

WEDDING POLICIES

FIRST BAPTIST CHURCH

612 College Street
Hapeville, Georgia 30354
(404) 767-8211

Christian marriage is ordained by God. Weddings, therefore, should be solemnized in a church, and they are an important part of a church's ministry. The First Baptist Church of Hapeville cordially offers its facilities to those planning a wedding ceremony. In order to make the ceremony as meaningful and worshipful as possible, the following policies are offered:

RESERVATION OF DATE AND TIME

1. Wedding dates and times (including rehearsals) are subject to availability on the church calendar. In the event of conflicting dates, priority will be given to church members.
2. Persons who are not members of the First Baptist Church of Hapeville or its educational organizational programs and ministries who wish to schedule a wedding here must be recommended by an active church member who will be at the church at all times during the wedding, rehearsal, and reception. The key to the church building will **ONLY** be given to this member.
3. Weddings must be scheduled three months in advance.
4. **NO** weddings will be scheduled in the Sanctuary on Sundays.
5. If a wedding is scheduled during a time when the Sanctuary is decorated for a sacred holiday, decorations are **NOT** to be removed.
6. To reserve your date:
 - a. The bride and/or groom are to make an appointment with a member of the ministerial staff of the church to review and discuss the church policies before the dates are confirmed. **NO DATES MAY BE RESERVED BY PHONE.**
 - b. Reservations are accepted and placed on the church calendar following approval of the ministerial staff **AND** receipt of the church-usage fees. Checks written for payment of wedding fees will be processed upon receipt. In the event of cancellation, a full refund will be given.

USE OF CHURCH BUILDINGS

1. Rice, bird seed, and confetti are **NOT** to be distributed or thrown within the church buildings. None are to be thrown in the event of rain outside the church buildings.
2. **NO** alcoholic beverages are allowed on the church premises at any time. **NO** smoking in the interior of the church buildings.

NOTE: It is the responsibility of the bride and groom to see to it that the “no smoking and no alcohol drinking” rule is upheld. If there is smoking or alcohol in the buildings at **ANYTIME**, the bride and groom automatically forfeit the right to be married in the buildings. The minister will cancel the service and refuse to perform the ceremony. There will be **NO** exceptions.

4. Food is **NOT** to be taken out of the Fellowship Hall.

5. Caterers may use the kitchen oven for food-warming purposes, but are NOT permitted to cook in the kitchen. Dishes may be washed in the sinks, but caterers may NOT use the dishwasher. Caterers must notify the church office one week prior to the wedding as to the arrangements of tables, chairs, etc.
6. The Fellowship Hall is NOT available for rehearsal dinners.

MINISTERS

1. The minister's fee is not included in the church use fees. This should be negotiated with the minister and paid directly to the minister at the time of the rehearsal.
2. The format of the wedding ceremony will be determined by the officiating minister in conjunction with the bridal couple.
3. We welcome ordained, Protestant visiting ministers, chosen by the bridal couple, subject to approval by the ministerial staff of the First Baptist Church. Such requests are to be submitted in writing and attached to the wedding application form.

MUSIC

1. The music for the wedding should express a Christian message and be in keeping with the spirit of worship of the wedding ceremony. The Minister of Music is to be consulted in the selection of music for the wedding ceremony.
2. If the church organist is not to be the organist for the wedding, the Minister of Music must be consulted about use of the organ. In addition, any rehearsal time at the organ must be scheduled through the Minister of Music and/or the church organist.
3. Fees for the organist are not included in the church-usage fees, and should be negotiated with the organist.
4. If the Sound system is to be used, a sound technician must be used. The Minister of Music may provide information concerning appropriate individuals.

PHOTOGRAPHY

1. Photographers are requested to photograph the actual ceremony from the balcony area.
2. Flash photographs are not to be taken during the wedding ceremony. Once the musical prelude has begun, no photographs are to be taken inside the Sanctuary (except from the balcony area).
3. Video taping is permitted provided the camera and camera operator remain stationary. Video equipment must be in place prior to the musical prelude.
4. It is the responsibility of the bridal couple to bring these policies to the attention of the photographer.

FLORISTS

1. No tacks, staples, or tape are to be used on any part of the building or furnishings. Protective pads must be used under vases, boxes, potted plants, and candelabra.

2. ONLY dripless candles may be used, and they must be arranged so that they will not drip on the floor, carpet, or furniture.
3. The florist is responsible for removing ALL floral decorations and debris, and is responsible for any damage caused by such decorations. Everything MUST be removed immediately following the wedding.
4. Florists who wish to view the Sanctuary and Fellowship Hall must do so during the hours of: Monday - Friday, 9:00 a.m. - 4:00 p.m.
5. It is the responsibility of the bridal couple to bring these policies to the attention of the florist.