

# First Baptist Church

# Wedding Policy



**Welcome to First Baptist Church and congratulations on your upcoming wedding!**

We are happy that you have chosen to be married at First Baptist Church. Our Pastor and staff are eager to help you make your wedding one of the most memorable and meaningful experiences of your life. Marriage is ordained by God, and the performance of the wedding is, therefore, an act of worship and should provide an atmosphere which is both solemn and joyous.

First Baptist Church guidelines, policies, and information are designed to assist you in making plans for this very special occasion. The Pastor and the Wedding Coordinator Ministry Team members will gladly answer any questions that you may have. It is expected that the scheduling of your wedding at First Baptist Church implies that you will gladly abide by the policies and guidelines of the church.

To get started, please review the policies in this book. You may contact the church office at **252.527.1114** to set up an appointment with a member from the Wedding Coordinator Ministry Team.

**This manual is available ONLINE at [www.kinstonfbc.org](http://www.kinstonfbc.org).**

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### **A courtesy to observe...**

When you begin mailing out the invitations for the rehearsal and the wedding, remember to include the spouses of the clergymen, directors, readers, musicians, vocalists, all members of the wedding party, photographers and videographers.

As questions arise, consult your Wedding Director or one of the Wedding Coordinator Ministry Team members for assistance.

## Scheduling Your Wedding

1. The Chairperson of the Wedding Coordinator Ministry Team will meet with the bride and/or groom to review the guidelines and fee schedule.
2. All weddings at First Baptist Church are scheduled through the Wedding Coordinator, who will coordinate the date with the Pastor, the staff, and the Wedding Coordinator Ministry Team.
3. In choosing a date, please know that we prefer you not choose Palm Sunday weekend, Holy Week, Easter weekend, dates from November 15th through December 31st, legal holidays, and not on Sundays. Once seasonal floral arrangements are in place, they are not to be moved. Arrangements for weddings are made on a first-come, first-served basis with scheduled church functions always taking priority. Rehearsal are set to begin promptly at 5:30pm on the day before the wedding and scheduled to last approximately one hour.
4. Once the date has been confirmed by the Pastor and church staff, and fees are paid, it will be placed on the church calendar. Please make all checks payable to First Baptist Church. If there is a need to cancel the wedding, fees will be fully refunded if canceled 60 days before the date of the wedding. An appointment will be made with the Pastor after all of the above is completed.
5. The Pastor's fee will apply. (See Fee Schedule on page 10.)

## The Minister

1. The Pastor of First Baptist Church is responsible for all weddings and is expected to officiate.
2. If a family desires another minister to officiate or assist, the Pastor of First Baptist Church will extend the invitation.
3. The Pastor requires a minimum of 3 months' notice prior to the date of the ceremony and requires 3 to 4 premarital conferences with the Bride and Groom. When other factors require it, additional conferences may be needed.
4. The Pastor reserves the right to decide who he will marry when his services are discussed.
5. The ceremony will be that customarily used by the Pastor. However, he will be willing to consider suggestions from the couple about the contents of the ceremony.
6. Any desired changes in the vows should be submitted to the Pastor at least two weeks before the ceremony.
7. Our Pastor will enter the church coming down the center aisle followed by the Groom and Best Man. He is leading the Procession. After the wedding, he will remain at the front of the church until the wedding party has exited.
8. If your Pastor is going to wearing his robe, he will not require a boutonniere.  
*Please discuss this with him.*

## The Wedding Director

1. It is expected that all weddings held in the church will have someone to direct the ceremony. The Pastor does not assume this responsibility as he is to prepare the couple for the actual ceremony.
2. The Wedding Coordinator must be from First Baptist Church. Any member of the Wedding Coordinator Team is qualified to serve as a Wedding Director, if needed. The Wedding Coordinator will meet with the Bride at least six weeks before the wedding date to discuss policies and plan details for the wedding ceremony. This person will be present and ready to direct the rehearsal, which is usually held on the day prior to the wedding, and on the wedding day, direct all activities related to the wedding at the church. Her additional purpose is to remove the burden of details from the participants the day of the wedding in order that all may be free to become fully involved in the religious aspects of the marriage service.
3. Our Wedding Coordinators are familiar with our facility and church policies and will assist you in having a smooth and joyful wedding.
4. It is the Bride's responsibility to contact the guest Director, as soon as the wedding date has been confirmed with the Pastor.
5. If the Bride desires an honorary guest Director, he or she may work under the direction of the approved FBC Wedding Coordinator.
6. A fee for the Director will apply. (See Fee Schedule on page 10.)

## Your FBC Wedding Coordinator

After you have met with a member from the Wedding Coordinator Team, record the following information so that you can easily get in touch with her.

**First Baptist Church email:** [kinstonfbc@embarqmail.com](mailto:kinstonfbc@embarqmail.com)

**First Baptist Church phone:** 252.527.1114

**Wedding Coordinator Name:** \_\_\_\_\_

**Wedding Coordinator Phone:** \_\_\_\_\_

**Wedding Coordinator Email:** \_\_\_\_\_

**Other:**

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## The Minister of Music

1. The First Baptist Church Minister of Music is responsible for the music and is expected to play for all church weddings. This is the standard practice supported by the American Guild of Organists.
2. Exceptions to this policy must be approved by the Pastor and the Minister of Music and may limit the music to that of using just the piano. However, it will be the responsibility of the visiting Organist or the couple to contact the church organist to make arrangements regarding the use of the organ.
3. The Organist will schedule a meeting with the Bride at the earliest possible time following the initial arrangement with the Pastor, to develop and approve a plan of appropriate music for the wedding as it will need to be consistent with the faith and beliefs of the Christian community. Appropriate hymns and vocal selections are those wherein the text of the piece uplifts God and the sacredness of holy matrimony. Secular or romantic music is seldom appropriate and should be used at the reception rather than part of the service.
4. If the Lord's Prayer is sung, it should occur at the point in the service where the congregation normally would pray it together.
5. The organ and/or the piano may be used in the wedding ceremony. Additional instruments may be used if approved by the Minister of Music.
6. Our Minister of Music has a list of vocalists/instrumentalists, if desired. Additional instrumentalists and/or vocalists are to be scheduled only after the consultation with and approval by the Minister of Music and the Pastor.
7. First Baptist Church is privileged to have quality musical instruments. We recommend live accompaniment during the service. If CDs are to be used, the music must be approved by the Minister of Music and the Pastor.
8. It will be the Bride's responsibility to secure and give to the Minister of Music scores of all the requested music that would not be in the church's musical repertoire at least 2 months prior to the wedding.
9. Musicians and vocalists will need to be at the church 1.5 hours prior to the wedding for possible pictures, receiving flowers, practice and to work with the Sound Technician, if required. Musicians should arrive with appropriate copies of the music, and have all pieces prepared in advance. Confirm with the Wedding Director when the music will need to start so that no one is seated before the prelude begins. This may be different with each wedding due to the number of guests that will need to be seated. The Wedding Music Fee includes a 30-minute prelude; additional music may be requested for larger congregations for an additional fee. Please consult the Minister of Music for more information.
10. A fee for the musician will apply. (See Wedding Music Fee Schedule on page 10.)

## Additional Staff

### Sound Technician...

1. If music on a CD is approved or if a microphone is needed for the minister or vocalist(s), a First Baptist Church Sound Technician will be required. He will be present at both the rehearsal, and one hour before the ceremony and during the ceremony. Music on cassette tape cannot be used.
2. A fee for the Sound Technician will apply. (See Fee Schedule on page #.)

### Custodian...

1. The Custodian will be informed by the Wedding Coordinator about the scheduled event so that the building will be opened and closed on a timely basis and be cleaned before and after the wedding.
2. The First Baptist Church Custodian will oversee the preparation of the church for the wedding to include moving furniture as required and will be responsible for cleaning the Sanctuary.
3. It will be the Bride's responsibility to have someone available the morning of the rehearsal and immediately following the wedding to assist the Custodian in moving the furniture. Most times, this could be several of the Groomsmen or Ushers.
4. No rice or confetti or other products that litter and make clean-up difficult may be used inside or outside the buildings of the church. Birdseed may be used only in the parking lot.
5. Working under the direction of the Minister of Music, the Custodian will supervise moving the organ and/or the piano if need be.
6. Since most weddings occur at times other than his regular working hours (9:00am - 5:00pm M-F), the couple must compensate him for his services. (See Fee Schedule on page 10.)

## Wedding Bulletins

1. Wedding bulletins may be printed listing the order of the service, the music, and the participants.
2. Since these are neither provided by nor printed by the church office, arrangements for them are the responsibility of the couple.
3. The Pastor and the Minister of Music should be consulted concerning the contents of any bulletins prior to their being printed.
4. Contact, in advance, your selected printing company as to their time restraints.

# The Marriage License

## The Marriage License...

1. It is the responsibility of the Bride and Groom to present to the officiating Pastor two copies of a State of North Carolina Marriage License. This license should be obtained from the Register of Deeds office and presented to the Pastor at the rehearsal. The license can be issued up to 60 days prior to the date of the wedding. Contact the Register of Deeds office for their current requirements.
2. The officiating Pastor will direct you to the proper civil authority and give you details about the legal requirements.
3. Do not wait until the last minute to obtain you license!! The Register of Deeds office will not issue a license after 4:30pm on any given day.

## Requirements for a Marriage License in Lenoir County... (Effective July 1, 2007)

Age 18 & over

1. Valid Driver's License or Picture ID from the DMV
2. Social Security Card (Paper)
3. Certified copy of birth certificate from County, State, or Country

Age 16 - 18

1. Valid Driver's License or Picture ID from the DMV
2. Social Security Card (Paper)
3. Certified copy of birth certificate from County, State, or Country
4. Parent's consent
5. Parent's Driver's License or Picture ID from the DMV

Age 14 - 16

1. Court Order
2. Picture ID from the DMV
3. Certified copy of birth certificate from County, State, or Country
4. Social Security Card (Paper)

Under Age of 14

1. NO LICENSE ISSUED IN NORTH CAROLINA

\*Anyone applying for a marriage license and has been married before must furnish a copy of his/her divorce signed by a judge.

\*Anyone applying for a marriage license and has been married before and spouse died must furnish a death certificate.

\*Anyone applying for a marriage license and is not a citizen of the United States must show a valid Visa or Passport.

\*Anyone who does not have a Social Security Card and is not eligible for one must provide an affidavit or can use an IRS Card as Social Security Card.

**\*FEE FOR LICENSE IS \$60.00 CASH.**

**\*NO LICENSES ISSUED AFTER 4:30PM, MUST BE IN OFFICE BY 4:00PM TO APPLY FOR A LICENSE.**

**\*MARRIAGE LICENSE IS GOOD FOR 60 DAYS FROM DATE ISSUED**

## The Photographer

1. Upon confirmation of the wedding date, the Bride should secure the services of a Photographer and give his/her name and phone number to the Wedding Coordinator and the Wedding Director.
2. It is the Bride's responsibility to inform the Photographer of the photo policies.
3. The Photographer should make a point to introduce himself/herself to the Wedding Director upon arrival at the church. At this time, they will discuss crowd control immediately following the wedding and talk with the Wedding Party.
4. Only two (2) **flash** pictures may be taken during the ceremony: one (1) from the rear of the church as the Bride enters, and one (1) from the rear of the church as the Bride and Groom leave. The **ONLY** exception to this is if the Photographer can take pictures from the middle of the balcony during the ceremony using NO flash and the camera cannot be heard. Check with the Wedding Coordinator to confirm.
5. Photos may be made prior to the wedding or the Wedding Party may assemble again after the wedding is over for any further desired pictures.
6. It will be the responsibility of the Bride and Groom to see that only one photographer takes photos in the Sanctuary during the ceremony and that this person abides by the instructions above, with absolutely NO flashes. Please inform family and friends that flash photography (including cell phones and tablet computers) during the wedding is prohibited.
7. At no time will the Photographer be allowed in the Chancel (Choir Loft) or in front of the church during the ceremony.
8. If the Bride desires, pictures can be made 2 hours before the ceremony and 30 minutes following the wedding, unless all pictures are to be made after the wedding. Please confirm times with the Wedding Director.
9. Please print a copy of this page and give it to your photographer.

## The Videographer

1. Upon confirmation of the wedding date, if the Bride desires the services of a videographer, and once they are secured, the Bride should give his/her name and phone number to the Wedding Coordinator and the Wedding Director.
2. It is the Bride's responsibility to inform the Videographer of the video policies.
3. The Videographer should introduce himself/herself to the Wedding Director upon his/her arrival at the church.
4. A video camera may be set up in the balcony or used inconspicuously for taping during the ceremony if it remains stationary, and if no supplemental lighting is used. It cannot be placed behind the Pastor (on the Chancel) if someone will be needed to run it.
5. All equipment must be in place one hour before the ceremony begins. Check with the Wedding Director to confirm placement.
6. Please print a copy of this page and give it to your videographer.

## The Florist

1. Upon confirmation of the wedding date, it is the Bride's responsibility to secure the services of a florist, and give the name and phone number to the Wedding Director.
2. The Bride is responsible to make sure the Florist is familiar with the building guidelines.
3. The Florist will be responsible for decorating and removing the decorations without interfering with other scheduled activities. The Florist in charge will be expected to remove all of the materials used including delivery boxes within one hour following the service and photography session. Please inquire as to the location of the vacuum, if excess floral debris is left behind, and assist the Custodian with the clean-up.
4. The employees of the Florist should introduce themselves to the Wedding Director upon their arrival at the church.
5. The Florist may not use tacks, nails, or tape on any furnishings in the building, including the pews.
6. All metal candles, candelabra, and Unity Candle will need to be provided by the Florist.
7. The Bridal Family shall be liable for any damage done to church property by the Florist.
8. The organ console and piano may NOT be moved except under the supervision of the Custodian working with the Minister of Music. Please see the Custodian before attempting to move any church furniture. If this is required, make arrangements with the Custodian prior to the Rehearsal.
9. Please confirm the moving the Sanctuary furniture, organ, or piano with the Wedding Director.
10. If there are any other concerns or questions, the Florist should be in direct contact with the Wedding Coordinator or Wedding Director.
11. Please print a copy of this page and give it to your Florist.

## The Facilities

1. The Sanctuary, Parlor, Fellowship Hall, and select other facilities in the church may be used for weddings/receptions when available. If previously scheduled events require the use of the same facilities following the wedding reception, they should be scheduled early enough to allow for rearrangement of the rooms without undue pressure of any individual or group.
2. Additional risers may be added by the Florist with the approval of the Wedding Coordinator. The Custodian will oversee the moving of all Sanctuary furniture.
3. The church has available a kneeling bench, if you desire.
4. Available on the first floor is a Bride's room for the Bride and her Maid- or Matron-of-Honor. Other rooms on that hall are available for the Bridesmaids.
5. Food and beverages are allowed only in rooms where there is no carpet.
6. The Bride and her attendants should arrive at the church with hair and makeup finished. They should have someone appointed to take their bags and extra food/beverages out of these rooms prior to the wedding.
7. NO FOOD OR BEVERAGES ARE ALLOWED IN CARPETED AREAS.
8. The Fellowship Hall and the use of the kitchen are available for Receptions. (See fee schedule.) If the Bride wishes to use the Fellowship Hall and/or kitchen, please advise the Wedding Coordinator. We prefer that you have no dancing at your reception held at First Baptist Church.
9. Smoking and the use of tobacco products is prohibited at all times inside the church buildings.
10. Consumption of alcoholic beverages of any kind is prohibited on church property. This will not be tolerated at any time by members of the Wedding Party for the rehearsal, the wedding, or the reception/cake-cutting when held in the church.
11. The Sanctuary seating capacity is approximately 400 downstairs and 120 in the balcony, making a total of 520. The Fellowship Hall has a capacity of 150-200 for a reception. If a dinner is to be served, the Hall will accommodate 100-150 people.
12. The Fee Schedule is submitted for the convenience of planning weddings and cover the necessary expenses involved in using the church facilities and services of the Staff. Additional repair or replacement fees will be charged for any damages to church property.
13. For your information, there are 10 windows in the Sanctuary (5 on each side) and a total of 38 pews (19 on each side of the center aisle downstairs).
14. Please check with you Pastor(s), the Organist, and other musicians before ordering flowers for them to wear.
15. If more than 350 people will be invited to the wedding, the Bride will need to pay for at least 2 parking attendants. (See Fee Schedule on page 10.)

## The Rehearsal

1. The Bride and Groom, their Parents, and only those directly involved in the ceremony should attend the rehearsal. It is the responsibility of the Bride and Groom to make sure that all participants are present and **on time!** It may be helpful to provide out-of-town participants with directions to the church. Please ask those attending the rehearsal to use the back parking lot and to come in under the covered walk way.
2. It is very important that the Bride (and we recommend her mother or guardian) meet with the assigned Director prior to the rehearsal to work out all the details of the Processional, Recessional, and standing positions during the ceremony. The Wedding Director will consult with the Pastor and Musician prior to the rehearsal to discuss the plans.
3. The rehearsal, though in a relaxed atmosphere, should be seen as a preparation for a worship service. Every member of the Wedding Party is expected to act with reverence and dignity during the rehearsal and most importantly, during the wedding ceremony.
4. The rehearsal will begin with a welcome, a few words of introduction, and a prayer by the Pastor. Then the Wedding Director will have the primary responsibility of conducting the remainder of the rehearsal, in consultation with the officiating Pastor.
5. In regard to the content of the service, the Pastor shall have the final authority.
6. It is advisable if a kneeling bench, unity candle, communion elements, or any other items are to be used at the time of the ceremony, that they are in place for the rehearsal.
7. Please give 7-10 wedding bulletins to your Director(s) the night of the rehearsal for distribution to the Pastor(s), Reader(s), Musician(s), Sound Technician, and the Parents of the Bride and Groom.
8. The wedding rehearsal should last approximately one hour, but after 1.5 hours, \$25.00 will be charged for each additional half-hour, payable to the Director.

## The Fee Schedule

The following fee schedule has been adopted by First Baptist Church to assist the Bride and her parents in planning the wedding. The fees are payable to **First Baptist Church** and were approved by the church in September 2008, to be effective October 1, 2008.

### MEMBER FEES:

Sanctuary Rental	None
Parlor Rental	None
Fellowship Hall Rental	None
Kitchen Rental	None
Minister	Honorarium
Minister of Music (See Wedding Music Fees for additional items.)	Honorarium
Wedding Director	Honorarium
Sound Technician	Honorarium
Custodial Fees	
Wedding and Rehearsal	\$100
Sunday Wedding and Rehearsal	\$125
Reception	\$100
Rehearsal Dinner	\$100
Parking Attendants (2)	Honorarium

### NON-MEMBER FEES:

Sanctuary/Parlor Rental	\$500
Fellowship Hall Rental	\$250
Kitchen Rental	\$ 75
Minister	\$300
Minister of Music (See Wedding Music Fees for additional items.)	\$200
Wedding Director	\$200
Sound Technician	\$ 75
<i>Custodial Fees:</i>	
- Wedding and Rehearsal	\$100
- Sunday Wedding and Rehearsal	\$125
- Reception	\$100
- Rehearsal Dinner	\$100
Parking Attendants (2)	\$100
\$50.00 for each additional, if required	

**NOTE:** It will be the Bride's responsibility to secure a policeman to direct traffic following the wedding, if required. Please discuss this with a member of the Wedding Coordinator Team.

## Wedding Music Fee Schedule

**The initial cost of \$200 for a non-member and Honorarium for a member includes the following:**

- One meeting with the Bride (or couple) to discuss selections
- One rehearsal with rehearsal with soloist or instrumentalist –  
All music will be finalized at the rehearsal
- Up to two solo or instrumental selections (during the service)
- Wedding Rehearsal - all musicians should be in attendance unless previous plans have been made
- 30-minute prelude
- One recessional - without individual releasing of rows

**Additional Fees:**

- |   |                                  |
|---|----------------------------------|
| - Extra rehearsal(s) with soloist or instrumentalist:               | <b>\$25 per half-hour</b>        |
| - Each additional solo or instrumental selection:                   | <b>\$25 each</b>                 |
| - Additional Prelude Music:   | <b>\$20 per 15 minutes extra</b> |
| - Individual releasing of rows (may require two additional pieces): | <b>\$25</b>                      |
| - Any music purchased by Musician(s):                               | <b>Reimbursement</b>             |

**Items to consider when planning the music for your wedding:**

- Seating of the Grandparents
- Seating of the Mothers
- Chiming of the Hour (optional)
- Entrance of the Wedding Party
- Procession of the Bride
- (Service music: Unity Candle, The Lord's Prayer, etc.)
- Recessional
- Postlude (optional, releasing of the rows)

**COMING SOON:** We are proud to announce that our Director of Music is working to build a list of music to be available on our website; it will include recordings of suggested songs that will help you make decisions at your Music Consultation.