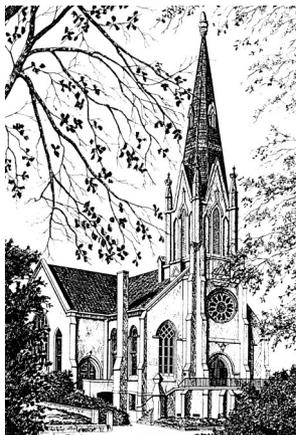




*Your
Wedding
Day*

*First Baptist Church
Raleigh, North Carolina*



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Someone has said, “marriage is a meeting, indeed, a ‘mating,’ if you will, of the human and divine.” Marriage is at once a celebration of physical love (eros) and spiritual love (agape). It solemnizes very earthly covenants while, at the same time, expresses ultimate commitments to such spiritual virtues as love, fidelity, and sensitivity. Your wedding is the one occasion when this union of the human and the divine, of the sacred and the secular, of the religious and the romantic occurs in a public ceremony of making promises commonly called “vows.”

For this reason, the ceremony itself will involve rituals that are both spiritual and social, for both are important and will have their place in your life together. Because the vows you make on your wedding day are holy vows, made both in the presence of God and of persons, careful preparations should be made in anticipation of that day. A minister of the church will guide you in the spiritual aspects of the ceremony, and a wedding director from the church will assist you in the social aspects of your wedding. Further, this wedding booklet will answer many of your questions about preparations you will need to make. We understand the wedding to be a service of worship. At First Baptist Church, we will work with you to help make this sacred time a happy time, planned so that the service will move smoothly and easily for all concerned. For that reason, this booklet of policies and procedures has been assembled.

As a church, we offer our assistance to help you make this “meeting” the union it was intended to be. We rejoice with you as you look forward to this happy and holy day, and we pray God’s blessings upon you as you begin your new life together.



Scheduling Your Wedding

Our policy is that members or their immediate family only are permitted to have their weddings at First Baptist. This is not to be exclusive; rather, a wedding is more than an event in a room – it's a sacred experience involving God and the church.

You will want to make advanced plans as early as possible so that the church and fellowship hall (if needed for the reception) can be arranged without conflict. If a wedding is already scheduled for the date you originally selected, we will work with you to choose another date.

Weddings are scheduled on a first-come, first-served basis, with only one wedding per weekend. The latest hour to schedule a ceremony with a reception to be held at the church is 5:00 p.m. The latest hour to schedule your ceremony with a reception being held away from FBC is 6:30 p.m.

The regular activities of the church have priority in scheduling. Weddings will not be scheduled on the following holidays:

- Easter weekend (including Good Friday)
- the weekend of Graduation Sunday
- July 4 and associated weekend,
- the weekend of Hanging of the Greens,
- Christmas Eve and Christmas Day.

All other holiday weekends and all Advent weekends will be considered for wedding dates provided there is no calendar conflict.

To schedule your wedding you will need to:

1. Contact the Pastor's Administrative Assistant for a Wedding Request form.
2. Contact our FBC ministerial staff to arrange for one of them to officiate your wedding. One staff minister's name will need to be on the request form before it is returned to the office.
3. Return the completed Wedding Request form, along with your building use deposit fee of \$350, stating the dates and times for your rehearsal and wedding and the FBC staff minister who has agreed to officiate your ceremony. Your request will then be reviewed and placed on the church calendar. At that time you will be notified with a confirmation of the date you selected. The building use deposit fee submitted with your application will be refunded in full by check within 15 days after the wedding, provided the facilities are left clean and undamaged and all other church service fees have been paid.

Implementing Your Plan

1. The chairperson of the Worship Committee or that person's designee will contact you following date confirmation to set up a time to meet. At that time all church wedding policies and procedures will be explained and agreed upon.
2. Contact the FBC minister of music to discuss your organist, soloists, and other musicians.
3. Choose your florist, photographer, and videographer.
4. Contact the church office to make an appointment with our facilities staff to view our rental equipment. This will help you in planning the setting-up and use of candelabra, kneeling bench, pew markers, window candle globes, and such. You may choose one, several, or none.
5. If you are planning on having a reception at the church, you need to contact the church food services director as soon as possible.
6. Verify arrangements made with all parties (officiating minister, minister of music, facilities staff, wedding director, and food services, if applicable) one to two months prior to the wedding.



Ministers

It is church policy that one of our ministers will officiate at all weddings. However, if the bride or bridegroom wishes to invite another minister to participate in the ceremony, you should advise the pastor of FBC, who may then extend an official invitation to the guest minister.

After engaging a minister of First Baptist Church for the wedding ceremony, it will be necessary to make an appointment with that minister at least two months in advance of the wedding date to plan your ceremony.



Duties of the Worship Committee

The Worship Committee selects church members to assist the wedding party. There is no honorarium and the members volunteer their services.

1. The chairperson of the Worship Committee or their designee will meet with each bride or bride and groom. Soon after the bride has been notified that her wedding has been placed on the church calendar, the chairperson will call her and arrange a time to meet. They will review the policies and procedures as stated in the booklet, such as no runners or cell phones, and any other questions that may arise.
2. Two Worship Committee members or their appointees will attend the rehearsal. The members will show the wedding party where the dressing areas, parlor, and restrooms are located. The bride and her attendants will be shown how they will be entering the sanctuary from the dressing area.
3. Those two people will also be present at the wedding. One will assist the groomsmen as needed and then the director, if needed. The other will stay with the bride and her attendants to assist when needed until the wedding begins. These people will also assist with the gathering of family before the wedding begins.
4. In the event that a reception is held in the church fellowship hall, the church members assisting with the wedding must remain until the wedding party has left the premises.
5. One committee member or appointee must verify that fees have been paid to the director, custodian, church organists, other church musicians, sound technician, and for the use of the church equipment. This form is to ensure the deposit will be returned to the bride if all is left in the order prior to the wedding. The fees form will be turned into the financial secretary for authorization for refunding the building use deposit.

Church Wedding Directors

Mrs. Carolyn Dickens

Mrs. Lynn Loomis

Duties of the Wedding Director

1. Assist the minister, who conducts the rehearsal and the wedding.
2. Meet with the bride to discuss her plans and establish the positioning of attendants and the seating of parents, grandparents, and honored guests.
3. Finalize the standing arrangements and the processing and recessing of the wedding party.
4. Ensure that everyone understands his/her responsibilities and knows exactly what to do.
5. Contact the church A/V team to ensure that a representative is at the rehearsal as well as the wedding.
6. Arrive at the church at least one hour prior to the wedding to ensure all is going according to plan.

If these details pertaining to the mechanics of your wedding are planned in advance, it will greatly facilitate the rehearsal procedure.

Services of the Minister of Music, Organist, or other Musicians and Vocalists

After meeting with the officiating minister, the minister of music and/or church organist should be contacted for scheduling purposes and guidance regarding the selection of music or musicians for the service. Because a church wedding is a service of worship, the music in the service should reflect the prayers, scriptures, and vows also in the service. The minister of music or church organist can assist with this process and recommend music in a variety of styles.

If the church organist is unavailable to play for your wedding, a list of approved organists will be provided for you to make arrangements. If you wish to invite another organist, please make this known at the time of your first contact. Our sanctuary is best suited for live music (as opposed to pre-recorded music). If you desire soloists or instrumentalists, the minister of music or organist can make recommendations and assist in the arrangements.



Duties of Facilities Staff

(for weddings as well as reception, if desired)

Call the church and set up a time to meet with the facilities staff lead. The sooner you are able to meet with him, the sooner you will be able to plan the use of the equipment available to you for your wedding. This will help with making plans with your florist and director.

Contact your assigned facilities staff member about a month prior to the wedding to confirm your plans with him. When talking with him you will be able to coordinate the time he needs to be available for:

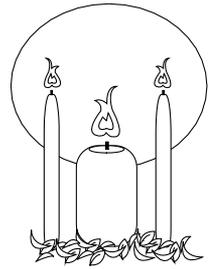
1. Opening and closing church at the designated times.
2. Cleaning before and after the wedding, to include all wedding equipment used.
3. Moving pulpit furniture in the sanctuary, if desired.
4. Meeting florist at designated times to open the church on the day of the wedding.
5. Preparation of fellowship hall for reception, if used.
6. Washing dishes after reception, if desired.

If reception is held at the church, please see "The Reception" on page 15.

Church-owned Equipment

The following church-owned equipment is available for use at your wedding. Consult fee schedule on the next page.

- 1 pair of 7-branch brass candelabra
- 1 pair of 9-branch brass candelabra
- 1 pair of 15-branch brass candelabra
- 1 5-branch brass candelabra (not adjustable)
- 1 pair of wrought iron candelabra
- 1 unity-candle candelabra
- Chase candles with wicks
- 1 padded brass kneeling bench
- 1 wooden kneeling bench
- 2 brass candle lighters
- 22 wooden pew markers
- 22 small hurricane globes
(requires tapered 12" dripless candles)
- 8 large hurricane globes for windowsills
(requires pillar candles)



The following are available for use in the fellowship hall or church parlor. Consult the fee schedule on page 16. *(Reminder: runners are not available from the church, nor are they permitted.)*

Table linens

- Silver punch bowls (2)
- Assorted sizes/shapes silver trays
- Flower container (silver)
- Glass punch cups and plates

The Florist

The beauty of our sanctuary makes it unnecessary for elaborate decorations. Only **dripless** candles and chase candles (made of metal with replaceable wicks) may be used in the sanctuary. The church is responsible for furnishing the wicks for the chase candles. If the unity candle or candelabra are used, the bride is responsible for providing the dripless 12” tapered candles. This is a very popular item and may be hard to find so try to order as early as possible. There is no holder available for the large unity candle. The bride will provide the holder and the candle. A protective floor covering must still be used with the unity candles. This covering is provided by FBC.

Under no circumstances shall decorations be attached to the pews, railing or windowsills or any other furnishings in the sanctuary by pinning, tacking, gluing, nailing, stapling, taping, or wiring. **No flowers are to be placed on the piano.**

All decorations used on the front doors or railings of the church, all interior decorations, flowers, potted plants, and other items brought to the church must be removed immediately following the wedding. If one wishes for any flowers or plants to be left for the use in the sanctuary or vestibule for Sunday, arrangements are to be made through the pastor’s office in advance. It is very important for you to go over all of these arrangements with your florist.

Decorating typically takes place the day of the wedding, but with approval from the wedding committee, it may take place the day of the rehearsal.



Photographers

The photographer of your choice should be contacted at an early date. You will instruct the photographer that flash pictures are not permissible during the ceremony.

The “ceremony” begins when the mother of the bride is seated and ends when she is out of the sanctuary.

A time exposure of the ceremony itself may be taken unobtrusively. The entire service may be recreated for pictures following the completion of the service. **The use of floodlights and movie cameras is prohibited.**

The photographer may only take pictures from the back of the sanctuary.

If videotaping is desired, it may be taped only from the balcony area on a stationary tripod. This will be allowed if it is done in a quiet manner that is not disruptive. No taping is allowed from the choir loft.



The Rehearsal

The rehearsal usually takes one to one-and-a-half hours. The number of wedding attendants and the number of family members and honored guests to be seated may determine the time needed. This will be worked out between you and the director.

Although the minister is in charge of the rehearsal, it is required that a director from the church be asked to serve. The directors are listed on page 8.

In order for the rehearsal to progress in a smooth manner it is important that the bride and the director decide in advance (in at least one meeting) some of the following matters:

1. Designate ushers to light the candles, and the time for lighting.
2. Designate ushers to seat special family members and other honored guests.
3. Arrange the order of the bridal party procession and recession.

If these details pertaining to the mechanics of your wedding are planned in advance, it will greatly facilitate the rehearsal procedure.

The Wedding Party

It is expected that members of the wedding party recognize that the church is the House of God, and will conduct themselves at all times in a manner befitting the atmosphere of the place of worship.

It is the obligation of the bride and bridegroom to make certain these guidelines are made known to all members of the wedding party.

Building Use

1. The use of any alcoholic beverages is prohibited on church property or within any church facilities.
2. Confetti or flower petals are not to be used in the church or on the grounds. For safety reasons, the use of floor runners will not be allowed during any ceremony.
3. Parking/judges' lot at the corner of Edenton and Hillsborough Streets can only be used on weekends.

Dressing at the Church

Rooms 108-109 on the first floor in the Educational Building are used for the bride and bridesmaids to dress. There is one full-length mirror available. The custodian will remove chairs on the day of the wedding to make adequate room available for the wedding party. Due to the lighting, applying makeup and preparing one's hair prior to arriving at the church is advised. Touch-ups work out well.

There is one hook in this dressing area used for the bride's dress. The other dresses may be hung over the white board. (You may wish to bring a sheet for covering the board to protect the bridal party's dresses.)

The groom and his groomsmen may use room 219 for dressing or just for gathering prior to and after pictures, if needed.

You may want to provide some simple snacks and drinks for your wedding party. Suggested snacks are cheese, crackers, and fruit. Bottled water is the drink of choice. If water is spilled, the spot can be quickly dried. Please note that alcoholic beverages are prohibited by the church policy.

A member of the wedding committee with the assistance of the custodian will be available to make sure these rooms are unlocked and also secured as needed. The bridal party should remove all personal items immediately following the ceremony.

The Reception

The fellowship hall and the church parlor are available for receptions, but not for rehearsal dinners. It is necessary to clear this date for the church calendar, too (as soon as possible). Any decorating will take place on the day of the wedding (unless approved beforehand). Be sure to speak with your assigned facilities staff member about preparation of the fellowship hall and washing dishes after the reception, if that is something you desire. Contact our church food service director to make arrangements for the reception if you are considering the church fellowship hall. No alcoholic beverages will be allowed. Use of rice is not allowed. Birdseed may be used outside of the church.

Fees

Wedding

Wedding director	\$200.00
Facilities staff	\$200.00
Sound technician	\$100.00
Church organist	Set by organist
Soloists (engaged by bride's family)	
Minister (responsibility of groom)	
Use of <u>any number</u> of items listed in church equipment: (one or all items have one fee)	\$50.00

Equipment rental fees will be paid to First Baptist Church and should be mailed to the attention of the financial secretary.

Reception

Facilities staff (amount of time needed to be worked out with facilities lead)	\$40.00/hour
Dishwashing (if custodian washes dishes for outside caterer)	\$40.00/hour
Table linens	\$80.00
Silver	\$50.00
Consultant fee (If reception is held in the fellowship hall, the food services director will provide assistance)	\$100.00

Payments will be made individually to the director, organist, musicians, soloists, sound technician, and custodian. Any rental equipment fees will be mailed to the attention of the FBC financial secretary.

All fees must be paid by the day of the rehearsal at the latest.

Notes



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