

Wedding Policies

WHO MAY BE MARRIED AT CLEMSON FIRST BAPTIST CHURCH?

One of the most joyful events celebrated in the life of the church family is the wedding ceremony. The Sanctuary (seats about 600) is available for this special occasion. For less formal weddings, our Family Life Center is also available. Among the unique blessings of our church history in this university town are individuals who grace our lives for a season and may not become members but engage in programs regularly. We welcome these individuals and non-members to use our facilities at First Baptist for their wedding. The church is available on a first come, first served basis to members. However, reservations for non-members may be made no more than nine months in advance and not less than six weeks. Our policies outline the responsibilities of each participant. We are delighted to be able to share this happy occasion with you, your family and friends.

RESERVING THE CHURCH

Contact the church office as early as possible to inquire about the availability of the church for the dates you have chosen for your wedding and rehearsal. Next, schedule a meeting with the Wedding Committee Chair.

When a security deposit and the **Wedding Reservation Form** are returned to the Wedding Committee Chair, the dates you have chosen will be sent to the church staff for approval. Now, you may complete your wedding plans.

If you desire to use the services of a minister from another church to perform the ceremony, the Wedding Committee Chair will arrange for the Senior Minister of First Baptist to write a letter inviting the guest minister.

We prefer that you not schedule your wedding on a legal holiday that is recognized by our church, or on a Sunday because of regularly scheduled church events. Church events always have priority over weddings and rehearsals. If a rehearsal conflicts with another scheduled wedding, the wedding takes precedence over the rehearsal.

As a volunteer service to you and as a representative of First Baptist, the Wedding Committee members are available to give you and your Wedding Director guidance and structure in making these arrangements with the least amount of stress on you and others responsible for your wedding celebration.

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ARRANGEMENTS FOR YOUR WEDDING

After the date has been finalized, you will need to make arrangements with the minister of your choice for a *pre-marital conference*. It is the policy of First Baptist that couples must complete pre-marital counseling. This must be performed by one of our ministers, the minister performing the ceremony, or one agreed upon by the couple and the minister. However, if counseling is performed by a minister from another church, we must have a letter from that minister on the church stationery stating that counseling has been completed at least six weeks prior to the wedding.

WEDDING MUSIC POLICY

Your wedding is a special event in which God is the center of attention, so the music should be sacred and dignified in nature. Wedding music should be selected for the purpose of honoring and worshiping God. Therefore, the Minister of Music at First Baptist Clemson is available to assist you in selecting music appropriate for a church wedding. Please be aware that there is a policy in place that does not allow the use of pre-recorded music within the sanctuary. However, you are welcome to use such devices in the Family Life Center. If there is to be a soloist, it will be the responsibility of the bride to see that the soloist contacts the accompanist in advance. In addition, in keeping with the sacred intention of the wedding ceremony, the Minister of Music must give final approval of the vocalist's selections. The Minister of Music is available to assist you in selecting an organist, pianist or other musician of your choice. Please be aware that the instrumentalists should be contacted well in advance of your wedding date. Also, the Minister of Music would like to preview a draft of your wedding program before it is printed.

ENGAGING THE SERVICES OF PROFESSIONALS

1. SERVICES OF A PHOTOGRAPER

The bride and groom should inform guests that no cameras are to be taken into the sanctuary until the ceremony has concluded. Many photographers are now taking pictures prior to the wedding. In this regard, a detailed summary of desired poses should be available to the photographer before the scheduled time to begin taking pictures. The photographer must sign and abide by the guidelines as described in the Photographer's Agreement.

2. SERVICES OF A VIDEOGRAPHER

Videographers may be in the balcony during the ceremony. Video cameras may be used in the choir loft only if the camera is mounted on a stationary tripod and the videographer will not stray from his/her position. The videographer must sign and abide by the guidelines as described in the Videographer's Agreement.

3. SERVICES OF A FLORIST

Decorations should be kept simple and appropriate. Keep this in mind as you discuss your plans with a florist. No decorations are permitted that will mar or deface the building or its furnishings. The florist must sign and abide by the guidelines as described in the Florist's Agreement.

4. CATERERS AND USE OF THE FAMILY LIFE CENTER

The Family Life Center is available for receptions. The Family Life Center will accommodate up to 500 people according to the fire code regulations. To ensure that our facilities are kept free from damage, the policies adopted by First Baptist must be followed. The caterer must discuss the use of the kitchen and the equipment with the church host/hostess. The caterer must sign and abide by the guidelines as described in the Caterer's Agreement.

5. SERVICES OF A WEDDING DIRECTOR

You should obtain the services of a wedding director. The director's expertise and authority will relieve a lot of stress between you and family members. He/She will become your best supporter for YOUR vision of your wedding. He/She will advise you on the proper etiquette for each member of the wedding party and will take charge if a misunderstanding occurs. He/She will keep everyone on a very tight schedule. Two members of the Wedding Committee will be assigned to assist your wedding director.

6. SERVICES OF THE CUSTODIAN

The custodian is responsible for moving the pulpit, cleaning the Sanctuary and the Family Life Center. He/She returns after the wedding and reception, moves the pulpit back to its original position and prepares the Sanctuary and Family Life Center for the next scheduled event.

7. SERVICES OF THE MEDIA ENGINEER

Only a media engineer from the First Baptist Church will be permitted to operate the sound system. He/She will be present at the rehearsal and at the wedding to operate the system. If the Family Life Center is used for the wedding reception, he/she will be present to operate the media system. The Wedding Committee Chair will contact a media engineer for you. A CD of the wedding can be made if you will provide a disk.

8. SERVICES FOR CHILDCARE

If childcare is needed for your younger guests, the bride/groom must request the Wedding Committee Chair to reserve the nursery and contact workers for you. There must be two workers in each childcare room. The bride/groom is responsible for paying the childcare providers.

9. SERVICES OF MINISTERS

To secure the services of one of the ministerial staff, the bride and groom must schedule an appointment with the desired minister to discuss their availability for the

wedding and to review the minister's fees and pre-marital counseling requirements. The minister's fee is NOT included in the fees for the use of the church facility. Minister's fees for non-member weddings are included in this booklet on page 5. Fees for member weddings will be agreed upon between the minister and the wedding couple.

OTHER RESPONSIBILITIES OF THE BRIDE

Please inform all of the wedding party and other guests that no alcoholic beverages or tobacco products are permitted in any of the facilities at the rehearsal, wedding or reception. For the safety of others, no rice, confetti, sparklers, etc., may be used to shower the wedding party inside or outside the building. Small wedding bells, bubbles, rose petals, or birdseed may be used outside the church. (The custodian should be informed if you plan to use birdseed).

You should express the importance of a schedule to all wedding participants. A well-planned rehearsal with your Wedding Director should take no longer than one hour. The wedding party members should be prompt and ready to rehearse at the scheduled time. Each person you have engaged to help you produce this beautiful memory will be spending several hours with you. Even though you are paying them for their time, please be thoughtful and use this time effectively, especially at the rehearsal. Also, express to your professionals that they must follow the "agreement form" they have signed.

Because a wedding is a service of worship, all distractions are to be avoided. No pictures may be made (either commercially or by friends) during the ceremony. Cell phones and pagers should be placed in the silent mode. Nursery service may be provided for children five years and younger. You may want to print these notices in the wedding program.

You are responsible for any damage that occurs before or after the wedding, regardless of the person(s) causing the damage (i.e., florists, photographers, members of the wedding party, guests, etc.). Damages should be reported to your Wedding Committee member immediately and he/she will direct the responsible party how repairs should be made. Such repairs must be made to the satisfaction of the Wedding Committee. Unreported damages will be brought to the responsible party's attention for repairs and, if not repaired, the Wedding Committee will bill you.

All personal belongings and other items such as candelabras, floral arrangements, etc. must be moved immediately following the ceremony. Neither First Baptist nor the Wedding Committee assumes responsibility for items left unattended at any time.

All fees and "agreements" shall be returned to and signed by the Wedding Committee Chair six weeks prior to the wedding.

FEES FOR NON-CHURCH MEMBERS

Security deposit for the use of the Sanctuary.....	\$200.00
Fee for the use of the Sanctuary.....	\$600.00
Security deposit for the use of the Family Life Center	\$200.00
Fee for the use of the Family Life Center.....	\$400.00
(Fee includes two (2) hours of media, thereafter \$35.00 per hour)	
Fee for Church Accompanist.....	To be arranged
 Minister's Fees:	
Pre-Marital Counseling (3 sessions \$50.00 each session).....	\$150.00
Ceremony Preparation.....	\$ 50.00
Wedding Rehearsal.....	\$ 75.00
Wedding Ceremony.....	\$100.00
Total.....	\$375.00

The bride/groom will write a check to The First Baptist Church of Clemson for the appropriate expenses and give it to the church's financial secretary no less than six weeks prior to the wedding date. The church secretary will deposit the check in the church's banking account. Following the wedding, the monies will be distributed as appropriate.

The bride/groom is responsible for writing individual checks for the minister, accompanist, soloist, wedding director, and the nursery providers as appropriate. These checks should be distributed on or before the wedding day.

If the event is cancelled, the deposit will be returned when the church office receives notification. Cancellation of a reservation 30 days or more in advance will receive a full refund. Cancellation 14-29 days in advance will receive a 50% refund of the deposit. Any cancellation less than 14 days in advance will forfeit the deposit.

FEES FOR CHURCH MEMBERS

Security Deposit for the use of the Sanctuary.....	\$100.00
Fee for the use of the Sanctuary.....	\$150.00
Security Deposit for the use of the Family Life Center.....	\$100.00
Fee for the use of the Family Life Center.....	\$250.00 / \$300.00 (Fee includes two (2) hours of media, thereafter \$35.00 per hour)
Fee for the Church Accompanist.....	To be arranged
Minister's Fees.....	To be arranged

The bride/groom will write a check to The First Baptist Church of Clemson for the appropriate expenses and give it to the church's financial secretary no less than six weeks prior to the wedding date. The church secretary will deposit the check in the church's banking account. Following the wedding, the monies will be distributed as appropriate.

The bride/groom is responsible for writing individual checks for the minister, accompanist, soloist, wedding director, and the nursery providers as appropriate. These checks should be distributed on or before the wedding day.

If the event is cancelled, the deposit will be returned when the church office receives notification. Cancellation of a reservation 30 days or more in advance will receive a full refund. Cancellation 14-29 days in advance will receive a 50% refund of the deposit. Any cancellation less than 14 days in advance will forfeit the deposit.

**FIRST BAPTIST CHURCH
WEDDING RESERVATION FORM**

Date _____

BRIDE _____

Address _____

Phone (home) _____ office _____

Cell phone _____ email _____

Church membership _____

GROOM _____

Address _____

Phone (home) _____ office _____

Cell phone _____ email _____

Church membership _____

Rehearsal date _____ time _____

Wedding date _____ time _____

Officiating Minister(s)

(Address and phone if not FBC minister)

Counseling Minister _____

(Address and phone if not FBC minister)

Reception location _____

Wedding Director _____ phone # _____

Security deposit - church member \$ _____ non-member \$ _____

Will childcare be required for children under five (5) years of age? yes no

Will childcare be required for children under three (3) years of age? yes no

Bride or Groom's Signature _____

Florist's Agreement
For Weddings at
First Baptist Church of Clemson
397 College Avenue
Clemson, SC 29631

In order to preserve the dignity of worship and to help ensure that our facilities are kept free from damage, we ask that you read and sign the following wedding policy as adopted by First Baptist regarding floral decorations.

No decorations are permitted which will mar or deface any part of the building or its furnishing. For example, no decorations shall be attached the walls, doors, or furniture of any church facility. No decorations shall be placed on the organ console or the piano. All candles used in the candelabras shall be spring-loaded, dripless and rest on a protective floor covering. Only dripless candles shall be used for the Unity Candle, and a protective floor covering is required.. Potted plants shall have protective mats to avoid dampness. Pews may be tied with bows, ribbons and/or special coated wire hooks, but not taped or stapled. Entrances and exits shall be kept free from all decorations as required by the fire regulations. Special holiday church decorations shall not be moved or altered during a holiday season without special permission from the Wedding Committee.

The First Baptist Church and the Wedding Committee are not responsible for lost or damaged equipment.

The "Florist's Agreement" must be signed and returned to the Wedding Committee Chair at least six weeks prior to the wedding.

Please remove all equipment and flowers immediately following the ceremony, unless arrangements have been made with the Wedding Committee and the church office to leave flowers for a later service.

I have read the above Wedding Committee Policy and I agree to follow these guidelines.

Florist's Company Name _____

Signature of Florist _____ Date _____

Address _____ Phone _____

Wedding Date _____

Signature of Bride _____ Date _____

Date returned to Wedding Chair _____

Photographer's Agreement
For Weddings at
First Baptist Church of Clemson
397 College Avenue
Clemson, SC 29631

In order to preserve the dignity of worship, we ask that you read and sign the following wedding policy as adopted by First Baptist regarding photography.

Because of the sacred nature of a wedding, no flash pictures shall be made in the Sanctuary at any time during the ceremony. A flash picture may be made of the bride and her escort as they enter the Sanctuary and a flash picture of the bride and groom as they leave the Sanctuary.

- a. Pictures may be made *before* the ceremony provided your Wedding Director is present to alert the ushers when to start seating the guests. However, in this regard, the officiating minister(s) cannot be expected to arrive at the church more than thirty (30) minutes prior to the ceremony.
- b. It is permissible to take flash pictures of the wedding party in the Sanctuary *after* the wedding ceremony.
- c. The balcony is available to the photographer(s) to *take non-flash pictures* during ceremony.
- d. The First Baptist Church and Wedding Committee are not responsible for lost or damaged equipment.
- e. A tour of the church can be arranged if requested.

The "Photographer's Agreement" must be signed and returned to the Wedding Committee Chair at least six weeks prior to the wedding

Please remove all equipment immediately following the ceremony

I have read the above Wedding Committee Policy and I agree to follow these guidelines.

Photographer's Company Name _____

Signature of Photographer _____ Date _____

Address _____ Phone _____

Wedding Date _____

Signature of Bride _____ Date _____

Date returned to Wedding Chair _____

Videographer's Agreement
For Weddings at
First Baptist Church of Clemson
397 College Avenue
Clemson, SC 29631

In order to preserve the dignity of worship, we ask that you read and sign the following wedding policy as adopted by First Baptist Church of Clemson regarding videography.

Because of the sacredness of the wedding ceremony, we encourage Videographers to operate their cameras from the balcony. A video camera may be positioned in the choir loft, either if it is remote and unmanned or provided it is mounted on a stationary tripod. Under no circumstance will the Videographer stray from his/her position, which must be concealed from the view of the guests. No auxiliary lighting may be used.

The First Baptist Church and Wedding Committee are not responsible for lost or damaged equipment.

The Videographer's Agreement must be signed and returned to the wedding committee chair at least six (6) weeks prior to the wedding.

Please remove all equipment following the ceremony.

I have read the above Wedding Committee Policy and I agree to follow these guidelines.

I understand that I could lose any deposit or privilege to video future weddings in this church if I do not comply with these guidelines.

Videographer's Company Name _____

Signature of Videographer _____ Date _____

Address _____ Phone _____

Wedding Date _____

Signature of Bride _____ Date _____

Date returned to Wedding Chair _____

Caterer's Agreement
For Weddings at
First Baptist Church of Clemson
397 College Avenue
Clemson, SC 29631

In order to preserve the dignity of worship, and to help ensure that our facilities are kept free from damage, we ask that you read and sign the following wedding policy as adopted by the First Baptist Church regarding catering.

Caterer—Member of First Baptist—You must discuss the use of the kitchen and kitchen equipment with the Kitchen Host/Hostess. The First Baptist Caterer must follow the guidelines of the Kitchen Host /Hostess.

Caterer---Non-member of First Baptist-You must arrange a meeting with the Wedding Committee Chair and the Church Host /Hostess for a tour of the Kitchen to explain what can be moved, used and how to clean up after the reception. This should be done immediately after being engaged as Caterer. Please do not remove any of First Baptist's items from the kitchen.

The "Caterer's Agreement" must be signed and returned to the Wedding Committee Chair at least six weeks prior to the wedding.

Please remove all equipment immediately following the ceremony.

I have read the above Wedding Committee Policy and I agree to follow these guidelines.

Caterer's Company Name _____

Signature of Caterer _____ Date _____

Address _____ Phone _____

Wedding Date _____

Signature of Bride _____ Date _____

Date returned to Wedding Chair _____

Invitation to Your Wedding Director

The Wedding Committee at First Baptist would like to welcome you as the Wedding Director for the wedding of _____ and _____ on _____.

First Baptist is a committee run church; therefore, the Wedding Committee is a volunteer service to assist you with the wedding party. Please call the Wedding Committee Chair _____, phone # _____ or Wedding Committee Co-chair _____ Phone # _____ to answer questions you might have about our wedding policies.

Bride and Groom's Agreement

We acknowledge that we have read the Wedding Policies of First Baptist Church, Clemson, South Carolina and agree to abide by these policies for our wedding to be held at the church on

_____.

Signed:

Bride_____

Date_____

Groom_____

Date_____