

## WEDDING GUIDELINES

### *In Preparation For Your Wedding*

In the days ahead, you will be very busy planning and carrying out the details for your wedding. Our pastor and staff are ready to help you in any way possible. Here are a few items you need to plan for in having your wedding at Fairview Baptist Church.

*Weddings Are Scheduled* through the office staff no more than (6) months in advance of the wedding date. Before the pastor agrees to perform a ceremony, he must first meet with you and your fiancée. You may make an appointment with the pastor through the church secretary, and she should also be notified of any changes in your wedding plans. The wedding information sheet provided should be turned in to the pastor's secretary as soon as possible so that all arrangements can be confirmed. *No Wedding Dates are considered firm until the deposit has been received and the pastor, if he is performing the ceremony, has met with the couple.*

*At Least Two Counseling Sessions* with the pastor are required prior to your wedding, if he is to perform the ceremony. In these sessions, he will share with you the precepts of a Christian home and discuss with you completely the plans for your wedding. It is preferable that these sessions be scheduled so that the final one is at least one month before your wedding.

*If A Minister Other Than The Pastor* of Fairview Baptist Church is to perform your wedding, he is required to talk with our Minister of Education to discuss the wedding procedure.

### *The Wedding Rehearsal*

A wedding rehearsal is very important in order to have a relaxed and memorable wedding ceremony. Usually, the rehearsal will take place the day before your wedding, and the time should be noted on the Wedding Information Sheet. Here are some suggestions to help your rehearsal go smoothly:

Know beforehand the order of service and the responsibilities of each person. The pastor will help you with this in the counseling sessions.

Have every person present and on time. If someone is unable to make the rehearsal, it might be helpful to have a "stand-in" note the instruction for that person.

Let the Pastor be in charge. He is experienced and will be officiating at your wedding. If you have a wedding director, the director can work out the details with the pastor during the rehearsal.

## GUIDE FOR USE OF CHURCH FACILITIES FOR WEDDING CELEBRATIONS

### *Fees For Your Wedding*

Because it is impossible for the church to budget for the coverage of all wedding expenses it is necessary to charge certain fees for both members and non-members. The person making arrangements for church facilities is responsible to pay the deposit of \$50.00 at the time the date is scheduled on the church calendar, and the balance of fees are due one week prior to the wedding. These fees may be paid to the church secretary.

### *The Purpose Of Church Facility Usage:*

Membership is defined as the bride (female) and /or groom (male) or at least one of their parents be regular members of Fairview Baptist Church. The fee schedule is given below.

Facility Used	Members	Non-Members
<b>Sanctuary &amp; Dressing Area (for rehearsal &amp; wedding)</b>	<b>\$ 75.00</b>	<b>\$ 225.00</b>
Fellowship Hall & Kitchen *serving & beverage preparation	50.00	50.00
<b>Custodial and Opening &amp; Closing Fee</b>	<b>75.00</b>	<b>75.00</b>
<b>Deposit Fee (refundable)</b>	<b>50.00</b>	<b>50.00</b>

Arrangements must be made for the portion of the facilities that you intend to use. We request that you be responsible that none of your party uses facilities not in the arrangements.

**The custodial fee is required of both members and non-members.** This covers opening and closing the church, removal and replacement of pulpit furniture, vacuuming of the sanctuary, and dressing room.

In the event you choose to use the kitchen and Fellowship Hall, you are responsible for the clean up. If you use a caterer, it is customary for the caterer to do the clean up of the reception area, however, that is between you and your caterer. Our tables are available for your use at the reception at no additional charge, however you are responsible for setting them up and returning them to their proper place. A representative of the church will be present to supervise clean-up.

There is a \$50.00 deposit to assure that clean up is performed. The custodian will sweep and rearrange the furnishings after the clean up is complete and will notify the office of any clean up he was required to perform. **Refund of the deposit will be conditional as to how well the clean up is performed.**

### *Other Fees*

Church instrumentalists and sound system operators can be made available at your request. ***The payment of fees to these as well as to any soloist and to the minister/ministers for their services, is the sole responsibility of the wedding party.*** This is to be settled between them and the individual performing the function and is not included in the above fee schedule.

## YOUR WEDDING CEREMONY

Remember, your wedding is not only a celebration of love, but a solemn commitment of that love before God. The atmosphere of your wedding should reflect the joyful coming into His presence. Here is the information you need to be aware of as you plan your wedding ceremony.

•**The Music** in your wedding will be very much a part of stating your love and commitment. Care should be taken with both the lyrics and tunes which you choose. Again, if you desire to use the church's instrumentalists or sound system operator, you must make an arrangement with them as noted on the previous page.

•**Dressing Area** The secretary or someone on the staff, will be available to show you where the dressing areas are. Be careful not to leave clothing or other items in these areas after the wedding.

•**Photographs** will be a lasting treasure of this special day. The photographer should consult with the pastor concerning the taking of pictures during the ceremony.

•**Wedding Reception** may be held in the Fellowship Hall if you so choose. Arrangements should be made at the time you schedule your wedding. The church kitchen will be available for the caterer to warm up food, but not for major food preparation.

### ***Things Your Party Should Know:***

Alcoholic beverages *of any kind* are not permitted on the church properties.

Smoking is not permitted inside the building.

Food or drink should be confined to the **Fellowship Hall**. No refreshments are allowed in the Sanctuary. Be sure the kitchen is left clean.

Rice should not be used either in the buildings or outside the buildings. Birdseed or bubbles are suggested as possible substitutes and should be used outside the buildings only.

Tacks, tape (except masking tape), paints, stains, etc. should not be used in decorating. Be especially careful not to scratch any furnishings or fixtures.

Only "dripless" candles should be used in decorating for the wedding.

Buildings should be left as clean and neat as possible. ***Please note: any damages are the responsibility of the party scheduling the wedding.***

We ask that you only use the portion of the facilities previously agreed upon.

**For wedding functions planned for Saturdays, we must ask that they be scheduled early enough that the buildings are cleared out by 8:00 p.m. to allow preparation for Sunday services.**

***THANK YOU FOR YOUR COOPERATION***

## WEDDING INFORMATION SHEET

DATE: \_\_\_\_\_

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE NUMBER (HOME) \_\_\_\_\_ (WORK) \_\_\_\_\_

Are you a member of Fairview Baptist Church? \_\_\_\_\_

If not, is a member of your family a member of Fairview Baptist Church? \_\_\_\_\_

What is their relationship to you? \_\_\_\_\_ What is their name? \_\_\_\_\_

What is the date of your wedding? \_\_\_\_\_ Time: \_\_\_\_\_

What is the date of your rehearsal? \_\_\_\_\_ Time: \_\_\_\_\_

Who will be performing the wedding ceremony? (minister's name)

\_\_\_\_\_

Please check the box or boxes that apply to you:

√	Facility Area Being Used	Member	Non-Member
	Sanctuary & Dressing Area (for rehearsal & wedding)	\$ 75.00	\$ 225.00
	Fellowship Hall & Kitchen *serving & beverage preparation	50.00	50.00
√	The custodial and opening & closing fee	75.00	75.00
√	Deposit fee	50.00	50.00
	<b>Total Cost</b>		

Deposit Payment: \_\_\_\_\_ Date Paid: \_\_\_\_\_

Balance Due: \_\_\_\_\_ Date Paid: \_\_\_\_\_

**I understand the terms of this agreement and agree to abide by the terms therein.**

\_\_\_\_\_  
**Your Signature**

\_\_\_\_\_  
**Date**

(Please sign one copy of this page and return the other to the church with the deposit.)

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