

A decorative border of roses and vines surrounds the text.

*Your
Wedding
Day*

*First Baptist Church
Raleigh, North Carolina*

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 involving bed and board and bank accounts 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.

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.



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Introduction

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.



Scheduling Your Wedding

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 serve 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.

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 dates¹ 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.



¹ The regular activities of the church have priority in scheduling. Weddings will not be scheduled on the following holidays: Easter Sunday weekend (including Good Friday), July 4 and associated weekend, the weekend of Hanging of the Greens, and 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.

Implementing Your Plan

1. Call the Chairperson of the Wedding Committee 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. 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.
2. Contact the FBC Minister of Music to discuss your organist, soloists, and other musicians. Now is the time to be choosing your florist, photographer, and videographer.
3. Contact the church office to make an appointment with our custodial staff. You and one of our custodial staff will set up an appointment to view our rental equipment. This will help you in planning the setting up and use of candelabras, kneeling bench, pew markers, window candle globes, and such. You may choose one, several, or none.
4. If you are planning on having a reception at the church, you need to contact the church Food Services Director as soon as possible.
5. Verify arrangements made with all parties (Officiating Minister, Minister of Music, Custodian, 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.

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

The bride should make an appointment with the Minister of Music immediately following the initial interview with the officiating minister. The Minister of Music will explain the requirements of the church regarding the use of music and, along with the organist, give assistance in the selection of appropriate music. At this time, if you need information on additional musicians, both the Minister of Music and Organist are good resources. It is expected that outside musicians will be qualified and proficient in their musicianship.

It is very important to keep in mind that the church wedding is a service of the church and the music should be in keeping with the reverence that is customarily observed in worship. To select lyrics in keeping with a spirit of worship, look for texts that contain clear references to God, seeking God's blessing on the union, and lyrics that speak of the sanctity of marriage. Types of songs to avoid: popular love songs, lyrics that speak specifically between bride and groom, and lyrics that include the limited use of words such as God, prayer, etc. The limited inclusion of these words does not necessarily make a song "religious" or suitable for worship. Please submit titles of each song to be included in the wedding to the Minister of Music prior to making final plans.

Our sanctuary is best suited for live music as opposed to pre-recorded music. Our organist is exceedingly qualified to accompany all soloists. The piano in the sanctuary is tuned twice each year (in late fall and in the spring). If piano accompaniment is desired and an extra tuning is requested, payment for tuning will be the bride's responsibility. A list of approved piano technicians is available from the Minister of Music.

The Organist will work with the Minister of Music and the bride in selecting music for the wedding. It is preferred that the church organist will play for all church weddings. When the organist is unavailable or when it is the wish of the bride to invite another organist, **this desire should be made known first to the Minister of Music** before any invitation is extended. The Minister of Music will extend a welcome if needed.

The Rehearsal

The Rehearsal usually requires 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 11.

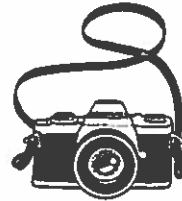
In order for the rehearsal to progress in a smooth manner it is important that the bride and the director decide in advance (in at least one meeting) some of the following matters:

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.

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.**

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 use of any alcoholic beverages is prohibited on church property or within any church facilities.

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.

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 candelabras 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 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.

All decorating will take place the day of the wedding.

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.

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 #218 for dressing or for just gathering prior to and after pictures, if needed. This room, the Mary Martha Sunday School Classroom, is located in the Educational Building as well.

For both dressing areas, no food or drink is allowed. Again, we 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.

Church Wedding Directors

Mrs. Carolyn Dickens	781-2067
Mrs. Nancy Hunter	848-8814
Mrs. Lynn Loomis	601-9578
Mrs. Jeanie Scott	302-6342

Duties of the Wedding Director

1. Assist the minister.
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. Conduct the rehearsal and 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. Arrive at the church at least one hour prior to the wedding to ensure all is going according to plan.

Duties of the Wedding Committee

The Wedding Committee consists of twelve members appointed by the church Nominating Committee to assist the wedding party. There is no honorarium and the members volunteer their services.

1. The Chairperson of the Wedding Committee will meet with each bride or bride and groom. As soon as the bride has been notified that her wedding has been placed on the church calendar, she should call the Chairperson and arrange a time to meet. They will review the policies and procedures as stated in the booklet and any other questions that may arise.

2. One or two wedding committee members 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. Two wedding committee members will be present at each wedding. One member will assist the director if needed. The other will stay with the bride and her attendants to assist when needed
4. In the event that a reception is held in the church Fellowship Hall, the wedding committee members must remain until the wedding party has left the premises.
5. One committee member 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.



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. No alcoholic beverages will be allowed. Use of rice is not allowed. Birdseed may be used outside of the church. Contact our church Food Service Director to make arrangements for the reception if you are considering the church Fellowship Hall.

Duties of Custodian (for Weddings, & Reception, if desired):

Call the church and set up a time to meet with the custodian. 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 custodian 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:

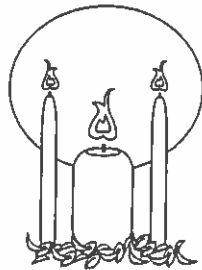
1. Opening and closing church at the designated times.
2. Cleaning before and after the wedding, to include all wedding equipment used.
3. Moving pulpit furniture in the sanctuary, if desired.
4. Meeting florist at designated times to open the church on the day of the wedding.
5. Preparation of Fellowship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

Church Owned Equipment

The following church owned equipment is available for use at your wedding. Consult fee schedule on opposite 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 brass padded kneeling bench
- 1 wooden kneeling bench
- 3 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 and are not permitted.)



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

Fees

Wedding

Wedding Director	\$200.00
Custodian	\$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

Custodian	\$100.00
(Plus an additional \$25.00 fee if custodian washes dishes for outside caterer)	
Table linens	\$40.00
Silver	\$25.00
Consultant Fee	\$50.00
(If reception is held in the Fellowship Hall, the Food Services Director will provide assistance)	

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 at least one week in advance of the ceremony.

Notes

First Baptist Church

MESSAGE TO FLORISTS

(Brides, please give this to your florist)

The beauty of the sanctuary at First Baptist Church makes it unnecessary for elaborate decorations. If desired, the pulpit furniture in the sanctuary will be moved by the church custodian.

Only chise candles may be used in the sanctuary. The church is responsible for furnishing the wicks. If unity candelabra are used, the bride must provide dripless candles. A protective covering must be provided for the carpet.



The florist must arrange a time with the custodian to open the church. This should be within a three-hour period before the ceremony. 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 or wiring. No flowers are to be placed on the piano.

All decorations, flowers, potted plants and other items brought to the church shall be removed from the sanctuary immediately following the wedding, unless other arrangements have been made.

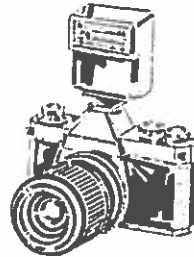
It is expected that the church facilities will be left in the order in which they were found. Failure to comply with these requests and policies will preclude the florist from future work at First Baptist Church.

First Baptist Church

MESSAGE TO PHOTOGRAPHERS and VIDEOGRAPHERS

(Brides, please give this to your photographer/videographer)

SUBJECT: Photography at First Baptist Church



A wedding held at First Baptist Church is a service of worship, and any photographic record-making of the occasion should be done in a dignified, professional and unobtrusive manner.

► Flash pictures are not permissible during the ceremony.

The ceremony begins when the mother of the bride is seated and ends when she leaves. 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. Please do not use floodlights. Movie cameras are prohibited.

If videotaping is desired, it may be done from the balcony area on a stationary tripod if it is done in a quiet manner that is not disruptive. There will be no videos taken from the choir loft.