

The First Baptist Church of Ballston Spa

Wedding Policy (Updated July 2016)

Introduction

We are delighted that you have considered the First Baptist Church of Ballston Spa for your wedding. We will work with you to assist in your wedding process and planning. This packet includes everything that will need to know for your wedding here at the First Baptist Church of Ballston Spa.

The spiritual aspect of marriage is the union between a man and woman into one entity as described in Genesis 2:23-25. It is therefore proper that couples would desire to publicly recite their marriage vows before God, in a house of worship, before witnesses, and in the presence of an ordained minister of the Word.

Christian wedding ceremonies performed in the sanctuary of the First Baptist Church of Ballston Spa will normally be presided over by the Pastor of the church. In rare circumstances, the Church Advisory Board or the Pastor may approve the use of the sanctuary for weddings that will be officiated by another ordained minister *if the Pastor is unable to officiate*. In addition to the Guidelines for Building Use Form, the following applies to the use of the church for weddings.

Date

The request for the building use must be submitted in writing at least 4 months before the date of the wedding through the church's Building Use Request Form. The couple must complete a marriage informational form provided by the church office at least 4 months prior to the wedding. The date will only be secured after a pastoral meeting, all forms have been submitted, and a deposit of \$150 is turned into the church office.

Pastor & Officiant

The Pastor of the First Baptist Church of Ballston Spa is used as the officiant of the marriage ceremony. If you desire for the pastor to give the blessing or be present at a rehearsal dinner and/or wedding reception, **please extend a formal invitation to the pastor at least 30 days in advance.**

Premarital Counseling

Premarital counseling with the Pastor will usually consist of 3-4 sessions to focus on planning the ceremony, examining marriage inventory responses, discussing issues that may be present, and to offer advice to the couple.

Church Membership

Wedding date requests forms will be accepted from new church members after 6 months of the start of church membership. The bride or groom must be a current church member, in good standing, to receive church member fees. Please see the Church Constitution and Bylaws document concerning membership requirements.

Church Wedding Coordinator

A wedding coordinator will be supplied and is required by the church. The wedding coordinator will be used to provide the best relationship and communication between the church and the couple. The church coordinator will act as a liaison between the engaged couple and the church. The wedding coordinator may assist you in the following ways:

- Oversee the wedding rehearsal (usually scheduled for the night prior to the wedding). The bride, groom, their parents/family, the attendants, the ushers, and the musicians must be present. Allow for approximately one hour for the wedding rehearsal.
- Consult with bride/groom regarding childcare, clean-up, audio-visual specialist, musicians and reception.
- Provide information to bride/groom regarding church facilities, policies, and options for wedding set-up.
- Be present before, during, and after the wedding to answer questions and cue parents, attendants, ushers, and musicians. She will also be available to provide last minute supplies as needed by bride/groom (i.e. sewing kit)
- Provide assistance to families, provide assistance to vendors, and to insure the church policies are followed.
- Provide assistance and direction in church kitchen or other areas if used for a reception.

Music

We know that music is a very personal part of the wedding ceremony. Therefore, most music will be permitted. However, your musical choices will need to be approved by the Pastor or Director of Music. Please submit music at least 4 weeks before the date of the wedding. It is possible for you to utilize some or all of the First Baptist Church of Ballston Spa as wedding musicians. You must ensure their willingness and availability to perform on your chosen date. Accompanists approved by the church will be used only on church instruments (piano, organ, etc.).

Audio/Visual

Use of the church sound system will be overseen by the church sound technician. The sound technician will be available at the rehearsal to run through the songs with the musicians and set the volume levels for the wedding ceremony. (Please do not use any of the audio/visual equipment without permission.) The sound technician will also be able to play any music before, during, or after the wedding.

Flowers & Decorations

The bride/groom are responsible for consulting a florist who must check in with the wedding coordinator prior to decorating. Flowers used must be in clean, rust free, leak proof containers. Any plant already located in the church must not be moved or relocated without permission of the church wedding coordinator.

Any candles must be dripleless and may not be placed on the organ, piano, or other wood surface not designed for candle use. Candles must include a base to catch any wax that may fall. Any cost from candle damage will be the responsibility of the bride and groom. The church does have a stand designed for candle use.

You may not utilize any form of nail, thumbtack or other sharp, potentially destructive object when decorating the worship center. Further, any tape or pins used to secure things such as an aisle runner must be pre-approved by the wedding coordinator.

Dressing Areas

A room is available for the bride and her attendants prior to the start of the wedding. The groom and his attendants may choose to use a room for dressing for the wedding. Both areas are near restrooms. These rooms cannot be guaranteed to be secure at all times. Any personal items, including money, are the owner's responsibility. Please do not use any other rooms for dressing without permission from the wedding coordinator.

Wedding Set-up & Clean-up

The church can be available to begin decorating at least two hours before the wedding ceremony. On the day of the wedding rehearsal, the church can be opened early to decorate. The Bride and groom must arrange a time to decorate with the Wedding Coordinator. As you are decorating, please keep in mind that you may not move anything within the church without prior permission (equipment, chairs, decorations/furniture, etc.). You may not continue decorating after your wedding rehearsal.

Any items, such as birdseed, rice, etc., that will be "thrown" at the bride/groom upon their exit from the church must be approved by the wedding coordinator. No items will be thrown inside the church.

A \$150 deposit for a clean-up and building supervision fee is required and **may be paid to the church at the time of booking the wedding**. This fee is refundable providing no damage occurs or substantial trash is left as a result of the wedding attendants, guest of wedding, or family of the wedding party. The fee will be return after inspection of church property and church facilities. The \$150 deposit will not be returned if there is damage to the building or grounds. The bride and groom are liable for any damage and are liable for costs associated with the damage.

It is the responsibility of the bride/groom and their families to see that any equipment or decorations not belonging to First Baptist Church of Ballston Spa is removed promptly after the wedding. The wedding coordinator must be given the name and telephone number of a contact person (who is not in the wedding party) who will be responsible for seeing that these items are removed from the church. This person will also be responsible for any lost and found items to be picked up at the church.

The church can also provide a reception, but only up to 50 guests. Contact the Church Wedding Coordinator for more information. Additional fees may be required.

Seasonal Decoration of the Church

From time to time, the church is decorated for the Easter or Christmas seasons (or other church season). These decorations may not be removed or moved in the church building by anyone affiliated with the wedding. Granted, some decoration cannot be moved but every effort will be made to reasonably relocate sanctuary decorations in order to work with the wedding ceremony. Ask the wedding coordinator for more information.

Food and Drink

Food or drink is not permitted in the sanctuary. Food and drink are permitted in all other areas of the building. Please use care when food or drink is being served. No alcohol will be consumed on the church property or in church buildings.

Smoking

Following New York State laws and church policy, a no smoking policy is enforced in church buildings or on church property.

Fees & Honorarium - All fees and honorariums must be paid in full **at least 3 weeks before wedding**

Signed

Bride _____

Date _____

Groom _____

Date _____

Church Member

Paid to the Church (The First Baptist Church of Ballston Spa)

<i>Refundable</i> building clean up & facility deposit	\$150
Church building use	\$0
Sound technician	\$75
Custodian	\$100
TOTAL	\$325

Paid Directly

Accompanist/Organist (Darryl Drew)	\$125
Wedding Coordinator (Vallee Albert)	\$125
Pastor Honorarium (Rev. William Tatum)	\$250
TOTAL	\$500

TOTAL **\$825**

Send a deposit of \$150 to hold the date and to start the planning process with the wedding coordinator.

At the time of the wedding, a total of \$675 would be due. \$175 to the church (sound tech 75 + custodian 100) and \$500 to individuals (organist 125 + wedding coordinator 125 + pastor 250).

After the wedding the \$150 deposit will be returned provided there was no damage.

Non-Church Member

Paid to the Church (The First Baptist Church of Ballston Spa)

<i>Refundable</i> building clean up & facility deposit	\$150
Church building use	\$1,000
Sound technician	\$75
Custodian	\$100
TOTAL	\$1,325

Paid Directly

Accompanist/Organist (Darryl Drew)	\$125
Wedding Coordinator (Vallee Albert)	\$125
Pastor Honorarium (Rev. William Tatum)	\$250
TOTAL	\$500

TOTAL **\$1,825**

Send a deposit of \$150 to hold the date and to start the planning process with the wedding coordinator.

At the time of the wedding, a total of \$1,675 would be due. \$1,175 to the church (building use 1,000 + sound tech 75 + custodian 100) and \$500 to individuals (organist 125 + wedding coordinator 125 + pastor 250).

After the wedding the \$150 deposit will be returned provided there was no damage.