

# *Your Wedding*

*at*

## *Faith Baptist Church*

*346 Highway 138 East – Stockbridge, Georgia*

*Policies and Procedures to enhance the Wedding Planning  
and Experience for all members of Faith Baptist Church*

*Congratulations as you plan your Wedding  
at Faith Baptist Church!*

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Planning a Wedding can be a very exciting time in one's life. It is full of dreams, ideas, plans, and hopes. Planning a Wedding can also be a very tiresome and frustrating event if proper attention has not been given to very important details and plans.

The membership of Faith Baptist Church joins with me in wishing you much happiness and joy as you celebrate this important time in your life. We have prepared some specific guidelines that relate to any Wedding held at Faith Baptist Church. We want you to understand very clearly all policies and procedures so that the Wedding can go smoothly and it can be a time of celebration.

As you read these policies and procedures, please do not hesitate to call when I can answer questions relating to Wedding Policies and Procedures. Thank you for considering Faith Baptist Church as the place to begin your marriage journey together.

Ed Galbreath  
Senior Pastor, Faith Baptist Church  
(770) 474-8445 (Office)

# *Your Wedding at Faith*

A wedding is a special time and we at Faith Baptist Church wish you well in your upcoming wedding plans and we are excited that you are considering our facility for your special occasion. We believe that the wedding is an act of Christian worship as a couple joins their lives together. Our church wants to do everything we can to make this a special and memorable time in your life.

In order to make this a special and memorable time in your life, we have put together some guidelines to help you as you plan for this significant occasion. These policies are very important and must be adhered to.

The first step of the wedding process is to schedule an appointment to meet with our Pastor. Our pastor will explain in detail our policies, procedures, prices and information about having your wedding at our facility.

During this appointment you will be asked a few questions regarding your wedding ideas and plans that may have already been made. Be prepared to give the name of the minister who will be officiating the ceremony, if this is other than the pastor of Faith Baptist Church and the name of the wedding director if one has already been obtained. You will be given the opportunity to tour the church building and fellowship hall areas that you will have access too as well as ask any questions you may have.



Schedule an appointment with the Pastor!  
Call (770) 474-8445

# *Wedding Fees at Faith Baptist Church!*

(For members of Faith Baptist Church which includes members  
and their immediate families)

There is no cost to Faith Members if they agree to clean up the facilities  
and return the facilities to the state they found them.

Members are asked to pay a Security Deposit of \$100.00  
*(This would be refunded 10 days after the Wedding  
if no damage is incurred)*

Optional Cost:

Members of Faith Baptist Church may elect to use the  
Custodian and pay the appropriate fees!

Custodial Fee for Wedding and Rehearsal (Sanctuary): \$ 150.00

Custodial Fee for Rehearsal Dinner: \$ 75.00


Custodial Fee for Wedding Reception: \$ 75.00


(Please see Ed Galbreath for more details)


# *Policies and Procedures for your Wedding at Faith!*


 No alcoholic beverages are permitted in any form, at any time, or in any place in the church facilities.


 Smoking is not permitted inside the church facilities.

 Furniture and other furnishings are not to be moved nor use of outside furnishing without the consent of the church. Please do not use any tacks, nails, or hot glue when decorating the facilities, inside or outside. If a material or process is questionable, please contact the on-site coordinator for approval.

 Candles do add to the atmosphere of a wedding ceremony and they are welcome in our facilities; however be sure to use only drip-less candles and place plastic underneath where possible.

 It is the responsibility of the Bride, Groom, Parents of the Bride and Groom, or their families to repair any damages caused during the use of the facility.

 The church provides dressing rooms to the families and wedding party to prepare for this special occasion. There will be a designed room for the Bridal party and one for the Groom. Please confine all dressing to these areas only. These two rooms will need to be cleaned and left as found upon the end of the event.

 The music is an important part of any wedding ceremony or reception. When making your music selections keep in mind that Faith Baptist Church requires that all music be suitable and tasteful for the occasion. If there is a question concerning a selection you have made please seek the approval of that music through the pastor.



The wedding pictures are creating a lasting memory to hold on too for not only you but your friends and family as well. Because of the reverence of the occasion, please be sure to request of your guests that no flash photography be used during your ceremony, unless prior arrangements have been made through the minister that is officiating your ceremony and your photographer.

If you request that your photographer make specific photos during your ceremony, please be sure to discuss that with your photographer and the minister to make sure no flash is used. A recording of your ceremony by audio or video can be a great reminder of this special day. It is your responsibility to plan for any details related to this. The recordings should be done in such a way that it does not take away from the wedding ceremony itself. Bright lights being used can and will hinder your atmosphere that you have worked hard to create.



The leaving of the Bride and Groom is a very exciting time and a time of celebration, however please keep in mind when planning the closing event of your special day. Faith Baptist Church does not allow rice or any other material (such as artificial flower petals) to be thrown. Only items that are environment friendly such as bubbles to be blown by your guests, birdseed or real flower petals are to be used.

Also, it is requested that no suggestive or obscene remarks be written on the car in which the bride and groom shall depart. Please use good judgment and sensible conduct during this time. It is the renter's responsibility to make sure the parking lot is left clear of any debris from this event.



All facilities are to be left in clean and in good condition. This is including any areas used by the wedding party, family and guests and not limited to only the sanctuary.

# *Access to the facilities!*

## **The Wedding Rehearsal`**

The wedding rehearsal is a very important part of the planning your wedding ceremony. You will need to select a time when all the members of your wedding party can be present and make it clear that they need to be on time. Your allowed time at the church begins when the doors are unlocked by the on-site coordinator, regardless of how many people are at the church and how many people are being waited on. The wedding director will instruct the wedding party as to the time and details of their arrival on the wedding day.

## **The Wedding Day**

Please make prior arrangements in scheduling the arrival time for all members of the Wedding Party. If you have chosen the Custodial Option - - additional time restrictions will apply.

It is the responsibility of the Wedding party to remove any flowers, candles, kneeling benches, or any other rented furnishing.

### What is my responsibility after the wedding and reception?

All facilities are to be left in clean and in good condition as they were first found upon arrival. The on-site coordinator and the renters will walk the facility to make sure everything is in place both before and after the wedding and reception, unless the optional custodial services have been chosen and paid for in advance.

If you so choose to hire our custodial staff, please let us know when submitting your contract and fees can be given. These fees must be paid along with all others payable to Faith Baptist Church.

## Wedding and Facilities Agreement

Date \_\_\_\_\_

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

Address \_\_\_\_\_

Phone: \_\_\_\_\_

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

Address \_\_\_\_\_

Phone: \_\_\_\_\_

I understand that use of the facilities at Faith Baptist Church is conditional and that I am responsible for any damage that is done or any cleaning costs to restore the facility to its normal condition.

\_\_\_\_\_

(signature of bride)

\_\_\_\_\_

(date)

\_\_\_\_\_

(signature of groom)

\_\_\_\_\_

(date)

\_\_\_\_\_

(signature of witness/Faith Baptist Church)

\_\_\_\_\_

(date)