**POLICIES REGARDING THE USE OF THE FACILITIES OF**

**FIRST BAPTIST CHURCH OF RUNNELSTOWN**

**FOR WEDDINGS**

The wedding ceremony is one of the most sacred moments in the life of any two people. It is a religious ceremony in which two persons invoke the blessings of God in Holy Wedlock.

It is the desire of the First Baptist Church of Runnelstown to make these services beautiful, worshipful events; and to extend to each wedding party every possible courtesy. The following procedures have been thoughtfully adopted to assist in the planning of weddings which are to take place in these facilities. In accepting the use of the facilities of the church, the rules regarding their use are also accepted. Please read the rules carefully.

Marriage is a biblical institution established by God as clearly described in the scriptures. This Church recognizes that marriage is the uniting of one man and one woman in covenant commitment for a lifetime. Accordingly, this Church, its pastors, staff and members will not participate in same sex unions or same sex marriages, nor shall its property or resources be used for such purposes. (Amended July 17, 2013)



***I. The Pastor***

 A. The pastor is available to perform any wedding ceremonies held at First Baptist Church. Couples desiring the services of another minister must consult the pastor first. Do not invite any other minister until approval is granted by the pastor of First Baptist Church of Runnelstown. An invitation will be issued to the guest minister from the pastor of First Baptist Church. Professional courtesy and ethics require the church pastor’s knowledge and approval of the invitation.

 B. It is understood that the minister who conducts the ceremony, in conference with the local pastor, shall be trusted with the decision as to what ceremony will be used.

 C. It is the policy of the local pastor to only conduct a wedding if the couple has had premarital counseling with the pastor. The pastor reserves the right to perform the ceremony for a couple only when he deems the marriage to be appropriate.

***II. The Church Calendar***

 A. Confirmed Reservations

 1. The rehearsal and wedding time must be established before the sanctuary can be reserved.

 2. It is necessary for the mother and/or the bride to read this material, sign the attached sheets and return it to the pastor’s secretary, with reservation fee, before being placed on the church calendar. No dates should be announced before this is done in order to avoid embarrassing errors.

 B. Member/Non-member Wedding

 1. A couple may marry under the status of members only if the bride or groom or the parents or guardian of the bride or groom are members of First Baptist Church of Runnelstown at the time the church reservation is confirmed.

 2. Persons who do not qualify as members are considered non-members and may not confirm a reservation in excess of ninety (90) days before the date desired. This regulation is made only to give members of the church preference dates.

 C. Scheduling

 1. No wedding, wedding rehearsals, or wedding receptions may be scheduled on New Year’s Day, Easter weekend (Friday-Sunday), Independence Day, Labor Day, Thanksgiving Day, or Christmas holiday (24-25).

 2. No wedding may be scheduled in the sanctuary on Sundays or Wednesdays. Likewise, no wedding receptions may be scheduled in the fellowship halls on Sundays or Wednesdays.

***III. Music***

 A. Music for the ceremony should be in keeping with the sacredness of the service. Popular or other secular music is more appropriate in the reception. Our Minister of Music is available for counseling and music planning.

 B. The church organist, pianist, and sound technician are available. If the church musicians are used, an honorarium is expected. It is the privilege, however, of the bridal party to select other organists and musicians.

 C. Sound equipment is to be operated by First Baptist Church technicians only. The wedding party is responsible for contacting the technicians at least thirty days in advance of the wedding.

***IV. Decorations***

A. The wedding party is required to clear with the church office prior to decorating for the ceremony or reception. Elaborate decorations are discouraged.

 B. The use of open flames from candles is not allowed, unless a barrier is provided by a vase or globe to prevent flames or candle wax damage. A unity candle may be allowed if the floor beneath is covered with a barrier cloth (cloth, plastic, and may place greenery over to conceal the barrier).

 C. Tacks, pins, screws and/or staples must not be used in attaching decorations to walls or furniture.

 D. Any furniture rearrangement is subject to approval by the church, and if approved, must be replaced to the original location.

***V. Photography***

 A. The photographer may take pictures before or after the ceremony in any part of the building. Although many couples prefer to honor the age-old custom of the groom not seeing the bride until she walks down the aisle, it is suggested that every couple consider having their pictures taken before the wedding for the following reasons:

 1. It assures the bride and groom that all attendants are attired and ready for the wedding to begin.

 2. It eliminates the necessity of wedding guests waiting in line while pictures are being taken.

 B. Any picture taken during the wedding ceremony must be in an orderly manner so as not to disturb the ceremony.

 C. The sound and lighting platform in the balcony of the sanctuary provides an ideal place for the video taping of a ceremony. Use of a video camera other than this location is permissible only when cleared by the pastor.

***VI. The Sanctuary***

 The sanctuary seats 413 and is equipped with an organ and a grand piano.

***VII. Wedding Director/Consultant***

 Unless arrangements have been made in advance with the minister to also serve as director, it will be assumed that the entire wedding will be under the direction of an approved consultant or other party who will coordinate all areas. This encompasses all directing at the rehearsal as well as the ceremony.

***VIII. Wedding Fees***

Your wedding reservation fee should be paid directly to the church secretary at the time of placement on the calendar. All remaining fees must be paid thirty (30) days in advance of the wedding. Gratuities to the minister and musicians should be paid directly to the individuals involved.

 A. Church members:

* Non-refundable reservation fee $50.00.
* Sanctuary $0.00, janitorial services $50.00.
* Reception/fellowship hall (new facility) $0.00, janitorial services $125.00.
* Old fellowship hall for receptions $0.00, janitorial services $60.00.

B. Non-church members:

* Non-refundable reservation fee $50.00.
* Sanctuary $250.00, janitorial services $50.00.
* Reception/fellowship hall (new facility) $250.00, janitorial services $200.00.
* Old fellowship hall for receptions $125.00, janitorial services $60.00.

***IX. Rehearsal/Reception***

 A. In order to perform the ceremony with dignity, a rehearsal for the entire wedding party is recommended.

 B. If a wedding planner will be assisting the bride/groom, the planner must be aware of all policies stated herein. Any scheduling with photography, ushers, musicians, and pastor are the responsibility of the wedding party.

 C. The rehearsal/receptions in the church are apt to involve facilities which are frequently used in the church’s regular programs. It must be understood that such facilities are available only in the event that there is no interference with regular or previously scheduled church activities.

 D. Decoration policies apply to reception areas the same as for the sanctuary.

 E. Use of either of the fellowship halls must be clearly stated at time of reservation, and must not conflict with any pre-scheduled church activity. It will be the responsibility of the wedding party to furnish decorative items and linens for the reception area.

 F. Please arrange in advance the removal of all décor from the reception area, once the event has ended. Please remove all food from the kitchen and reception area. Kitchen area must have dishes washed and left clean. All refuse and debris must be removed from facility and placed in dumpster.

***X. General Policies***

 A. All activities during the rehearsal, the wedding, and the reception should abide by the principles set forth in the church covenant and should be in keeping with the highest of Christian standards.

 B. You must make your own arrangements with the minister; his calendar may involve engagements in addition to those on the church calendar. Therefore, you are responsible for requesting his services for your wedding.

 C. This facility and campus are smoke-free and alcohol free. This will be enforced.

 D. No rice or bird seed may be thrown within the church buildings. We prefer the use of bird seed or other items outside only. Absolutely NO SPARKLERS are permitted!

 E. It is your responsibility to ensure care and condition of our buildings. The following policies must be followed:

 1. Remove all décor from sanctuary and reception area, as well as exterior of church if applicable. The church must be restored for services on Sunday morning.

 2. Vacuum carpet in sanctuary and entry.

 3. Remove all garbage/debris, boxes, etc. from restrooms, kitchen, storage, and place in outside dumpster.

 4. Remove all excess debris from outside, or anything resulting from any activity during wedding and/or reception and place in outside dumpster.

 5. Leave kitchen area clean, and remove all food from the refrigerators.

 6. No furniture should be moved without supervision of custodian, secretary, or service team. Furniture must be replaced to original location.

 7. Because of operational costs, our heating and cooling system is not on all over the building every day. If there are decorations or refreshments to be used that are dependent on this for safekeeping, consult with the church custodian concerning when these facilities will be turned on.

 8. The bridegroom and his groomsmen may use a room adjacent to the sanctuary to wait for the beginning of the wedding. The minister will cue them when it is time to take their places at the sanctuary entrance.

 9. YOU WILL BE COMPLETELY RESPONSIBLE FOR ANY DAMAGE DONE TO THE PROPERTY, EITHER BY THE WEDDING PARTY OR THE FLORISTS OR DECORATORS.

 10. Building access will be provided at 9 a.m. on the day before the wedding, providing one day for decoration for non-members. Members may access the building two days in advance upon verification of availability. Heating and cooling should be used minimally during the decorating period. Please consult custodian regarding heating and air controls.

***XI. Liability Agreement***

 **PLEASE READ THIS AGREEMENT CAREFULLY BEFORE USING THE FACILITIES. YOUR USE OF ANY PART OF THE FACILITIES CONSTITUTES YOUR ACCEPTANCE TO BE BOUND BY THIS AGREEMENT. IF AT ANY TIME YOU DO NOT ACCEPT ALL THE TERMS AND CONDITIONS OF THIS AGREEMENT, YOU MUST IMMEDIATELY DISCONTINUE USE OF THE FACILITY OR INTENT TO USE FACILITY.**

**LIMITATIONS ON LIABILITY:**

**By acknowledgement and signature of this agreement, you and your guests therefore agree to hold harmless First Baptist Church of Runnelstown of any liability due to any occurrence while on church premises. In no event First Baptist Church of Runnelstown parties shall be liable to any person or entity whatsoever for any direct, indirect, incidental, special, compensatory, consequential, or punitive damages or any damages whatsoever, including but not limited to: resulting from any injury, accident, or damages otherwise arising out of your use of or access to the church facilities. These limitations of liability shall apply regardless of the form of action, whether based on contract, negligence, and strict liability or otherwise.**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name

 Policy Amended August 12, 2015

**First Baptist Church of Runnelstown, 9211 Highway 42, Petal, MS 39465 601-583-3733**

**WEDDING INFORMATION SHEET**

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

 Time facilities need to be open: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

 Time facilities need to be open: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Bride’s Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Church Membership: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Bride’s Parents: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Church Membership: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Groom’s Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Church Membership: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Groom’s Parents: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Church Membership: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PLEASE CHECK FACILITIES NEEDED:**

Wedding: Sanctuary: \_\_\_\_\_\_\_\_\_\_\_ Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reception: New Fellowship Hall: \_\_\_\_\_\_\_\_\_\_\_ Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Old Fellowship Hall: \_\_\_\_\_\_\_\_\_\_\_ Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Mailing Address (of guest minister) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

 Time facilities need to be open: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Caterer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sound Operator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Wedding Consultant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I have read the above policy and I agree to comply with the rules set forth in this Wedding Policy issued by First Baptist Church of Runnelstown.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_