

The

Wedding Policies And Guidelines

for the



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Brooksville, Florida 34601
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Personal Wedding Policy – Matt Ellis p. 2

FBC Wedding Policies

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Personal Wedding Policy
Pastor Matt
First Baptist Church of Brooksville, Florida

1. Both the bride (female) and groom (male) must have a personal relationship with Jesus Christ, having trusted in Him alone for eternal life. (2 Corinthians 6:14).
2. Both the bride and groom must be members in good standing of a Baptist church. Differences in religious affiliation only add to marital conflict and the trouble will escalate when children are added to the family unit. (Other denominational affiliations will be left to Pastor Matt's discretion.)
3. The groom must say as part of his vow that he will selflessly love his wife as Christ loved the church. The bride must say as part of her vow that she will willingly submit to the loving leadership of her husband. (Ephesians 5:22-33).
4. Counseling with the pastor or with some other person designated by Pastor Matt must take place before the day of the wedding. One of the most important decisions someone can make in their life (second only to salvation) should be prepared for with Biblical instruction and counsel.
5. If the bride and/or groom is divorced, passages such as Matthew 19:7-9, 1 Corinthians 7:10-16 and other texts will be studied to see if re-marriage is a biblical option.
6. There will be no alcohol or dancing in the rehearsal dinner, wedding reception or any other part of the wedding celebration. The wedding is sacred in God's eyes and should only be accompanied by things that would bring glory to Him.
7. Those seeking marriage must live in separate dwellings until the vows are exchanged. Those presently living with each other before marriage must immediately separate until after the wedding.

FBC WEDDING POLICIES

INTRODUCTION

Marriage is a divine institution, a gift from God and, therefore, should not be entered into lightly. Marriage is a covenant relationship between a man, a woman, and God. Your desire to be married in a church facility, by a minister, using the name of God and the Lord Jesus reflects an effort to follow Christian principles in preparation, ceremony and life together. This church is dedicated to leading couples to practice these Christian principles.

This booklet has been prepared for you in order to explain how we provide for the ministry of matrimony. This booklet applies our understanding of Scripture, our experience in ministering to families, and our requirements for the use of our facilities. We welcome the opportunity to minister to you, but you must agree to abide by the guidelines of this booklet.

Because marriage is one of the vital ministries of the pastoral responsibilities of this church, the Senior Pastor reserves the right to counsel with couples and to make recommendations as to the readiness for marriage. You may wish to consult with the Senior Pastor **before** making your request for a service. **No marriage will take place in this church without the consent of the Senior Pastor or Deacons.**

The Scriptures teach us that the divine will for marriage is one man and one woman in a life long commitment. Divorce is not in the ideal plan of God. We realize, however, that we live in an imperfect world and human imperfection often leads to failure. Divorce should be understood as failure, but divorce is also a condition that can be forgiven.

Those who have been divorced should counsel with the Senior Pastor before specific wedding plans are made. Each couple and situation will be considered as unique. Generally speaking, a wedding should not be considered unless a legal divorce has been in effect for at least one year prior to the date of this request.

WHO WILL BE CONSIDERED FOR MARRIAGE IN FIRST BAPTIST CHURCH OF BROOKSVILLE?

One of the following must apply:

1. The bride and/or the groom is at the time of request a member in good standing of the First Baptist Church of Brooksville, Florida.
2. At least one parent of either the bride or groom is currently a member in good standing of the First Baptist Church of Brooksville. All other conditions for marriage that follow must be met. The fee schedule for members applies here.

3. Non-members may be married in First Baptist Church's facilities if they meet the conditions below and are able to demonstrate by conviction and lifestyle a commitment to Jesus Christ as their Lord and Savior. Member or non-member status is determined from the time this guide is given to the couple requesting marriage. One of the ministerial staff members must officiate except in the case that a lay/retired minister who is a member of First Baptist Church is asked to perform the ceremony. In the latter case, the Senior Pastor must give his approval.
4. Our church will share its facilities with other recognizable Christian churches when their facilities cannot meet the needs for their marriage ministry. However, a minister presently on staff at First Baptist Church of Brooksville (or an FBC member who is a lay/retired minister that is appointed by the Senior Pastor) will need to participate in the wedding. On rare occasions, this requirement may be waived but only at the discretion of the Senior Pastor or Deacons.
5. *Church members are those individuals who have: 1) trusted in Jesus Christ alone for eternal life, 2) presented themselves to First Baptist Church for membership, 3) publicly professed their faith in Christ through baptism by immersion (if not previously baptized), 4) voted and approved by the church membership at the following regular business meeting, and 5) is a member in good standing at First Baptist Church.*

CONDITIONS FOR MARRIAGE IN FIRST BAPTIST CHURCH

1. You must meet one of the criteria listed above.
2. You must read, understand and agree to follow the policies provided in this booklet. Your signature on the request sheet at the end of this booklet is your documented agreement to this condition.
3. You must demonstrate a sincerity in establishing a Christian marriage. That demonstration includes but is not necessarily limited to:
 - a. If one of the couple has had a previous marriage, a counseling session with the Senior Pastor or his designate must be completed before you go any further in the process to discuss the dynamics, causes, rationale and effects of the previous marriages and their dissolutions. Generally speaking, there should be no divorce or legal separation within one year prior to this request.
 - b. Both partners have given personal public testimony that Jesus is their Lord and Savior.
 - c. The couple demonstrates a commitment to Christ by regular attendance at worship in a bona fide Christian church.
 - d. First Baptist Church does not consider living together without marriage as an acceptable Christian lifestyle. Therefore we find it commendable that couples in that

- circumstance are seeking to correct the situation through marriage. Couples who are currently living together should be prepared to discuss with the pastor, the transition from cohabitation to marriage. The pastor will use his discretion as to whether the marriage should take place. The commitment to make the transition from cohabitation to marriage can be demonstrated by a commitment to remain celibate until the marriage is concluded.
4. Three or more hours of premarital counseling is required, usually guided by one of the church's staff ministers. This counseling may or may not meet county and state regulations for discounts on the marriage license.
 5. The ministry of marriage in this church is the responsibility of the church and its ministers. One of the staff ministers will preside over and perform the marriage ceremony. Only in rare occasions will outside or non-staff ministers be allowed to participate and only by specific written permission of the Senior Pastor or the Deacons.

The request form in the back of this booklet must be completed, signed and returned to the church office at least one month prior to the rehearsal and wedding. Each request will pass through a review of the pastor, ministers and church staff for calendar availability. You will receive a written confirmation of approval or disapproval within one to three weeks of your request. Please note that this could create a narrow and uncomfortable time window. All requests are prioritized by the date the request is received. Church events always have first priority.

These conditions for marriage grow from our understanding of Holy Scripture. Some of the scriptures which affect these conditions are: Genesis 1:27-28; 2:18-25; Exodus 22:16; Matthew 19:4-6; Mark 10:6-9; 1 Corinthians 6:15-18; 7:2-9; 2 Corinthians 6:14-17; Ephesians 5:21-33; Hebrews 13:4.

THE MINISTER

The pastoral staff of this church is happy to help you prepare for the joy of Christian marriage. Feel free to seek their help in preparation for the wedding ceremony and also to seek their help and advice as you seek to grow as a Christian family.

The pastor will help you prepare for your wedding in many different ways. He will help you custom design a wedding ceremony. He will lead you through a time of premarital counseling. The pastor also presides over the wedding rehearsal and the wedding ceremony. In addition, the pastor is available to answer questions about protocol, guest lists, the involvement of special people in the ceremony, and other things relating to an appropriate celebration.

The ministers of First Baptist Church charge no fee for wedding services for members because this is their ministry. It is, however, customary to give an honorarium.

Those who are not members of the First Baptist Church will pay a required fee for the minister. Fees must be paid in advance with other fees as described in the fee schedule at the end of this booklet.

You will be required to participate as a couple and/or individuals in premarital counseling with the selected staff minister or his designate. These counseling sessions will include preparation of your personalized wedding ceremony and discussion of life issues. These sessions can be scheduled through the church office and must be completed before the wedding can take place.

THE WEDDING DIRECTOR

For weddings with rehearsals, decorations, or receptions, the church's approved Wedding Director must be used. There is a fee for the Wedding Director.

The Wedding Director is the church's official representative and oversees the use of the facility, the decorations, the preparations and the activities of the wedding party while on church premises. The Wedding Director will manage the availability and use of any church owned equipment, open and close all church facilities and coordinate custodial services. The Wedding Director is the contact person for all florists, decorators, caterers, photographers, videographers, and other participants in the wedding. The couple to be married should initiate contact with the Wedding Director to discuss plans for the rehearsal, decorations, audiovisuals, reception, catering, etc.

The Wedding Director will work with the minister in conducting the actual service: coordinating ushers, positioning materials and participants, directing the seating of distinguished persons, timing the processional, etc. The couple to be married may contract with a professional wedding director or select another person to direct the service in cooperation with the minister. The church's Wedding Director is trained, experienced and highly recommended but will yield to another's participation. The church's Wedding Director is required for every wedding using rehearsals, decorations or receptions and will act in every official capacity.

In every matter concerning the wedding service and its details, the church's presiding minister is the final authority. The church's Wedding Director works under his supervision within the guidelines of the church's policies.

The Wedding Director is the coordinator for the use of the church facilities and is not responsible for securing the services of florists, caterers, photographers, or any other such service. While she is available for suggestions, retaining such services is the responsibility of the couple wishing to be married.

The Wedding Director shall be notified by every decorator as to the time and type of decoration and her approval is required before any decorations are placed.

CHURCH FACILITIES AND EQUIPMENT

The church is not obligated to make available or to furnish equipment not owned by the church. Any request to use church owned equipment should be made with the Wedding Director well in advance of the rehearsal.

All equipment and decorations supplied by sources outside the church must be approved by the Wedding Director.

Alcoholic beverages of any kind may not be served or consumed on the church premises at any time. Smoking is not permitted anywhere inside the buildings at any time including the restrooms. Dancing is not permitted at any time including any receptions. Any person not willing to act in accordance with these policies will be asked to leave the premises. The ministers and the Wedding Director have explicit permission to act on behalf of the church in this matter, including suspending any part of the wedding activities until the matter is settled.

No rice, birdseed, or substitutes are to be used inside any church facility.

No flower petals may be placed on the floor as part of the ceremony. Please use silk flower petals instead. Aisle runners are not recommended because they wrinkle under traffic and pose a danger of tripping and falling to wedding guests. The bride and groom assume all liabilities if an aisle runner is used.

No church signs will be altered or church publications changed to accommodate weddings, their announcement, or information. If the couple wishes to announce the wedding or invite the congregation, information to that affect may be printed in regular church publications provided that correct information is presented to the church office not less than four weeks in advance and that space is available. Church activities have first priority.

No childcare will be provided for weddings or receptions. Parents should make individual arrangements for the care of any children not attending the wedding service or receptions.

Any damage done to the church facilities or equipment due to the fault of the wedding party will be charged to the wedding couple. **The marriage license will not be signed or sent until all fees are paid and any restitutions for damages are satisfied. The marriage is not legal until the license is received and recorded by the county clerk.**

WEDDING DECORATIONS

The church sanctuary is an appropriate setting for a sacred ceremony such as a wedding. Decorations should be simple and carefully planned with the Wedding Director. It is possible to use outside consultants in this process such as a florist or wedding specialist. If a florist, wedding specialist or other decorator is to be used in decorating the sanctuary, it is the responsibility of the couple to be married to contract for those services. It is also the couple's responsibility to

provide information regarding the church's policies to these persons. A page has been provided as part of this booklet for you to give to your florist.

All decorations must be approved by the Wedding Director. Before any decorations can be delivered, placed or used, the Wedding Director must be notified and her approval granted.

Usually, the pulpit furniture is rearranged to accommodate a wedding service. This is supervised by the Wedding Director. The wedding party may volunteer to move the furniture before the rehearsal and after the wedding or this task may be hired for a fee. Consult the Wedding Director.

Some worship decorations will not be removed or added, including but not limited to, wreaths, musical instruments, and balcony banners. Consult the Wedding Director to determine what worship decorations are anticipated for the season or date of the wedding.

It is imperative that there is no use of nails, screws, exposed metal wires, adhesive tape, or any defacing items on the furnishings, walls or the building. No decorations may be hung or suspended from the lighting fixtures or vents. The decorator (florist) is to remove all decorations from the building immediately following the wedding ceremony or reception and is responsible for any damage due to decorations used.

All candles used in the service must be "chase candles" and thoroughly drip-less. The sole exception is the unity candle but care must be taken to assure that no wax drips on the carpet or furnishings. Care must also be taken that burning candles do not damage hanging microphones, plants, walls or other fixtures or equipment. Damage done to the furnishings, carpet, equipment, or building due to candles will be the responsibility of the bride and groom.

Because of church activities and custodial requirements, contact the Wedding Director well in advance concerning times for decorating.

THE WEDDING SERVICE

The wedding service is created and designed by the minister and the couple to be married. This creation takes place as part of the required premarital counseling. The pastor is not responsible to heed any advice on wedding protocol or suggestions from family members, friends or guests. The presiding minister in consultation with the couple to be married makes all the required decisions.

The wedding ceremony is a worship service and will be conducted in a worshipful manner. The wedding party and their guests are expected to conduct themselves accordingly.

Immediately prior to both the rehearsal and the wedding, it is expected that members of the wedding refrain from using alcoholic beverages. No rehearsal or wedding will proceed if any member of the wedding party is under the influence of alcoholic beverages or other substances.

Guests who are determined to be under the influence will be asked to leave the premises. The couple to be married are responsible for the behavior of their guests.

Because of commitments to regular Sunday worship services, no weddings will be performed on Sunday. Saturday weddings must be scheduled for completion by 7:00 PM (including the reception).

MUSIC

Appropriate music can enhance any wedding service but is not required. Great care should be exercised in selecting music and musicians.

The wedding couple is responsible for contracting any musicians or instrumentalists. If the couple desires a musician, that musician and their music must be approved by the presiding minister. Some secular music is allowable for a wedding service but some songs are inappropriate and will not be approved. If you select a musician who is not familiar with the church's piano or organ, please have them arrange a time through the Wedding Director to familiarize themselves with the instrument.

If you use a person singing or playing an instrument who needs a microphone, or if you plan to use any taped music, let the Wedding Director know well in advance in order that the proper sound equipment and personnel can be secured. See the following section concerning the sound engineer.

Fees are negotiated directly between the couple and the musician and are usually paid in advance to the musician at or before the rehearsal.

PHOTOGRAPHERS

You may wish to have your ceremony recorded by a photographer. You will be responsible for contracting this service. Whether professional, amateur, paid or volunteer, this photographer should be given a copy of the information provided in this guideline. They may also wish to contact the Wedding Director in order to be certain of our policies.

Absolutely no flash photography will be allowed during the actual ceremony from anyone other than the contracted photographer. The photographer must take care not to encroach upon the atmosphere of the sanctuary and the service.

Following the ceremony the presiding minister and the Wedding Director will offer all possible assistance to the photographer to take as many posed pictures as necessary. Many pictures can be posed prior to the ceremony thus saving time between the service and reception activities.

No aisles or doors may be blocked by cameras or equipment.

VIDEORECORDING

You may wish to have your ceremony recorded on a DVD or videotape. You will be responsible for contracting this service. Whether professional, amateur, paid or volunteer, this videographer should be given a copy of the information provided in this guideline. They may also wish to contact the Wedding Director in order to be certain of our policies.

Video cameras must be stationary during the wedding service but may act as the photographer during processional and recessional. This may require coordination between photographer and videographer. Movements, lights, or equipment that detract from the service will not be tolerated. Video recording works well from the balcony. Cameras, equipment or operators set up on the main floor must not block aisles or doors. Care must also be taken not to block the view of guests.

Cameras in the choir loft must be either unattended or operated through monitors. These cameras must be present during rehearsals to determine proper angles and determine that they will bring no distraction to the service. If additional lighting is required or desired, this must be discussed with and approved by the presiding minister. Lighting is normally subdued by design. The lighting decided upon in rehearsal will be the lighting used in the service.

The videographer is welcome to record the rehearsal as long as this activity does not interfere.

Radio sets used to communicate between camera operators may interfere with the church's sound equipment. Before using radio equipment, check with the sound engineer, Wedding Director or presiding minister. Church equipment is considered to have priority.

AUDIO RECORDING

Audio recording is allowed provided that it does not interfere with the wedding service. If the church's sound engineer is used (which is preferred), a recording of the service will be made if the couple provides a blank CD. If an audio recording requires equipment or personnel beyond what the sound engineer might provide, this must be approved and arranged through the Wedding Director. Practically speaking, only the presiding minister and musician can be provided a microphone. It is obtrusive to try to place a microphone to pick up the voice of the bride and groom.

SOUND ENGINEER

The church is equipped with a state-of-the-art sound enhancement system. This system is available for use in weddings but because of its complex nature, the following conditions must be observed.

No sound engineer is required for weddings which use only the minister's wireless microphone, the piano microphone, and one free standing microphone for a soloist requiring no mixing or

adjustment during the service. Smaller weddings may not require any sound enhancement. All other uses of the sound equipment require the use of a church approved sound engineer and there is a fee for this service.

A church approved sound engineer is required if: 1) more microphones than mentioned above are needed, 2) mixing or adjustment is necessary during the ceremony, 3) prerecorded tapes/CDs are used, and/or 4) audio recording is requested. The Wedding Director will provide, upon request, a list of church approved sound engineers.

A couple may request an additional sound engineer for personal or professional reasons but the church's approved engineer is required to be present during any use of the equipment as stated above.

THE MARRIAGE LICENSE

The couple to be married is responsible for securing a valid marriage license from Hernando County including all fees. This license must be given to the presiding minister at the rehearsal or immediately before the wedding service. **Unless the presiding minister has this license in his possession before the wedding ceremony begins, there will be no wedding service!**

Following the service the presiding minister will mail the license to the county authorities to be officially recorded.

CUSTODIAL SERVICES

Custodial services are required in any building used and a fee is charged for this service. While the custodian is responsible for returning the building to usual appearance, it is requested that the wedding party clean up after themselves regarding trash and food preparation. Fees cover only normal use and wear. Excessive messes, dirt, wear or damage will be charged above normal fees to the couple.

SIMPLIFIED WEDDINGS

Simplified weddings are those where 1) there are 10 or fewer people invited besides the couple, 2) there is no decoration, 3) there is no reception on the premises, and 4) there is no need for a rehearsal. Ask the presiding minister if your wedding conforms to this definition. Unless the presiding minister specifically designates your wedding as a simplified wedding, it is not to be considered as a simplified wedding.

Fees or honorarium for ministers, musicians, or sound engineers are still required if applicable. No fees are required for building use, Wedding Director, or Custodian. No other conditions or requirements of this policy guideline are waived.

GUIDELINES

FEE SCHEDULE

Use this form to determine the fees required for your wedding at First Baptist Church. This form must be returned to the church office. You may ask for a copy to be returned to you.

BUILDINGS

Which buildings do you want to use? Check appropriate boxes.

- Sanctuary for rehearsal and wedding
- Fellowship Hall for dressing
- Fellowship Hall for rehearsal reception or dinner
- Fellowship Hall for wedding reception or dinner

Members, as defined on page 4, are not required to pay any fees for use of the buildings but must designate which buildings will be used.

Fees for Non-Members

Sanctuary for rehearsal and wedding	\$300.00
Fellowship Hall for rehearsal reception or dinner	\$150.00
Fellowship Hall for wedding reception or dinner	\$150.00

Fee total for this section \$ _____

MINISTER

Which staff minister would you like to use? _____
No fee is required for members. An honorarium is accepted.

Fee for Non-Members \$200.00

Fee total for this section \$ _____

PERSONNEL

These fees apply to all couples (members and non-members).

Wedding Director	Sanctuary	\$200.00
Wedding Director	Rehearsal dinner/reception	\$50.00
Wedding Director	Wedding dinner/reception	\$50.00
Custodian	Sanctuary	\$75.00
Custodian	Rehearsal dinner/reception	\$75.00
Custodian	Wedding dinner/reception	\$100.00

Fee total for this section \$ _____

Who is your approved Sound Engineer? _____

Sound Engineer Wedding and rehearsal \$150.00

Fee total for this section \$ _____

FURNITURE

Will you require help in moving pulpit area furniture? YES NO

Pulpit, large chairs, end tables, Lord's Supper table, etc. \$25.00

All above plus choir chairs \$50.00

Fee total for this section \$ _____

Please note the guideline regarding deposits and refunds below.

All fees are due in full ten (10) days prior to wedding date.

All fees due date: _____

Please ask that a copy of these pages be given to you upon your submission of this request and after each payment.

Deposit paid:

Amount \$ _____ Date _____

Cash or Check # _____

Received by _____

Fees paid:

Amount \$ _____ Date _____

Cash or Check # _____

Received by _____

DEPOSITS AND REFUNDS

A deposit of \$100.00 is required upon confirmation which will be applied to the total cost of the wedding.

This deposit is fully refundable up to three months before the established wedding date. After less than three months before the wedding date only \$50.00 is refundable because schedules have been made. Cancellations made within one month of the wedding will receive no refund.

EARNED DISCOUNT

A couple may receive a \$10 discount off the Sanctuary fee (up to \$200.00) for each Sunday morning worship attended between the confirmation and the wedding date. Have the pastor sign the bulletin on the Sunday attended. The couple must keep track of these signed bulletins and present them for a tally.

CHURCH PERSONNEL CONTACTS

If you carefully read these guidelines, you will note that there are several key people in the church you may need to talk to. Below are some important names and phone numbers.

Pastor	Matt Ellis	(352) 345-8671
Wedding Director	Julie Hardy	(352) 796-3983
Pianist	Betty Hopkins	(352) 796-6791
Sound Engineer	Curtis Gibbons Tori Wilson	(352) 232-4161 (352) 797-0197
Church Secretaries	Cindy Lyman Mary Farrington	(352) 754-9901 (352) 796-6791

SUMMARY PAGE

This page is designed for use by the couple to be married. All of the following information is not necessary but may be helpful in summarizing plans and preparations. Keep this page for your personal use.

Date of Wedding _____ Time Wedding Begins _____

Date of Rehearsal _____ Time Rehearsal Begins _____

Important names and phone numbers:

Bride	home #	work #
Groom	home #	work #
Bride's Mother	home #	work #
Groom's Mother	home #	work #
Maid/Matron of Honor	home #	work #
Best Man	home #	work #
Attendant	home #	work #
Attendant	home #	work #
Attendant	home #	work #
Attendant	home #	work #
Attendant	home #	work #
Attendant	home #	work #
Attendant	home #	work #
Attendant	home #	work #
Attendant	home #	work #
Flower Girl	home #	work #
Ring Bearer	home #	work #
Musician	home #	work #

Musician	home #	work #
Musician	home #	work #
Musician	home #	work #
Photographer	home #	work #
Videographer	home #	work #
Florist	home #	work #
Cake	home #	work #
Disc Jockey	home #	work #
Tux Service	home #	work #
Caterer	home #	work #
Other	home #	work #
Other	home #	work #

Information for the Florist/Decorator for the wedding of

to take place at
First Baptist Church of Brooksville, 420 Howell Avenue, Brooksville, Florida

Date: _____ Time: _____

From the Wedding Policy Book of the First Baptist Church

The Wedding Director is the church's official representative and oversees the use of the facility, the decorations, the preparations and the activities of the wedding party while on church premises. All decorations must be approved by the Wedding Director. Before any decorations can be delivered, placed or used, the Wedding Director must be notified and her approval granted.

Usually, the pulpit furniture is rearranged to accommodate a wedding service. This is supervised by the Wedding Director. The wedding party may volunteer to move the furniture before the rehearsal and after the wedding or this task may be hired for a fee. Consult the Wedding Director.

Some worship decorations will not be removed or added, including but not limited to, wreaths, musical instruments, and balcony banners. Consult the Wedding Director to determine what worship decorations are anticipated for the season or date of the wedding.

It is imperative that there is no use of nails, screws, exposed metal wires, adhesive tape, or any defacing items on the furnishings, walls or the building. No decorations may be hung or suspended from the lighting fixtures or vents. The decorator (florist) is to remove all decorations from the building immediately following the wedding ceremony or reception and is responsible for any damage due to decorations used.

All candles used in the service must be "chase candles" and thoroughly drip-less. The sole exception is the unity candle but care must be taken to assure that no wax drips on the carpet or furnishings. Care must also be taken that burning candles do not damage hanging microphones, plants, walls or other fixtures or equipment. Damage done to the furnishings, carpet, equipment, or building due to candles will be the responsibility of the bride and groom.

Because of church activities and custodial requirements, contact the Wedding Director well in advance concerning times for decorating.

No flower petals may be placed on the floor as part of the ceremony. Please use silk flower petals instead. Aisle runners are not allowed. They wrinkle under traffic and pose a danger of tripping and falling to wedding guests. *[Give this page to the Florist/Decorator]*

Information for the Photographer

for the wedding of

to take place at
First Baptist Church of Brooksville, 420 Howell Avenue, Brooksville, Florida

Date: _____ Time: _____

From the Wedding Policy Book of the First Baptist Church

Absolutely no flash photography will be allowed during the actual ceremony from anyone other than the contracted photographer. The photographer must take care not to encroach upon the atmosphere of the sanctuary and the service.

Following the ceremony the presiding minister and the Wedding Director will offer all possible assistance to the photographer to take as many posed pictures as necessary. Many pictures can be posed prior to the ceremony thus saving time between the service and reception activities.

No aisles or doors may be blocked by cameras or equipment.

[Give this page to the Photographer]

Information for the Videographer

for the wedding of

to take place at
First Baptist Church of Brooksville, 420 Howell Avenue, Brooksville, Florida

Date: _____ Time: _____

From the Wedding Policy Book of the First Baptist Church

Video cameras must be stationary during the wedding service but may act as the photographer during processional and recessional. This may require coordination between photographer and videographer. Movements, lights, or equipment that detracts from the service will not be tolerated. Video recording works well from the balcony. Cameras, equipment or operators set up on the main floor must not block aisles or doors. Care must also be taken not to block the view of guests.

Cameras in the choir loft must be either unattended or operated through monitors. These cameras must be present during rehearsals to determine proper angles and determine that they will bring no distraction to the service. If additional lighting is required or desired, this must be discussed with and approved by the presiding minister. Lighting is normally subdued by design. The lighting decided upon in rehearsal will be the lighting used in the service.

The videographer is welcome to record the rehearsal as long as this activity does not interfere.

Radio sets used to communicate between camera operators may interfere with the church's sound equipment. Before using radio equipment, check with the sound engineer, Wedding Director or presiding minister. Church equipment is considered to have priority.

[Give this page to the Videographer]

Wedding Reservation Request Form

Bride's Name _____

Bride's Address _____

Bride's Telephone Numbers Home: _____ Work: _____

Bride's Date of Birth Month _____ Day _____ Year _____

Is Bride's Mother involved in wedding preparations? YES NO

If "yes" then give her name and phone number(s):

Has the Bride been married before? YES NO How many times?

Last marriage ended how and when?

Any children? YES NO Give names, gender and ages.

Will the children participate in the ceremony? YES NO

Groom's Name _____

Groom's Address _____

Groom's Telephone Numbers Home: _____ Work: _____

Groom's Date of Birth Month _____ Day _____ Year _____

Has the Groom been married before? YES NO How many times?

Last marriage ended how and when?

Any children? YES NO Give names, gender and ages.

Will the children participate in the ceremony? YES NO

Do you meet the requirements for membership status regarding this wedding as defined on page 3? YES NO

Will you need to consult with the pastor prior to consideration of this request because of membership, divorce or some other matter? YES NO

[continued on next page]

[Wedding Request Form Continued]

Wedding Date and Time Requested: _____

Rehearsal Date and Time Requested: _____

We testify that we meet all the necessary conditions for marriage in the First Baptist Church as presented in the policies of this booklet. Our signatures below acknowledge that we have read and understand the policies and guidelines of the church as presented in the booklet and that we agree to abide by all of them.

Bride's Signature _____

Groom's Signature _____

FOR OFFICE USE ONLY

Date Returned: _____

Staff Meeting Date: _____

Decision _____

Senior Pastor's Signature (Approval) _____

Wedding Director Signature (Approval) _____

Confirmation Phoned: _____

Confirmation Phoned: _____