



first baptist church  
loganville

*running the race to glorify Him*

## WEDDING POLICY

First Baptist Church of Loganville (FBC Loganville)  
680 Tom Brewer Road  
Loganville, GA 30052  
770-466-4250

Your wedding is a sacred occasion. It will be most meaningful to you and your families and friends when there is careful planning. For that reason, the following statement will govern your plans for your wedding here at FBC Loganville. We sincerely believe these policies to be most suitable and practical for all concerned. There are, therefore, no exceptions to these provisions. Please read them carefully.

Those who contemplate marriage are entering into a realm of tremendous spiritual responsibility. The Bible expressly states that marriage is an institution from God (Genesis 2:24; Proverbs 18:22; Hebrews 13:4).

It is important for you to understand our church's view of a Christian wedding. According to the New Testament, the church is not a building but an assembly of people who have committed their lives to Jesus Christ. The church, then, is people. So, for people who have no commitment to Jesus Christ, a church wedding would be meaningless.

Marriage is also a permanent relationship (Matthew 19:7; 1 Corinthians 7:10-11). Because it is important for those entering into a marriage relationship to understand its spiritual dimension, and because a minister of the gospel must follow biblical guidelines in his involvement with the engaged couple, the following guidelines shall be followed to insure that the new home gets started on a proper foundation.

### MINISTERS' WEDDING POLICIES

Because of the biblical prohibition against it in II Corinthians 6:14-18, the ministers will not unite a Christian and a non-Christian in marriage.

The ministers of FBC Loganville require that each couple whose marriage ceremony he performs meet with him privately for three (3) premarital counseling sessions over a period of three months. Arrangements should be made with the minister through the church office.

Non-members will need to make an appointment for an interview with the minister before the wedding is scheduled.

When previous marriages exist, the officiating minister will use scriptural guidelines to determine if he can perform the ceremony. These will be discussed during the first session with the minister.

The senior pastor must approve any minister performing the wedding other than the pastoral staff of FBC of Loganville.

If the bride and/or groom are not members of FBC Loganville, a letter from their church confirming they are members in good standing is required.

### DATE

It is the custom of FBC Loganville to schedule rehearsals, weddings and receptions in keeping with our regularly scheduled activities. However, **no weddings will be scheduled on Saturdays after 4:00PM.**

Contact should be made with the church receptionist well in advance of a wedding to clear the date for use of the church facilities.

Fill out and return the Wedding Reservation Request Form, the Liability Release form, the Calendar Request Form, and (if applicable) the Church Hostess Request Form to the Wedding Facilitator. The Calendar Request Form will be submitted to the church staff for approval to add the wedding date to our calendar.

The couple must meet with the minister for a preliminary counseling session.

After these things have been accomplished and the deposit paid, the date will be confirmed.

Holiday weddings should be avoided if at all possible. December weddings are not encouraged because of the church's numerous activities.

**IMPORTANT NOTE: A \$200.00 (\$500.00 FOR NON-MEMBERS) REFUNDABLE SECURITY DEPOSIT MUST ACCOMPANY A SIGNED WEDDING RESERVATION REQUEST FORM AND LIABILITY RELEASE FORM. UNTIL THIS IS COMPLETED, THERE WILL BE NO WEDDING DATE PLACED ON THE CHURCH CALENDAR. ALL OTHER FEES ARE DUE TWO (2) WEEKS PRIOR TO THE WEDDING DATE. THE SECURITY DEPOSIT WILL BE RETURNED THE WEEK AFTER THE WEDDING IF THE CUSTODIAN FINDS EVERYTHING IN ORDER.**

### WEDDING FACILITATOR

A Wedding Facilitator will be assigned to each wedding. The Wedding Facilitator is the liaison for the couple and the church. The bride will meet with the Wedding Facilitator to go over the Wedding Policy and answer any questions. This meeting should take place soon after the deposit has been received. The Wedding Facilitator will contact the bride to set up this meeting.

### MUSIC

Our church considers a wedding to be a worship service, and the music should be in keeping with the reverence that is observed upon entering the House of the Lord. In that regard, **NO SECULAR MUSIC WILL BE ALLOWED AFTER THE MOTHERS ARE SEATED.**

- A. Pianist – FBC Loganville pianists are available to play for your wedding. Arrangements should be made directly with the desired pianist or through the Wedding Facilitator.
- B. Vocalists – when there is to be a vocalist, it will be the responsibility of the bride to see that they contact the pianist. In order to help insure a beautiful wedding and also maintain high musical standards, a minister of FBC Loganville will approve final approval of any vocalist's selections and all music played at the ceremony. The vocalist fee should be discussed with the minister and vocalist. If accompaniment tapes are to be used, the bride or vocalist will be responsible for securing such tapes. These need to be given to the Media Technician at the beginning of the rehearsal.
- C. Media Technician – The only person allowed to work the sound system will be the media staff of FBC Loganville. NO EXCEPTIONS. Arrangements may be made through the Wedding Facilitator.
- D. Reception Music – Arrangements for music at the reception must be approved by a minister of FBC Loganville.

#### FLOWERS AND DECORATIONS

In the Worship Center there exists a setting for a sacred service that is dignified and beautiful. A minimum of decorations is required and this should be carefully planned. It is the responsibility of the wedding party to arrange with a florist for decorations and to see that the florist is aware of the following guidelines:

- A. When candles are used, they must be of the dripless variety and must be in a candelabra that will catch and contain all drippings. Protective covering must be placed underneath all candles. Candles are to be snuffed out, definitely not blown out! The wedding party will be held responsible for the cleaning of wax from all floor coverings and furniture in every case.
- B. No nails, screws, tacks, staples, glue, or tape may be used on the walls, carpet, furniture, or other woodwork.
- C. The church does not have wedding accessories such as candelabras, linens, kneeling bench, or a unity candle.
- D. When facilities are used on Saturday, all decorations, flowers, and other equipment shall be removed from the church building immediately following the wedding unless other arrangements have been made with the Wedding Facilitator.
- E. Exits will be left free of decorations because of fire regulations.
- F. During special seasons of the year, such as Christmas and Easter, seasonal decoration used by the church will not be removed from any areas to make room for wedding decorations.

- G. The wedding party will assume damages to objects of art, furniture, or fixtures in the church facilities.
- H. Normally, decorating of the married couples' automobile takes place. It is important that the bride and groom make it clear to all in their party that such decorations shall not include anything contrary to Christian courtesy and decorum.

### RECEPTION

Receptions may be held in the Gym or Prayer Garden and will be reserved upon request for the date of the wedding. It is the responsibility of the wedding party to notify the caterer of the following regulations:

- A. Any arrangements and/or questions relating to the kitchen and fellowship hall will be directed to the Church Hostess.
- B. No nails, screws, tacks, staples, glue, or tape may be used to secure decorations to church furniture.
- C. All caterers using the church facilities will be expected to leave the kitchen and reception area in the same condition in which it was found.
- D. The caterer and/or wedding party must furnish all supplies (candelabras, punch bowls, plates, cups, forks, serving items, table linens, etc.).
- E. Cloth tablecloths will be available for Members Only at a rental fee of \$7.00 each.
- F. If the reception is at the church, a Kitchen Hostess must be assigned to be on duty during this time. There will be an additional fee charge.

### PHOTOGRAPHS AND VIDEO TAPING

It is the responsibility of the wedding party to instruct the photographer that no flash pictures are permissible in the Worship Center once the ceremony begins (picture of bride entering and leaving excepted.) A time exposure of the ceremony itself may be taken unobtrusively.

Video taping may be done at any time.

### CHURCH FACILITIES

- A. Air-conditioning/Heating – Will be turned on only at a reasonable time before any scheduled event.
- B. Smoking/Alcohol – Members of the wedding party must not use alcoholic beverages prior to or during any activity held at the church. No beverage containing alcohol may be served or brought on the church premises at any time. This includes bottled beverages that give the appearance of champagne, etc. To avoid any embarrassment, it is suggested that these rules

be called to the attention of all members of the wedding party. There will be no smoking allowed in or outside church buildings.

- C. Early Building Access – Someone with the Maintenance Staff will assist with this process.
- D. Rice/Birdseed/Bubbles – We request that rice, confetti, or rose petals not be used inside or outside the building. You may use silk flower petals in the building. You may use birdseed or bubbles outside the building only.
- E. No keys will be given out to the wedding party.
- F. The florist, photographer, and caterer and their employees must refrain from the use of irreverent language, discourteous actions, and from smoking outside or inside of the buildings.
- G. If a center aisle is requested an additional amount will be charged to compensate for the time spent on moving the chairs.
- H. There will be no social dancing on the church property or any church buildings. The only exception may be as follows in the case of First Baptist members, whose wedding is being conducted by a member of the First Baptist Pastoral Staff. A “Father of the Bride, with the Bride” dance, and a “Bride and Groom” dance may be conducted at the reception under strict conditions. Only Christian music may be used, and must be approved in advance by the church staff. There will be no other exception to this rule.
- I. Violation of any of the above rules can result in the forfeiture of a portion or all of the security deposit.

WEDDING RESERVATION REQUEST FORM

\_\_\_\_\_  
Bride's Name

\_\_\_\_\_  
Groom's Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Address

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Home Phone                  Business Phone

\_\_\_\_\_  
Home Phone                  Business Phone

Date of Rehearsal \_\_\_\_\_

Time of Rehearsal \_\_\_\_\_

Date of Wedding \_\_\_\_\_

Time of Wedding \_\_\_\_\_

Have either the bride or groom had a previous marriage? Yes \_\_\_\_\_ No \_\_\_\_\_

Officiating Minister's Name \_\_\_\_\_

Will the Rehearsal Dinner be at the church? Yes \_\_\_\_\_ No \_\_\_\_\_

Will the Reception be at the church? Yes \_\_\_\_\_ No \_\_\_\_\_

**We have read, understand, and agree to the terms of these wedding policies.**

\_\_\_\_\_  
Bride's Signature

\_\_\_\_\_  
Groom's Signature

A \$200.00 deposit (for Members) or a \$500.00 deposit (for Non-Members) must be attached to this reservation form before the date can be written on the church calendar.

A Wedding Facilitator will contact you soon regarding the details of your wedding.

LIABILITY RELEASE FORM  
First Baptist Church of Loganville  
680 Tom Brewer Road  
Loganville, GA 30052  
770-466-4250

I \_\_\_\_\_, the undersigned, do hereby release First Baptist Church of Loganville of any liability for any injury incurred during the use of all facilities used by my party at First Baptist Church of Loganville having rented said facilities on \_\_\_\_\_. I further state that those in my party agree to provide his/her own medical insurance at their own expense.

\_\_\_\_\_  
Renter of Facilities

\_\_\_\_\_  
Date

## WEDDING FEES

### MEMBERS

Refundable Security Deposit (Must accompany Wedding Reservation and signed Liability Release form)	\$200.00				
Pianist	\$75.00 (\$125 if required for rehearsal)				
Media Technician	\$100.00 (Friday evening rehearsal & Saturday wedding)				
Minister (Minister's fee includes three (3) counseling sessions, rehearsal and wedding)	Negotiated individually (Minimum of \$100.00)				
Wedding Director	\$50.00				
Facility Rental Fee:	<b>No fee for Members</b>				
Maintenance/Custodial:					
Wedding	<table><tr><td><u>No Center Aisle</u></td><td><u>Center Aisle</u></td></tr><tr><td>\$100.00</td><td>\$250.00</td></tr></table>	<u>No Center Aisle</u>	<u>Center Aisle</u>	\$100.00	\$250.00
<u>No Center Aisle</u>	<u>Center Aisle</u>				
\$100.00	\$250.00				
Reception	\$200.00 (for set-up and clean-up)				
Rehearsal Dinner	\$100.00				
Kitchen Hostess	\$150.00 (unless otherwise discussed With Hostess)				
Cloth Tablecloths (rental)	\$7.00 ea				

The bride will meet with the Wedding Hostess to go over the Wedding Policy and answer any questions.

If the bride or groom or their parent(s) is a member of FBC Loganville, they will pay the "Member" fees.