



WEDDING REQUEST FORM

FIRST BAPTIST CHURCH

PARIS, TENNESSEE

PROCEDURE: This form **MUST** be completed and approved by the church staff before **ANY** wedding ceremony/reception is scheduled at First Baptist Church. Please submit this form to the church office as soon as possible. All fees required for a wedding to take place at First Baptist Church are listed in the documents that follows this form. Payment of those fees should be made to "First Baptist Church" and channeled through the church office.

** Please provide as much of the following information as possible*

Bride: _____

Address: _____ **Cell Phone:** _____ **E-mail:** _____

Groom: _____

Address: _____ **Cell Phone:** _____ **E-mail:** _____

Rehearsal Date/Time: _____

Rehearsal Dinner Location: _____

Wedding Date: _____

Facilities Needed: _____

Music Start Time: _____

Ceremony Start Time: _____

Minister: _____

Photographer: _____

Videographer: _____

Wedding Coordinator/Planner: _____

Wedding Musicians: _____

TO BE COMPLETED BY THE CHURCH STAFF

Church Hostess: _____

Sound Technician: _____

Custodians: _____

WEDDING PREPARATION CHECKLIST

First Baptist Church

Paris, Tennessee

_____ Wedding Request Form (Complete Immediately)

_____ \$375 Desposit due after Wedding Request Form is approved

_____ Contact minister immediately to set up pre-marital counseling

_____ Contact Church Hostess (3 months/90 days prior to wedding)

_____ Contact Sound Technician (3 months/90 days prior to wedding)

_____ Contact Musicians (3 months/90 days prior to wedding)

_____ Discuss Music with Associate Pastor of Music & Worship (2 months prior to wedding)

_____ Turn Wedding Preparation Sheet into Church Office (2 months prior to wedding)

_____ Turn initialed Wedding Preparation Sheet into Sound Technician (30 days prior to wedding)

WEDDING POLICY

First Baptist Church
Paris, Tennessee

We, the members of First Baptist Church of Paris, Tennessee, believe the term “marriage” has only one meaning: marriage is a covenant sanctioned by God which joins one man and one woman in a single, exclusive union, as delineated in the Bible. We believe this definition is in accordance not only with the Bible but also with our Statement of Basic Beliefs, *The Baptist Faith and Message*. Therefore, First Baptist Church reserves the right to restrict the use of its facilities and property to host only weddings or other related functions between one man and one woman. Furthermore, the pastors and staff of First Baptist Church shall only participate in weddings and solemnize marriages between one man and one woman regardless of where the ceremony is performed and reserve the right not to perform any ceremony that would lead to a non-Biblical marriage.

The planning and performance of the wedding ceremony should therefore be carried out with seriousness, dignity and joy. For that reason, the following policies will govern plans for your wedding at First Baptist Church of Paris, Tennessee. We sincerely believe these policies to be the most suitable and practical for all concerned. Please read the policies fully and complete all necessary forms.

SETTING THE TIME

Careful planning is necessary for all weddings. You will want to plan as early in advance as possible so that the use of the church space can be arranged without conflict. Time and space for the rehearsal, wedding or reception are made by completing the attached **WEDDING REQUEST FORM** (please complete in detail). A **WEDDING REQUEST FORM** from non-members (bride, groom or parents of either are not members of the church or Sunday School) will not be accepted greater than four months prior to the wedding date. The church facilities are not available for weddings on Sundays.

The completed request form is submitted to the church office for consideration. It is extremely important that the exact time indicated for the photography, rehearsal, wedding and reception are observed, and care should be taken to have all members of the wedding party in their place at the time indicated. **Upon approval of the Wedding Request Form, a \$375 deposit is due (see a list of fees in the back portion of this document).**

WEDDING MUSIC & SOUND TECHNICIAN

All wedding music must be discussed and approved by the associate pastor of music and worship. (*see Wedding Preparation Sheet*). Notification of approval will be given no less than 45 days prior to the wedding. The associate pastor of music and worship, organist and pianist are available for assistance in selecting music for your wedding.

If the church organist is not used, the associate pastor of music and worship must discuss and approve use of the organ. Contacting and paying musicians and soloists for the ceremony is the responsibility of the wedding party.

Please complete the **Wedding Preparation Sheet** (located at the end of this policy) in detail and submit it to the church office at least 60 days prior to the ceremony. The form will also be used by the sound technician as a “program” during the wedding. Rehearsals with soloists and/or musicians must be scheduled and requested by the wedding party. The technician will make every attempt to be as flexible as possible for the ceremony.

The fee for sound is \$35 per hour with a \$125 minimum. The sound crew will make every attempt to be as flexible for your ceremony as possible. If you have suggestions or preferences for your ceremony, please express them. Soloists and musicians normally practice their music on the night of your rehearsal. In the event that this is not possible, a practice may be set up with the sound crew from 1 to 2 p.m. on the day of the wedding. If the wedding is in the early afternoon, the practice may be moved up to 11 a.m. to noon. Soloists typically perform on the floor near the piano. If the soloist will be performing in any other location, please indicate that on the **Wedding Preparation Sheet**. The associate pastor of music and worship must approve each piece of music to be played or performed during and before the ceremony. The sound crew cannot use any music that has not been approved and initialed by the associate pastor of music and worship. If your soloist is undecided between two pieces, you might consider having them both approved just in case. It is very important that this form be filled out **completely**, including the initials of the associate pastor of music and worship, and turned into the sound crew as early as possible - at least one month prior to the wedding.

PHOTOGRAPHERS & VIDEOGRAPHERS

Photographers and videographers are encouraged to be discreet in their presence during the ceremony. It is the responsibility of the bride to instruct the photographer that no flash photography is permissible in the sanctuary once the ceremony begins (pictures of the bride entering and leaving is an exception). Pictures may be taken of the bridal party preceding or following the ceremony.

Photographers and videographers are responsible for extension cords and all accessories.

CHURCH HOSTESS

This person serves as a resource and liaison between the wedding party and the church. She will provide answers to questions concerning facilities, procedures, rehearsals, decorations, custodial services and receptions. This person will be available to answer any questions about the church and wedding policies. If the bride chooses, she may use an outside wedding planner; however a Church Hostess is required to be available for all wedding activities held at First Baptist Church. **The fee for the Church Hostess is \$35 per hour with a \$150 minimum.**

DECORATIONS

The florist selected for the wedding will be responsible for decorating the church. The platform furniture can be removed, but must be removed by the church's custodians. The church staff must approve the removal of additional furniture. Please submit requests with the **WEDDING REQUEST FORM**.

Candles utilized in the wedding **MUST** be **CHACE** or **PILLAR** and must be in candelabras that will catch and contain all drippings so the carpet and floor will be thoroughly protected.

Under absolutely **NO** conditions shall decorations be attached to the pews or other furniture by tape, nails, glue, pins, etc., so as to deface or damage church property. The **BRIDAL PARTY** will be held directly responsible for the failure to adhere to the church's request involving decorations. Decorations must be removed immediately following use of the facility.

CONDUCT

Birdseed, confetti and other materials are **NOT** to be thrown inside the church (*this includes the vestibule/foyer*). The use of tobacco, illegal drugs, alcoholic beverages or any controlled substances are prohibited. Sparklers are also prohibited. To avoid embarrassment, it is requested that these restrictions be called to the attention of all members of the wedding party.

FEES

If the bride, groom or at least **ONE** of their parents/grandparents is a member of the church or Sunday School, there is **NO** charge for the use of facilities. **HOWEVER**, all weddings require the Church Hostess, a sound technician and custodial service. The wedding party must use the Church hostess, sound technicians and custodians. A \$375 deposit is required after the **WEDDING REQUEST FORM** submitted to the church office is approved. Checks are to be made payable to "First Baptist Church, Paris." This deposit will be surety of the wedding's calendar/space availability and assists in paying fees.

Final approval will not be given until the church receives a deposit. If fees incurred are less than \$375, the wedding party will be reimbursed. If the fees are more than \$375, the wedding party will receive an itemized billing for the additional expense.

MISCELLANEOUS

The church does not presume to tell our ministers for whom they may or may not perform a marriage ceremony. Consequently, these policies are interpreted to mean that a marriage ceremony can be performed in the facilities of First Baptist, Paris, for any couple a First Baptist minister is willing to unite in marriage. **If a First Baptist, Paris, minister is not to be used in the ceremony, the senior pastor of FBC Paris must be consulted.**

FEE SCHEDULE

NAME	AMOUNT	WHEN DUE
Deposit	\$375	After Wedding Request Form is approved
Church Hostess	\$35 per hour/\$150 minimum	
Sound Technician	\$35 per hour/\$125 minimum	
Custodians (2)	\$20 per hour/\$50 minimum each	

- Financial agreement should be made with instrumentalists and vocalists
- Financial agreement should be made with childcare workers
- Use of the church facility for non-members (wedding in sanctuary): \$1,000
- Use of Orr Fellowship Hall for a reception: (See pertinent policy for Orr Hall)

WEDDING PREPARATION SHEET

First Baptist Church

Paris, Tennessee

Due 2 Months Prior to Wedding

Bride: _____

Groom: _____

Rehearsal Date/Time: _____

Rehearsal Dinner Location: _____

Wedding Date: _____

Music Start Time: _____

Ceremony Start Time: _____

Minister: _____

Photographer: _____

Videographer: _____

Wedding Coordinator/Planner: _____

Wedding Musicians: _____

**Please list music/song choices on the chart printed on the back of this sheet*

