FOUNTAIN OF FAITH MISSIONARY BAPTIST CHURCH
6712 West Fayetteville Road
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Riverdale, GA 30296
www.fofmbc.org

Phone Number: 770-997-0079 **Fax 770-997-6459**



REV. BREON A. WILLIAMS, SENIOR PASTOR

GENERAL PHILOSOPHY

God has ordained that a man and woman may enter together into marriage, pledging their love and promising fidelity each to the other, as long as both shall live.

MEMBERS AND NON-MEMBERS APPLICATION

____Members and non-members are welcome to host their wedding at Fountain of Faith. The Wedding Ministry will work with members and non-members to ensure all wedding arrangements are a success. **However, members must be in good standing and affiliated with the church for at least 6 months.**

INITIAL ARRANGEMENTS

In order to avoid conflicts, the following procedures are in place to secure your wedding date on the church calendar.

1. Contact the church office to verify the date availability.
2. Complete attachment A, give completed form and deposit to Wedding Ministry President or the Church Administrative Office.
3. Once form is completed and deposit received, the date will be reserved on the church calendar.

SECURITY FEES

A deposit is required with the application form to secure the date requested. The security fee reserves the date and will be included in the cost of the Church rental. If the wedding is booked one year in advance of wedding date, one half of total cost is required to be paid for deposit and balance is due 6 months prior to wedding date. If wedding is scheduled 6 months or less payment is due in full at time of booking date. In case the wedding is canceled within 7 days of booking all monies paid will be refunded. If canceled after the 7-day period $200.00 is non-refundable.

PASTOR

The Pastor of FOUNTAIN OF FAITH shall normally perform all weddings, but guest ministers are welcome; however, prior approval of the Pastor is required when guest ministers will perform the ceremony. When the service of the FOUNTAIN OF FAITH Pastor is requested, Premarital Education is required.

MUSIC

The music for the ceremony should direct attention to God, who sanctifies marriage, and special care must be taken to assure that it is suitable and reverent. The wedding ministry must approve all music. Once the music is approved, no changes can be made without ministry approval. (Attachment B)

ALCOHOLIC BEVERAGES/SMOKING/FOOD

Alcoholic beverages **are not permitted and cannot be served on the church property**. Smoking **is not permitted** in or within 500 ft. of the building.

Food is only permitted in the kitchen or fellowship hall in Annex A. **NO FOOD IS PERMITTED IN THE BRIDE'S ROOM OR THE CARPETED AREAS OF THE CHURCH.**

PHOTOGRAPHS

Photographers may take pictures before and after the ceremony. Video camera shots may be taken during the service. Flash cameras can be used only with the permission of the photographer and the officiating pastor.

MARRIAGE LICENSE

The marriage license must be in the hands of the pastor (or presiding minister) before the wedding can be performed.

FACILITY USE

Please remove all personal items or belongings from the bride's room and any other rooms used for dressing personal 30 minutes before the start of the wedding.

WEDDING REHEARSAL AND DINNER

The wedding rehearsal should last 1½ hours. If the rehearsal dinner is held at the church, it is expected that the dinner will last for only 1½ hours. The kitchen and fellowship hall must be clean and in order within the allotted time period.

WEDDING RECEPTION

The wedding reception should last no more than 3 hours. **An additional fee of $25 per ½ hour will be charged for receptions lasting longer than 3 hours**.

The caterer is responsible for cleaning the fellowship hall and kitchen. The caterer must clean the following:

1. Clear all tables
2. Clean stove, ovens, refrigerator, sinks and counter tops.
3. Remove all food from the refrigerator

FOUNTAIN OF FAITH WEDDING DIRECTOR

While the Bride may choose her own Wedding Coordinator/Director, Fountain of Faith Wedding Ministry has certified coordinators and directors are available upon request at an **additional charge**.

(If you chose to use the FOF Director)
The responsibilities of the FOUNTAIN OF FAITH Wedding Director are:

1. Discuss the wedding policies with the Bride, Groom and Wedding Coordinator
2. Arrange and coordinate the rehearsal time.
3. Attend and assist at the rehearsal
4. Coordinate the 1 ½ hour rehearsal
5. Answer questions about the wedding
6. Communicate with caterer.
7. Assist the Wedding Coordinator with the wedding formalities.
8. Explain the policies and procedures to the bridal party at the rehearsal.

DECORATIONS

1. No pins or tacks can be used to secure aisle cloths or floral decorations to the pews. Florist tape may be used.
2. No decorations may be tacked or taped to the walls or woodwork of the church.
3. Floor must be protected from dripping wax. The use of drip less candles is required to protect from scars and scratching the carpet from stains and snags
4. No rice or confetti shall be thrown inside the building. Only birdseeds may be thrown on church grounds.
5. If flower containers are used, rubber mats or other protection shall be placed beneath them.
6. The hired florist shall ensure that flowers, arches, candles, kneeling benches, etc. are removed from the sanctuary. If a florist is not hired, the bride should arrange for the removal of flowers, candles, and decorations after the service.
7. The communion table is the only furniture that will be moved from the pulpit.
8. The bride and florist should arrange to decorate the church well in advance of the wedding.

THE BRIDE IS RESPONSIBLE TO INFORM THE FLORIST AND PERSON DESIGNATED FOR DECORATIONS OF THE ABOVE REQUIREMENTS.

FEES

The balance of all fees are due 30 days prior to the wedding date. If the balance is not paid before or on the due date, payment must be in the form of a money order or cashier's check made payable to Fountain Of Faith Missionary Baptist Church.

Attachment A

Wedding Ceremony Application

Name: □ Member □ Non-Member

Address:

City	State	Zip

Home phone:	Work:	Mobile phone:

Church Affiliation check one: ☐ Fountain of Faith ☐ Other_____

Groom's Information:

Name:

Address:

Home Phone: Work: Mobile Phone:

Church Affiliation: ◯ Fountain of Faith ◯ Other ◯

Date of wedding ceremony:_____Time:_____a.m./p.m.

Approved by:_____

Name/Wedding Coordinator:_____ Phone:_____

Name of Officiate/Minister_____ Phone:_____

Rehearsal Date:_____ Time:_____

Approved by:_____

Rehearsal Dinner:_____ Yes◯ No◯ Time: _____

Reception – Fountain of Faith Great Room: Approved by:_____

Deposit Paid Yes/Amount $_____ No/Explain:_____

SIGNATURE _____ DATE: _____

Wedding Music

Please complete this form and return to the FOUNTAIN OF FAITH wedding ministry two (2) months before the wedding.

I plan to use the following music in my wedding:

1. _____
2. _____
3. _____
4. _____
5. _____

I plan to use:

◯ Piano ◯ Organ ◯ CD ◯ TAPE ◯ DRUMS

Bride's Signature _____ Date: _____

Minister of Music approval _____

Wedding Checklist

I HAVE READ AND UNDERSTAND THE FOLLOWING:

1. The balance of the wedding fees is due 6 months before the wedding. Late payments must be approved by the Wedding ministry.

2. The wedding must start on time.

3. Arrangements must be made to clear the dressing areas and the bride's room of personal items 30 minutes before the wedding starts.

4. Arrangements must be made to remove flowers, decorations and candelabras from the sanctuary immediately after the service.

5. The wedding ministry must approve the music for the wedding 2 months prior to the wedding.

6. The use of flash cameras during the wedding ceremony shall only be used with the permission of the photographer and officiating pastor.

Bride's Signature _____ Date _____

Wedding Coordinators Signature _____ Date _____

Fountain of Faith Missionary Baptist Church
Bridal Visit Checklist

Bride: _____ Groom: _____

Date: _____

1. Confirmation of coordinator and directress: (Make recommendations to have Certified Planner)

   Name of Coordinator: _____ Phone #:_____

   Name of Directress: _____ Phone #:_____

2. How many persons are in the Bridal Party: _____

   _____

3. What are the colors of the wedding? _____

4. Who will be dressing at church? (Bridge and groom, etc.)_____

   _____

5. What will be the arrival time to the church?_____

6. Will any pictures be taken prior to the wedding? _____

7. What is the name/phone # of the florist, photographer & videographer?

   Florist: _____

   Photographer: _____

   Videographer: _____

8. How many ushers/hostesses? (4-6 recommendation) _____

9. Explain Bridal entrance options. Which entrance will Bridge use? _____

10. Explain entrances due to inclement weather: _____

11. Explain food in nursery prior to wedding. Responsible for clean up, bring own trash bags.

    _____