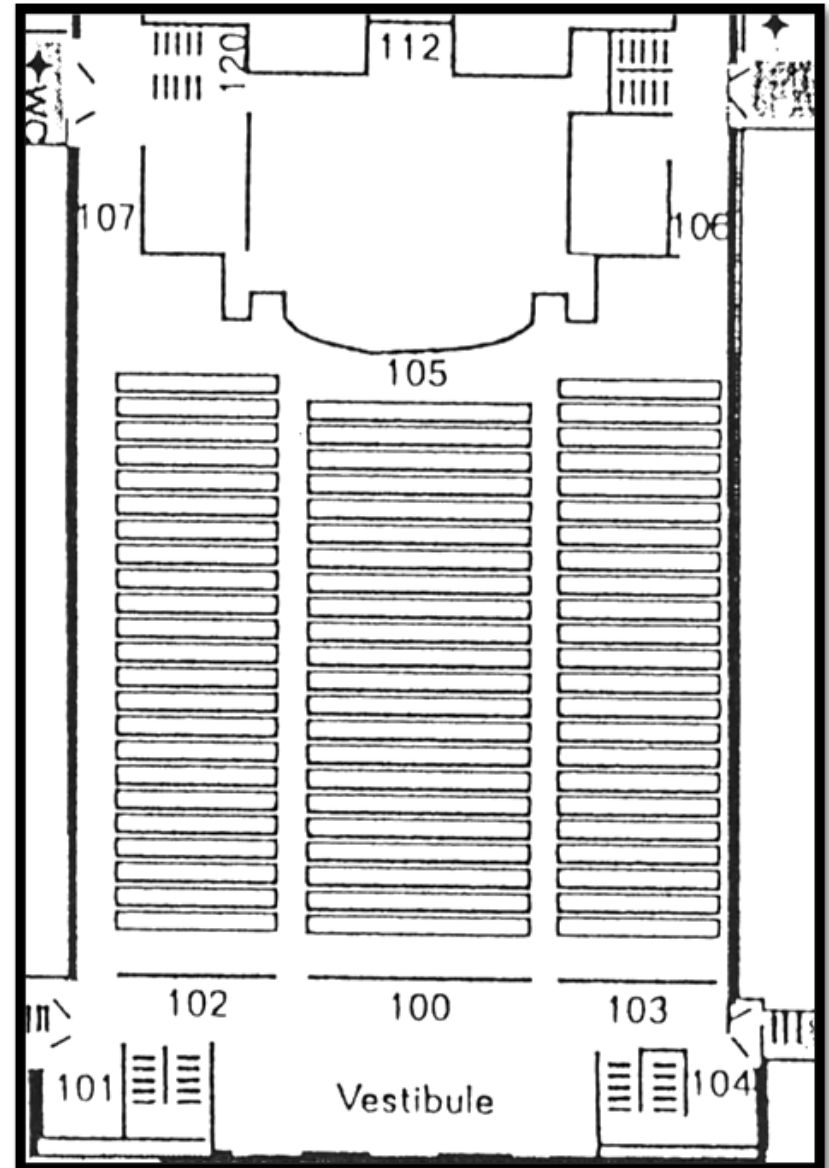
Baptist's

Wedding Directors are coordinated through the Director of Administration. They can be contacted by phone at 803-648-5476. The Wedding Director's services include:

- 1 hour consult with bride at time of booking
- 1 hour consult with the 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

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.

The Director of Music and Worship will assist in the selection of vocal and instrumental music for your wedding. Please arrange a time with the Director of Music and Worship for consultation at least two months prior to the wedding.

If an organist is desired for your wedding, we would prefer our Organist to be utilized provided they are available. If you desire an outside organist, it must be approved by the Director of 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. Aiken's 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 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 must be those provided by Aiken's 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 staff.



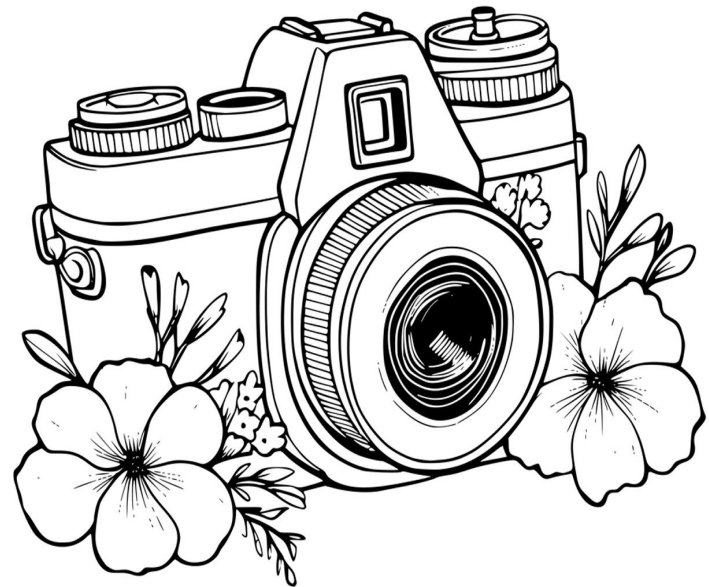
7. Appropriate floral arrangements should be planned by the bride and groom in consultation with the florist. It is the responsibility of the florist to make early arrangements for entering the church building to decorate and to dismantle the same immediately following the ceremony. The church office can issue a door key to the florist for this purpose, or specific plans can be made with the Director of Administration or the Wedding Director 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 Church Office at 803-648-5476 and a note will be printed in the order of worship.
9. Upon approval of the Director of Administration, 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 excuses 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

An Aiken's First Baptist Church Audio/Visual Team Member 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 Team Member 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.

Aiken's First Baptist can provide microphones for the minister (lapel), vocalist, reader, instrumentalist, organ, piano, and groom (lapel microphone for audio and/or video).

The following video services can be provided by Aiken's First Baptist Church Video Team for an additional fee to be determined:

- Three digital camera video of the wedding service (This does not include video of rehearsal/dinner or reception.)
- Five-person crew (3 camera operators, 1 video controller, and 1 sound board operator).

- Record lead-in with scroll of wedding party names
- Two video copies with broadcast quality DVDs. Additional copies can be provided at a fee.

If you plan to have an outside group video record your wedding, please have them sign the enclosed form and return two months prior to the wedding. There is a consultation fee of \$30 to cover the cost of our Audio/Video Team meeting with the videographer for approval.

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 Food Services Team Lead. 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 Aiken's First Baptist's Food Services Leader. The Food Services Team Leader will assist the caterer in knowing what equipment is available for use and how to use and clean the equipment. They 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 Team Leader.

- 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.

Miscellaneous Considerations

No smoking or alcoholic beverages are allowed inside Aiken's First Baptist Church buildings or on the grounds.

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.

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.

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.

Custodial Services

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 cell phones, beepers, and other audible devices and refrain from taking flash pictures during the service.

- The Director of Administration and the Building Maintenance Specialist of the church will assist with the church facilities. The Director of Administration will arrange the cleaning following the rehearsal, the wedding, and the reception if the Fellowship Hall is used. Because these duties are beyond the normal scope of cleaning, a fee will be paid as set forth in the schedule of fees.
- The Wedding Director and the Director of Administration will coordinate a time to unlock the entrance to the church before the ceremony.
- If the Fellowship Hall is used for the rehearsal dinner and/or the wedding reception, plans must be coordinated with the Director of Administration.
- If the Fellowship Hall is used, arrangements should be made with the Director of Administration and Wedding Director as to the time that the building should be unlocked.

Payment of Fees

Please make all fees payable to:

Aiken's First Baptist Church

The Sanctuary fee and Fellowship Hall fee should be paid upon approval of the request to reserve the church. All other fees must be made one month prior to the wedding.

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

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

Policy for Video Recording

OUTSIDE VIDEO OPERATIONS

Contact with Aiken's First Baptist Church Video Team is required with all outside videographers once a wedding is approved for the church calendar. A 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 contact the Chair of the Audio/Video Team. This should be done once the wedding has been approved and no later than two months prior to the rehearsal date to ensure the needs of the wedding party are met and full understanding of what facilities can and cannot be used at Aiken's 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 the officiating minister.
- Submit the Wedding Request Form with Deposit of \$150.
- Wait for confirmation of approval from the Director of Administration. Pay the Sanctuary and Fellowship Hall fee once approved.
- Contact the Director of Music and Worship (803-648-5476) to arrange for and/or approve music and to make arrangements for lighting, sound, and video needs.
- Meet with the officiating minister as suggested by him/her.
- Meet with wedding coordinator to plan wedding details.
- Contact the Director of Administration (803-648-5476) to plan facility setup and custodial needs.
- Pay the remaining fees one month prior to the wedding date.

- Have final meetings with wedding coordinator

- **Get married!**



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