



FIRST BAPTIST  
ON FIFTH

## WEDDINGS

### First Baptist Church on Fifth

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“What God joins together, let no one separate.” These words we say upon uniting two lives in a covenant relationship with each other demonstrate the vitality and strength of marriage. In the context of First Baptist Church, we believe that marriage gives space for couples to flourish when bound together by God and this community of faith in Christian marriage.

This packet of information and application serves to give detail and description of what a wedding ceremony at First Baptist Church looks like, as you consider having this most important ritual in our sacred space. As soaring and grand as our Sanctuary is, it is the intimate moments of covenant and grace that we celebrate in a wedding ceremony. We are glad you thought of us for this holy time in your life!

#### **How to Make a Reservation for Your Wedding**

The process for reserving First Baptist Church for your wedding is laid out below, and more detail is given in the pages to follow about each of these steps.

- Read this packet of information thoroughly.
- Contact Sally Barbour in the church office (336.722.2558) to inquire about the date of your choice. During this conversation, you will review the important aspects of the use of our facility for your service. Once a date has been decided upon and approved by the pastoral team, you will be notified by First Baptist. Your date will be secured after the refundable security deposit has been paid. Weddings will be scheduled no earlier than a year in advance of the requested wedding date.
- Bring your security deposit and signed copy of the wedding information packet and application to the church office. Both parties must sign the Covenant of Agreement to acknowledge that you understand its contents. You may fill out the Wedding Application on the final page of this packet or the form online.

- At this point, you will be assigned a First Baptist minister to complete your premarital counseling and officiate at your wedding. Should you desire to work with a particular First Baptist minister, please indicate that on the Wedding Application.
  - You will also be assigned a First Baptist Church Wedding Coordinator who will oversee all the details of your time at First Baptist. Your Coordinator will contact you to arrange a time to meet to go over the particular details of your special day and will assist in completing a wedding work order form outlining your building usage needs for the day of your wedding.
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## The Wedding Process at First Baptist Church

### Wedding Worship Service

A wedding ceremony at First Baptist Church is first and foremost a worship service directed toward God. We ask that only couples who understand and affirm the basic tenets of the faith represented by our congregation seek to hold their wedding ceremonies in our church. In this spirit, the furnishings of the Sanctuary are to remain in place during wedding ceremonies, including choir chairs, liturgical banners and adornments, Bibles, hymnals, pew rack supplies, etc. The wedding service is to be performed by a member of the First Baptist Church ministerial staff.

### Wedding Dates and Times

**Weddings requested on holidays will not be scheduled, including weekends surrounding Holy Week, Easter, and Thanksgiving, as well as the month of December.** Each wedding will have a total of **six (6) hours** reserved for use of First Baptist's space. The six-hour window includes any time needed for set-up, photography, the ceremony itself, and clean up. If more time is taken for the wedding, an extra charge will be deducted from the deposit at \$200 per hour for the first hour, an additional \$100 per hour thereafter. No ceremony will be scheduled after 5:00pm on Saturdays.

### Minister

First Baptist Church is honored to join you in your wedding celebration. Each couple choosing to be married at First Baptist will be assigned a minister to officiate at their wedding and complete their premarital counseling. If there is a minister on staff at First Baptist with whom you would like to work, please indicate this on your Wedding Application.

## **Premarital Counseling**

Your First Baptist minister will conduct your premarital counseling to be completed one month prior to the wedding. These will be in three one-hour sessions that you should schedule with your minister as early as possible. The sessions are to be completed one month before the wedding. Each couple will complete an online assessment about their relationship to guide the counseling conversation. The cost of the assessment is \$35, payable online. Your minister will work with you to set up your assessment. During the three sessions, you will also plan your ceremony together. For couples out-of-town, Zoom, Skype, or Google Hangout is available for your counseling in advance of the wedding.

## **Wedding Coordinator**

First Baptist Church has a team of experienced wedding coordinators, able and willing to provide you with all the necessary information and support to make your day special. Your initial meeting with your Wedding Coordinator will take place shortly after the wedding is officially booked for our facility (at least 4-5 months prior to the service). Your Wedding Coordinator will be your best source of information regarding available building spaces, resources, equipment, and policies. The Coordinator will direct your rehearsal and will make sure everything runs according to plan on the day of your wedding. Should you have an outside wedding planner working with you for your wedding day, this planner is welcome to attend the rehearsal, but please be aware that the church's Wedding Coordinator and related church staff members will be in charge of all matters, rehearsal and ceremony, while in the church house. The Wedding Coordinator will be in charge of preparation of the building and any other pre-ceremony preparations that take place at First Baptist. The \$500 fee for services includes the Coordinator's time in preparatory meetings, at the rehearsal, and six hours for the wedding itself. For an additional fee, the Coordinator will be available for additional time.

## **Fees**

See the attached Fee Schedule on the back page of this booklet. Should a wedding be canceled, any costs paid or incurred for the wedding will be deducted from the security deposit refund. Any fees paid to individuals (minister, Wedding Coordinator, organist) will not be refunded.

## **Wedding Timeline**

- Six weeks out
  - Schedule a meeting with your Wedding Coordinator, organist, and minister to plan the ceremony.
- One month out
  - Submit to your Wedding Coordinator the dates of your three completed

- premarital counseling sessions.
  - Pay any remaining fees to the church associated with the cost of your wedding, along with any fees to the Wedding Coordinator, the minister, and the organist. Please also submit individual payment to any additional musicians you use.
  - Notify your Wedding Coordinator of any taped or prerecorded music that you plan to use.
  - Two weeks out
    - Your Wedding Coordinator will finalize any details about building usage with the church's Facilities Manager.
  - The night before and day of
    - Please bring your marriage license to the church for your minister to sign.
  - Two weeks after the wedding
    - First Baptist will process your refundable security deposit minus any fees incurred due to extra staffing needs, other costs incurred, or damage to the facility.
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## **On Your Wedding Day**

### **Alcohol & Smoking**

Alcohol is not permitted on the church premises. Smoking is not permitted inside the church building.

### **Animals**

Animals are not permitted inside the church building.

### **Childcare**

A room can be made available for childcare for children ages birth-PreK during the rehearsal and wedding. The wedding party is responsible for securing and paying for childcare services through our childcare contract agency, Preferred Childcare. Should you wish to use the services of Preferred Childcare, please contact Amy McClure, Associate Pastor for Children, Senior Adults and Pastoral Care (336.722.2558 or [amy@firstonfifth.org](mailto:amy@firstonfifth.org)).

### **Communion**

The couple may take communion together. Due to the inclusive nature and purpose of celebrating communion, if the couple wishes to share communion with their wedding guests, First Baptist Church requires that communion be open to all guests regardless of

denomination or religious affiliation. Communion elements are to be provided by the bridal couple.

### **Decorations (candles, aisle runners, etc.)**

First Baptist Church has spaces for a wedding ceremony that evoke beauty and sacredness without any additional decorations. However, if you would like to add decorations, the following requirements must be followed.

Failure to do so could lead to the loss of your security deposit.

- If the Sanctuary is decorated according to the liturgical season surrounding your wedding, these decorations may not be altered.
- All decorations to be used in the wedding ceremony must be supplied by the couple or their florist.
- Candles must be dripless. If you use candelabra, precautions to protect the floor underneath must be taken. Your Wedding Coordinator can advise you on this. (The primary cause of added expenses charged for cleaning come from candle wax that has dripped onto the floor or window sills.)
- Tacks and nails may not be used to secure floral ropes or decorations.
- Aisle runners are permitted, but may not be affixed with nails or adhesive tape. Please be aware that without an anchor to the floor, the runner could be a trip hazard.

### **Dressing Rooms**

The dressing areas are Kelly Auditorium and Room 203. Your Wedding Coordinator will show you these spaces. Immediately following the ceremony all personal items should be removed from the dressing rooms in a timely manner.

### **Florist**

Placement of floral arrangements, candles, or other items in the Sanctuary is to be supervised by your Wedding Coordinator. They may arrive at the beginning of your six-hour window on the day of your wedding.

### **Music**

The music staff at First Baptist Church is delighted to assist you in any way to plan your wedding service. It is our desire that your wedding service contain worshipful music. Due to the sacred nature of the event and setting, all musical selections should honor God in praise and thanksgiving and evoke blessings upon the couple to be united in the ceremony of worship. Lyrics should make reference to God or Christ. Pop tunes, love ballads, and other secular songs are not to be used. Live music is preferred and musicians must be approved by the officiating minister or the First Baptist music staff three months prior to

the service. Should you desire to have an organist for your wedding, we ask that you contact Jake Hill, Music Associate / Organist at First Baptist Church (335.722.2558 or [jake@firstonfifth.org](mailto:jake@firstonfifth.org)). Any of our music staff can direct you to other talented instrumentalists or vocalists if you need a referral. Please note that each musician, including First Baptist's organist, has his or her own fee, which is to be paid to the musician.

### **Photography and Video**

Due to the sacred nature of the event, flash photography is permitted only during the processional and recessional. You are strongly encouraged to make a note in your order of service asking guests to refrain from taking pictures or recording cell phone video at any other time. The use of video recorders is allowed. Your Wedding Coordinator will assist in recommending the best vantage points for videotaping the ceremony. Any family and wedding party photography desired at First Baptist must fit within your six-hour window of time in the space.

### **Receptions**

Wedding receptions and rehearsal dinners cannot be accommodated at First Baptist and should be planned for another venue.

### **Rehearsals**

Rehearsals are to occur in a 1.5-hour window of time, preferably on the day before your wedding. They are to be scheduled with the church office when you schedule your wedding date. Rehearsals will be led by your Wedding Coordinator.

### **Seating Capacity**

The Sanctuary seats a maximum of 750 people on both levels. The Ammons-Lolley Commons seats 50 people.

### **Security**

An off-duty officer can be made available for you during the rehearsal and wedding. The wedding party is responsible for securing and paying for security services. Should you wish to hire security personnel, please contact Gary Knight, Facilities Manager, at [facilities@firstonfifth.org](mailto:facilities@firstonfifth.org).

### **Your Grand Exit**

Rice, confetti, and birdseed are not permitted in the building or on the grounds. Bubbles or sparklers are permitted outside the building.

# Wedding Fee Schedule

## Fees paid directly to the church office

* Refundable Security Deposit.....	\$500
Building Usage Fee .....	\$1500

## Fees paid directly to individuals

Minister..... (Includes three premarital counseling sessions, the rehearsal, and the wedding)	\$500
Wedding Coordinator..... (Includes meeting times to discuss your wedding, the rehearsal, and the wedding)	\$500
Organist..... (Includes meeting time to discuss music, the rehearsal, and the wedding)	\$500
Maintenance / Custodial Services.....	\$200
Sound Technician .....	\$100

## Optional Add-Ons

### Overtime Fees

(To be deducted from the Security Deposit)

Each additional hour of time for use of the church's space.....	\$100
Each additional hour of time for the Wedding Coordinator.....	\$50
Each additional hour of time for the Organist.....	\$50
Each additional hour of time for Custodial Services.....	\$50

\* This refundable security deposit is required to be paid at the time of booking on the church calendar. Please make checks payable to First Baptist Church, or go online to pay by credit card at <https://firstonfifth.org/give/>.

## Covenant of Agreement

By signing this form, we acknowledge that we have read and understand the wedding policies & procedures of First Baptist Church and agree to comply with all requirements as stated in this booklet.

Print name \_\_\_\_\_

Date \_\_\_\_\_

Sign name \_\_\_\_\_

Print name \_\_\_\_\_

Date \_\_\_\_\_

Sign name \_\_\_\_\_

If the person reserving the space at First Baptist is not one of the marrying couple, please date and sign below.

Print name \_\_\_\_\_

Date \_\_\_\_\_

Sign name \_\_\_\_\_

Relationship to couple \_\_\_\_\_



**Application for Wedding at First Baptist Church on Fifth  
Winston-Salem, North Carolina**

Applicant Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_  
State \_\_\_\_\_ ZIP \_\_\_\_\_  
Phone Number \_\_\_\_\_  
Email Address \_\_\_\_\_  
Church Membership \_\_\_\_\_  
\_\_\_\_\_  
Relationship to FBC \_\_\_\_\_  
\_\_\_\_\_

Applicant Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_  
State \_\_\_\_\_ ZIP \_\_\_\_\_  
Phone Number \_\_\_\_\_  
Email Address \_\_\_\_\_  
Church Membership \_\_\_\_\_  
\_\_\_\_\_  
Relationship to FBC \_\_\_\_\_  
\_\_\_\_\_

**Wedding Process Information**

How did you hear about First Baptist Church? \_\_\_\_\_  
FBC Officiating Minister requested \_\_\_\_\_  
Do you plan to ask a minister from another church to assist in officiating? \_\_\_\_\_  
If so, who? \_\_\_\_\_ Where does this person serve? \_\_\_\_\_  
Phone number and email address for the outside minister \_\_\_\_\_  
Wedding Coordinator assigned \_\_\_\_\_

**Wedding Weekend Information**

Wedding date requested \_\_\_\_\_ Wedding time requested \_\_\_\_\_  
Wedding location requested (Sanctuary or Commons) \_\_\_\_\_  
Wedding rehearsal date/time requested \_\_\_\_\_  
Florist (name/phone/email) \_\_\_\_\_  
Musicians (name/phone/email) \_\_\_\_\_  
Any other wedding professional to be used (name/phone/email) \_\_\_\_\_  
\_\_\_\_\_