



Wedding Policy

First Baptist Church on Fifth

“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 Wedding Request Form 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. Submit your completed Covenant of Agreement and Wedding Request Form to Mary Kaylor, Associate Pastor for Newcomers, Young Adults & Community Engagement (mary@firstonfifth.org). Both parties must sign the Covenant of Agreement to acknowledge that you understand its contents.
- Once your Covenant of Agreement and Wedding Request Form have been received the pastoral staff will evaluate the request with regard to the church calendar and building availability. You will be contacted in a timely manner with the decision. Weddings will be scheduled no earlier than a year in advance of the requested wedding date.
- When your date has been approved by the pastoral staff you can then pay your refundable security deposit and your date will then be secured.
- 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 Request Form.

- 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 Detail Form outlining your building usage needs and other details for the day of your wedding.

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 will 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 Request Form.

Premarital Counseling

Your First Baptist minister will conduct your required premarital counseling. 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 sessions.

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 or 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, unless they are service animals for people with disabilities.

Audio Needs

Any audio needs will be managed by a church staff member and will require a fee. Please see the fee schedule for more information.

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).

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 couple.

Decorations

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.
- Any adhesive used to hang decorations must be damage-free and must be removed at the conclusion of the event.
- 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). 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 their own fee, which is to be paid directly 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. The church does not offer online streaming of your wedding ceremony.

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 Mary Kaylor after your wedding date has been secured. Rehearsals will be led by your assigned First Baptist 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.

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	\$1,500

Fees paid directly to individuals

Minister.....	\$500
(Includes three premarital counseling sessions, rehearsal, and wedding)	
Wedding Coordinator.....	\$500
(Includes meeting times to discuss your wedding, rehearsal, and wedding)	
Organist.....	\$500
(Includes meeting time to discuss music, rehearsal, and wedding)	
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 secure your date on the church calendar. Please make checks payable to First Baptist Church, or go online to pay by credit card at <https://www.osvhub.com/firstonfifth/forms/wedding-fees>.

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 _____



Wedding Request Form 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 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) _____
