



Please read, confirm, sign and leave with
Program Coordinator

	YES	NO
Rice, confetti, potpourri, etc. be used in the church?		X
Smoking, drinking or eating in the Sanctuary		X
Tape, tacks, etc. on furniture, carpet or pews		X
Protective plastic mats under candelabra	X	
Picture taking, video taping, etc. allowed	X	
Males dressing at the church		X
Bride dressing at the church	X	
Bride's attendants dressing at the church		X
Weddings performed on Sunday		X
Appropriate secular music acceptable	X	

NO EXCEPTIONS

Any change to this policy "Request for Wedding" must be renegotiated and/or discussed at least two months before the date of the wedding. Small children must be accompanied and supervised by an adult during the rehearsal or there will be a request for them to leave.

CONTRACT AGREEMENT

_____	_____
Bride	Groom
_____	_____
Date	Program Coordinator

FIRST BAPTIST CHURCH
236 Harrison Street,
Petersburg, VA 23803
(804) 732-2841

Wedding Policy



Mrs. Juanita Gayle
Program Coordinator

804-318-0003©
804-732-2963 after 6:00pm

July, 2011



WEDDINGS in FIRST BAPTIST CHURCH

First Baptist Church holds that marriage is a sacrament instituted of God, the physical, spiritual, and mystical union of a man and a woman for life, "for the purpose of mutual fellowship, encouragement, and understanding, for the procreation (if it may be) of children, and their physical and spiritual nurture, and for the safeguarding and benefit of society.

Please read this booklet carefully and discuss with the proper personnel any portions that concern you. It is desired that you will not make decisions on your own that involve First Baptist Church. This appeal is necessary in order that no conflicts will occur in scheduling or programming.

First Baptist Church is happy that you have chosen our church for your wedding ceremony. (Private weddings may be arranged with the Pastor).

- ♥ *Donations for the Pastor and the sexton are expected at the time of arrangements or no later than the day of rehearsal.*
- ♥ *Out of respect for our church family, the funeral of a member (time, etc.) must be considered a priority program.*
- ♥ *Flower arrangements, in addition to what is customarily in the Sanctuary, must be cleared. You may leave flowers for church use or for distribution to the sick. All wedding decorations other than flowers must be removed immediately following the service.*
- ♥ *NO RICE, CONFETTI OR POPPOURRI, etc. may be thrown within the building. Only floral petals on the aisle cloth are permitted. Smoking and the use of alcohol in any part of the church are prohibited. NO EATING|DRINKING in the Sanctuary.*



- ♥ *The usage of tape (of any kind) and/or tacks on church furniture, pews, walls, and/or carpet is prohibited. The cost of repairing damage to these items will be the obligation of the wedding party should any damage occur.*
- ♥ *Plastic or some protective mats must be provided and placed under the candelabra regardless of the type of candles used and wherever they are placed.*
- ♥ *The cost of spilled candle wax or damage of any kind made by the wedding party is the responsibility of the wedding couple. A bill for any damage will be presented.*
- ♥ *All donations to personnel or church relative to this wedding (at the church) must be paid before or at the beginning of the rehearsal.*
- ♥ *The Pastor has sole responsibility for the order of service and the music employed therein. The Pastor also serves as advisor, counselor, and spiritual leader for your Christian ceremony; therefore, it is not out of order to give a monetary token of gratitude to him/her at the time of the wedding or in advance.*
- ♥ *Our organist is available for weddings and consultation. He has exclusive use of the organ; however, the piano is available for use.*
- ♥ *Soloists are the responsibility of the participants. Arrangements with organists and/or singers are made directly with them.*
- ♥ *Photographs and video taping of the ceremonies are permitted. Rehearsal is usually scheduled on the evening before the wedding or sometime during that week, if no other service is scheduled at the church.*
- ♥ *The sexton donation should be in cash and is not a part of the church donation.*
- ♥ *A total of two (2) hours will be reserved for the rehearsal on an arranged date prior to the ceremony date.*
- ♥ *A total of four (4) hours will be reserved for the wedding ceremony.*

Private weddings may be arranged with the Pastor



FIRST BAPTIST CHURCH, Harrison Street
EDIFICE USE REQUEST FOR WEDDINGS

Date _____ Ceremony Date _____ Time _____
 Rehearsal Date _____ Rehearsal Time _____

BRIDE Member: Yes _____ No _____ **GROOM** Member: Yes _____ No _____
 FULL NAME _____ FULL NAME _____
 Address _____ Address _____

TELEPHONES: TELEPHONES:
 Home _____ Work _____ Cell _____ Home _____ Work _____ Cell _____
 Church Affiliation _____ Church Affiliation _____

Place of Ceremony: Sanctuary _____ Chapel _____ Other _____
 OFFICIATING CLERGY _____ Church _____

Holy Communion _____ Organist _____ Soloist _____ Choir _____
 RELATIVE in FBC _____ Name _____ Relationship _____
 Address _____ Phone _____

Wedding Planner _____ Decorator _____
 Address _____ Address _____
 Phone _____ Phone _____

Space Availability: The sanctuary (or other location if specified) will be reserved for the wedding and wedding rehearsal. The time block will be two (2) hours for the rehearsal and four (4) hours for the wedding. In addition, an additional room will be provided for the bride two (2) hours prior to the ceremony. For other instructions and pricing, please see wedding brochure.

NON MEMBER VOCATION - \$350 PASTOR - Personally Arranged
 SECTION: Rehearsal & Wedding - \$100 cash/ (payable/prior to-the/ wedding rehearsal)
 Rehearsal Dinner - \$50 cash Yes _____ No _____

 BRIDE FBC PROGRAM COORDINATOR

 GROOM DATE

CONTACT MUST BE MADE AT LEAST 60 DAYS PRIOR TO THE DATE OF YOUR WEDDING TO AVOID CANCELLATION. IN ADDITION, A \$100 DEPOSIT FOR NON MEMBERS (\$50 DEPOSIT FOR MEMBERS) IS DUE AT THE SIGNING OF THIS AGREEMENT. THIS AMOUNT WILL BE CREDITED TO FEES DUE AND/OR, WILL BE REFUNDABLE UPON NOTIFICATION OF CANCELLATION. IF NOT, THIS AGREEMENT WILL BE NULL AND VOID