

# *Friendly Avenue Baptist Church*

## **Wedding Policies**

We are delighted you have chosen to hold your wedding at Friendly Avenue Baptist Church. The church will help your marriage to be beautiful and sacred.

### **Pastor:**

Please arrange a time with the pastor for consultation as soon as possible. He will work with you to arrange counseling sessions in the months prior to your wedding. One of our ministers should perform the ceremony unless there is a special situation. In that case, the name of the minister and phone number should be given to the pastor to extend an invitation.

### **Scheduling the Church Facilities:**

When you have made a decision about your wedding date, please contact the church office so the date can be entered on the church calendar as far in advance as possible. Our church building is used for many activities and we want to make sure there will not be any conflicting activities being held at the same time. Due to the high number of requests to use our facility, we find it necessary to restrict use of our facilities for weddings to members of our church or those with a family relationship to our congregation.

The following dates are not available for use due to church functions.

- Weekend of Palm Sunday Week
- Weekend of Easter
- Week Between Palm Sunday and Easter Sunday
- Weekend and week prior to and following July 4th
- 3rd & 4th Weeks of November
- The month of December

### **Planning your Wedding:**

Our church has a Wedding Coordinator on call to assist you in working with the church facilities and wedding policies while you are planning your wedding. You will be contacted by the Wedding Coordinator once you have submitted the Wedding Reservation Form and initial fee to the church office.

### **Wedding Director:**

In most weddings, a director is helpful. The Wedding Coordinator will be able to supply you with names of ladies in the church who are experienced Wedding Directors and familiar with the church facilities. **You are required to use a wedding director suggested by our church in order to make everything run as smoothly as possible. All building access for rehearsal and wedding day must be arranged through the Wedding Coordinator.**

### **Planning the Reception:**

The Fellowship Hall and kitchen must be reserved through the church office at the time your wedding date is reserved. If you are using a caterer, inform them that no alcoholic beverages will be served on the church premises or properties. You and the caterer are responsible for all church kitchen equipment used for the reception. No cooking is allowed. Equipment is available only to warm prepared foods. The church has a punch bowl, glass plates and cups that can be used. Linens and tablecloths are not furnished. The wedding party or your caterer will be responsible for all kitchen clean-up, including making sure the garbage is taken to the dumpster outside. You must be clean-up and out of facility by 9 p.m. on the day of use.

**Planning with your Florist:**

- If set up is during regular office hours, the church office must be informed by the florist of their arrival before any decorations are placed. Outside of office hours, the Wedding Coordinator must be contacted for building access. No nails, tacks, or screws are to be put in the walls, furniture or pews. Masking or painter's tape can be used with care. Plastic holders are preferred for Pew markers.
- The pulpit stand and/or furniture can be removed if requested in time. The pulpit furniture can only be removed by church staff. The carpet and church furnishings must be protected from any damage.
- Only re-loadable candles are permitted and can be provided by the church if your florist does not have them available. Regular candles may be used on window ledges with protection underneath to protect from dripping wax and if globes are used to cover entire candle. Globes may be provided by the church if arranged prior to wedding day. Florist or wedding party are responsible for removing all window decoration BEFORE leaving for reception. The florist or decorator will be responsible for repairing any damages to the property. All decorations must be removed by the florist immediately after the wedding.
- If the bride desires to donate the alter flowers for Sunday worship following a Saturday wedding, the church office should be notified on registration form. A statement will be placed in the Sunday church bulletin indicating the placement of flowers, "in honor of the marriage of. . ." If there is a standing reservation for memorial flowers on the Sunday following your Saturday wedding, we will place your flowers in the vestibule. We will notify you in advance should this be the case.

**Building Access:**

The church office is open from 9:00 am to 5:00 pm Monday through Friday and may provide access to the Sanctuary or Fellowship Hall during those hours. Building access during non-business hours must be arranged with Wedding coordinator prior to day access is needed. We ask that you limit your access on the day of the wedding to no more than 3 hours prior to the wedding. Please refer to specific building guidelines on next page for additional information.

**Parlor:**

The parlor can be used for small weddings (25 or less) and picture taking. Please do not move any furniture unless you have permission from the church office. If the number in attendance is more and 25, the fellowship hall is to be used in connection with the parlor.

**Audio/Visual:**

The size and acoustics of our Sanctuary necessitate the use of a professional sound system. Audio/Visual assistance for your wedding must be provided by a trained person from the church's Audio Visual Committee. The Wedding Coordinator will work with the committee to schedule a committee member to handle the sound and lighting for your wedding. There is a minimal fee to cover their time during the rehearsal and wedding. (See Fee Schedule for full details).

**Music and Organ:**

The FABC Organ is a very large and expensive instrument. Provisions have been made by the music ministry for the church organist to play for all weddings held in the church. If the organist is not available, she will contact a qualified representative to provide the music for your wedding. You are responsible for contacting the organist as soon as the church has been reserved. At that time, a meeting will be scheduled to decide on specific music for the ceremony.

A wedding service is a worship service. All elements included in the service should honor God and enhance the purpose of uniting a man and a woman in the sacred bond of marriage. Music for the ceremony should be in keeping with the sacredness of the service, using sacred and/or classical selections. No popular secular music (example: movie themes, top 40, etc.) is to be a part of any wedding service. Please contact the organist or minister of music about any assistance needed or questions that arise concerning the music.

### **Planning with Your Photographer/Videographer:**

To maintain the sacredness of the wedding ceremony, no flash photography will be allowed during the ceremony. Any time exposure photographs during the ceremony should be made from the rear of the Sanctuary or from the Balcony. Photographers are not allowed to block the aisle during the processional or recessional. Floodlights are not permissible. Videos with natural lighting are permissible if done unobtrusively. Only unmanned and unobtrusive video cameras from the choirs loft are permissible.

### **Specific Building Policies**

- Smoking is not permitted anywhere in the church building.
- No alcoholic beverages are allowed on the church premises or properties at any time. Wedding Party members are expected to refrain from the use of alcoholic beverages.
- No items such as rice, confetti, birdseed or bubbles may be thrown inside the church building. Outside, please restrict thrown items to wedding bubbles to avoid in potential hazards or necessary clean-up. PLEASE DO NOT THROW BIRDSEED OUTSIDE. It sprouts up in all the landscape.
- Pulpit furniture and orchestra chairs will be removed by request received prior to week of wedding. However, choir chairs **will** remain.
- Rooms for the various members of the wedding party to dress will be provided if arrangements are made through the Wedding Coordinator prior to the wedding week. No valuables should be left in the dressing rooms while the wedding party is in the church sanctuary for the ceremony. The church will not be liable for personal belongings, wedding clothing, food or other items left at the church either prior to the wedding or after the wedding. Every effort will be made by the staff to see that these items are left in a locked room. We will accept delivery of wedding clothing prior to the wedding if notified.

### **Foundational Biblical Policies**

Marriage is both a holy and a covenantal union that unites one man and one woman for their lifetimes. Any other kind of marital relationship, whether or not recognized legally, finds itself in direct rebellion against God's perfect design for human sexuality and companionship. As a free and autonomous religious body, Friendly Avenue Baptist Church reserves the right to refuse any request to perform a marriage, civil union, or wedding service that conflicts with its biblical understanding of marriage (see *Genesis 1:26-28; 2:15-25; 3:1-20; Leviticus 18:22; Proverbs 12:4; 18:22; 31:10-31; Ecclesiastes 4:9-12; 9:9; Malachi 2:14-16; Matthew 5:31-32; 19:3-9; Mark 10:6-12; Romans 1:18-32; 1 Corinthians 7:1-16; Ephesians 5:21-33; Colossians 3:18-19; Titus 2:4-5; Hebrews 13:4; 1 Peter 3:1-7*).

According to the Word of God, a wedding ceremony should be performed for a man and woman who are not living together. If this is not you, we would like to take the time to talk further with you about your living arrangements. Our beliefs are based on biblical principles which offer grace. We would like to take some time to counsel you and allowing 40 days before the wedding date to live separately. We rejoice that the two of you want to be married for it pleases God.

The pastor, the church staff, and the members of the Friendly Avenue Baptist Church wish for you the kind of church wedding you can remember with real happiness through the years. We hope these guidelines will help guide your planning toward that goal.

## **Wedding Coordinator**

All scheduling should be done through the church office and pastor first.

Once a wedding is booked and cleared by the church office and the pastor, the wedding coordinator should be contacted.

### **Wedding Coordinator:**

- Will clarify any questions concerning the Wedding Policy or related topics.
- Ensure that all music has been cleared through the organist or minister of music.
- Serve as contact person for minister, organist, sound technician and church office regarding any needed information on wedding plans.
- Serve as contact person for florist, photographer, videographer, caterer, wedding director and others for questions or concerns dealing with the church's wedding policy or facilities.
- Serve as director or provide a list of qualified members of the church who are familiar with the facilities and church policies.
- Will provide building access for Rehearsal and day of the Wedding. Times must be arranged at least two weeks in advance of the wedding.
- Does not make the policies but rather works to assist the bride and groom on interpretation of policy to make the wedding a sacred and happy occasion for all.
- Work with Bride to develop layouts for tables and chairs in fellowship hall when used for the reception.

# Facilities Use Agreement

**Friendly Avenue Baptist Church**  
**4800 West Friendly Avenue, Greensboro, NC 27410**  
**Church Office: 292-3567**

The following expenses will be incurred in conjunction with your wedding. All Fees are required at the time your wedding is booked in the church office. Your Wedding Date will not be reserved without payment in full for all required fees. Should you cancel use of our facilities at least 60 days prior to your reserved date, you will receive a full refund of fees. If canceled less than 60 days prior to your reserved wedding date, a \$50.00 reservation fee will be retained and all remaining fees refunded to you.

## Reservation/Services Fees

- Sanctuary: \$750.00 - Not charged when bride/groom or immediate family (parent, child, or grandparent) is member of FABC for at least 1 year prior to booking the wedding. Weddings held for non-church members are an exception to policy and must be cleared through the Church Staff and Wedding Coordinator before booking on the church calendar. If approved, the wedding cannot be booked more than 90 days in advance of the wedding date to allow for church activity plans to be scheduled first.
- Fellowship Hall: \$100.00 - (non-members only)
- Sanctuary A/V: \$ 75.00  
\$ 35.00 - additional fee if a Praise Band is used during the ceremony.
- A/V use in FH: \$ 35.00
- Pastor : \$175.00 - Includes four counseling sessions and rehearsal. This is a suggested honorarium for members of the church. If there is an exception to policy and a non-member wedding is booked; this is a required charge.
- Janitorial: \$100.00 - Sanctuary Clean Up Fee  
\$ 75.00 - Fellowship Hall Set-up /Breakdown Fee - per use  
(You must be completely cleaned up and out by 9pm day of use.)
- Organist : \$150.00
- Director Fee: \$150.00
- Coordinator Fee: \$ 50.00

## WEDDING AGREEMENT

By signing below, I acknowledge that I have read the Wedding Policy for Friendly Avenue Baptist Church and agree to abide by all the provisions of that document. I will inform all those involved (florist, musicians, caterers, members of the wedding party, etc.) in the wedding of their responsibilities. I have also paid a total of \$\_\_\_\_\_ to reserve my wedding date on the church calendar. I recognize that all fees will be fully refunded if I cancel at least 60 days prior to my wedding date. If I cancel less than 60 days prior to my wedding date, I will forfeit a reservation fee of \$50.00 and all remaining fees will be returned to me.

Wedding of: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Proposed Time of Event: \_\_\_\_\_

\_\_\_\_\_  
Date: \_\_\_\_\_

Bride / Groom or Responsible Person

\_\_\_\_\_  
Amount of Fees Collected \$ \_\_\_\_\_

\_\_\_\_\_  
Wedding Coordinator or Church Representative

