

## **WEDDING POLICIES**

FIRST BAPTIST CHURCH  
300 Third Avenue East  
Oneonta, Alabama 35121  
205.625.3191

Dear Bride and Groom:

The family of First Baptist Church Oneonta wishes to join you in the celebration of your marriage. We are delighted that you have chosen to have a church wedding ceremony and that you have included First Baptist in your wedding plans.

We desire to do all we can to help make your wedding an act of worship and a happy occasion for you and your family. God has led caring and spiritually mature ministers to First Baptist who are willing to provide counsel and assistance with both premarital counseling and your wedding service. We along with you desire that your wedding ceremony be a service which honors God and to be a worship event which symbolizes your commitment to the Lord and to each other .

The Pastor's Secretary will help you insure that your plans are in keeping with church policy and that your desires are appropriately considered. As you make plans for your wedding, we will do all that we can to accommodate your schedule and preferences. However, the use of our church facilities for church-wide program events will take preference when necessary. Therefore, if you schedule your wedding date more than six months in advance, please be aware that some changes may need to be made to accommodate church-wide functions that may be scheduled for that same date. Serious study and careful judgment have gone into the preparation of the church's wedding policies.

Please read the following material carefully and cooperate fully in upholding the standards which the church has set forth. These policies have been developed to assure full communication between our church and all parties involved, and to facilitate your preparations. Give the appropriate forms to the florist, caterer, photographer, and videographer so that they will be fully informed as to our policies.

May the Lord bless you as you plan your wedding and begin your Christian marriage.

FIRST BAPTIST CHURCH ONEONTA

## WEDDING POLICIES

Please read carefully

### I. General Wedding Policies

1. Before making any public announcements regarding your wedding date, the following must be done:
  - a. Secure from the Pastor's Secretary the "Wedding Policies" of First Baptist Oneonta.
  - b. Phone the Pastor's Secretary to discuss your desired date. She will note your request on her calendar and hold this date for you for two weeks. This will give you time to complete the following procedures.
  - c. If either the Pastor or one of the staff ministers is to officiate or participate in your wedding, the date must be cleared with the appropriate minister prior to the following procedures. Please communicate directly with the Secretary of the Pastor/Staff Minister whom you wish to engage for your wedding. If you choose a minister other than a First Baptist minister to perform your ceremony, your minister must be approved through the Pastor's office. We ask that he complete the visiting minister's form and return it to the Pastor's office at least 30 days prior to the wedding date. We will approve only ministers who are licensed and/or ordained. They will be required to provide you with premarital counseling .
  - d. After carefully reading the Wedding Policies, complete and sign the "Application for Use of Church Facilities" and return this to the Pastor's Secretary. Only after your request has been approved and you have paid a \$50.00 deposit shall the date be considered confirmed. The deposit will be applied to the total cost.
2. The Sanctuary may be used for weddings. The Fellowship Hall may be used for receptions .
3. Please keep in mind the following as you request church facilities for your wedding:
  - \*Weddings are not scheduled on Sundays and Wednesdays, nor will they be scheduled on the following weekends because of the church activities which preclude these events: Christmas, Easter, Vacation Bible School Week, Revivals, and Musical Concerts.
  - \* So that our ministers and maintenance personnel are able to spend time with their families, we do not schedule weddings on holidays or holiday weekends.
  - \*Weddings are not scheduled earlier than 10:00 a.m. nor later than 7:00 p.m.
  - \* We suggest that Saturday weddings be held no later than 6:00 p.m.
  - \*Persons who are not members of First Baptist Oneonta may make reservations no more than 60 days prior their requested wedding date as church members will have preference prior to 60 days.

4. A wedding is a worship service. Members of the wedding party are expected to conduct themselves at all times in a manner befitting the atmosphere of the place of worship. It is the responsibility of the Bride and Groom to familiarize the members of the wedding party with the policies of the church.
5. When children are part of the wedding party, it is suggested and requested that they be at least five years old. Younger children usually prove to be a distraction.
6. All childcare areas of the church must be in readiness for capacity use in the Sunday School and Worship Services each Sunday. The church, therefore, cannot provide facilities or personnel for childcare for weddings. Families will need to make private arrangements away from the church if this service is needed.
7. Members of the wedding party must refrain from using alcoholic beverages or drugs prior to and during any activity held at the church. No alcoholic beverages may be brought to the church or served on the church premises at any time. No rehearsal or wedding will be conducted if any member of the wedding party is under the influence of alcohol or drugs. It is the responsibility of the Bride and Groom to be certain this policy is understood and followed by the members of the wedding party and those who service the wedding (florist, caterer, photographer, videographer, etc.).
8. Smoking is not permitted in any of our church buildings. It is the responsibility of the Bride and Groom to be certain that this policy is understood and followed by all members of the wedding party and those who service the wedding (florist, caterer, photographer, videographer, etc.).
9. Birdseed and flower petals may not be thrown inside the church building but may be used outside as the Bride and Groom depart. Because of the hazard involved in walking on rice, the use of it is prohibited inside the building and discouraged outside the building.
10. Only silk flower petals may be dropped by flower girls.
11. Food and drink are not permitted inside the Sanctuary. The wedding party may have soft drinks in the Bride's and Groom's rooms only.
12. Wedding announcements will be printed in the church newsletter , The Chimes, upon request to the Pastor's Secretary. Your request along with a copy of the invitation must be given to the Pastor's Secretary at least four weeks prior to the wedding.
13. Breakage of and/or damage to any church equipment/facilities must be reimbursed at replacement value by the Bride and Groom.
14. The church is not responsible for lost or stolen articles or equipment.
15. The church will gladly use wedding flowers for the worship services when this is possible. Floral arrangements will be placed in the vestibule. Please discuss your desire with your florist and indicate your plans to the Pastor's Secretary.

## II. Arrangements with the Minister

1. There are several ordained ministers on the First Baptist staff who can assist you with your wedding as their schedule permit. Please contact the minister of your choice directly.
2. Each of our ministers requires that you participate in premarital counseling. You and your minister will establish guidelines used in your premarital counseling.
3. At least two weeks prior to your wedding date, you should contact your minister's secretary and arrange a conference to finalize the details of your wedding ceremony. This conference is especially important because your minister may not be able to attend the rehearsal.
4. To avoid the possibility of an embarrassment, the minister (who cannot legally perform the wedding ceremony without the license in hand) **REQUIRES THAT THE MARRIAGE LICENSE BE BROUGHT TO THE CHURCH OFFICE AND LEFT WITH HIS SECRETARY A DAY OR TWO PRIOR TO THE DATE OF THE WEDDING.**
5. Although the Lord's Supper is often used as a part of the wedding ceremony in other worship traditions, Baptists see the Lord's Supper or Communion as a church and congregational ordinance. As a result, the Lord's Supper or Communion will not be served at First Baptist wedding services.

## III. Musicians and Music

1. Because of the importance of the wedding service, the music should be appropriate for use in a church worship service as opposed to a social gathering. Some of the popular music frequently used in weddings may have sentimental meaning for the Bride and Groom; however, this music may not qualify as sacred or religious music. The Minister of Music has the authority to approve or disapprove all music for wedding ceremonies held at First Baptist Church. You are to contact our Minister of Music, at least two weeks prior to your wedding for approval of your wedding music.
2. We encourage you to engage the services of one of our church Musicians: Mrs. Charlotte Langner (274-7021) or Mrs. Deborah Beason (205-353-3973). They will assist at both the rehearsal and wedding if you so desire. Their fees are a gratuity. Gratuities are to be paid directly to the Musician(s) on or before the night of the wedding rehearsal.
3. The Minister of Music must approve a guest musician at least two weeks prior to the wedding.

## IV. Sound Technician

1. Because of the sophisticated nature of the sound system at First Baptist Church, you are required to use our sound technicians for a Sanctuary wedding. Contact the Pastor's Secretary for scheduling someone to work with you on your wedding.
2. The sound technician will be at the wedding rehearsal as well as the wedding.
3. The technician's fee is \$50.00. This fee is to be paid directly to the technician on the night of the rehearsal.

Wedding Date \_\_\_\_\_

## APPLICATION

For use of First Baptist Church  
Facilities for Weddings

Confirmed by \_\_\_\_\_  
Date Confirmed \_\_\_\_\_  
(for Church Office Use Only)

BRIDE \_\_\_\_\_

Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Christian? \_\_\_\_\_ Church Member? \_\_\_\_\_ Where? \_\_\_\_\_

Parents \_\_\_\_\_

Church Membership of Parents \_\_\_\_\_

GROOM \_\_\_\_\_

Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Christian? \_\_\_\_\_ Church Member? \_\_\_\_\_ Where? \_\_\_\_\_

Parents \_\_\_\_\_

Church Membership of Parents \_\_\_\_\_

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

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

Church Facilities Desired:

Sanctuary \_\_\_\_\_ Fellowship Hall \_\_\_\_\_

Bride's Room \_\_\_\_\_ Men's Dressing Room \_\_\_\_\_

Minister: \_\_\_\_\_

*If you choose a minister other than a First Baptist Church minister to perform your ceremony, your minister must be approved through the Pastor's office. We ask that he complete the visiting minister's form and return it to the Pastor's office at least 30 days prior to the wedding date. Normally, we will approve only ministers who are ordained and experienced. They will be required to provide you with premarital counseling.*

Bride's Signature \_\_\_\_\_

Groom's Signature \_\_\_\_\_

Date \_\_\_\_\_

BRIDE \_\_\_\_\_

WEDDING DATE \_\_\_\_\_

FINANCIAL REQUIREMENTS

**1. CHURCH FACILITIES:**

Member of First Baptist Church  
(or child of a member)

No Charge

Non-Member

Sanctuary (\$150.00)

\_\_\_\_\_

Fellowship Hall (\$100.00)

\_\_\_\_\_

**TOTAL COST FOR USE OF FACILITIES:**

\_\_\_\_\_

**1. MAINTENANCE (members and non-members):**

Sanctuary & Fellowship Hall (\$200.00)

\_\_\_\_\_

Sanctuary only (150.00)

\_\_\_\_\_

Choir Chairs removed (\$50.00)

\_\_\_\_\_

**TOTAL MAINTENANCE COST:**

\_\_\_\_\_

**2. TOTAL COST PAYABLE TO CHURCH:**

\_\_\_\_\_

Less: Deposit due at time of confirmation date  
(Minimum \$50.00 deposit)

\_\_\_\_\_

**BALANCE DUE 7 DAYS PRIOR TO WEDDING**

**3. FEES PAID DIRECT TO INDIVIDUALS:**

Sound Technician (required)

\$50.00

Musician(s)

\_\_\_\_\_

Minister

\_\_\_\_\_

**4. TOTAL COST**

**(Bride: Please return this form to Pastor's Secretary)**

# BRIDE'S PACKET

**This packet contains the forms to be given to the Pastor's Secretary.**

The Application for Use of First Baptist Church

Financial Requirements

Officiating Minister's Form  
(if applicable)

Your Caterer

Your Florist

Your Photographer

Your Videographer

Sound Technician

Building Maintenance

For Your Information Sheet

Checklist

Please complete the identical forms in the Wedding Policies Booklet for your records. In this way, there will be no misunderstanding or miscommunication about your wedding plans.

(For your prompt attention.)

BRIDE \_\_\_\_\_

WEDDING DATE \_\_\_\_\_

The following information may be completed after your wedding date has been confirmed. Please communicate this information to the Pastor's Secretary.

Director \_\_\_\_\_ Phone \_\_\_\_\_

Organist \_\_\_\_\_ Phone \_\_\_\_\_

Pianist \_\_\_\_\_ Phone \_\_\_\_\_

Other Instrumentalist(s) \_\_\_\_\_ Phone \_\_\_\_\_

Vocalist(s) \_\_\_\_\_ Phone \_\_\_\_\_

Florist \_\_\_\_\_ Phone \_\_\_\_\_

Wedding Caterer \_\_\_\_\_ Phone \_\_\_\_\_

Photographer \_\_\_\_\_ Phone \_\_\_\_\_

Videographer \_\_\_\_\_ Phone \_\_\_\_\_

Address after Marriage \_\_\_\_\_

\_\_\_\_\_  
Phone \_\_\_\_\_

(Bride: Please return this form to the Pastor's Secretary)

BRIDE \_\_\_\_\_

WEDDING DATE \_\_\_\_\_

**FINANCIAL REQUIREMENTS**

1. Church Facilities:  
Member of First Baptist Oneonta \_\_\_\_\_  
Non-Member \_\_\_\_\_  
Sanctuary \_\_\_\_\_  
Fellowship Hall \_\_\_\_\_
2. Maintenance (members and non-members):  
Choir chairs removed \_\_\_\_\_
3. Maintenance Personnel: \_\_\_\_\_  
Total costs payable to Church \_\_\_\_\_  
Less: Deposit due at time of confirmation date \_\_\_\_\_  
Balance due 7 days prior to wedding \_\_\_\_\_
4. Fees paid direct to individuals:  
Sound Technician \_\_\_\_\_  
Musician(s) \_\_\_\_\_  
Minister \_\_\_\_\_
5. Total Cost \_\_\_\_\_

(Bride: Please return this form to the Pastor's Secretary)

**OFFICIATING MINISTER**  
**FIRST BAPTIST CHURCH ONEONTA**  
**WEDDING**

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

Phone: Home \_\_\_\_\_ Work \_\_\_\_\_

Ordained Minister:      Yes ( )      No ( )

Denomination of Ordination \_\_\_\_\_

Present Ministry:

    Pastor ( )

    Staff ( )

    Other \_\_\_\_\_

Church where you serve or currently attend:

Name \_\_\_\_\_

City \_\_\_\_\_

Wedding you are performing \_\_\_\_\_

Date \_\_\_\_\_

**Return to: Pastor's Secretary**  
**First Baptist Church**  
**300 Third Avenue East**  
**Oneonta, Alabama 35121**

## CATERER

1. All caterers using facilities at First Baptist Church Oneonta will be expected to leave facilities clean and orderly.
2. Our custodians will be responsible for setting up the church facilities for the next day's activities immediately following a reception. Any delay on your part in finishing your work will delay their schedule.
3. All caterers shall clear with the Pastor's Secretary (625-3191) the time when equipment, supplies, decorations, etc. for a reception are to be brought into the reception area. This is to prevent conflicts from occurring. The kitchen in the Fellowship Hall cannot be opened for longer than four hours prior to the wedding. The church building itself can only be opened four hours prior to the wedding ceremony.
4. If the kitchen in the Fellowship Hall area is used, the custodian or their representative must be present to unlock the kitchen and supervise use of the equipment. This is their only duty and they are not to assist or work for the caterer in any other way.
5. Check with our church custodian (625-3191) two weeks prior to the wedding in order to arrange for equipment usage.
6. Smoking is not permitted in any of our buildings at any time. Intoxicating beverages are not permitted in any of our church buildings at any time.

## FLORIST

1. Any florist decorating in any room of the church is expected to leave the room in the same condition in which they found it when they began decorating. Clean up is to be done immediately after the wedding. All floral arrangements and equipment shall be removed within two hours after the wedding begins.
2. Every florist decorating for a wedding shall clear with the Pastor's Secretary the time when decorations are to be brought into the Sanctuary in order that there be no conflict with other meetings or the cleaning service.
3. No nails, tacks, tape, etc. are to be used on the woodwork, walls, furniture, or other fixtures.
4. Only dripless candles may be used. Clear plastic sheeting must be placed under candelabra to protect the carpet. This is required because a possible wax spillage caused by the airflow can occur even with dripless candles.
5. Only silk flower petals may be dropped by the flower girls.
6. The florist will be responsible for paying for any damage he/she might cause to the church property.
7. If arrangements have been made by the wedding party for leaving the flowers for our worship service, please instruct the custodian when you leave.
8. Smoking is not permitted in any of our buildings at any time. Intoxicating beverages are not permitted in any of our church buildings at any time.

PHOTOGRAPHER

and

VIDEOGRAPHER

1. Please arrange to take as many pictures as possible prior to the wedding ceremony.
2. Absolutely NO FLASH PICTURES may be made during the wedding service. Flash pictures may be made as the Bride comes down the aisle and as she and the Groom leave the ceremony.
3. You may make video tapes from the balcony and choir loft. However, no video cameras may be placed at any point in the worship area itself or the baptistery.
4. The minister will be available for pictures immediately following the ceremony. Please see that these pictures are taken first.
5. To prevent wax spillage, do not rearrange the candelabra for pictures.
6. Smoking is not permitted in any of our buildings at any time. Intoxicating beverages are not permitted in any of our church buildings at any time.

**SOUND TECHNICIAN**

**(Sanctuary Only)**

BRIDE \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

GROOM \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Wedding Date \_\_\_\_\_ Time \_\_\_\_\_

Rehearsal Date \_\_\_\_\_ Time \_\_\_\_\_

Microphones Needed:

Minister(s)            

Instrumentalist(s)   

Vocalist(s)           

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

\_\_\_\_\_  
\_\_\_\_\_

Do you wish to have an audio recording of the ceremony? \_\_\_\_\_ If so, you will need to bring an audio cassette to the rehearsal. (The Sound Technician will give the cassette tape to you following the ceremony).

(Bride: Please return this form to the Pastor's Secretary)

BUILDING MAINTENANCE

BRIDE \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

GROOM \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Rehearsal Date \_\_\_\_\_ Time \_\_\_\_\_

Wedding Date \_\_\_\_\_ Time \_\_\_\_\_

Church Facilities: (indicate location)

Rehearsal and Wedding \_\_\_\_\_

Reception (if at church) \_\_\_\_\_

Time florist will arrive to decorate (day and hour) \_\_\_\_\_

Will flowers be left for Sunday's services? \_\_\_\_\_

Do you want chairs removed from choir loft? Yes ( ) No ( )

## **CHECKLIST**

1.    \_\_\_ Reserve date with Pastor's Secretary
2.    \_\_\_ Reserve date with Minister
3.    \_\_\_ Confirm wedding and rehearsal dates with Pastor's Secretary and pay deposit
4.    \_\_\_ Contact instrumentalist(s)
5.    \_\_\_ Contact Sound Technician for Sanctuary Wedding
6.    \_\_\_ Fill out necessary forms from packet and return to Pastor's Secretary
7.    \_\_\_ Distribute forms from packet to caterer, florist, and photographer
8.    \_\_\_ Appointment with Minister
9.    \_\_\_ Contact and counseled with the Minister of Music for music approval

The above checklist is for your convenience in preparing for your wedding at First Baptist Church-Oneonta.

## FOR YOUR INFORMATION

### CHURCH OFFICE HOURS

Monday through Friday- 8:00 a.m. until 5:00 p.m.

### CHURCH TELEPHONE

205-625-3191

**MINISTERS:** Either the Pastor or one of our Staff Ministers will be happy to officiate at your wedding as their schedules allow.

Larry E. Gipson, Pastor  
R. Moses Clark, Associate Pastor/Minister of Music  
Doug Hays, Minister of Youth

### CHURCH INSTRUMENTALISTS

Charlotte Langner, Organist 205-274-7021  
Deborah Beason, Pianist 205-353-3973

### SOUND TECHNICIAN

625-3191

### BUILDING SUPERINTENDENT (Custodian)

625-3191

### PASTOR'S SECRETARY

Andrea Towns 625-3191

### ABOUT THE CHURCH

Sanctuary Seating Capacity	Balcony	135 Adults 25 Children
	Main Floor	340 Adults 63 Children
	Choir	62
	Platform	4
Total Seating Capacity		629
Fellowship Hall	Accommodations	400
	Seating Capacity	200