

GENERAL REGULATIONS:

- Property belonging to the florist must be removed from the church immediately after the ceremony. This includes all flowers.
- The family will be responsible for any property damage or cleaning expense incurred by failure to comply with the rules of the church.
- Silk flower petals may be used. An aisle cloth is required for real flower petals.
- Smoking is prohibited in any part of the building.
- Alcoholic beverages are prohibited on the premises.
- Birdseed is acceptable to use outside of the church. Rice/confetti is prohibited.
- Flash photography is discouraged during any part of the ceremony by photographer, family, or friends. The entrance and exit of bride may be photographed with flash and the Kiss. Any high speed film, still pictures, videotaping, or audio taping must be negotiated with the Wedding Director before the ceremony
- The custodian will be responsible for turning the air/heat on, cleaning the sanctuary, church foyer, rest-rooms, bride's room, and the Fellowship Hall (if used). The custodian services **DO NOT** include cleaning the kitchen, moving tables/furniture, setting up tables and chairs, etc. The Music Ministry will prepare the stage for the wedding.
- Receptions/Rehearsal Dinners may be held in the Fellowship Hall. A punch bowl and ladle and approximately 100 plates and punch cups are available for your use (They must be cleaned and returned to storage). The person responsible for the reception should notify the Wedding Director of the number of tables/chairs needed. All supplies /decorations brought to church for the reception must be removed immediately following use. Any dishes used are to be left clean.

FINANCES:

The following fees will be requested upon approval of the Wedding Application. Wedding date will not be confirmed until all fees are paid. Please make one check payable to FBCM and note wedding/date of wedding in the memo section of the check.

FEES AND PURPOSE

Wedding Director	\$200.00/\$300.00
This includes her coordination/direction of the rehearsal and ceremony. (Additional \$100.00 fee includes all services related to use of the Fellowship Hall.)	
Soloist	(to be agreed upon beforehand)
Minister	(Honorarium is responsibility of groom)
Sound Technician in Auditorium	\$100.00
*Required for all weddings and includes the pastor's microphone and all music sound requirements.	
Sound Technician in Fellowship Hall/Reception	\$100.00
Candles: use of candelabra, includes wax refills	\$35.00
Fees for Facilities Use:	
Sanctuary, Foyer, Brides Room	\$150.00
Rehearsal/Reception Fellowship Hall	\$100.00
Use of punchbowl, plates and cups	\$100.00
<i>(must be cleaned and returned to storage)</i>	
Use of Linen's price varies	

First Baptist Church of Matthews

Weddings



Information for your special day

We are pleased that you plan to use the facilities of First Baptist Church of Matthews for the consecration of this most important event.

SCHEDULING THE DATE:

The following steps must be followed to secure a date on the church calendar:

- Church members or children of church members may utilize the church for weddings.
- 4:00 pm is the latest hour for weddings to be scheduled. This allows our staff the appropriate amount of time to return the church to its normal state for church the following day.
- We request a minimum of six months of church membership prior to scheduling the wedding.
- Completion of the Pre-marital Questionnaire and Wedding Application and approval by Senior Pastor or his designee.
- Submission of appropriate fees for use of the church.

Please remember that weddings should be scheduled at least 6 months in advance. Weddings on Sundays and special holidays are prohibited. Two weddings on the same day are not allowed. The church is not available for weddings during the month of December.

MINISTER:

It is the desire of the church and the officiating minister to make this event one which will impress itself in a holy and meaningful way upon the couple. As such, the senior pastor will generally officiate at all weddings. If he is not available, due to a conflict in schedule, he will suggest another minister to officiate. If there is a desire to use another minister, the senior pastor will need to approve the request.

COUNSELING:

Pre-marital counseling by the pastor is a vital factor in the preparation of the ceremony. Therefore, it is requested that an appointment be made to schedule counseling as soon as possible after the date has been put on the church calendar. The pastor requests a minimum of 3 months to complete the counseling process before the wedding.



WEDDING COORDINATOR:

Contact the Wedding Committee Chairperson **immediately** after confirming your wedding date with the church office.

The role of the wedding coordinator is to assist you in finalizing your wedding plans in regard to the use of the church for your wedding. The wedding coordinator is available to answer the bride's questions and also to schedule times to visit the facilities for planning purposes. The bride needs to schedule with the Wedding Director a time during office hours for the caterer and florist to see the facilities and also schedule a time to arrive the day of the wedding. At the time of the wedding, the wedding coordinator will unlock/lock the building for ceremony and rehearsals and deliveries and to decorate as prearranged with bride. Wedding Director will direct the rehearsal and the day of the ceremony unless otherwise indicated.

MUSIC:

It is important to keep in mind that a church wedding is a sacred occasion, and the music should be in keeping with the reverence that is observed upon entering the church. The Minister of Music is available and will be happy to assist in planning the music. In order to insure a beautiful wedding, and to maintain high musical standards, final approval of any music, played or sung, is at the discretion of the Minister of Music. Please advise the Minister of Music if you will be needing sound/ or media in the Fellowship Hall.

DECORATIONS:

All decorations should reflect good taste. The following regulations are thus given to preserve the proper atmosphere and safeguard the furnishings.

- Dripleless candles must be used in all candelabras (florist will be held responsible for any damage done to carpet). The Unity Candles must also be dripleless. Lighted candles must not be carried down the aisle.
- Protective material must be used under all flower arrangements in order to protect carpet and furniture.
- No decorations shall be permitted that will abuse the pews, walls, carpet, floors, or other property of the church, i.e.: tacks, nails, tape. Pew ribbons must have hanger.
- The pulpit, the offertory table and the pulpit chairs may be moved.
- No decorations may be placed on organ console or piano.
- All flowers are to be removed from the church after the ceremony.