

Dear Prospective Bride and Groom:

On behalf of our church, we express our pleasure that your plans include having a Christ-centered wedding. The relationship you are about to enter is second only to your relationship to Jesus Christ as Savior and Lord. Because a wedding is a holy and happy occasion, we want to assure you of our desire to make it all you wish it to be.

The attached policies have been developed to assure full communication between our church and all parties involved and to help facilitate your preparations.

We pray that you will make Christ the head of your home and faithfully participate in Bible study and worship in our church or another Bible-believing church near where you live.

Dr. Nate Leonard
Senior Pastor

Church Address : 810 Bridges St.
Morehead City, NC 28557

Church Telephone Number: (252) 726-4142

Church Fax Number: (252) 726-4784

Church Website: www.fbcmhc.org

Church Office Hours: Monday through Friday
8:00 am – 5:00 pm

Ministers: Dr. Nathaniel “Nate” Leonard, Senior Pastor
Rev. Darrell Williams, Associate Pastor

Director of Youth &
Senior Adults: Deborah Lockey

Director of Music: Diane Hawkins

Church Instrumentalists: Diane Hawkins, Organist
Lori Muns, Pianist

Staff: Vonne Lewis, Ministry Assistant
Carol Reed, Financial Secretary
Fran Welch, Custodian
Dee Yadao, Custodian

POLICIES FOR CHURCH WEDDINGS AT FIRST BAPTIST CHURCH – MOREHEAD CITY

I. General Information

- A. Call the church office to discuss your desired date. The Ministry Assistant will check to see if the pastor and facility are available on your requested date. We will **hold the tentative date for two weeks to give you time to complete the Wedding Application and return to the office.**
- B. Review all the wedding policies carefully.
- C. Return the Wedding Application to the Ministry Assistant with a \$100 deposit. In the event your wedding is cancelled, the deposit and any pre-paid fees will be refunded in full.
- D. 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 contained in this book.
- E. 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 wedding 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 all members of the wedding party and those who service the wedding (florist, caterer, photographer, etc.)
- F. First Baptist is not responsible for lost or stolen personal items brought to the Church for weddings, rehearsals or receptions.
- G. The church reserves the right to approve or disapprove the use of all facilities.
- H. Weddings are not scheduled on Sunday and during church wide events. Weddings in the month of December are discouraged due to the use of the sanctuary.

II. Facilities

- A. Smoking is not permitted in any of the church buildings. It is the responsibility of the Bride and Groom to be certain this policy is understood and followed by all members of the wedding party and those who service the wedding (florist, caterer, photographer, etc.)
- B. Bird seed, flower petals and bubbles may not be used inside the buildings, but may be used outside as the Bride and Groom depart.
- C. Food and drink are not permitted inside the Sanctuary.

- D. Breakage of and/or damage to any Church equipment or facilities must be reimbursed at replacement price.
- E. If sconces are used and candles lit in the Sanctuary, it will be the responsibility of the Wedding Coordinator to provide smokeless & dripless candles.
- F. Using candles in aisles or windows is discouraged. All candles must be dripless. Pulpit candles and plants must have plastic placed under them to protect carpets.
- G. If you use the Family Life Center, all parties must be out by 9:00 p.m.
- H. If you use the Kitchen, someone from our Kitchen Committee must be present. See the Ministry Assistant to get the Kitchen Policy Guidelines. If your caterer uses any of our supplies, cooks here, etc. there will be an additional \$200 charge.

III. First Baptist Church Staff

A. Ministers

1. All couples must go through pre-marital counseling prior to the ceremony. This counseling will either be with one of the pastors or through other means designated by the pastor. The pastor will schedule the counseling sessions at a time that will be convenient for the minister and the couple.
2. Divorced persons who wish to be married by the pastor will be handled on a case-by-case basis.
3. A minister from another Christian denomination may be invited in by the couple to either assist the pastor with the ceremony or perform the ceremony. The pastor will extend the invitation.
4. The pastor reserves the right to accept or decline all invitations to preside over wedding ceremonies in which he is asked to officiate.
5. Whenever a minister is requested to conduct an out-of-town wedding, unless otherwise discussed, the following expenses will be paid by the Bridal Couple:
 - Travel expense – based on the current IRS mileage rate
 - Hotel & Meal expenses
 - Any other out-of-pocket expenses
6. Suggested honorarium is listed in the “Financial Requirements” of the Wedding Application.

B. Organist & Pianist

1. We ask that you engage the services of the Church organist or pianist unless he or she is unavailable. If a guest organist or pianist is engaged, the Director of Music must approve him or her. A guest organist must make an appointment with the Church Organist to receive instruction on the use of the instrument and to secure a key to the organ. The key must be returned as instructed by the Church Organist.

2. The fee for the church organist or pianist should be discussed with the instrumentalist. The fee includes: a consultation with the Bride, a rehearsal with the soloist, the wedding rehearsal and the wedding. Additional meeting fees and fees for playing at the reception will be decided by the instrumentalist. If you engage someone else other than the church organist or pianist, make payment arrangements directly with that organist or pianist.
3. Fees should be payable directly to the organist or pianist.

C. Custodian

1. The Custodian will be responsible for unlocking the building for the florist, rehearsals, wedding ceremony and reception.
2. All plans for the use of the facilities should be discussed with Ministry Assistant at the time the Wedding Application is returned to the church. Discussion should include: furniture to be moved, rooms to be used, set up of the Family Life Center, etc.
3. The church does not pay the Custodian for added services required for weddings. Custodial fees are listed in the "Financial Requirements" of the Wedding Application.

IV. Music

- A. The church wedding is a religious celebration and only music appropriate for a worship service should be used. Sacred, contemporary Christian hymns and classical instrumental music is acceptable. Secular music is not appropriate for the wedding but may be used at the reception.
- B. The Bride must schedule an appointment with the Director of Music to discuss music selections for approval. The appointment must be scheduled a minimum of four weeks in advance of the wedding date. Together you will complete the wedding music form.
- C. If you use vocalist or instrumentalists for your wedding, please make payment directly to each of them.
- D. The couple should arrange for a Sound Technician through the Ministry Assistant. The suggested fee is listed in the "Financial Requirements" of the Wedding Application.

V. Wedding Flowers

- A. It is the responsibility of the Bride to instruct her Florist in accordance with First Baptist Church wedding policies. Please share this section of the wedding policy with your florist.
- B. No tacks, nails, tape, floral clay or other materials, which may permanently deface the buildings or furnishings, can be used in decorating.
- C. Only wrapped wire or ribbon that will not mar the pews may be used to fasten bows.
- D. Only metal-sheathed candles may be used.

- E. Candelabras, greenery and floral arrangements may be placed on the pulpit area, steps and floor of the Worship Center.
- F. The custodian responsible for the wedding will move pulpit furniture and chairs in the choir loft (if requested).
- G. The church will be happy to use flowers from the wedding for the Worship Service where possible. The Bride will discuss these plans with the Florist and the Ministry Assistant.
- H. Florist must bring step stools if needed. They may not stand on the church furniture.
- I. Flowers, decorations and equipment must be removed immediately following the wedding ceremony. If arrangements cannot be made for rented items to be picked up following the wedding, the Florist must move these items to a storage area as directed by the custodian.
- J. The flower girl may drop silk petals of light color on the Bride's aisle. Live petals may not be used.
- K. The Bride will indicate to our Ministry Assistant the time the Florist needs access to the building to prepare for the wedding.
- L. The Florist and his or her employees must refrain from the use of alcohol or drugs prior to and during a wedding held at the Church. Alcoholic beverages and drugs are not permitted on the premises at any time.
- M. A Wedding Day Wreath is available for your use on our church double doors. If you would like to use it, please contact Becky Smith at 252-726-5323.

VI. Wedding Pictures and Video

- A. It is the responsibility of the Bride to instruct the photographer and videographer of the church's wedding policies concerning pictures and video.
- B. The wedding ceremony is a worship service. Pictures of the Bride entering and exiting the ceremony may be made at the rear of the building. During the ceremony itself, time exposures without flash may be made from the balcony. No other pictures may be made during this time.
- C. Group and individual photos of the wedding party may be taken in the sanctuary and other places in the church before and after the ceremony. It is helpful to have as many pictures taken as possible prior to the wedding ceremony. The photographer and the Bride should plan in advance the complete list of pictures to be made.
- D. The Minister will be available for pictures immediately following the ceremony. Please take pictures including him first.
- E. The photographer must bring a stool if needed for elevation. Standing in the pews is not allowed.

- F. The candelabras may not be rearranged for pictures to prevent wax spillage on the furnishings.
- G. In keeping with the solemnity of the occasion, videotaping will only be allowed from certain places in the sanctuary. Please consult the minister concerning these locations.

VII. Dressing Areas

- A. The Parlor is available for the Bride to use. The custodian will set up a dress stand and a full length mirror upon your request. Our Ministry Assistant will coordinate the use of this room and get you a key.
- B. Additional rooms are available for dressing. Most wedding parties will use our Conference Room.
- C. There are additional fees for the use of rooms.

Wedding Application
(Required before your wedding dates can be confirmed)

Wedding Date: _____ Time: _____

Bride's Information

Bride's Name: _____

Address: _____

Best Phone _____

Member of FBC? No Yes

Parents: _____

Church Membership of Parents: _____

Groom's Information

Groom's Name: _____

Address: _____

Best Phone: _____

Member of FBC? No Yes

Parents: _____

Church Membership of Parents: _____

Church Facilities Desired (Sanctuary / Family Life Center / Kitchen / Conference Room / Parlor / Other)

Rehearsal: _____ Date: _____ Time: _____

After Rehearsal Activity: _____

Wedding Ceremony: _____ Date: _____ Time _____

Dressing Areas: _____

Reception: _____ Dates (set up, etc.) _____

Minister

If the Minister is someone other than the Pastor or a Staff Minister of First Baptist Church, indicate the church where he/she serves, mailing address and relationship to the Bride and/or Groom.

Minister's Name: _____

Relationship: _____

Name of Church: _____

Address: _____

Telephone Number: _____

Address After Wedding

We have read the Wedding Policies of First Baptist Church and agree to abide by these if we are permitted the use of these facilities. We will make every effort to insure that our wedding party and those servicing the wedding will do likewise.

Bride's Signature: _____ Date: _____

Groom's Signature: _____ Date: _____

Please Return the Wedding Application to the Ministry Assistant along with \$100 Deposit. Checks should be made payable to First Baptist Church.

For Office Use Only

Calendar Cleared _____

Ministry Assistant _____

Minister Available _____

Approved by Pastor _____

Deposit Received/Event Confirmed _____

**cc: Pastor
Ministry Assistant**

Financial Requirements

Bride: _____ Wedding Date: _____

1. Church Facilities:

Member, member’s child or grandchild	No Charge _____
Sanctuary – Non-member	\$250.00 _____
Parlor & Other Dressing Rooms – Non Member	\$125.00 _____
Family Life Center – Non Member	\$100.00 _____
Kitchen*	\$200.00 _____
Sanctuary Sound Equipment – Non Member	\$ 25.00 _____
FLC Sound Equipment – Non Member	\$ 10.00/hr _____
 Subtotal for Church Facilities	 \$ _____
Less Deposit	\$ _____
Total for Church Facilities (Make Check Payable to FBC)	\$ _____

2. Maintenance Fees:

Rehearsal/Wedding Sanctuary	\$150.00 _____
Rehearsal/Wedding Parlor	\$ 25.00 _____
Additional Rooms:	\$ 25.00 ea. _____
Family Life Center (See Family Life Center Guidelines)	
0-50 persons	\$100.00 _____
51-200 persons	\$150.00 _____
201+ persons	\$ 1.00 per person _____
 Total for Maintenance (Make Check Payable to Custodian)	 \$ _____

3. Other Fees:

Minister (Suggested Honorarium)	\$200.00 _____
Sound Technician	
(Rehearsal & Wedding – Member)	\$ 50.00 _____
(Wedding Reception – FLC)	\$ 20.00/hr _____
Instrumentalist (Contact Instrumentalist)	
Organist (Contact Organist)	
Pianist (Contact Pianist)	
 Total for Other Fees	 \$ _____
(Make checks payable to the Minister and Sound Technician)	

All monies should be paid in full two (2) weeks prior to the wedding. Access to the facilities will not be allowed until all fees are paid. In the event any wedding is cancelled, all pre-paid fees shall be refunded in full.

***If your caterer uses the kitchen, cooks here, uses any of our supplies, etc. there will be a \$200 charge.**

Due 3 weeks prior to Wedding date

Date Due: _____

Sound/Light Technician (Sanctuary Only)

The Sound/Light Technician will arrive one hour prior to the time of the wedding to set up sound and lighting equipment needed and to meet with the vocalists for a sound check. The Sound/Light Technician will also be present during the rehearsal. Please return the information below to the Ministry Assistant at least three weeks prior to the wedding date.

Bride: _____ Best Phone: _____

Groom: _____ Best Phone: _____

Rehearsal Date: _____ Rehearsal Time: _____

Wedding Date: _____ Wedding Time: _____

Microphones needed:

Minister (s): _____

Instrumentalists: _____

Vocalists: _____

Will accompaniment tapes be used? _____

Do you wish to have an audio recording of the ceremony? _____

Due 3 weeks prior to Wedding date

Date Due: _____

Wedding Music

Music for the Wedding of: _____

Wedding Date: _____

Name

Best Phone

Organist: _____

Pianist: _____

Other: _____

Instrumentalists: _____

Instrumentalists: _____

Instrumentalists: _____

Vocalists: _____

Vocalists: _____

Music:

Prelude: _____

Vocal Selections: _____

Processional: _____

Recessional: _____
