

Policy for Use of First Baptist Church of Tallassee, Alabama

1. Introduction:

- a. Congratulations on the decision to join your lives together in Christian marriage. Your wedding will be held in a place dedicated to the praise and worship of God, therefore everything included in the wedding should reflect this attitude.
- b. It is the desire of the Minister, Staff and Congregation of First Baptist Church to make each wedding ceremony a worshipful experience where two lives are joined in Christ and He is honored. This sacred event is a spiritual occasion when a man and a woman invoke the blessing of God upon their union. Believing that God has ordained marriage, and every wedding performed at First Baptist should be Christ-honoring. Weddings must be conducted in accordance with Southern Baptist doctrine, belief and tradition and/or conducted by a minister ordained or licensed by a SBC church. The following policies have been established to guide the preparation and execution of the wedding activities.

2. Scheduling:

- a. Weddings may be conducted Monday 9 a.m. through Saturday 6:00 pm provided it does not conflict with normally scheduled Church activities. Special permission may be issued by the Administrative Council or Chairman of the Deacons for unusual requests.

3. Procedures for reserving Church Facilities:

- a. A Wedding Application Form must be submitted to the church Secretary. **Submission and Approval of this form allows the wedding on the church calendar.** This Form is attached as Appendix A. **One hundred percent (100%) of the fees should be submitted with this application.** The church Staff will provide a summary of the cost using the cost summary sheet (Appendix C).
- b. The Bride and Groom will contact the Minister to arrange the Counseling that is required before each wedding.

4. Key Church Members involved in Wedding:

- a. Officiating Minister: The Pastor and the Ministers of First Baptist Church are available to perform wedding ceremonies. However they are not under any obligation to do so. If the Pastor is not from First Baptist, the Administrative Council must approve the person. He must be ordained or licensed by a Southern Baptist Church, Gratuities are typically extended to the participating Minister but there are no specific charges for their services.
- b. Minister of Music: The Minister of Music may assist the wedding party in making appropriate music selections. Arrangements for soloists and instrumentalists are the responsibility of the wedding party. **Music used in the ceremony must be in keeping with the sacredness and dignity of the wedding service.** A music form is attached as Appendix B.
- c. Sound Committee: The sound system of the church is available for use during rehearsal and wedding ceremonies and receptions. Operation of the sound system is highly technical and may only be operated by a member of The First Baptist Church

Sound Committee or individual approved by First Baptist Church Sound Committee. A summary of costs for said technician is listed in Appendix C.

5. Facilities Available for use by the wedding party:

- a. Sanctuary: Appropriate for large weddings. Small weddings may be held in the Pastors Study. In such instances, there will be no fees for church custodial Staff.
 - i. **General Policies**: It is the responsibility of the Bride and Groom to communicate the following policies to the wedding party and guests.
- b. Reception Facilities: (anniversary, birthdays, teas, showers, etc.)
 - i. Food must be catered, not prepared at the church.
 - ii. Facility cannot be used after 6:00 a.m. Sunday through 7:00 a.m. Monday.
 - iii. **General Policies**: It is the responsibility of the requesting parties to communicate the following policies to the guests and parties involved as described in the copy attached.

GENERAL POLICIES

1. No Alcohol or smoking is allowed in the Church facilities.
2. Rice is not allowed inside or outside of buildings. Bird Seed may be used outside.
3. Ribbons may be secured to pews by means of pew clips . **NO TACKS, TAPE , NAILS , WIRE or TACKET MAY BE FASTENED TO ANY PART OF PEWS, FLOORS OR WALLS.**
4. NO candles are to be used on the Pews.
 - a. Mechanical candles must be used along with a drop cloth. Any other type must be approved by Minister or chairman of Decorations Committee.
5. The Choir chairs and Hymnals should not be removed. A few chairs may be moved to facilitate Candelabras. Any Church holiday decorations are not to be altered or removed unless approve by Minister or chairman of Decorations Committee.
6. Any Damage to Church property must be reported immediately to the Custodial Staff or Minister.
7. The Church is not responsible for any items that may be lost or damaged or stolen during course of the wedding (or wedding events), funerals, and/or tea, receptions, rehearsal dinners, etc.
8. First Baptist Church does not provide food service for weddings. All rehearsal dinners, teas, showers, and wedding receptions, etc. must be catered. No food can be prepared at the church. This does not prevent use of the refrigerator/freezer, ice machine or sink to wash dishes.
9. All decorations and floral arrangements are to be removed immediately after the wedding and/or funeral.
10. Photography during the wedding ceremony should be made without flash. Flash photos may be made of the Bride entering the room. Video taping should be accomplished without detracting from worshipful atmosphere of the service.

Acceptable Facility Requests

Member weddings (rehearsals, dinners, receptions, ceremonies, etc)
Member birthday parties
Member wedding anniversaries
Member wedding showers, baby showers or teas
Choir performances and other functions of Tallassee City Schools

Non-acceptable Facility Requests

Regular meetings of any non-church affiliated organizations, clubs, individuals, businesses, etc.
Presentations of community entertainment by groups with non-Christian content
Member or non-member family reunions
Member or non-member class reunions

Fees for Facility Use

Sanctuary	2 hours: \$100	4 hours: \$200	6 hours: \$300
Fellowship Hall	\$50		
Fellowship Hall & Kitchen	\$75		

There are no fees for Member Baby Showers, Wedding Showers or Adult Birthday Celebrations.
Certain Anniversaries or Teas may require a custodial fee.

For the purposes of weddings, who has a connection to First Baptist Church?

First Baptist sees marriage as a gift of God for mankind. A Christian wedding has the purpose of beginning a Christian marriage between two Christians. We want to promote the institution of Christian marriage. The congregation has no desire to run a wedding chapel for the general public. Therefore, people with a connection to First Baptist Church may use the worship center at no charge for weddings. (Other charges such as for cleanup and for the fellowship hall, etc. will still apply. If you are a member, but not a giver, you may wish to consider making a donation to defray the cost of utilities.) Those without a prior connection to the church are not eligible to use the worship center for a wedding.

The question may arise as to what constitutes a connection to the church. Below are some examples. If a person feels these examples do not provide adequate light on their particular situation, they may refer the question to the administrative council of the deacons.

Examples of People Who Have a Connection to First Baptist Church:

- Someone who is on the church roll as a member of First Baptist Church
- Someone who is a member of our Sunday School (at the time they contact the church about being married here).
- Someone who was a member of our church or Sunday School, then went to college. While in college they joined a church where they attended school. While in college they became engaged and now want to come home to be married. The same applies to those in the armed forces or those who have taken a job.
- Someone who grew up in First Baptist and whose parents attend First Baptist; this person has graduated from college, taken a job, and joined a church out of town, but now wants to come home to be married.
- A couple is divorced. A child lives with one parent in another town and is a member of a church in that town. However, every other weekend the child stayed with the parent who is a member of First Baptist Church and often attended Sunday School and church here with that parent. That member's child is now engaged and wants to be married there.
- Grandchildren of members who lived with their grandparents for a significant period of time and were members of our Sunday School and/or church.
- The examples concerning college would also apply to those serving in the armed forces and graduate students, including seminary students.

Examples of People Who Do Not Have a Connection to First Baptist Church:

- Someone who is not and never has been a Sunday School or church member of First Baptist Church.
- Someone who has relatives in First Baptist (regardless of how close), but who has never personally been a member of our church or Sunday School.
- Someone who has grown up in Tallahassee, always wanted to get married here, but who has not been a member of First Baptist Church or its Sunday School.

Wedding Application Form

Appendix A

Date Submitted: _____

Date Approved: _____

Wedding Date: _____

Time: _____

Rehearsal Date: _____

Time: _____

Bride

Groom

Name: _____

Age: _____

Address: _____

Home Phone: _____

Work Phone: _____

Parents: _____

Church Relationship _____

Minister performing ceremony: _____

Wedding Director: _____

Address after marriage: _____

Room reservations For Wedding: _____

For Reception: _____

Sound system required? Yes/No

Estimated number of persons expected: _____

Florist: _____

Photographer: _____

Does the bride have a personal salvation relationship with the Lord Jesus Christ?_____

Does the groom have a personal salvation relationship with the Lord Jesus Christ?_____

We have read and accept the Wedding Policy provided by the First Baptist Church and will cooperate according to its requirements in order to have a meaningful and well planned wedding. If any damage to church property should occur, we agree to reimburse the church for repairs or replacement as deemed appropriate by the church.

Signed: Bride_____Date:_____

Groom:_____Date:_____

First Baptist Church
P O Box 780368
Tallasse, AL 36078

Wedding Application Form

Appendix B - Music

The First Baptist Church Minister of Music should approve wedding musical arrangements at least one month before the wedding date.

Wedding Date: _____

Bride's name: _____ Phone numbers: _____

I would like to have the following selections performed before & during the wedding:

My organist is: _____

My pianist is: _____

My vocalists are: _____ and _____

_____ I would like assistance in selecting music

_____ I would like recommendations concerning musicians

_____ I would like recommendations concerning vocalists

APPROVAL

I, _____ approve the music and persons listed above.

Date: _____ Administrative
Council _____

First Baptist Church, P O Box 780368, Tallassee, AL 36078

Wedding Application Form

Appendix C - Summary of Costs

Name of bride and groom _____

Date and time of wedding _____

	Member Room Fee	Member Clean-up fee	Total
Sanctuary	-0-	\$75	
Rehearsal Dinner	\$100	\$50	
Reception Dinner	\$250	\$200	
Additional setup or clean-up charges at \$10/hr. Per person			
Sound Tech Fee	\$50		
Sexton charges			\$100
Total charges			

Make checks payable to First Baptist Church. Musician fees and gratuities to the minister are to be paid directly to the person performing the service.

If mailing, send to: First Baptist Church, P O Box 780368, Tallassee, AL 36078

Building Use Policy: Funerals for Non-Church Members

When there is a death in the community, First Baptist desires to be of assistance and to minister. However, it would be inappropriate to “compete” with local congregations or funeral homes. Therefore, in these circumstances, we have decided it is better to relate to the church, and assist the church, rather than relate to the family (that’s more properly the role of the family’s church). Our worship center is available for services of non-members when requested by the pastor of the local church of which the deceased is a member.

We will gladly assist any member church of the Elmore or Tuskegee-Lee Baptist Associations, or any protestant or evangelical church participating in the Tallassee Ministerial Alliance when their facilities do not have a sufficient capacity for the service. The crowd size must be anticipated to exceed that of the worship center of the person’s home church and the conducting funeral home chapel. The officiating funeral home must have liability insurance.

If a requesting church is not a member of the Baptist Association or does not participate in the Ministerial Alliance, the Administrative Council of Deacons and relevant staff will determine whether the building will be made available to them. A brief questionnaire to assist the Administration Council in making an informed decision will be given to the church for completion.

Special consideration is given to any casualty of war, missionary, or minister of the gospel from the area, but whose membership may currently be elsewhere.

The funeral service must be distinctively Christian and the church must confess the Triune God and Jesus Christ as fully God and fully man and as the only Savior of the world. While we want to assist only Christian churches in providing Christian funeral services, no church will be refused on the basis of race.

Sometimes, there may some sort of extraordinary circumstance, in the spirit of, but not in the letter of these guidelines; the administrative council of the deacons shall decide such requests.

It should be understood that First Baptist Church may already have services or activities scheduled for the building at (or soon after) the time requested, and we reserve the right to honor those commitments. Regretfully, such conflicts may make the building unavailable.

The worship center will be available for up to two hours for memorial services. Normally, families should be fed in their home church.

Since the custodian will have to work extra hours to clean up, a charge of \$75 is expected. The operator of the Sound System should receive \$40. The custodian and sound system operator will be the choice of First Baptist Church. First Baptist asks for \$400 to cover utility costs (the administrative council may reduce or waive this amount). We ask the requesting church pastor to notify us in the event of a genuine financial need. There is no charge for members of First Baptist to use the church for funerals.