

FLAT SPRINGS BAPTIST CHURCH

Sanford, North Carolina

Policies Manual

Title Wedding Committee	Policy Number 031	Page: 1 Of: 5
Yearly Elected Committee Members	Date of Review/ Revision: 10/29/2017	Level of Revision: 5

I. Purpose

The Wedding Committee is responsible for reviewing and revising the Wedding Policy and determining eligibility to use Flat Springs Baptist Church facilities for weddings.

We are delighted that you have found your life's mate. The bible teaches that marriage is a sacred bond between a man and a woman. We have developed some guidelines which we hope will make your wedding memories both sacred and special. Dr. Darrell Watson, a pastor who grew up and was ordained in our church shared the following:

“For Christians, a wedding is a sacred hour of worship where life's deepest human vows are made before God. We want to provide a beautiful setting and a meaningful ceremony for you. A church is devoted to the worship of God and is not just a convenient building. We are therefore committed to preserve an atmosphere of worship throughout all wedding services here. In this spirit we have set the following guidelines. Our hope is that we can be instruments of God's love as you pledge your life-long love to one another in the wedding ceremony.”

Our hope will be that the wedding that takes place here at our church facility will be the beginning of a lifetime journey of love and joy for the both of you.

Dr. Gary McCollough

II. Definitions

Wedding Committee – members of Flat Springs Baptist Church selected by the Nominating Committee and approved by church members.

FLAT SPRINGS BAPTIST CHURCH

Sanford, North Carolina

Policies Manual

Title	Policy Number	Level of Revision:	Page:
Wedding Committee	031	5	2
			of: 5

III. Procedure

- A. Committee members to serve from September 1 through August 31 of each church year.
- B. Anyone who is a member of Flat Springs Baptist Church (bride or groom) and their immediate family may use the facility at no charge.
- C. A security deposit of \$200 is required at the time of reservation. Full refund of the deposit is given when keys are returned and the facility is left in proper order. Refer to the FSBC Policy Manual, Policy #010 (Hospitality Tab) regarding the use and cleaning of the fellowship hall and kitchen. The deposit may be used (partially or in full) for any damages or stains requiring additional attention.
- D. If a neighboring church should experience a natural disaster, fire or other emergency situation, the Wedding Committee would decide eligibility for use of our facility.
- E. To schedule a wedding, call the church office to determine availability of the church facility for the desired date. A tentative reservation may be scheduled over the phone up to 12 months in advance of the date requested, but complete and final details should be made in personal conference with the pastor before making further plans. A minimum of 3 months prior to the wedding is strongly encouraged.
- F. At the scheduled conference a “Flat Springs Covenant Agreement for Facility Usage” form will be completed. Two copies will be made at that time; one for the wedding party and one to be placed on file in the church office.
- G. The pastor must review and approve all elements of any service including the text of the service, the presiding official and the use of audio/visual media. The pastor and minister of music must approve all aspects of the music including the lyrics, musical instruments and sound equipment.
- H. Details of the service and accompanying music must be submitted to the church eight (8) weeks before the scheduled service to allow the pastor and minister of music ample time to review the material before the wedding program is printed if programs are being used.

FLAT SPRINGS BAPTIST CHURCH

Sanford, North Carolina

Policies Manual

Title	Policy Number	Level of Revision:	Page:
Wedding Committee	031	5	3
			of: 5

- I. Flat Springs Baptist Church highly recommends a professional photographer be employed for all video and photos, as we do not have professional equipment or professional operators. If you choose to secure our operator to use our equipment, a separate disclaimer as to quality and presentation must be signed. The audiovisual equipment may only be operated by an approved church member trained by the Technology & Sound Committee. The equipment may not be used if this is not arranged in advance of the scheduled day of use.
- J. Musicians, soloists, and audio technician should receive an appropriate gratuity for their services. Please realize practice time is required of the musicians/soloists to do their job well.
- K. Pulpit furniture, etc. may be removed if desired, but must be replaced in proper order immediately following the wedding. Please receive instructions on unhooking the microphones from a member of the Sound & Technology Committee.
- L. Decorations may be use but must be removed when the wedding is over. No tacks, pins, nails, or glue may be used to fasten any decoration to the furniture or to the building.
- M. The furniture and carpet must be fully protected at all times from moisture and candle wax. If real flower petals are used a center aisle runner is required. If no runner is used the flower petals must be artificial to prevent staining the carpet.
- N. In order to reduce the risk of fire, candles are not permitted in the window sills. Open flame is not permitted in the sanctuary except for the unity candle, memory candle, candelabra with dripless candles, or floating candles.
- O. We request that only bird seed be thrown at the newlyweds.
- P. The sanctuary, fellowship hall, and kitchen should all be secured and vacant by 11:00 pm unless approval is otherwise arranged in advance; being left cleaned and ready for the next worship service.

FLAT SPRINGS BAPTIST CHURCH

Sanford, North Carolina

Policies Manual

Title	Policy Number	Level of Revision:	Page:
Wedding Committee	031	5	4
			of: 5

Q. The individual securing reservation for the use of the facilities of Flat Springs Baptist church is responsible for the final security of the buildings, i.e. regulating thermostats, checking bathrooms and water fountains, turning off lights, and locking all exterior doors.

R. Flat Spring Baptist Church is an alcohol and drug-free property with no smoking or dancing allowed inside the facility.

IV. Responsibilities

A. Review, revise and evaluate the Wedding Policy.

B. Determine eligibility for use of Flat Springs Baptist Church facilities and equipment for weddings.

IV. Related Documents

A. Flat Springs Covenant Agreement for Facility Usage

B. Technology Disclaimer

V. Supersedes Document

FLAT SPRINGS BAPTIST CHURCH

Sanford, North Carolina

Policies Manual

Title	Policy Number	Level of Revision:	Page:
Wedding Committee	031	5	5
			of: 5

Review/Revisions

<u>Revision Level</u>	<u>Review/Revision</u>	<u>Review/Revision Made By</u>
0	Original 7/13/08	
1	6/14/09	Wedding Policy Committee
2	10/2010	Wedding Policy Committee
3	8/11/2013	Wedding Policy Committee
4	12/13/2015	WPC – Reviewed & Revised
5	10/29/2017	WPC - Reviewed