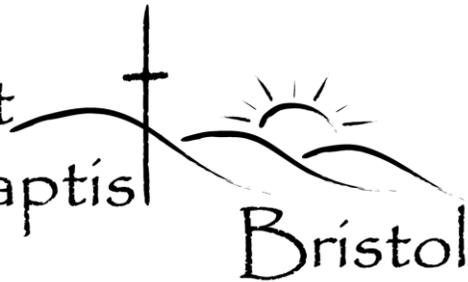


Marriage Preparation

at

First
Baptist
Bristol



**1 Virginia Street
Bristol, Virginia 24201**

276-669-8191
www.fcbristol.org

THE IDEA OF A CHRISTIAN WEDDING

A Christian wedding is a service of Christian worship. A Christian wedding is a sacred time of taking vows and of making life-long commitments and it deserves both serious thought and careful planning.

Marriage is a divine institution established by God in creation, blessed by our Lord Jesus Christ, and to be held in honor among all people. Christian marriage is a specifically Christian act, not to be confused with civil ceremonies or with the rites of non-Christian faiths. Christian marriage is a commitment that can be entered into only by persons who have a personal relationship with and who acknowledge the Lordship of Jesus Christ.

The traditional ritual for Christian marriage has been edited and refined over the centuries and is most beautiful. There is rich meaning and symbolism in the ceremony, and changes should be considered only after careful and prayerful reflection. Changes may be suggested to the minister for consideration, but as the church's representative in the service, the minister has the final determination about all aspects of the ceremony.

The members of First Baptist Bristol do not intend for our sanctuary to be merely "a pretty place" in which to be married, but intend for it rather to be a setting for a sacred worship service that has come about through serious thought, planning, and prayer by the participants. There are many places in which a couple could be married. We, as members of this church, make no judgments in that regard. But, when the church is used, our intention is to glorify God and to lift up the occasion for that special purpose.

Because a service of Christian marriage is a service of Christian worship, musical selections, both instrumental and vocal, must be appropriate to the sacred nature of the wedding service. They must be suitable in both title and text to the worship of God. All musical selections to be presented in the wedding ceremony must have final approval of the Minister of Music.

Our Minister of Music will be happy to work with you as you cultivate a sense of worship with regard to your wedding ceremony, including the arrangement of music in keeping with both the joy and the solemnity of the occasion. Merry-making and social customs have a place in the family celebrations and receptions, but with regard to the ceremony itself, a holy dignity is appropriate.

These guidelines governing the use of our church campus for services of Christian marriage are published in the hope that your wedding will be a memorable beginning to your life together in Christ.

COUNSELING WITH OUR PASTOR

The first stop on your wedding preparation journey is a conversation with our Pastor. It is necessary for you to meet with him prior to scheduling your wedding at our church.

Pre-marital counseling is considered by our church to be an important factor in the future home planning for any couple. A minimum of four counseling sessions are required before the wedding date for each couple desiring to be married here. These counseling sessions are scheduled through the Pastor or the church office.

GENERAL RULES FOR WEDDINGS

The ministers of First Baptist Church will conduct all weddings. If persons to be married wish to ask another minister to participate, that invitation must be extended by the Pastor of First Baptist Church. It is a breach of pastoral ethics for any minister to accept an invitation that is not extended by the host Pastor.

As noted above, the couple to be married will have a minimum of four sessions with our Pastor. Our Pastor would like to meet with you at the earliest possible date.

The Pastor keeps the wedding calendar in conjunction with the Church Secretary. When requesting the scheduling of a wedding date, entry of the date on the church calendar by the church secretary is contingent upon receipt of signed contract as contained in this packet and final approval by the Pastor.

The Minister of Music will play for all weddings. If the person desiring to be married wishes to request another organist, that invitation will need to be extended by the Minister of Music of First Baptist Church. As in the case of visiting Pastors, it is a breach of etiquette for an organist to accept an invitation unless it comes through the Minister of Music. All music to be used in a service of worship must be approved by the Minister of Music.

Active members of this congregation may request the services of one of our Wedding Coordinators. **In order that we may serve you effectively, non-members or inactive members are required to use the services of one of our Wedding Coordinators.**

The Wedding Coordinator is your point of contact prior to the rehearsal and wedding days themselves. She will assist you in making sure all necessary preparations and arrangements have been accomplished.

The Wedding Director is the person who guides the rehearsal and the wedding itself, under the guidance of our Pastor. Even if you enlist your own Director, she will still work under the direction of our Pastor, since your wedding is a service of Christian worship under the auspices of our congregation.

Under no conditions are alcoholic beverages or smoking allowed either in the church building or on the church grounds. This rule includes champagne toasts in the bride's room, etc. It is expected that the members of the wedding party will refrain from the use of alcoholic beverages immediately prior to both the rehearsal and the wedding. No rehearsal will be conducted when any member of the wedding party is under the influence of alcohol.

No smoking is permitted in the church building at any time. Respect for these rules will assure harmonious relationships with the church staff

SCHEDULING YOUR WEDDING

First Baptist Church gives preferential treatment to active members and their children when weddings are planned. A Christian wedding is an ongoing ministry of the church and relates directly to congregational involvement.

Use of the church facilities must be scheduled by the Pastor and/or Church Secretary so as not to interfere with the regular activities and meetings of the church. Church-related

activities and meetings will take precedence, and additional fees will apply to wedding events planned during holiday weekends.

ARRANGEMENTS OF DETAILS

Arrangements of details for the wedding are to be made through the following staff members:

Reserving the church: Pastor, Church Secretary, and Sexton

Wedding and Wedding Rehearsal: Pastor

Wedding Music: Minister of Music

Flowers: Wedding Coordinator

Arrangements of tables, candles, etc.: Church Sexton

Reception and/or Rehearsal Dinner: Church Hostess

Sound Technician: Wedding Coordinator

Photographers & Videographers: Wedding Coordinator

Child Care Workers: Minister of Preschoolers & Children

All other details: Wedding Coordinator

Please call the Church Office for appointments (276) 669-8191.

All persons to be involved should be informed of the date and time of the rehearsal and the wedding and any changes that may be made about any of the rehearsal, wedding and reception arrangements.

OTHER CONSIDERATIONS

Considerable thought, planning, and expenditures have resulted in our lovely sanctuary. The furnishings and symbols create an atmosphere of worshipful reverence that is diminished by elaborate decorations. It is therefore suggested that:

- Decorations should be simple. If desired, a representative of the florist can consult with the Wedding Coordinator.
- No pews are to be moved from the sanctuary.
- Candles in the windows may be used only with hurricane globes. The church can provide the hurricane globes and candleholders. *The bride must replace broken globes.*
- Only dripless candles should be used and can be purchased through your florist—the church does not furnish candles. If a unity candle is used, a cover should be placed on the floor underneath.
- Decorating should be done when there are no regular church services taking place, and the decorations should be removed and the room(s) restored to their usual purpose promptly after the wedding. Florists and others responsible for decorating the church are to be made aware of this policy.
- Flowers, potted plants and greenery may be used for decorations. Please use cardboard or plastic beneath any plants or flowers which are placed on the carpet; and if watering is necessary, the containers should be placed in waterproof trays.
- No nails, tacks, pins, staples or any other type of metal fastener may be used on the furniture, carpets, floors or woodwork. No tape of any kind may be used on the furniture or woodwork.
- The church welcomes the gift of flowers for its Sunday Service. Arrangements can be made with the consultant or church office and the Chancel Committee chairperson if you would like to donate your flowers.

- Weddings that require decoration of the sanctuary will not be scheduled for Sundays.
- Only birdseed or bubbles may be used on church grounds (i.e., rice is not allowed). Nothing shall be thrown inside the building.
- PHOTOGRAPHY & VIDEOGRAPHY:
 - No flash photographs are to be taken during the processional, ceremony, or the recessional.
 - Photographers should be appropriately dressed and stationed in the choir loft or balcony.
 - Because a marriage service is a service of worship, photographers should not move about the sanctuary at any point during the service.
 - The bride is responsible for any damage that might occur as a result of photographic activities.
- Any questions concerning the use of church properties for the wedding, reception, and/or rehearsal dinner will need to be cleared with the church office. Please call and direct your questions through the church secretary.
- If young children/babies are in attendance and child care is desired, the families should make arrangements with the church's child care workers or other church approved workers for child care during the rehearsal and wedding Services. The bride must pay the workers according to the regular hourly rate the workers are normally paid by the church.
- If you wish to invite the church membership to the wedding through our church newsletter, arrangements must be made with the Church Secretary at least three weeks before the ceremony.

SEXTON

The Wedding Coordinator shall arrange for a meeting with the bride and the Sexton to discuss furniture arrangements. If a reception is held in the Rosser Hall, arrangements of tables, chairs, floral arrangements, etc. can also be discussed with the Sexton and the Wedding Coordinator.

If desired, tables can be furnished for the refreshments, bride's cake, groom's cake, and arrangements for a table for gifts that may be brought to the church. The bride is responsible for furnishing cloths for the tables.

If the wedding is held during the winter months, the possibility of additional expense for snow and ice removal should be considered.

RESPONSIBILITY

The bride is responsible for any damages incurred during their use of the facilities. The bride is responsible for employing the Custodian of the church to maintain the church after usage and for securing the building.

The Wedding Coordinator will be present during the rehearsal, wedding, and any social activities related to the wedding in the church. The Custodian will be responsible for opening and securing the church building.

FEES AND FACILITY USAGE CHARGES

While First Baptist Church is happy to assist with services of Christian marriage as a part of our ministry to our community, certain expenses are nevertheless assumed by those requesting the facilities for weddings. The schedule of fees and expenses is attached to this document.

CHURCH HOSTESS

The Church Hostess or her representative is required to be on the premises when kitchen facilities are used for any social function connected with the wedding. If a church reception is desired, all arrangements must be agreed upon between the bride and the Church Hostess. If the Church Hostess will be asked to provide food, all food materials, extra kitchen help, and costs must be agreed upon between the bride and the Church Hostess.

If the bride requests the Church Hostess to secure additional help for the reception or any other social occasion connected with the wedding at the church, the cost of this help will be discussed and payments for these extra workers will be made to the Church Hostess and disbursed by her to the workers. The Church Hostess is responsible for the protection of the church property and the maintenance of the kitchen areas.

If a commercial catering service is to be used, that company must provide the church with a certificate of insurance.

These Wedding Policies will be updated by the Board of Administration as changes are needed. Any deviation from the main direction of these policies must be voted on by the congregation at a church business meeting.

WEDDING APPLICATION
First Baptist Church
1 Virginia Street, Bristol, Virginia 24201
Telephone: (276) 669-8191

I/We request our wedding service be performed at First Baptist Church

BRIDE: _____ Member ____ Yes ____ No

Address: _____ Phone: _____

GROOM: _____ Member ____ Yes ____ No

Address: _____ Phone: _____

Minister: _____ Organist: _____

Rehearsal Date: _____ Time: _____

Wedding Date: _____ Time: _____

Reception at the church: Yes ____ No ____

Estimated number of people attending ____ Will music be used? Yes ____ No ____

Please note any unusual or large decorations or floral pieces, etc. which you might wish to use:

I/We agree and state that I/We have read and thoroughly understand the requirements set forth in the attached policy statement governing the use of church property and that I/We do accept full responsibility to comply with all requirements as they apply to my/our use of said property. I/We hold harmless First Baptist Church regarding any accidents, injuries or damages.

Signatures: _____ Date: _____
_____ Date: _____

This form is to be completed in its entirety and returned to the church office. For nonmembers, 50% of the facility fees are due with this application.

Office Use Only

THE ABOVE APPLICATION WAS ACCEPTED ____ DECLINED ____
by the Wedding Coordinators as representatives of the Board of Administration.

DATE _____ COMMENTS _____

Wedding Coordinator

So that we may serve you most effectively, persons who are not members of First Baptist Bristol are required to use the services of one of our Staff members. The contact person for this service is Ginger Mumpower and Terri Thomas, and may be reached at 276-669-8191.

Members of First Baptist Bristol may request the services of a Wedding Coordinator, but are not required to do so. Fees for the service of a Wedding Coordinator are shown later in this manual.

It is the responsibility of the wedding party to notify the church office if they desire the services of a qualified Wedding Coordinator recommended by the church. Such arrangements should be made at least six (6) weeks prior to the wedding date.

_____ We are members of First Baptist Bristol and will not need the services of a Wedding Coordinator.

_____ We are members of First Baptist Bristol and request the services of a Wedding Coordinator.

_____ We are not members of First Baptist Bristol, and will need the services of a Wedding Coordinator.

Date of Rehearsal _____ Time of Rehearsal _____

Date of Wedding _____ Time of Wedding _____

Today's Date _____ Signed _____

PLEASE NOTE: If the reception will be held at another location, arrangements will still need to be made to remove all decorations and belongings from our campus not later than two hours after the conclusion of the ceremony so that our building staff may prepare the campus for worship and other events to follow.

FEE SCHEDULE
for persons who are not active members of First Baptist Bristol
or who have been members for less than six months

PASTOR	\$300
MINISTER OF MUSIC	\$175
CHURCH HOSTESS (if the reception is on our campus)	\$125
WEDDING COORDINATOR (services prior to the wedding event)	\$175
WEDDING DIRECTOR (direction of the rehearsal and ceremony)	\$200
AUDIO-VISUAL TECHNICIAN	\$125
SEXTON	
Wedding and Rehearsal	\$200
Reception (if on our campus)	\$200
CHILDCARE WORKERS	\$60
	(\$18/hr.; 2 hr. min.; 2 worker min.)

Requests for childcare must be submitted in writing to the Minister with Preschoolers & Children at least four weeks before the date of the wedding.

PLEASE NOTE: Our staff is pleased to assist with your wedding plans. It is a privilege to share this most special time with you and your family. At the same time, it frequently happens that wedding festivities are desirable on holidays or holiday weekends. In order to be fair to our staff and their families for the disruption of their own family celebrations in support of yours, all of the above fees increase by 50% for any wedding activities on the following days. The fee for the Sexton is **doubled** for such events.

- New Year's Eve or New Year's Day
- Easter Weekend (no wedding activities may be scheduled for Good Friday)
- Memorial Day or Memorial Day weekend (Friday-Monday)
- Independence Day or Independence Day weekend (Friday-Monday)
- Labor Day or Labor Day weekend (Friday-Monday)
- Thanksgiving Day or Thanksgiving weekend (Thursday-Sunday)
- Christmas Holiday Season

FACILITY FEES	
Wedding and rehearsals in the sanctuary	\$400
Reception or rehearsal dinner in Rosser Hall	\$300
*50% of Facility Fees are Due with Wedding Application	

Above fees (less the 50% of facility fees already paid) should be paid to:

First Baptist Church
1 Virginia Street
Bristol, Virginia 24201

At least 30 days prior to the ceremony.

FEE SCHEDULE for Active Members of First Baptist Bristol

PASTOR	\$175
MINISTER OF MUSIC	\$125
CHURCH HOSTESS (if the reception is on our campus)	\$75
WEDDING COORDINATOR (if requested; services prior to the wedding event)	\$100
WEDDING DIRECTOR (direction of the rehearsal and ceremony)	\$100
AUDIO-VISUAL TECHNICIAN	\$75
SEXTON	
Wedding and Rehearsal	\$125
Reception (if on our campus)	\$125
CHILDCARE WORKERS	\$60

(\$15/hr.; 2 hr. min.; 2 worker min.)

Requests for childcare must be submitted in writing to the Minister with Preschoolers & Children at least two weeks before the date of the wedding.

PLEASE NOTE: Our staff is pleased to assist with your wedding plans. It is a privilege to share this most special time with you and your family. At the same time, it frequently happens that wedding festivities are desirable on holidays or holiday weekends. In order to be fair to our staff and their families for the disruption of their own family celebrations in support of yours, all of the above fees increase by 50% for any wedding activities on the following days. The fee for the Sexton is **doubled** for such events.

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Labor Day or Labor Day weekend (Friday-Monday)
Thanksgiving Day or Thanksgiving weekend (Thursday-Sunday)
Christmas Holiday Season

Above fees should be paid to:

**First Baptist Church
1 Virginia Street
Bristol, Virginia 24201**

At least 30 days prior to the ceremony.