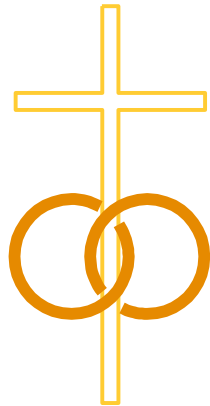


**FIRST BAPTIST CHURCH
OF DELHAM**

*2867 Pelham Parkway
Pelham, Alabama 35124-1728*



WEDDING POLICIES AND PROCEDURES



Dear Wedding Candidates,

We are thrilled that you are making plans for a church wedding. The First Baptist Church of Pelham loves and believes in holy matrimony because it is a divine institution and the building block of all civilizations. We believe that marriage vows are sacred and that a church wedding is a worship service. Only marriages by God's design can be performed on this property and officiated by ministers of First Baptist Church of Pelham.

In keeping with our beliefs and convictions, please let me share a couple of items with you. In the last several years I have had the experience of coming to counsel with a prospective bride and groom to find that they were already living together. The world has accepted such behavior as normal, but it is not consistent with the teaching of the scripture. By having a church wedding you are asking God's blessing on your life as a couple and saying that you are establishing a Christian home. If you are living together now, you have three options:

- (1) Get married immediately.
- (2) Get married in another church by another minister.
- (3) Separate and maintain separate living quarters until after the wedding.

Second, it has been reported that the divorce rate among church members is no different than the divorce rate of unchurched people. Approximately fifty percent of marriages end in divorce. Among denominations, Baptists lead all other denominations in the divorce ratio. These two facts have led us to become a part of the Covenant Marriage Movement. The Covenant Marriage Movement requires testing and counseling by a professional counselor. It also requires that the bride and groom sign a covenant stating that their marriage is a sacred covenant between them and God.

I have been performing weddings for more than fifteen years and have had the honor of standing with numerous couples before God and a sacred assembly. Please know that I only want what is best for you and God's blessings upon your marriage. If you have any questions, I will be glad to meet with you personally.

In Christ,

Daven Watkins
Senior Pastor



Dear Prospective Newly-weds,

Thank you for requesting information concerning your up-coming wedding plans and the use of First Baptist Church. We have compiled the attached information for your benefit and ours. Please read all pages carefully and let me know if there is anything that you have any questions about or that you don't understand. There are parts of these policies that have been highlighted. Please pay special attention to them.

Before making any arrangements with the church, please contact either of our wedding coordinators to ensure that your desired date is available. If we do not answer, please leave a message on our recorders. Complete the attached forms **ONLY AFTER** we have confirmed your anticipated wedding date. Also if you need to cancel or change the date, PLEASE let us know, as well as advising Pat MacKay in the Pastor's Ministry Assistant's Office (PHONE: 664-0237, ext. 2021).

Please also note that you must go through the Covenant Marriage Counseling program through the HOPE Center. This is a requirement before you can be married in our church. We are attempting to prepare young people for marriage and to do our part to strengthen future homes.

We are often asked to publicize bridal teas or wedding invitations of church members. We will do this for you in the church newsletter upon request, but only one time. This should not be considered to be your invitations, as you are responsible for those yourselves.

We will be glad to help you in any way that we can. Please do not hesitate to contact us should you have any questions and/or concerns. We look forward to helping you make your wedding day a wonderful and unforgettable experience.

Sincerely,

FBC Pelham Wedding Coordinators



Dear Prospective Bride,

After you have had the opportunity to review the enclosed documentation, should you wish to calendar your wedding at First Baptist Church of Pelham, please contact either of our wedding coordinators, Sharon Dillahunty, at 664-1929, Elaine Miller at 481-9386, or Mary Shaw at 663-1788 to discuss your wedding plans.

Please return the “First Baptist Church of Pelham Policy Agreement” (Form 1 of 9) and the “Request for Wedding Reservations” (Form 2 of 9), together with a check in the amount of \$500.00, payable to First Baptist Church of Pelham, to my office, Room S-G19 on the ground floor. Please understand that until the two forms and the deposit are received, your wedding will not be placed on the church calendar.

Should you have any questions or concerns, please feel free to contact your wedding coordinator at the number shown above.

Sincerely,

Pat MacKay
Pastor’s Ministry Assistant

WHO MAY HAVE A WEDDING AT FBCP

First Baptist Church of Pelham is available to members and non-members for the purpose of weddings. The sanctuary will be reserved after one of our Wedding Coordinators has been selected, the Pastor's Assistant has cleared the requested date with the church staff, and a deposit has been received. Cancellations must be received at least 30 days in advance or deposit will be forfeited. Please contact the Pastor's Assistant and Wedding coordinator as soon as possible if you have a change in the date.

In some cases, the fees for "member" and "non-member" will differ. The term "member" shall be taken to mean that one part of the marriage or a parent of one of the marriage is a member. All weddings will be officiated by one of the ordained ministers of the church staff or other ordained ministers who have received prior approval of the Senior Pastor. Our Pastor is to be informed of the visiting Pastor's name, church affiliation, phone and address.

Weddings cannot be performed on Sundays, holidays, holiday weekends, or during the month of December without prior approval. Weddings will not be scheduled on dates that conflict with special worship services or events involving the church body. Saturday weddings will begin no later than 6:00 p.m. and the building will be vacated no later than 9:00 p.m. to allow for cleaning and restoration of the facilities in readiness for Sunday services. Friday weddings should be scheduled no later than 7:00 p.m. so that all members of the wedding party and service providers can vacate the premises not later than 10:00 p.m.

Wedding Coordinator/Director:

The Wedding Coordinator/Director is the key contact person for your wedding plans. She will bear the burden of the coordination of your wedding with the church from beginning to end. One of our Wedding Coordinators is required to be in attendance at every wedding, even if another director is used.

The Wedding Coordinator/Director's responsibilities include:

- Be available for consultations concerning any part of your wedding.
- Arrange for the church to be open as needed, up to 6 hours before wedding.
- Make the bridal party aware of the location of bathrooms/dressing rooms for their use.
- Ensure that your florist, caterer(s) and/or photographer are familiar with church event policies.
- Conduct your wedding rehearsal and direct your wedding.

Pre-Marital Counseling:

All persons marrying at First Baptist Church of Pelham will be required to participate in pre-marital counseling through The HOPE Center located on the premises. This counseling must be coordinated through The HOPE Center well in advance of the wedding date.

Rehearsals:

If you desire to have your rehearsal at the church, this must be arranged with the Wedding Coordinator. Rehearsals should be scheduled no later than 7 PM and should last no more than one hour. Rehearsal dinners can also be scheduled, if needed, through the Wedding Coordinator, who will contact the Chairman of the Kitchen Committee.

Florist:

The florist may obtain access to the building by calling the Wedding Coordinator. The florist may begin decorating the church up to six hours prior to the wedding.

Photographer:

The photographer may obtain access to the building by calling the Wedding Coordinator. Photographs may be taken before and after the ceremony. Video cameras are allowed but must remain stationary at all times. First Baptist Church of Pelham does not provide any videography services.

Music:

The Worship Leader is available to assist with the wedding music and is able to provide the Bride with names of musicians available to sing and/or play for the wedding ceremony, if desired. Fees for these musicians are not included in the overall cost, and will need to be discussed directly with the musicians.

Dancing:

No dancing is permitted in the church facility at any time.

Catering:

The current Chairman of the Kitchen Committee will meet with you, your family and the caterer to go over your catering needs as they relate to the FBCP Annex facilities.

1. Our Facilities Team will set up and take down tables and chairs in the Fellowship area of the Annex. Please refer to fees (page 2).
2. You must supply your own items (plates, silverware, glasses, etc.)
3. Your caterer is expected to professionally and respectfully use and care for the Annex/kitchen facility. He/she must clean and remove his/her own silver and glassware, and clean any part of the kitchen used.

Wedding Party:

It is very important to our church that members of the wedding party respect our place of worship. The church is God's house and deserves appropriate conduct and behavior. We forbid the presence of alcoholic beverages and use of tobacco products anywhere on the church premises at any time.

Dressing Rooms:

The Wedding Coordinator will provide the bridal party with locations of the dressing rooms available for their use on the day of the wedding. Dresses, tuxedos, etc., should be brought that day and removed following the wedding and reception. These rooms will not be locked; therefore, First Baptist Church of Pelham cannot be responsible for items left unattended in these rooms. Please secure all valuable personal belongs before the wedding.

CHURCH INFORMATION

Church Office Phone:	205-664-0237
Church Office Hours:	Monday through Friday, 8:00 AM to 5:00 PM
Ministers:	The Pastor or one of our Ministerial Staff members will be happy to officiate your wedding as their schedules permit. Our ordained ministers are: Dr. Daven Watkins , Pastor Don Dixon , Executive Pastor Dr. Paul Moore , Associate Pastor, Ministry and Senior Adults Donnie Sisk , Associate pastor: Activities/Outreach Matt Wright , Student Pastor Jonathan Williams , Children's Pastor
Pastor's Assistant:	Pat MacKay (205-663-0237, ext. 2021)
Worship Leader:	Paula Kornegay (205-664-0237, ext. 2013)
Worship/Ministry Assistant:	Meredith Whiten (205-664-0237 ext. 2012)
Administrator:	Don Dixon (205-664-0237, ext. 2024)
Facilities Manager:	Roger Wallace (205-664-0237 ext 2030)
Pianist:	Mary Shaw (205-663-1788)
Organist:	Karen Snider (205-982-9802)
Sound Technicians:	Kyle Waters (contact through Wedding Coordinator)
AV Specialist:	Various (ask Wedding Coordinator)
Soloist:	Various (ask Wedding Coordinator)
Wedding Directors:	Sharon Dillahunty (205-664-1929) Elaine Miller (205-481-9386) Mary Shaw (205-663-1788)
Hope Center (Covenant Wedding Counseling)	James Roberts or Linda Story (205-663-2779)

FEES FOR USE OF FBCP FACILITIES

Fees charged for use of the church facilities are established to offset expenses incurred by the use of the building(s) and property, and to assure that the physical structures and contents are maintained in a proper manner.

FEES FOR MEMBERS*/CHILD OF MEMBER*

FEES FOR NON-MEMBERS

Reservation and Damage Deposits: (Due from members and non-members alike, when application is turned in. Make checks payable to First Baptist Church of Pelham.)

Reservation (non-refundable)	\$100.00	\$ 100.00
Damage (refundable)	<u>400.00</u>	<u>400.00</u>
	\$500.00	\$ 500.00

Use of Facilities: (Due at least 2 months in advance of the wedding, payable in cash and submitted to your Wedding Coordinator.)

Sanctuary	\$ 0.00	\$1,000.00
First Baptist Minister**	100.00	100.00
First Baptist Wedding Coordinator	250.00	250.00
A/V Technician(s)***	100.00	100.00

Maintenance Fees: (Due at least 2 months in advance of the wedding, payable to check to First Baptist Church of Pelham.)

Rehearsal and Wedding	\$300.00	\$ 300.00
Reception in Annex	200.00	200.00
Rehearsal Dinner in Annex	150.00	150.00
Facility Set-up	100.00	100.00
Facility Clean-up	100.00	100.00

Covenant Marriage Counseling Fees: (Non-refundable assessment fees are due when application and \$500 fee are turned in. Make check payable to The HOPE Center. Other fees are due when the counseling sessions take place.)

Assessment	\$100.00	\$ 100.00
(includes testing, scoring and professional preparation fee)		
6 Sessions	(members \$60 each) <u>360.00</u>	(non-members \$70 each) <u>420.00</u>
	\$460.00	\$ 520.00

***NOTE:** A member must be a current and active member for at least one year in order to be considered to pay the lower cost. Exceptions will be made for those who have joined our church after recently moving to our area.

****NOTE:** Our Senior Pastor must approve any minister performing the wedding ceremony who is not a staff member of First Baptist Church of Pelham.

*****NOTE:** One First Baptist Pelham A/V technician is required to operate sound for the wedding ceremony. An additional technician is required if a DVD is to be shown for the wedding (or rehearsal), or if sound system is desired for the reception.

BRIDE'S CHECKLIST

FIRST BAPTIST CHURCH OF PELHAM

Before making definite plans or public announcements relative to your wedding:

- _____ Read ALL policies and procedures before proceeding.
- _____ Choose three dates (1st, 2nd, 3rd choice).
- _____ Contact one of our Wedding Coordinators – Sharon Dillahunty (664-1929), Elaine Miller (481-9386) or Mary Shaw (663-1788) for their availability.
- _____ Contact Pastor Daven Watkins' Ministry Assistant, Pat MacKay at 664-0237, ext. 2021, to check the Pastor's schedule and availability if he is to officiate your wedding.
- _____ Contact and schedule your first appointment with the Hope Center at 663-2779 for Covenant Wedding Counseling at least six months ahead of the wedding.
- _____ Turn in Form No. 1 (Policy Agreement) and Form No 2 (Request for Wedding Reservations), along with your \$500 deposit and evidence of your counseling session appointments to the Pastor's Assistant's Office, 2867 Pelham Parkway, to actually confirm your wedding date on the Church calendar. Make the check for the deposit payable to First Baptist Church of Pelham.
- _____ Schedule initial meeting with the Wedding Coordinator
- _____ Have all counseling completed by _____ (two months prior to the wedding date)
- _____ Turn in **all** forms (2-9) and **all** money (in cash) by _____ (two months prior to the wedding date)
- _____ Schedule final meeting with the Wedding Coordinator.

Please note: it is the responsibility of the Bride and Groom to convey the wedding policies and procedures to all participants in the event.

WEDDING GUIDELINES

The Bride and Groom should strive to have everyone arrive timely for the rehearsal and the wedding. If pictures are to be made before the wedding, ensure that everyone involved is informed of the time to be picture-ready.

Multiple weddings will not be scheduled for the same day or weekend.

The church wedding is a **Worship Service**. All members of the wedding party are expected to conduct themselves accordingly at all times, thus befitting the atmosphere of the place of worship.

The wedding party should leave the areas of the church in the same condition as they found them. **All rooms used for dressing and/or eating must be cleaned out immediately after the wedding. Any additional cleaning will result in extra charges.**

Food may be served and/or consumed only in Room No.121 located behind the choir loft. **No food is to be taken into any other room at that campus. Doing so may result in forfeiture of your deposit.**

The Bride, her mother, and the matron/maid of honor may use the Bride's Room in preparation for the wedding.

The Groom, his father and the best man may use the Groom's Room in preparation for the wedding.

Remaining bridesmaids and groomsmen may use the two restrooms in the balcony in preparation for the wedding. Please keep the Gathering Area restrooms free from clutter, as these are the ones used for your guests.

Garments should be pressed prior to coming to the church as irons are not permitted in the building.

No valuables are to be left overnight or unattended. **The church will not be responsible for lost or stolen articles.**

Positively no confetti, rice or like materials are to be thrown inside the church building. Birdseed, bubbles and rose petals may be used in small quantities and only in the parking area. Failure to abide by this may necessitate forfeiture of your damage deposit.

No pets or animals are to be in the buildings at any time except service animals when accompanying a visually or otherwise impaired individual.

Church members may request that an invitation to the wedding be printed in the church newsletter. This can be done one time only. Should you elect to have your wedding invitation printed in the church newsletter, a copy of the invitation must be delivered to Pat MacKay at the Church **at least eight weeks prior to the wedding.**

Bring your marriage certificate to the pastor at the time of the wedding rehearsal.

DECORATING GUIDELINES

Decorating should be in keeping with the beauty of the sanctuary and the sacredness of the occasion.

Only skilled persons who will accept the responsibility with extreme care should install decorations in accordance with the following:

No nails, tacks, staples, pins, adhesives or anything that will mar woodwork, brass or furniture may be used.

No decorations may be placed in the baptistery; however, the ledge designed for floral arrangements may be used.

NOTHING is to be moved on the stage beyond the carpeted area. This includes chairs, instruments, music stands, microphones, speakers, etc. There is a limited amount of space in that area that can be used to place candles, ferns, flowers, etc. Should you desire to use this space, it is OK provided that any and all debris such as dead leaves, candle wax, etc. is cleaned and removed.

Should you highly disagree with this policy, we will remove the orchestra equipment provided that you pay a fee of \$200 to the Audio Video Specialist who removes it. This equipment is not “road worthy”. It is not built for a lot of handling. **ONLY**, a trained and experienced AV technician assigned by the worship leader is allowed to do this.

We have done **MANY** weddings where the orchestra equipment was not touched. You cannot see it when the lights are dimmed in that area and are brought up on the stage, which we will do for you. Also, by the time you add flowers, candles, wedding party, arches, ferns, etc, you simply cannot see the equipment.

Pulpit furniture will be removed by the church’s Facility personnel.

No decorations may be placed on the organ or on the piano.

No candles may be placed on the organ or on the piano.

Either dripless candles, which must be in candelabras, or pillar candles may be used.

Clear plastic sheeting must be placed under candelabras.

Clear plastic sheeting or saucers must be placed under any potted plants.

Be sure to advise the Facilities Manager of the time you need to have the building opened for decorating.

All floral decorations must be removed immediately following the wedding and receptions. After the wedding, decorators are responsible for cleaning the decorated areas of leaves, loose dirt, etc. Wedding decorations may not be stored at the church for later pickup.

If you wish to leave the wedding flowers for use by the church on Sunday, they may be placed on the round table in the Gathering Area. This needs to be coordinated with the pastor's ministry assistant at the time the wedding is scheduled.

WEDDING MUSIC GUIDELINES

Careful thought should be given to the selection of all music, whether vocal or instrumental, as your church wedding will be a worship service in every sense. Marriage is an ordinance of God, and the ceremony at the altar places the marriage relationship under the blessing and command of God.

Only music which is worshipful and celebrative in nature should be requested. All music is to be discussed with the church's Worship Leader at least one month prior to the wedding. The Minister of Worship has the authority to approve or disapprove any of the music you may have selected for your wedding ceremony.

We suggest that you meet with your musicians as soon as the wedding date has been calendared and discuss your desires with them. Complete the Wedding Music form and schedule an appointment with the Worship Leader for review.

Should your musician not have the requested music and/or sound track, it is the responsibility of the Bride to purchase and provide it to the musician.

Church soloists and musicians may be available for the wedding. Fees for their services may be discussed with the Worship Leader and/or the musicians themselves.

AUDIO POLICIES

Discuss all sound system/technical needs with the Wedding Coordinator. **Due to its complexity, only the church's trained sound technicians are qualified to operate the sound/AV equipment.**

The sound technician usually meets with musicians 15 minutes prior to rehearsal and/or one hour prior to the wedding for rehearsal and/or sound checks. Please ensure that all taped accompaniment tracks are plainly marked as to which side to use and have them cued prior to the rehearsal/wedding. CD tracks should also be marked with a note taped to the front of the jewel case.

Should you wish to have a video shown or want to use Power Point, you will need to advise the Wedding Coordinator at least 30 days in advance of the wedding. Please see the form entitled, "Fee for use of FBCP Facilities" for the charges for audio and video services.

WEDDING PICTURES GUIDELINES

Prior to the wedding, the Bride and the photographer should make a list of the pictures to be taken so as to eliminate confusion on the wedding day and expedite the wedding party's arrival at the reception.

As many pictures as possible should be taken prior to the wedding; however, pictures must be completed and all equipment removed from the wedding location 45 minutes prior to the start of the wedding to allow for the prelude and seating of guests which begins 30 minutes prior to the wedding.

Pictures of the Bride entering and exiting the ceremony may be made at the rear of the building. During the ceremony itself, time exposures may be made from the balcony. No other pictures may be made during the wedding.

To ensure the wedding party's return to the sanctuary, the photographer must inform the Wedding Director if additional pictures are to be made immediately following the wedding ceremony.

Pictures that include the minister should be taken first.

The photographer must bring protective cloth if he or she plans to stand on the pews to take pictures.

To prevent wax spillage on the carpet and/or furnishings, the candelabras may not be rearranged for pictures.

WEDDING VIDEO GUIDELINES

All equipment must be set up 45 minutes prior to the wedding time as the prelude and seating of the guests begins 30 minutes prior to the wedding.

Videographers who use wireless microphones for the Bride and Groom or any member of the wedding party must inform the Sound Technician prior to the wedding and must defer to his instructions. The sound for the wedding must take priority over the sound for the video.

A video of the ceremony may be made from the balcony. No walking around during the ceremony is allowed, unless the balcony is empty.

A remote stationary camera may be concealed in the floral decorations (greenery) at the front of the sanctuary. However, it must not be visible to the guests and may not be adjusted by anyone during the wedding ceremony.

No movement related to the making of a video is permitted at the altar area.

REHEARSAL DINNER AND WEDDING RECEPTION GUIDELINES

The Annex Fellowship Hall may be used for your rehearsal dinner and/or reception. To use the annex facility, call Ministry Assistant at 664-0237 ext. 2012. Use of the annex kitchen facilities must be approved by contacting John Jones at 620-4646.

Those responsible for the rehearsal dinner and/or reception shall ensure that the premises are left in a clean and orderly fashion. The caterer is responsible for all equipment.

MAINTENANCE POLICIES

It is the responsibility of the Facilities Manager to:

Open the building one hour prior to the rehearsal and as scheduled (or 8 AM?) on the day of the wedding, closing one hour after rehearsal and/or rehearsal dinner, and three hours after time of wedding.

Turn the heat and/or air conditioning on in the areas of the building being used for the wedding.

Remove pulpit furniture.

Choir chairs will not be removed from the choir loft.

Set up and take down chairs and tables as needed in the Annex for the reception.

Clean and reset the facilities that are used.

Any extra services or time required of the Facilities Staff will result in a \$20.00 per hour fee and will be deducted from the damage deposit.

FIRST BAPTIST CHURCH PELHAM POLICY AGREEMENT

(Return this form with your \$500 deposit to the Administrative Office)

We are responsible for seeing that:

- A. Our appointment is made with the HOPE Center.
- B. The wedding party is familiar with all of the Church policies regarding weddings.
- C. Alcoholic beverages and smoking are not allowed on or in any of the Church properties. The wedding party refrains from the use of tobacco products, alcoholic beverages or drugs prior to and during the activities held at the Church. No rehearsal or wedding will be conducted if any members of the wedding party or those who service the wedding (florist, caterer, photographer or videographer, etc.) appear to be under the influence of alcohol or drugs.
- D. The \$500.00 deposit must be made before the wedding date can be secured on the Church calendar. Said deposit is to be made payable to First Baptist Church of Pelham and is to be delivered to the Administrative Office at 2867 Pelham Parkway, Pelham, AL 35124.
- E. The building use fee (\$1,000.00 for non-members) is to be paid no later than two months in advance of the wedding and is to be made payable to First Baptist Church of Pelham and delivered to the Administrative Office at 2867 Pelham Parkway, Pelham, AL 35124.
- F. All other fees associated with the wedding are to be paid in cash to the Wedding Coordinator at least two months in advance of the wedding for distribution to the appropriate persons on the day of the wedding.
- G. All forms are properly completed and provided to the Wedding Coordinator at least two months prior to the wedding.

We understand the policies concerning weddings held at First Baptist Church Pelham. We agree to follow the policies as stated throughout this folder and will ensure that the members of the wedding party and those who service the wedding understand and follow the policies also.

By our signatures, we understand that failure to comply with the stated policies could be considered “disregard of policy” and could mean cancellation of the wedding. We understand that we are liable for any damages that may occur during the time we have reserved for such rehearsal, wedding etc. By signing this agreement, we release First Baptist Church Pelham from liability in case of any accident occurring on the premises of First Baptist Church Pelham during the above mentioned. It is also understood that failure to notify our wedding coordinator and the Church office of any cancellation of plans at least 30 days prior to the confirmed date of wedding will result in forfeiture of our deposit.

Bride's Signature

Groom's Signature

Date _____

Date _____

Damage deposit will be refunded within two weeks after the wedding if policies are followed and no additional clean up is required. Your address will be:

REQUEST FOR WEDDING RESERVATIONS

Bride _____ Phone _____

Present Address _____

Groom _____ Phone _____

Present Address _____

Future Address _____

Phone _____

Member of First Baptist Church of Pelham (please check all that apply):

<input type="checkbox"/> Bride	<input type="checkbox"/> Groom
<input type="checkbox"/> Bride's Parents	<input type="checkbox"/> Groom's Parents

Please reserve for us:

<input type="checkbox"/> Sanctuary	<input type="checkbox"/> Rehearsal Dinner	<input type="checkbox"/> Reception
<input type="checkbox"/> Annex		

Rehearsal: Date: _____ Time: _____

Wedding: Date: _____ Time: _____

Officiating Minister (s) _____

Wedding Coordinator _____

Please return this form to the church office within one week to confirm your reservations. Until this form is returned and your deposits/counseling Fees are returned, the church is not officially reserved for your wedding. So don't delay!!

FACILITIES MANAGER FORM

**(Provide a copy of this form to the Church Office
At least 60 days before your wedding.)**

_____	_____
Bride	Groom
_____	_____
Phone	Phone
_____	_____
Rehearsal Date _____	Time _____
_____	_____
Wedding Date _____	Time _____

Church facilities desired:

For the Rehearsal, we wish to use the _____
Special set-up for these activities: _____

For the Wedding, we wish to use the _____
Special set-up instructions: _____

For the Reception, we wish to use the _____
Special set-up instructions: _____

The florist will be at the church to decorate: Day _____ Time _____
The caterer will be at the church to set up: Day _____ Time _____

Will flowers be left for Sunday's service (for Gathering Area round table) Yes ___ No___

SOUND FOR YOUR WEDDING

**(Return a copy of this form to the Church Office
at least 60 days prior to your wedding.)**

TO THE BRIDE:

The Wedding Coordinator will arrange for an approved Sound Technician to service your wedding. Please fill in the form below for his use. The Sound Technician will arrive 15 minutes prior to the wedding rehearsal and/or one hour prior to the time of the wedding to set up sound equipment needed and do sound checks. Due to its complexity, only our trained sound technicians are qualified to operate our sound system. There is an additional charge for these services. Please refer to the "Financial Requirements". If you want a video shown or if you wish to use Power Point, your coordinator needs to be informed of this 60 days prior to your wedding.

TO THE SOUND TECHNICIAN:

Bride _____ Day Phone _____ Work Phone _____

Groom _____ Day Phone _____ Work Phone _____

Wedding Date _____ Time _____

Rehearsal Date _____ Time _____

Microphones Needed:

Minister(s) _____

Instrument(s) _____

Indicate where instrumentalists will perform _____

Vocalist(s) _____

Indicate whether solo, duet, etc. Indicate where vocalists will perform (stand near piano, near organ etc.) _____

Will accompaniment tapes be used? Yes ___ No___ CD? Yes ___ No ___

Do you wish to have an audio recording of the ceremony? Yes ___ No ___

(If so, you must provide a C-120 tape of your choice for this recording. The Sound Technician will give the cassette tape to the Wedding Coordinator following the ceremony.)

TO THE FLORIST

*(Please sign this form and return it to FBC Pelham, 2867 Pelham Parkway, Pelham AL 35124
at least 60 days in advance of the wedding.)*

Re: Wedding of: _____ and _____

On: _____

Please read and acknowledge your acceptance of the following policies by signing and returning one copy of this document as instructed above.

1. Decorating should be in keeping with the beauty of the Sanctuary and the sacredness of the occasion.
2. Only skilled persons who will assume the responsibility with extreme care should install decorations.
 - A. No nails, tacks, staples, pins, adhesives or anything that will mar woodwork, brass or furniture may be used.
 - B. No decorations or candles may be place on the organ or the piano.
 - C. Either dripless candles used in candelabras or pillar candles may be used.
 - D. Clear plastic sheeting must be placed under candelabras to further protect carpet.
 - E. Any potted plants must have saucers or plastic under the plants to protect carpet from spillage.
3. Florists must bring step stools if needed. They may not stand on church furniture. All floral decorations must be removed immediately following the wedding and reception. After the wedding, decorators are responsible for cleaning the decorated areas of leaves, loose dirt, etc. Wedding decorations may not be stored at the church for later pickup. The Bride will discuss with you if the floral arrangements are to be left for use in the Gathering Area for Sunday worship services. Arrangements that are too large to be moved cannot be used for worship services and must be removed by florist immediately following the wedding.
4. In the Sanctuary, no decorations may be placed in the baptistery. However, the ledge designed for floral arrangements may be used.
4. **NOTHING** is to be moved beyond the carpeted area. This includes chairs, instruments, music stands, microphones, speakers, etc. There is a limited amount of space in that area that can be used to place candles, ferns, flowers, etc. Should you desire to use this space, it is OK provided that any and all debris such as dead leaves, candle wax, etc. is cleaned and removed.

To The Florist (Continued)

Should you highly disagree with this policy, we will remove the orchestra equipment provided that you pay a fee of \$200 to the Audio Video Specialist who removes it. This equipment is not “road worthy”. It is not built for a lot of handling. **ONLY** a trained and experienced AV technician assigned by the worship leader is allowed to do this. We have done **MANY** weddings where the orchestra equipment was not touched. You cannot see it when the lights are dimmed in that area and are brought up on the stage, which we will do for you. Also, by the time you add flowers, candles, wedding party, arches, ferns, etc, you simply cannot see the equipment.

6. Any furniture or equipment on platform that can be removed will be done so by our facilities personnel.
7. The church will be open six hours prior to the confirmed wedding time.
8. Smoking or intoxicating beverages are not permitted in or on any of First Baptist’s facilities or properties at any time.

Name of Florist:

Phone: _____ **Cell Phone No.**
(Required) _____

Florist’s Signature: _____ -

WEDDING MUSIC

(Schedule a meeting with the Minister of Worship, at least 60 days prior to the wedding by calling 664-0237, ext 2013.)

Provide a copy of this form to the Church Office.

Music for the Wedding of _____

Wedding Date: _____

Musician	Name	Phone
Pianist	_____	_____
Organist	_____	_____
Other		
Instrumentalist(s)	_____	_____
	_____	_____
	_____	_____
	_____	_____
Vocalist(s)	_____	_____
	_____	_____
	_____	_____
Music Prelude	_____	

Vocal Selection(s)	_____	

Processional(s)	_____	

Recessional	_____	

TO THE PHOTOGRAPHER

(Please sign this form and return it to the Church Office 60 days prior to the wedding.)

To the Photographer

The Wedding Policies, which concern the work of wedding photographers at First Baptist Pelham, are listed below. These requirements must have your cooperation.

1. Arrange with the Bride to take as many pictures as possible prior to the wedding. Pictures must be completed and all equipment removed from the wedding location 45 minutes prior to the wedding time. The prelude and seating of guests begins 30 minutes prior to the wedding.
2. The wedding ceremony is a worship service. Pictures of the Bride entering and exiting the ceremony maybe made at the rear of the building. During the ceremony itself, time exposures (without flash) may be made from the balcony; no other pictures may be made during the wedding.
3. The photographer must inform the Wedding Director if additional pictures are to be made immediately following the wedding ceremony. This will assure the wedding party's immediate return to complete the pictures.
4. Remember the guests will be waiting to greet the Bride and Groom at the reception. The photographer and Bride should plan in advance the complete list of pictures to be made.
5. The Minister will be available for pictures immediately following the ceremony. Please take pictures including him first.
6. The photographer must bring a protective cloth if he or she plans to stand on the pews to take pictures.
7. The candelabras may not be rearranged for pictures (to prevent wax spillage on the carpet or furnishings).
8. Smoking or intoxicating beverages are not permitted in or on any of First Baptist Pelham's facilities/properties at any time.

Bride _____ Day Phone _____ Work Phone _____
Groom _____ Day Phone _____ Work Phone _____

Wedding Date _____ Time _____
Rehearsal Date _____ Time _____

Name of Photographer: _____
Address of Photographer: _____
Phone: _____

Signature of Photographer

TO THE VIDEOGRAPHER

(Please sign this form and return it to the Church Office 60 days prior to the wedding.)

To the Videographer

The Wedding Policies, which concern the work of wedding Videographers at First Baptist Pelham, are listed below. These requirements must have your cooperation.

1. The wedding ceremony is a worship service. These policies are designed to maintain the sanctity of the wedding ceremony.
2. All equipment must be set up by 45 minutes prior to the wedding time. The prelude and seating of guests begins 30 minutes prior to the wedding.
3. Videographers who use wireless microphones for the Bride and Groom or any member of the wedding party must inform Sound Technician prior to the wedding and must defer to his instructions. The sound for the wedding must take priority over the sound for the video.
4. A video of the ceremony may be made from the balcony of the Worship Center. No walking around during ceremony will be allowed, unless the balcony is empty.
5. A remote stationary camera may be concealed in the floral decorations (greenery) at the front of the Worship Center. It must not be visible to the wedding guests; it may not be adjusted by anyone during the wedding ceremony. No movement at or near the altar area is permitted.

Bride _____ Day Phone _____ Work Phone _____

Groom _____ Day Phone _____ Work Phone _____

Wedding Date _____ Time _____

Rehearsal Date _____ Time _____

Name of Videographer: _____

Address of Videographer: _____

Phone: _____

Signature of Videographer

NOTE: If you elect to use the Church Videographers, simply write "Church Videographers" on the lines above and no signature will be required.

WEDDING RECEPTION

(Please sign one copy of this form and return it to the Church Office 60 days prior to the wedding.)

To the Caterers:

Catering policies concerning wedding receptions held at First Baptist Church Pelham are listed below. These requirements must have your cooperation.

1. Wedding receptions may be held in our Annex facility. We highly recommend your coming to our facility for a closer look at the room and its workspace. Please feel free to come by during our regular business hours: Monday through Friday from 8:00 a.m. until 5:00 p.m.
2. Those responsible for the rehearsal dinner and the wedding reception must contact John Jones at 620-4646 for approval and instructions on using the kitchen and shall see to it that the premises are left in a clean and orderly fashion. The caterer is responsible for all equipment.
3. Caterers and their employees must refrain from the use of tobacco products, alcohol or drugs prior to and during a reception held at the church. Said products are strictly prohibited on or in any of the church properties/facilities at any time.

Bride _____ Day Phone _____ Work Phone _____

Groom _____ Day Phone _____ Work Phone _____

Wedding Coordinator: _____ Phone: _____

Wedding Date _____ Time _____

Rehearsal Date _____ Time _____

Caterer's Name: _____

Caterer's Address: _____

Phone _____ Cell Phone No. (Required) _____

Caterer's Signature: _____