

Wedding Policies for Richmond's First Baptist Church

2709 Monument Ave.
Richmond, VA 23220

Wedding Coordinator – Kim Wicks

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www.FBCRichmond.org

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To the Bride and Groom:

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

We at First Baptist Church want to make your wedding a beautiful and memorable occasion. The following information is given to help you plan for this important event. In this booklet you will find the policies and procedures established by our church, as well as a list of the facilities available for weddings. We hope that it answers most of the questions that you will have as you make plans for your wedding day.

First Baptist Church Staff

First Baptist Church Wedding Officiants

Dr. James G. Somerville, Senior Pastor

Rev. G. Lynn Turner*, Senior Associate Pastor, Christian Community

Rev. Steve R. Blanchard, Associate Pastor, Christian Compassion

Dr. Stephen C. Booth*, Associate Pastor, Christian Formation

Reserving the Church for Your Wedding

Your first step is to contact Kim Wicks, Wedding Coordinator (804) 358-5458, ext. 122, regarding availability of the church on the date you desire.

Weddings are one of the many events held regularly at First Baptist Church. Many services and ministries meet and conduct their activities here, which means our calendar is planned closely and well in advance. Wedding dates are available on a first-come, first-serve basis.

Members are welcome to use all available areas for both their wedding ceremony and reception. Nonmembers are allowed the use of these facilities, with the exception of the sanctuary and dining hall, for their ceremony only. Reception facilities are open to members only.

“Members” are those who have had their membership with our church for at least six months and have actively participated in church activities. (Exceptions are made for those individuals who have been raised in our church, moved away, but wish to return to our church to be married.) A First Baptist Church minister must be involved to assist a non-staff minister with the ceremony for all sanctuary weddings.

To confirm the date you have chosen, you must return the completed Wedding Reservation Form with the appropriate payment. The Wedding Coordinator will submit your form to the Church Administrative Assistant for final date approval. The Wedding Coordinator will confirm by phone your wedding date. Do not make any commitments to caterers, photographers, florists, etc., until your wedding date has been confirmed on the church calendar.

First Baptist Church will not schedule weddings on Sundays or major holiday weekends. December weddings will be considered on a case by case basis. Weddings held in the Sanctuary on the first Saturday of the month may be scheduled no later than 3:00 p.m. Only one wedding will be scheduled on a given Saturday; however, other church events may be scheduled on the same day as your wedding. No weddings may be scheduled after 6:00 p.m.

General Information

- It is the responsibility of the bride and groom to make all contacts regarding a minister, soloist, organist, pianist, florist, photographer, etc.

- The pulpit and communion table, are removed for Sanctuary weddings. All furniture is to be moved by FBC personnel only.

- The groom, best man and ushers should arrive at the church dressed for the occasion.

- If dresses are to be delivered to the church, a member of the family or wedding party must be at the church to receive them. The church is not responsible for any loss or damage to dresses or other items.

- Clothing and other personal items should be brought the day of the wedding. The church cannot assume responsibility for the security of personal items left overnight.

- It is not necessary to extend wedding invitations to members of the church staff and their families unless they would otherwise be invited as personal acquaintances.

- If a wedding program is to be used, the preparation and printing is the responsibility of the bride and groom. Prior to printing, the officiating minister must approve the order of worship.

- Smoking and alcoholic beverages are strictly prohibited in the building and surrounding grounds.

- Throwing rice or birdseed is prohibited.

- Neither childcare facilities nor workers are provided by the church during weddings or receptions.

Premarital Counseling

Premarital counseling with the couple prior to the wedding ceremony is required and is conducted by either the officiating minister or one of our ministers with training in premarital counseling. Three sessions are required in addition to a fee of \$30 for the online assessment tool.

(*Trained in Prepare Enrich Premarital Counseling Assessment)

We are also happy to offer premarital counseling to couples who are using ministers outside of First Baptist Church to officiate their ceremony at a charge of \$50 per session with a required minimum of three sessions. An additional fee of \$30 is also necessary for the online assessment tool. Please contact Lynn Turner, Senior Associate Pastor, at (804) 358-5458, ext. 139, to arrange premarital counseling sessions.

The License

The marriage license must be secured from a Virginia Clerk of the Courts. Both parties must be present to secure the license. You must deliver the license to the officiating minister no later than the night of your wedding rehearsal, so that it may be completed. The ceremony cannot begin without a valid marriage license.

Rehearsal

The rehearsal is extremely important. About one hour should be allowed for the rehearsal and all the principals are urged to be prompt. The night before the wedding is the best time, generally, and it is important that this time be set for the convenience of both the wedding party and the staff members involved. All members of the wedding party should be present, and it is essential that the rehearsal begin on time.

The Wedding Director

A Wedding Director from First Baptist Church is required for all church weddings. The church has available several very capable individuals from its membership, familiar with the facilities and procedures who can fulfill this role. The wedding director will manage the wedding party from the back of the church. The Wedding Coordinator will assign a director to your wedding.

Wedding Director Responsibilities

- Pre-rehearsal planning with the bride and groom.
- Coordination of preparation for the rehearsal and ceremony (i.e. audio equipment, heating, cooling, etc.) Convey to the church any items needed to be placed for the ceremony, such as candelabrum, kneeling bench, etc.
- Direction of the rehearsal in close cooperation with the officiating minister.
- Direction of the wedding party at back of church prior to the processional.

Receptions

Church facilities are available for receptions for church members only. A Dining Hall policy Agreement Form must be used to request your reception on church property. The Food Service Director will provide this form.

Caterers must call Mrs. Beanie Brooks, the Food Service Director, 358-5458, ext. 113, at least three months in advance to schedule a set up time. The Dining Room, Pusey House and Gardens, and the Adams Room are available for member's receptions. Church facilities are not available for rehearsal dinners. A kitchen staff member must be on-site during the set up and reception. The fee is \$15.00 per hour, payable directly to the kitchen staff employee on the day of your reception.

Flowers and Decorations

Our Church is kept beautiful for the worship of God. Extensive decoration is expensive and unnecessary.

First Baptist will provide the following furnishings upon request:

- Two floor-standing brass candelabra – holding 7 candles each

- One floor-standing brass candelabrum – holding 3 candles for a unity feature

- Hurricane globes with candles for windows
- Priedieu (kneeling bench)
- Podium for guest book

- The Church will provide tapered candles and votive candles at a cost of \$2 per candle. This fee is used to replenish the supply of candles and for cleaning supplies.
- Use of nails, tacks, staples, pins or anything that will mar our woodwork is absolutely prohibited.
- Only wrapped wire or flexible florist arms may be used to fasten pew bows. Do not use tape.
- Placing flowers, ferns, candles or anything decorative on either the piano or the organ console is strictly prohibited.
- The flower girl may only use synthetic rose petals.
- Brass pew end candles with hurricane shades are allowed on the ends of the pews along the aisle and must be furnished by the bride. Should these need to be attached to the pews, this must be done in a manner that protects the wood from marring or soiling.
- The family of the bride is responsible for removing decorations immediately after the ceremony. The church assumes no responsibility for decorations left following the service.
- The family of the bride is responsible for any damages that might occur while using the church facilities for a wedding.
- An instruction sheet is enclosed for you to give to the florist. The bride and groom are responsible for seeing that these policies are followed.**

Photographs

It is a policy that no photographs be taken during the ceremony; however, with permission of the bridal party and officiating minister, “professional” no-flash photographs may be taken provided they are taken from behind the congregation. Please remember that this will affect the sacredness of the ceremony. The use of flash photography, iPhones, iPads, or any other like or similar type devices by wedding guests to take pictures of or record the ceremony is strictly prohibited.

An instruction sheet is enclosed for you to give to the photographer. The bride and groom are responsible for seeing that these policies are followed.

Video Recording

All video equipment must be in a stationery position to avoid disruption during the ceremony. Video cameras shall be restricted to designated areas as indicated by the wedding director.

Video taping is available by First Baptist Church for Sanctuary weddings only. Contact Allen Cumbia at the church office 358-5458, ext. 141.

An instruction sheet is enclosed for you to give to the videographer. The bride and groom are responsible for seeing that these policies are followed.

Music

We prefer to use our organist for all weddings. Should you choose another organist, he or she must be trained and experienced on pipe organs. You must request permission to have another organist, and your request must be approved by the church organist.

Elliott Bromley, our Church Organist, may be reached at 358-5458 ext. 148. It is the bride's responsibility to contact our church organist. Your wedding music must be sacred in nature and appropriate to a Christian celebration. Love songs, show tunes, movie themes and popular music are better suited for the reception than during the service.

No additional special effects or background music is allowed during the ceremony. (This includes CDs, synthesizers, or other special musical equipment.)

The Chapel has a piano and organ. It is equipped with a sound system, and a microphone can be set up for your use. The use of stringed instruments, i.e. guitar, harp, violin, etc. is acceptable.

The fee for the organist's services covers a consultation session, the rehearsal and the wedding ceremony. Additional fees will be charged for rehearsals with soloists or other musicians. It is suggested that any guest musicians/soloist arrange a time with the wedding coordinator to rehearse prior to the wedding.

Fees

The fees for the use of the church facilities cover extra heating, air conditioning, sound and lighting. These fees include the use of rooms in our Church for the bridal party to get dressed in and have pictures taken. Payment for the fees should be submitted with the Wedding Reservation Form at the time you make your reservation with the church. Checks should be made payable to First Baptist Church. Fees are fully refundable up to 90 days prior to the wedding date.

Ceremony Rental Fees (payable at time of reservation)

Members Non-members Seating

Sanctuary \$600* N/A 1,300

Chapel \$300 \$600 250

Pusey House & Garden \$150 \$300 25+

Adams Room \$75 \$150 50

*The Sanctuary fee of \$600 includes a \$180 sound and lighting fee which is necessary for all Sanctuary weddings.

Additional Wedding Fees (payable at the rehearsal)

Chapel Sanctuary

Organist Set in consultation between bride and organist

Wedding Director \$200 \$250

Ministers Honorarium \$300 \$300

Custodian \$150 \$200

Kitchen help for receptions \$15 per hr. per person \$15 per hr. per person

Candles \$2 each \$2 each

Reception Fees (for members only and payable at time of reservation)

Fee Formal Dining

(Maximum Occupancy)

Reception Style

(Maximum Occupancy)

Dining Room \$250 244 800

Pusey House & Garden \$150 22 60

Adams Room \$75 40 100

Check Sheet For Bridal Party

6 to 18 Months Before the Wedding

- Call Kim Wicks (Wedding Coordinator) to discuss possible wedding dates. Download “Wedding Policies” and “Wedding Reservation Form” from <http://www.fbrichmond.org/weddings/policies.html>.
- Review policies and fee schedule
- Submit completed “Wedding Reservation Form” and fees payable to First Baptist Church to the church office.
- Secure minister to perform ceremony and discuss premarital counseling.
- Enlist an organist to play at the rehearsal and ceremony
- Secure other musicians as needed (vocalist, pianist, etc.)
- Meet with Wedding Coordinator as needed

1 Month Prior to Wedding

- Meet with Wedding Coordinator and Wedding Director to discuss ceremony
- Determine if church candelabra will be utilized and pay the \$2 per candle fee. Make check payable to First Baptist Church

Before or at the Rehearsal

- Advise photographer, video technician, and florist of church policies contained within this booklet.
- Share policies regarding the use of the building with the wedding party, i.e. no smoking in building, no alcoholic beverages on church property, no live flower petals to be dropped, no throwing of rice or bird seed, no flash photography during the ceremony, etc.
- Give checks to the wedding director, organist, minister, etc.

Bride/Groom: This sheet is provided for you to give to your videographer.

Videographer Information

You play an important role in the wedding by providing a visual record of the occasion, which the family will cherish.

All video equipment must be in a stationery position to avoid disruption during the ceremony. For Chapel weddings, video cameras may be set up on the right aisle and at the back doors. For Sanctuary weddings, video cameras may be set up in the balcony. Please do not try to videotape the ceremony from any other location.

Please call Kim Gilliam, First Baptist Church Wedding Coordinator, (804) 358-5458, ext. 122, if you have any questions.

Bride/Groom: This sheet is provided for you to give to your florist.

Florist Information

Flowers may be delivered as early as 8:00 a.m. if there is no other activity going on in the Chapel or Sanctuary. If another church event has been scheduled, the church wedding coordinator will notify the bride of this so the florist will know when they can get into the church to decorate.

First Baptist will furnish the following furnishings upon request:

Two floor-standing brass candelabra – holding 7 candles each

Hurricane globes with candles for windows

One floor-standing brass candelabra – holding 3 candles for a unity feature

Priedieu (kneeling bench)

Podium for guest book

Tapered candles are required for floor-standing candelabra. Votive candles in glass cups are required for floor-standing candelabra used for the unity candle feature. The Church will provide these at a cost of \$2 per candle. This fee is used to replenish the supply of candles and for cleaning supplies.

Use of nails, tacks, staples, pins or anything that will mar our woodwork is absolutely prohibited.

Only wrapped wire or flexible florist arms may be used to fasten pew bows. Do not use tape.

Placing flowers, ferns, candles or anything decorative on either the piano or the organ console is strictly prohibited.

The flower girl may only use synthetic rose petals.

Brass pew end candles with hurricane shades are allowed on the ends of the pews along the aisle and must be furnished by the bride and approved by the Wedding Coordinator . Should these need to be attached to the pews, this must be done in a manner that protects the wood from marring or soiling.

The family of the bride is responsible for removing decorations immediately after the ceremony. The church assumes no responsibility for decorations left following the service. **Leaving flowers for the Sunday worship needs to be arranged in advance with the wedding coordinator.**

Bride/Groom: This sheet is provided for you to give to your photographer.

Photographer Information

You play an important role in the wedding by providing a visual record of the occasion, which the family will cherish.

The Adams Room is available for taking pictures of the bride and her attendants. Pictures of the groom and his attendants may be taken in the Sanctuary, Chapel, or our gardens.

We welcome the taking of candid or posed photographs before or after the ceremony. **Non-flash photography may be made from the back of the congregation during the ceremony if the bride and officiating minister agree.**

As a courtesy to the minister, please plan any pictures in which he or she is to be included immediately following the ceremony and before the other photographs are made.

Wedding Date _____

Richmond's First Baptist Church
Wedding Reservation Form

Kim Wicks, Wedding Coordinator
First Baptist Church
2709 Monument Ave.
Richmond, Virginia 23220

Phone: 804-355-8637
Fax: 804-359-4000
www.FBCRichmond.org
Wicks@FBCRichmond.org

Please complete sections 1 and 2; section 3 will be completed with the wedding Coordinator during your initial meeting.

Section 1: COUPLE

Bride's name:	Goes by
Address	Date of birth
	Home phone
Employer	Work phone
Location of church membership	Cell phone
	Email

Groom's name:	Goes by
Address	Date of birth
	Home phone
Employer	Work phone
Location of church membership	Cell phone
	Email

Couples' address after the wedding

Section 2: WEDDING INFORMATION

Wedding Date	Time	Sanctuary/Chapel/Other
Rehearsal Date	Time	
Officiating Minister		Organist
Reception Location		
Anticipated attendance		Work phone
Photographer		Phone
Videographer		Phone
Florist		Phone

I have read the Wedding Policies for First Baptist Church and agree to abide by the regulations set forth within it.

Signature of Bride/Groom _____
Date _____

Return this form, with payment to the Wedding Coordinator. Once the date is approved, you will be notified by phone.

To be Completed by FBC Wedding Coordinator

Section 3: CEREMONY

Attendants (Bride)	(Groom)
Soloist	Readers
Special Musicians	Limousine
Mistress of Ceremonies	Phone
Church Wedding Director	

Supplies needed:

- _ Two (2) candelabrum holding seven (7) tapered candles each
- _ One (1) stand holding three (3) votive candles in glass cups for the unity feature
- _ Priedieu (kneeling bench)
- _ Communion for bride and groom
- _ Podium at entrance for guest book
- _ Hurricane in windows
- _ Music stands (# ____)
- _ Blonde square table covered in white table cloth
- _ Short candle lighters
- _ Long candle lighters
- _ Votive candle in glass votive holder

Facilities desired for day of wedding:

Sanctuary	Beginning time _____	Ending time _____
Moore Chapel	Beginning time _____	Ending time _____
Adams Room	Beginning time _____	Ending time _____
McDaniel Room	Beginning time _____	Ending time _____
Suite 180 B	Beginning time _____	Ending time _____
Dining Hall	Beginning time _____	Ending time _____
Pusey House	Beginning time _____	Ending time _____

FEES:	AMOUNT	DATE PAID
Room fee	_____	_____
Kitchen Staff	_____	_____
Reception	_____	_____
Candles	_____	_____
Other	_____	_____
	_____	_____
	_____	_____
	_____	_____

(Fees are payable to First Baptist Church. Please mail to Kim Wicks, Wedding Coordinator, First Baptist Church, 2709 Monument Avenue, Richmond, Virginia, 23220)