



First Baptist HUNTSVILLE

Knowing, loving, serving Christ...together

Wedding Policies

First Baptist Church
600 Governors Drive
Huntsville, Alabama 35801
Phone: 256-428-9400
Fax: 256-428-9402
www.fbchsv.org

Dear Bride and Groom,

Our church wishes to join you in the celebration of your marriage. We are delighted that you have chosen to have a church wedding ceremony and that you included First Baptist in your wedding plans.

We will do all we can to help make your wedding an act of worship. God has led caring and spiritually mature ministers to FBC who are willing to provide counsel and assistance with both your premarital counseling and your wedding service. We desire that your wedding ceremony honor God and symbolize your commitment to the Lord and to each other.

MaryAnn Moon, our Wedding/Reception Coordinator, and Pam LaPier, Director of Food Services, will help you follow our church wedding policies. These policies have been developed to assure full communication between our church and all parties involved and to help facilitate your preparations. If you have questions, please contact MaryAnn Moon at 256-509-2738.

May the Lord bless you as you plan your wedding and begin your Christian marriage.

Wedding Policies

Marriage is a Divine Institution between a man and a woman and established by God (Genesis 2:18-24). Marriage is a sacred as well as a legal ceremony. Therefore, all elements of the service have religious significance. To ensure you have a sacred and dignified ceremony, you are urged to make preparations - spiritual as well as temporal. First Baptist Huntsville wants to extend every possible assistance to you so that your wedding will be a memorable and worshipful experience.

These policies have been adopted by First Baptist Huntsville as they relate to your wedding preparations and the wedding ceremony. You are urged to study the following material carefully and cooperate fully with the church in upholding the high Christian standards which are expected.

Please note throughout the policies the time schedule for all your agreements and fees. It is understandable that you get bogged down with all the details involved in preparing for a wedding; however; if agreements and fees are not handled in a timely manner, there can be problems. It will be extremely helpful to you and to our facilities staff if you are familiar with the documents that we require and keep to those timelines.

Church Information

Church Office Phone: 256-428-9400

Church Office Fax: 256-428-9402

Ministers: Our ministers can officiate your wedding as their schedules permit. Please contact the minister of your choice at the Church Office.

Travis Collins, Senior Pastor

travis@fbchsv.org

Jud Reasons, Executive Pastor

jud@fbchsv.org

Billy Orton, Minister of Music and Worship

billy@fbchsv.org

Jamie Mackey, Minister to Students

jamie@fbchsv.org

John Lemons, Minister to Young Adults

john@fbchsv.org

Scott Day, Minister to Missions

scott@fbchsv.org

Wedding Coordinator: MaryAnn Moon, 256-509-2738, mmoon@knology.net

Reception Coordinator: MaryAnn Moon, 256-509-2738, mmoon@knology.net

Food Services Director: Pam LaPier, 256-428-9428, foodservices@fbchsv.org

Business Administrator: Debbie Bell, 256-428-9405, debbieb@fbchsv.org

Media Director: Brian Temple, 256-428-9462, mediadirector@fbchsv.org

Wedding Directors:

MaryAnn Moon, 256-509-2738

Cindy Thompson, 256-428-9411

BJ Boyanton, 256-881-4255

Table of Contents

I.	General Wedding Policies	6
II.	Arrangements with Your Minister.....	9
III.	Wedding Coordinator & Wedding Director	9
IV.	Wedding Music, Musicians, & Media Director.....	10
V.	Rehearsal, Reception, and Caterer Guidelines.....	11
VI.	Photographer Guidelines, Videographer Guidelines, and Decorator Guidelines	12
VII.	Media Director Request Form.....	14
VIII.	Photographer Policy Form	15
IX.	Videographer Policy Form.....	16
X.	Decorator/Florist Policy Form	17
XI.	Caterer Policy Form.....	18
XII.	Wedding Policy Agreement.....	19
XIII.	Wedding Application	20
XIV.	Ceremony Information Form	22
XV.	Wedding Participants	26
XVI.	Bride’s Checklist	27
XVII.	Fee Schedule	29

General Wedding Policies

- I. Your wedding date will be considered tentative until you have submitted the following:
 - A. Wedding Application
 1. The Wedding Coordinator, Business Administrator, and Media Director will confirm the date of the wedding once the required application is received and processed.
 2. Wedding Policy Agreement form
 3. Required deposit
 4. Confirmation with the minister performing the ceremony.
 - a) If you would like the ceremony to be performed by a First Baptist Huntsville minister, please contact the minister directly to discuss the date and time. Contact information is available on page 4.
 - b) A guest minister may be used with approval from the Pastor. All officiating minister outside the church must be licensed to the Christian Gospel ministry.
 - B. Weddings may be scheduled one year in advance for members and nine (9) months in advance for non-members. Non-members must have a member sponsor who participates in the initial meeting with the Wedding Coordinator and the wedding rehearsal/ceremony.
 1. Our facilities are available Monday through Saturday.
 - a) If members are using the church for a reception, the wedding may not be scheduled later than 4:00 p.m.
 - b) If the reception is scheduled to be away from the church, the wedding must be scheduled no later than 7:00 pm.
 - c) We do not host receptions for non-members. Non-member weddings must be scheduled no later than 4:00 p.m.
- II. Weddings will not be scheduled on any of the following:
 - A. Sundays
 - B. Pre-determined holidays or holiday weekends.
 1. To include: Easter, July 4, Labor Day, Thanksgiving weekend, Christmas Eve, Christmas Day, New Year's Eve and New Year's Day.
 - C. Dates of church-wide events.
 - D. The Sanctuary, Chapel, Gathering Place and Life Center are decorated during the four Sundays of Advent, and for Palm Sunday and Easter Sunday. Holiday decorations cannot be removed or changed. The platform set-up will be determined by the weekly worship needs.
 - E. No wedding shall conflict with the setup for or the performance of the Living Christmas Tree.
- III. Marriage is a sacred institution. All weddings on First Baptist Huntsville property will be worship experiences. Likewise, all weddings on First

Baptist Huntsville property will be consistent with First Baptist Huntsville's understanding of Christian marriage.

- A. In a Christian marriage, a man and a woman commit themselves to a relationship with each other and to a relationship with God, as well as recognize their responsibility to the community.
- B. Members of the wedding party, as well as guests, are expected to conduct themselves at all times in a manner consistent with participating in Christian worship. It is the responsibility of the Bride and Groom to familiarize the members of the wedding party with our wedding policies.

IV. The bride and groom are responsible for assuring that:

- A. They will obtain an Alabama Marriage Certificate. The couple must complete the form typewritten. Signatures must be notarized. The effective date of the marriage is the latest notary mark. The certificate must be recorded within 30 days by the Probate office.
- B. The wedding party is familiar with the church policies.
- C. The decorator/florist, caterer, photographer, and videographer are familiar with the church policies.
- D. The wedding party or guests will refrain from using, bringing, or serving alcoholic beverages or drugs prior to and/or during the activities held at the church.
- E. Food or drinks are not permitted inside the Sanctuary, Chapel or Life Center.
- F. Breakage of and/or damage to any church equipment/facilities should be reported immediately to the Wedding Director. All damages must be reimbursed at replacement value.
 1. Your damage deposit will be mailed back to you after the facilities have been checked and no damage has been observed.
- G. The church is not responsible for lost or stolen articles or equipment. Advise your wedding party and participants not to leave valuables such as jewelry, cameras, money, etc. unattended.
- H. No smoking, alcoholic beverages or intoxicants of any kind are permitted in the facilities or on the premises. Anyone under the influence of drugs or alcohol will not be allowed to participate. This also applies to those who service the wedding such as the florists, caterers, photographer, etc.
- I. Prior arrangements can be made to leave the floral arrangements from your wedding for the worship service on the following Sunday.

V. Facilities

- A. The facilities are available Monday through Saturday. We do not host wedding receptions for non-member weddings.
 1. The **Sanctuary** seats approximately 1,600 people and the **Chapel** seats approximately 300 people.
 - a) Only one wedding per venue will be permitted per date.
 - b) Weddings will be scheduled between 10:00AM and 7:00PM for members who are not having an onsite reception and between 10:00AM and 4:00PM for members who have a reception onsite.

- c) Weddings for non-members will be scheduled between 10:00AM and 4:00PM.
- 2. The **Life Center** can seat up to 500 people and the **Gathering Place** seating depends upon the required set up.
 - a) Only one wedding may occur in this area of the building per date.
 - b) Weddings will be scheduled between 10:00AM and 7:00PM for members who are not having an onsite reception and between 10:00AM and 4:00PM for members who have a reception onsite.
 - c) Weddings for non-members will be scheduled between 10:00AM and 4:00PM.
- 3. The **Fellowship Hall, Community Room** and **Gathering Place** may be used for wedding receptions. We will host only one reception per date.
- B. The following accommodations are available for the **Bride**:
 - 1. **Bride's Room** on the landing of the left Sanctuary stairwell.
 - 2. **Small Bride's room** located off Sunday School Room 252.
 - 3. **Room 250**
- C. The following accommodations are available for the **Groom**:
 - 1. The groom and groomsmen may dress in the **Baptismal Robing Rooms** behind the baptistry.
 - 2. **Choir Room**
 - 3. **Small Bride's room** located off Sunday School Room 252.
- D. **Childcare** may be arranged for the ceremony only through our Childcare Coordinator, Angela Seanor. The church is a licensed child care provider and workers must meet the state requirements.
- E. The bride will be given an **entrance code** for all members of the wedding party for rehearsals and ceremony set-up is . Please share with family members and members of the wedding party.
 - 1. For the ceremony, outside doors will be unlocked 60 minutes before the start time.

VI. Building Personnel

- A. The Wedding Director and Media Director will be present for the wedding rehearsal.
- B. For the wedding, a First Baptist Huntsville custodian will be on duty the day of the wedding and remain until the facilities are prepared for the following day.
- C. Wedding cleanup by the wedding party should be completed within one (1) hour after the wedding concludes. All personal items should be removed as quickly as possible to allow our building personnel to perform their duties.
- D. There is an additional charge for custodial support required after 3:00PM on Saturdays. The fee for Custodial Support is listed in the Wedding Fee Schedule.

Arrangements With Your Minister

First Baptist Huntsville has several ministers on the staff that can assist you with your wedding. After you have selected your minister, please contact him/her immediately to check his/her schedule. All couples desiring to be married are asked to contact a member of the ministerial staff for premarital counseling. Counseling appointments should be scheduled through the Minister's Ministry Assistant as soon as possible. Your minister will guide you as you endeavor to establish a loving and permanent Christian home. The minister will discuss your wedding service with you in the privacy of the premarital conferences.

If the occasion merits the minister wearing formal attire and the minister does not have his own tuxedo, it is the responsibility of the family to make arrangements to rent, deliver and return the minister's tuxedo. Otherwise, he will wear his robe or a dark suit.

A non-staff minister may be permitted to officiate or assist in the wedding ceremony, subject to approval. Officiants must be licensed to the Christian Gospel ministry and must be pre-approved by the Pastor.

It is customary to give officiating ministers an honorarium. This amount is left to the discretion of the family.

Wedding Coordinator

The First Baptist Huntsville Wedding Coordinator will meet with you to explain the church's policies, review the Wedding Fee Schedule, walk through the facilities, and secure a date for you on the church calendar. The Wedding Coordinator's phone number is listed on the Church Information page at the beginning of this manual.

The Coordinator will assist you in making your appointments with the minister and musicians. She will arrange for all facilities and the scheduling of a Media Director and the use of the equipment. The Coordinator will have resource lists for wedding vendors and can answer any questions concerning your wedding day activities. She is the church's representative and has the authority to enforce any and all First Baptist Huntsville wedding policies. The fee for the Wedding Coordinator is listed in the Wedding Fee Schedule.

Wedding Director

The First Baptist Huntsville Wedding Directors are an invaluable resource for planning your wedding. Your Wedding Director will assist you in planning your ceremony, directing the rehearsal, and directing the wedding ceremony. The Director will coordinate the use of the building for the rehearsal and the wedding, making certain all parties have access to the facilities. The Director will arrive approximately one (1) hour prior to the wedding and remain

until the bride leaves. Directors and their phone numbers are listed on the Church Information page at the beginning of this manual. No outside directors may be substituted. The Wedding Director is the church's representative and has the authority to enforce any and all First Baptist Huntsville wedding policies. The fee for the Wedding Director is listed in the Wedding Fee Schedule.

Wedding Music

Your church wedding should be a worship service in every sense. Marriage is an ordinance of God and the ceremony at the altar places the marriage relationship under the blessing and command of God. Careful thought should be given to the selection of all music whether vocal or instrumental. You should only select music that is worshipful and celebrative. All vocal music and soloists must be approved.

At least eight (8) weeks prior to the wedding, the bride/groom must discuss plans for the wedding music with our Minister of Music, Billy Orton, or our Associate Minister of Music and Organist, Esther Kim. We have the authority to approve or disapprove all music for your wedding ceremony.

Musicians

The First Baptist Huntsville Wedding Coordinator can assist you in securing musicians and/or vocalists for your wedding. A competent, professional organist or pianist is vital to the execution of a meaningful service. The church pianist/organists may be used for all ceremonies. These musicians are familiar with the instruments at First Baptist Huntsville and know the criteria for playing a meaningful wedding service. If you desire someone else to play, they must be approved by one of the music ministry staff. Your request should be indicated on the Wedding Application form and coordinated through the Wedding Coordinator to ensure approval and prevent any rescheduling problems.

No recorded music is permitted. Requests for additional practice time for musicians and/or vocalists should be coordinated through the Wedding Coordinator. Fees for musicians and vocalists should be negotiated with each individual.

Media Director

All weddings require a Media Director. Be sure to complete the Media Director Request Form so someone can be scheduled for your rehearsal and wedding. The Media Director will conduct a sound check one (1) hour before the wedding. The fee for the Media Director is listed in the Wedding Fee Schedule.

Rehearsal

Rehearsal time is limited to one (1) hour from the scheduled beginning time. All members of the immediate wedding party should attend the rehearsal. All ushers should be present because special instructions are given at that time. The parents of the bride and groom are encouraged to attend. The organist, pianist, and soloist(s) should also attend to meet with the Media Director. The Wedding Director is in charge of the rehearsal.

Reception

We only host receptions for member weddings. Receptions may be held in the Fellowship Hall, Community Room, or Gathering Place. Preparation for the reception may not be performed immediately before, during or immediately after any scheduled worship service. Set-up requirements for the room should be coordinated through the Reception Coordinator. The church will provide custodial service to return the room to its original condition and to empty trash once the reception concludes.

Receptions should be reasonable in length, not to exceed three (3) hours. All music at the reception must be approved by the Minister of Contemporary Worship or the Associate Minister of Music. Use of church sound equipment requires hiring the Media Director at the prescribed rate on fee schedule. All receptions must conclude by 9:00PM. The florist or family should remove all decorations from the premises as soon as the reception concludes.

Throwing rice is not allowed because it endangers the safety of those using the halls and sidewalks. Birdseed may be used outside. Confetti, birdseed, or other such materials are not to be thrown inside any of the church facilities.

Only battery operated candles may be used in decorating for a reception.

Caterer Guidelines

The church must pre-approve your caterer and have a signed copy of the appropriate Caterer Policy Form, located in the back of this manual, on file in the Church Office. Please instruct your caterer to mail (First Baptist Church, Attn: MaryAnn Moon, 600 Governors Drive, Huntsville, AL 35801), email (mmoon@knology.net) or fax (256-428-9402) this form to the attention of MaryAnn Moon at least eight (8) weeks before the scheduled wedding date. In addition, we require a copy of the Caterer's Food Permit and license, to be supplied along with the Caterer Policy Form.

Please make certain you have discussed the policies in this manual with your caterer.

Photographer Guidelines

The church must pre-approve your photographer and have a signed copy of the Photographer Policy Form, located in the back of this manual, on file in the Church Office. Please instruct your photographer to mail (First Baptist Church, Attn: MaryAnn Moon, 600 Governors Drive, Huntsville, AL 35801), email (mmoon@knology.net) or fax (256-428-9402) this form to the attention of MaryAnn Moon at least eight (8) weeks before the scheduled wedding date.

Please make certain you have discussed the policies in this manual with your photographer.

Videographer Guidelines

The church must pre-approve your videographer and have a signed copy of the appropriate Videographer Policy Form, located in the back of this manual, on file in the Church Office. Please instruct your videographer to mail (First Baptist Church, Attn: MaryAnn Moon, 600 Governors Drive, Huntsville, AL 35801), email (mmoon@knology.net) or fax (256-428-9402) this form to the attention of MaryAnn Moon at least eight (8) weeks before the scheduled wedding date.

Please make certain you have discussed the policies in this manual with your videographer.

Decorator Guidelines

The church must pre-approve your decorator and have a signed copy of the appropriate Decorator Policy Form, located in the back of this manual, on file in the Church Office. Please instruct your decorator to mail (First Baptist Church, Attn: MaryAnn Moon, 600 Governors Drive, Huntsville, AL 35801), email (mmoon@knology.net), or fax (256-428-9402) this form to the attention of MaryAnn Moon at least eight (8) weeks before the scheduled wedding date.

Please make certain you have discussed the policies in this manual with your decorator.

If the Bride is doing her own decorating, we would expect the same cooperation in adhering to our guidelines.

Media Director Request Form

To be completed by the bride and groom. Please mail (First Baptist Church, Attn: MaryAnn Moon, 600 Governors Drive, Huntsville, AL 35801), email (mmoon@knology.net) or fax (256-428-9402) this form to MaryAnn Moon at least eight (8) weeks before the scheduled wedding date.

Bride: _____

Home Phone: _____

Cell Phone: _____

Groom: _____

Home Phone: _____

Cell Phone: _____

Rehearsal

Day/Date: _____

Time: _____

Ceremony

Day/Date: _____

Time: _____

Reception if on church property:

Day/Date: _____

Time: _____

Microphones:

Minister(s) Yes _____ No _____ Qty: _____

Instrumentalist(s) Yes _____ No _____ Qty: _____

Vocalist(s) Yes _____ No _____ Qty: _____

Please indicate where vocalist(s) will stand:

The Media Director will give an audio recording of the wedding to the church Wedding Director following the ceremony.

Photographer Policy Form

To be completed and signed by the Photographer. The following requirements are designed to maintain the sanctity of the wedding ceremony and must have your cooperation. Please mail (First Baptist Church, Attn: MaryAnn Moon, 600 Governors Drive, Huntsville, AL, 35801), email (mmoon@knology.net) or fax (256-428-9402) this executed form to MaryAnn Moon at least eight (8) weeks before the scheduled wedding date.

1. Arrangements should be made with the Bride to take as many pictures as possible prior to the hour of the wedding. The location of the ceremony will be cleared for arriving guests thirty (30) minutes prior to the start of the wedding.
2. Photos of the Bride entering and exiting the ceremony may be made at the rear of the room using flash. During the ceremony, no flash photographs will be taken nor will the photographer move around the room except in the rear of the room. The Photographer is not allowed access to our AVL (audio, visual, lighting) booths.
3. The photographer must inform the entire wedding party if additional photos are to be made immediately following the wedding ceremony. Remember that guests will be waiting to greet the Bride and Groom at the reception, so this time should not exceed twenty (20) minutes.
4. The Minister will be available for photos immediately following the ceremony. Please make every effort to take these photos first.
5. The photographer must bring a protective cloth if he/she plans to stand on the pews to make photographs.
6. After lighting the candles, the candelabra may not be rearranged for photos. (This prevents wax spillage on the furnishings and floor.)
7. The use of tobacco products, drugs, and alcoholic beverages are not permitted on church property at any time. Anyone under the influence of tobacco, drugs, or alcoholic beverages is not permitted on church property at any time.

I have read the above wedding policies and agree to follow them.

If I do not, I will not be approved for future weddings at Huntsville First Baptist Church.

Name of Photographer (Please Print)

Signature of Photographer

Date

Bride's Name: _____

Videographer Policy Form

To be completed and signed by the Videographer. The following requirements are designed to maintain the sanctity of the wedding ceremony and must have your cooperation. Please mail (First Baptist Church, Attn: MaryAnn Moon, 600 Governors Drive, Huntsville, AL 35801), email (mmoon@knology.net) or fax (256-428-9402) this form to MaryAnn Moon at least eight (8) weeks before the scheduled wedding date.

1. The videographer is not allowed to move around during the ceremony.
2. All cameras should be stationary.
3. The location of all video equipment should be coordinated with the Wedding Director prior to the wedding. Locations should not be distracting to the guests or wedding party.
4. A camera may not be set up in the sanctuary choir loft or baptistry.
5. Videographers are not allowed access to our AVL (audio, visual, lighting) booths.
6. The church's video equipment is not available for use.
7. Videographers who use their own wireless microphones for any member of the wedding party must avoid frequencies that will interfere with the audio for the wedding ceremony. If any interference is determined by the Media Director prior to the wedding, the videographer must defer to instruction from the Media Director.
8. Use of tobacco products, drugs, and alcoholic beverages are not permitted on church property at any time. Anyone under the influence of tobacco, drugs, or alcoholic beverages is not permitted on church property at any time.

I have read the above wedding policies and agree to follow them. If I do not, I will not be approved for future weddings at Huntsville First Baptist Church.

Name of Videographer (Please Print)

Signature of Videographer

Date

Bride's Name: _____

Decorator/Florist Policy Form

To be completed and signed by the Decorator/Florist. Please mail (First Baptist Church, Attn: MaryAnn Moon, 600 Governors Drive, Huntsville, AL 35801), email (mmoon@knology.net) or fax (256-428-9402) this form to MaryAnn Moon at least eight (8) weeks before the scheduled wedding date. The staff at First Baptist Huntsville will make every effort to work with you as you decorate for a wedding at our facility. Decorations should be in keeping with the beauty of the room and the sacredness of the occasion.

1. Due to our heavy church schedule, we cannot guarantee access to your wedding location for decorating prior to the wedding day. Scheduling time for your florist and/or decorating should be requested through the Wedding Coordinator as early as possible prior to your wedding day. Remember, food and drinks are not permitted in the Sanctuary, Life Center, or Chapel.
2. Tacks, nails, screws, unwrapped wire, tape, or other materials which may mar pews, floors, walls or deface the building or other furnishings are not to be used in decorating. It is the responsibility of the florist to remove any debris from the decorations prior to the wedding. The florist must bring step stools if needed. Standing on church furniture is prohibited.
3. Only DRIPLESS CANDLES may be used in Sanctuary or Chapel weddings. Clear plastic sheeting (3 feet by 4 feet) must be placed under candelabra to further protect the carpet/floor. For member receptions, only battery operated candles may be used.
4. Candelabra, greenery, and floral arrangements may be placed on the pulpit area, steps, and floor. They may also be placed between the first row of chairs in the choir loft and rail. Chairs may not be moved or removed from the choir loft of the Sanctuary.
5. Furniture and all decorative items, including floral arrangements in the Sanctuary and reception areas, shall be moved by church maintenance personnel ONLY.
6. Wall Sconces in Chapel may not be decorated.
7. Preparation of the reception room shall not be done immediately before, during, or immediately after any scheduled worship service. Only brown plastic folding chairs are available for reception use in the Gathering Place or Upper Gathering Place.
8. Sprengeri (asparagus fern) cannot be used in any of our buildings because of heavy shedding and difficult cleanup. If a flower girl is to drop flower petals, they must be silk. No fresh petals may be dropped.
9. No decorations such as bows or greenery may be taped to outside metal doors going into the sanctuary.
10. Avoid moving any tape a Wedding Director may use to mark locations of the wedding party.
11. Please ask your florist to label all corsages and boutonnieres, and place them on the last pew. Corsages for servers should be placed in the reception area.
12. Flowers, decorations, and equipment must be removed immediately following the wedding ceremony. If arrangements cannot be made for rented items to be picked up within one (1) hour following the wedding, an additional charge is required for moving to a storage area by our church building personnel. This service must be requested and the additional charge paid prior to the wedding. The Bride assumes the responsibilities for all items or equipment that are not immediately removed. The facilities must be left in the same condition in which they were found.
13. If flowers that are left for Sunday services, decorator agrees that all floral urns/containers must be picked up on the Monday following your event by 3:00 p.m. or they will be discarded.
14. In the Sanctuary, no decorations may be placed in the baptistry. Choir chairs are not to be moved. The pulpit may be moved to the side but may not be moved from the stage. Existing silk trees and plants must be moved by church building personnel only.
15. Use of tobacco products, drugs, and alcoholic beverages are not permitted on church property at any time. Anyone under the influence of tobacco, drugs, or alcoholic beverages is not permitted on church property at any time.

I have read the above wedding policies and agree to follow them. If I do not, I will not be approved for future weddings at Huntsville First Baptist Church.

Name of Decorator/Florist (Please Print)

Signature of Decorator/Florist

Date

Bride's Name: _____

Caterer Policy Form

To be completed and signed by the Caterer. Please mail (First Baptist Church, Attn: MaryAnn Moon, 600 Governors Drive, Huntsville, AL, 35801), email (mmoon@knology.net) or fax (256-428-9402) a copy of this form to MaryAnn Moon at least eight (8) weeks before the scheduled wedding date. Payment of the fees for kitchen use should be paid to the Wedding Coordinator eight (8) weeks before the wedding. At the same time, a copy of the Caterer's Food Permit and License should accompany receipt of the policy form. We reserve the right to deny services of unapproved caterers.

If the Bride is using our facility for her reception, it is her responsibility to instruct her caterer in accordance with our church wedding policies. If the Bride is doing her own catering, we would expect the same cooperation in adhering to these guidelines.

1. The kitchen should be left in the same condition as found. All table tops are to be wiped clean. Floors should be swept. Garbage should be bagged and closed; it may be left for our custodian to remove. The custodian does not help with the cleaning or clearing away of articles provided by the caterer.
2. None of the mechanical equipment may be used, such as mixers, dish machine, ovens, serving line warmers, etc. The warmers however are available for use. Cooking should be done away from this building; only setup is permitted here. Any other requests must be submitted in writing ahead of time for approval. If the use of the dish machine is required, arrangements must be made for an approved employee of First Baptist Huntsville to be engaged for an additional fee. Arrangements for the employee will be made by the Wedding Coordinator through the Food Services Director .
3. The Wedding Coordinator will indicate which refrigerator is available for caterer use. Do not move food found in this refrigerator. All other refrigerators and freezers may not be used. We have a large capacity ice maker which can supply ice at no charge. PLEASE DO NOT STORE ANYTHING IN THE ICE STORAGE BIN OR LEAVE THE DOOR OPEN.
4. Drying towels and wiping towels must be supplied by the caterer using the facility. We supply soap/cleanup materials and trash bags.
5. If caterer is responsible for decorating the reception area, the policies for the Decorator/Florist must be adhered to.
6. Tables and chairs are available for the reception. Setup requirements should be coordinated with the Wedding Coordinator.
7. A caterer may not leave his/her staff unattended by a non-approved supervisor.
8. On the day of the wedding, the church will be open at 7:00AM.
9. Failure to comply with these rules could result in denial of future use of our facility.
10. Use of tobacco products, drugs, and alcoholic beverages are not permitted on church property at any time. Anyone under the influence of tobacco, drugs, or alcoholic beverages is not permitted on church property at any time.

I have read the above wedding policies and agree to follow them. If I do not, I will not be approved for future weddings at Huntsville First Baptist Church.

Name of Caterer (Please Print)

Signature of Caterer

Date

Bride's Name: _____

Wedding Policy Agreement

To be completed by the bride and groom. Return this form along with the Wedding Application and \$100.00 refundable deposit to MaryAnn Moon to schedule your wedding date on the church calendar. Wedding reservations are not considered for inclusion on First Baptist Huntsville’s facility calendar until the deposit and signed Wedding Policy Application and Agreement are received by First Baptist Huntsville.

We have read and accept the policies concerning weddings held at First Baptist Huntsville. We agree to follow the policies as stated in this manual and will ensure that the members of the wedding party will follow the policies also.

We are responsible for assuring that:

- A. The wedding party and all guests will conduct themselves while on church property in a manner consistent with being in a place of Christian worship and be familiar with and follow First Baptist Huntsville’s policies. Members of the wedding party as well as guests are expected to conduct themselves at all times in a manner consistent with participating in Christian worship.
- B. An Alabama marriage certificate has been printed, completed, and notarized.
- C. The decorator/florist, caterer, photographer, and videographer are familiar with and follow the church policies. All those servicing the wedding must mail (First Baptist Church, Attn: MaryAnn Moon, 600 Governors Drive, Huntsville, AL 35801), email (mmoon@knology.net) or fax (256-428-9402) a signed copy of the appropriate policy form to MaryAnn Moon no later than eight (8) weeks before the scheduled wedding date.
- D. The wedding party refrains from using tobacco products, drugs or alcoholic beverages prior to and during the activities held at the church. No alcoholic beverages are brought to the church or served at the church at any time. No rehearsal or wedding will be conducted if any member of the wedding party or those who service the wedding (decorator, caterer, photographer, or videographer) are under the influence of alcohol or drugs.

By our signatures, we understand that failure to comply with any of these policies will be considered “disregard of policy” and will mean forfeiture of our deposit. We also understand that we are liable for any damages that total more than the amount of the deposit. We understand that failure to notify the church of any cancellation of plans at least 30 days prior to the confirmed wedding date will result in the forfeiture of our deposit.

Signature of **Bride**

Date

Signature of **Groom**

Date

Wedding Application

To be completed by the bride and groom. Return this form along with the Wedding Policy Agreement and \$100.00 refundable deposit to MaryAnn Moon to schedule your wedding date on the church calendar. Wedding reservations are not considered for inclusion on First Baptist Huntsville's facility calendar until the deposit and signed Wedding Policy Application and Agreement are received by First Baptist Huntsville.

Bride's Name: _____

Address: _____

City, State, Zip: _____

Home Phone: _____ Cell Phone: _____

Email Address: _____

Christian? YES NO

Church Member? YES NO Where: _____

Bride's Parents' Names: _____

Parents' Church Membership: _____

Groom's Name: _____

Address: _____

City, State, Zip: _____

Home Phone: _____ Cell Phone: _____

Email Address: _____

Christian? YES NO

Church Member? YES NO Where: _____

Groom's Parents' Names: _____

Parents' Church Membership: _____

For non-members:

Church Sponsor Information

Name: _____

Home Phone: _____ Cell Phone: _____

Email Address: _____

Rehearsal Day/Date: _____ Time: _____

Wedding Day/Date: _____ Time: _____

Church Facilities

Wedding

Sanctuary _____ Chapel _____ Gathering Place _____ Life Center _____ Parlor _____

Onsite Reception?

Yes _____ No _____

If yes...

Fellowship Hall _____ Gathering Place _____ Community Room _____ Parlor _____ Room 118 _____

Dressing Areas?

Yes _____ No _____

If yes...

Bride's Room _____ Room 252 _____ Parlor _____ Baptistry Area _____ Choir Room _____

*A deposit of \$5 cash is required for the Bride's room key and will be refunded when the key is returned.

Childcare:

Yes _____ No _____

Minister(s): _____

If your minister is not on staff at First Baptist Huntsville, please indicate the church where your minister serves, the mailing address, and the relationship to the bride and/or groom.

Church: (include address, city, state, and zip)

Wedding Director's Signature: _____

Media Director's Signature: _____

Business Administrator's Signature: _____

Wedding Coordinator's Signature: _____

Ceremony Information Form

The Bride/Groom should provide this completed form to the Wedding Director at the planning meeting.

Rehearsal

Day/Date: _____

Time: _____

Wedding

Day/Date: _____

Time: _____

Minister(s): _____

Music

Organist: _____

Pianist: _____

Vocalist(s): _____

Where will vocalist(s) stand? _____

Special Music Prior to Ceremony: _____

Lighting of the Candles

Music: _____

Candle Lighter Names: _____

Seating of the Grandparents

Music: _____

Groom's Paternal: _____

Escort: _____

Bride's Paternal: _____

Escort: _____

Groom's Maternal: _____

Escort: _____

Bride's Maternal: _____

Escort: _____

Seating of the Parents

Music: _____

Groom's Parents: _____

Escort: _____

Bride's Parents: _____

Escort: _____

Unity Candle Lighting by Parents: YES _____ NO _____

Ceremony Information Form

Processional

Entrance for Groomsmen Music: _____

Indicate if:

- all groomsmen will enter with the minister and groom
- down the groom's aisle
- escorting bridesmaids down aisle
- entering single file
- entering double file
- entering using two aisles simultaneously

Entrance for Bridesmaids Music: _____

Indicate if:

- entering down the bride's aisle
- entering single file
- entering double file
- escorted down aisle by groomsmen
- entering using two aisles simultaneously
- down one aisle while groomsmen enter down the other aisle
- Standing During Ceremony

Indicate if:

- Bridesmaids/Groomsmen on separate sides
- Attendants stand as couples

Members of the Wedding Party: (Paired for recessional)

Maid of Honor: _____

Best Man: _____

Microphones:

Minister(s)	Yes _____	No _____	Qty: _____
Instrumentalist(s)	Yes _____	No _____	Qty: _____
Vocalist(s)	Yes _____	No _____	Qty: _____

Wedding Party

Bridesmaids

Groomsmen

Ceremony Information Form

_____	_____
_____	_____
Junior Bridesmaid	Junior Groomsman
_____	_____
Flower Girl	Ring Bearer
_____	_____

Ceremony

Bride's Entrance Music _____
Escort: _____

Kneeling Bench YES NO
Readings YES NO
Readers: _____

Recessional

Music: _____

Other Special Elements: _____

Reception Policy Agreement

To be completed by the bride and groom. Return this form along with the Wedding Application and \$100.00 refundable deposit to MaryAnn Moon to schedule your reception date and location on the church calendar. Reception reservations are not considered for inclusion on First Baptist Huntsville's facility calendar until the deposit and signed Reception Policy Agreement are received by First Baptist Huntsville.

We have read and accept the policies concerning receptions held at First Baptist Huntsville. We agree to follow the policies as stated in this manual and will ensure that the members of the wedding party will follow the policies also.

We are responsible for assuring that:

- A. The reception party and all guests will conduct themselves while on church property in a manner consistent with being in a place of Christian worship and be familiar with and follow First Baptist Huntsville's policies. Members of the reception party as well as guests are expected to conduct themselves at all times in a manner consistent with participating in Christian worship.
- B. The decorator, caterer, photographer, DJ, and videographer are familiar with and follow the church policies. All those servicing the reception must mail (First Baptist Church, Attn: MaryAnn Moon, 600 Governors Drive, Huntsville, AL 35801), email (mmoon@knology.net) or fax (256-428-9402) a signed copy of the appropriate policy form to MaryAnn Moon no later than eight (8) weeks before the scheduled date.
- C. The reception party refrains from using tobacco products, drugs or alcoholic beverages prior to and during the activities held at the church. No alcoholic beverages are brought to the church or served at the church at any time. No reception will be conducted if any member of the reception party or those who service the reception (decorator, caterer, photographer, DJ, or videographer) are under the influence of alcohol or drugs.

By our signatures, we understand that failure to comply with any of these policies will be considered "disregard of policy" and will mean forfeiture of our deposit. We also understand that we are liable for any damages that total more than the amount of the deposit. We understand that failure to notify the church of any cancellation of plans at least 30 days prior to the confirmed reception date will result in the forfeiture of our deposit.

Signature of **Bride** _____ Date _____

Signature of **Groom** _____ Date _____

Wedding Participants

To be completed by the bride and groom. Please mail (First Baptist Church, Attn: MaryAnn Moon, 600 Governors Drive, Huntsville, AL 35801), email (mmoon@knology.net) or fax (256-428-9402) this form to MaryAnn Moon at least eight (8) weeks before the scheduled wedding date.

Name	Phone Number
Minister(s)	
Wedding Director	
Organist	
Pianist	
Other Instrumentalist(s)	
Vocalist(s)	
Decorator/Florist	
Caterer	
Photographer	
Videographer	

Bride's Checklist

<u>Form</u>	<u>When Due</u>	<u>Actual Date Due</u>
Deposit	Day wedding scheduled	
Wedding Policy Agreement	Day wedding scheduled	
Wedding Application	Day wedding scheduled	
Facility Use Request Form	Day wedding scheduled	
Wedding Participant List	Eight (8) weeks before scheduled wedding date	
Media Director Request Form	Eight (8) weeks before scheduled wedding date	
Photographer Policy Form	Eight (8) weeks before scheduled wedding date	
Videographer Policy Form	Eight (8) weeks before scheduled wedding date	
Decorator/Florist Policy Rom	Eight (8) weeks before scheduled wedding date	
Caterer Policy Form	Eight (8) weeks before scheduled wedding date	
Leave Flowers in Sanctuary	Eight (8) weeks before scheduled wedding date	
Pay Church Fees to Wedding Coordinator	Eight (8) weeks before scheduled wedding date	
Wedding Coordinator	Eight (8) weeks before scheduled wedding date	

Pay Kitchen Use Fee

Eight (8) weeks before scheduled wedding date

Fee Schedule

We take great delight in providing our facilities at the happy occasion of marriage. Members, children of members, and grandchildren of members will be charged the FBC member fee. You must have been a member of FBC for at least six (6) months before a wedding may be scheduled. Payment of the Facility Fee and the Caterer Kitchen Use Fee should be given to MaryAnn Moon, Wedding Coordinator, at least eight (8) weeks before the scheduled wedding date.

Required: Member and Non-Member	Cost
Wedding Coordinator	\$250
Wedding Director	\$250
Media Director	\$150
Custodial Support (after 3:00PM)	\$30 per hour
Weddings: Non-Member	
Sanctuary	\$500
Life Center	\$400
Gathering Place	\$400
Chapel	\$250
Parlor	\$100
Receptions: Members Only	
Kitchen	\$50
Food Service Attendant	\$30 per hour
Reception Coordinator	\$50 per hour (3 hour minimum)
Media Director (if needed)	\$50 per hour (3 hour minimum)
Reception Venues:	
Fellowship Hall	\$300
Gathering Place	\$300
Community Room	\$100
Church Parlor	\$50
Room 118	\$150
Miscellaneous:	
Carillon at the end of the wedding	\$50
TOTAL FEES due thirty (30) days prior to wedding	

Make check payable to First Baptist Church