

Wedding Policies For First Baptist Church Ashland, Virginia

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INTRODUCTION:

Your wedding will be one of the happiest experiences of your life. We at First Baptist Church, Ashland want to aid you in making it so. Our Wedding Coordinator is here to help you and your wedding party have a meaningful and memorable experience. We are providing this booklet so you will know the policies and procedures established by our church and hope that it will answer most of the questions you have as you make plans for your wedding day. We are pleased to be connected with you at this time in your life, and celebrate with you on your special day.

A wedding at First Baptist Church Ashland is intended to be an act of worship, a religious covenant whereby the union of the couple is affirmed within the context of their relationship with God. When a man and woman express the desire for their marriage to be solemnized by a church wedding, the church immediately becomes connected to the wedding and a participant in the formulation of plans affecting the wedding.

WEDDING COORDINATOR:

Our Wedding Coordinator will meet with the bride and/or groom to confirm availability of the sanctuary for the desired date, and to review guidelines concerning use of the church. The Wedding Coordinator makes building reservations and accepts all fees. The Coordinator and/or Assistant Coordinator are present at the rehearsal and the wedding ceremony. The coordinator will also be glad to work with the couple's wedding planner/director regarding church policy. If you desire our coordinator to direct the wedding, a \$150 fee is payable directly to the Wedding Coordinator prior to the rehearsal date and is not included with the facility fee.

The wedding party, under the supervision of the FBCA Wedding Coordinator, may be requested to assist in moving the pulpit furniture from the sanctuary before the rehearsal begins, and replacing it after the wedding ceremony and pictures are completed.

RESERVATIONS AND FEES:

The fee for non-members using the sanctuary is \$700.00 plus a \$100.00 refundable security deposit. This allows for use of the sanctuary during the rehearsal and wedding ceremony and use of the dressing areas on the day of the wedding. Specifically this includes the Bridal Room and Watts Kyle Conference Room for ladies and either the Billy Flowers Classroom or Choir Room for men. It also covers the cost of the cleaning service following the ceremony. Our sound technician and the use of the candelabra or unity candle stand are also included in the fee. If you choose to use the chapel, which seats approximately 250 people, the fee is \$600.00 plus the \$100.00 refundable security deposit.

In order to reserve the sanctuary, the \$800 fee must be paid in full at booking. Please send payment to the Wedding Coordinator by check or money order payable to First Baptist Church Ashland. All fees are refundable in the event of a cancellation. Please **do not** send the check to the church. If you should choose the chapel, the \$700.00 fee must be paid in full at the time of booking and sent to the Wedding Coordinator. The security deposit will be returned by mail if all rooms are returned to original condition following the ceremony.

All rehearsals shall start between the hours of 4:30 PM and 7:00 PM and the bride and groom shall be responsible for notifying the wedding party of the time and the necessity for promptness. This includes any musicians or readers involved in the ceremony for timing and sound checks. Rehearsals typically last one hour.



DECORATING THE SANCTUARY:

The rental fee allows for up to two hours before the rehearsal for decorating and up to three hours prior to the ceremony for wedding party preparations. The church may be decorated prior to the rehearsal time or on the day of the wedding. Decorations must be removed within one hour following the ceremony to allow the cleaning service entry after pictures are completed. Please use ribbon and decorations without glitter and use only ribbon to attach bows to the pews.

The name and phone number of the person/persons responsible for decorating and undecorating the church will be registered with the Wedding Coordinator. This person will confirm clean-up with the Wedding Coordinator or Assistant after rooms are picked up. The \$100 refundable security deposit can then be returned by mail.

If a flower girl is part of the wedding ceremony, she may use only silk or fabric flower petals, and these should be removed following the ceremony.

PICTURES:

Pictures and videos may be taken from the side aisles and aisles next to the walls. The balcony and back of the sanctuary may also be used for filming and photos. The parlor next to the bride's dressing room may be used for photographs as well as the church grounds.

Due to the solemn nature of a church wedding, the choir loft and platform are not to be used to take pictures with a manned camera. An unmanned stationary camera which remains in place during the entire ceremony is acceptable. Also any movement in the center aisle will remain in the back half of the church once the bride has reached the steps at the front of the sanctuary.

Please inform your photographer that all photographs should be completed within one hour after the ceremony to allow the cleaning service entry. Your photographer and or videographer will be asked to sign an agreement of church policies.

RECEPTION:

If the church facilities are to be used for the reception or rehearsal dinner, arrangements must be made with the Wedding Coordinator. The fee for the use of the fellowship hall and the kitchen is \$300.00. About 200 guests can be seated at tables or 250 accommodated for a standing buffet reception. A copy of the church kitchen policy will be supplied to anyone using our kitchen for a reception.

If you choose to have music at the reception, please provide your own equipment or a DJ. The rental fee allows up to two hours for decorating the reception area prior to the rehearsal or ceremony, and one hour for clean-up following the event.

Please be advised alcohol is not allowed on our church premises, and smoking is only permitted outside of the church building.

MUSIC:

Your church wedding is an act of worship and special time of covenant before God. Therefore, the music for your ceremony should be sacred in nature or appropriate secular music that meets the approval of the officiating minister or musician(s). The piano/organ may also be used, but is not to be moved. Use of electronic amplifiers in the sanctuary must be approved by FBCA's sound technician. Fees for musician(s) should be negotiated between the wedding couple and the musician(s). The chapel has a piano but no organ.

PASTORAL EXPECTATIONS:

You are welcome to ask our pastor, Dr. Joshua Hayden, or other First Baptist Ashland pastoral staff to officiate your wedding, or invite your own minister if you are a member of another congregation. Pre-marital counseling is an important part of the Christian wedding experience and either Pastor Hayden or your own pastor may be contacted to schedule counseling sessions. There is no set officiating fee for a First Baptist Ashland pastor, but should you choose to pay the minister, a suggested range is between \$100.00 and \$500.00.

The members of First Baptist Church Ashland expect your wedding to be an expression of Christian faith. In keeping with that faith, we have the responsibility to refuse the use of our sanctuary for any wedding that departs from that intent.

Best wishes for your wedding day and future lives together.

Claudia Diehl, Wedding Coordinator

* Please make your payment payable to First Baptist Church, Ashland and mail to:

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