



*Wedding  
Policies and Procedures*



7587 Blanding Boulevard  
Jacksonville, Florida 32244  
(904) 777-3040



*Dear Bride-to-be:*

*Congratulations! We know this is one of the most exciting and important times in your life. There are many plans and decisions to make in order for your wedding to be everything you've always dreamed it would be.*

*As the church Wedding Coordinators, we want to help you as much as possible with those plans. Our goal, and we trust yours too, is to bring honor and glory to Christ.*

*Although many of your questions may have already been answered, there are many things we need to discuss in detail. Please call one of us or see us at church and we will be happy to assist you for this special day.*

*We look forward to hearing from you.*

*In His service,*

*Wedding Coordinators*

*Patti True      and      Brenda Edwards*

*214-9145*

*545-9885*



## WEDDING POLICIES AND GUIDELINES

1. Any non-traditional wedding vows must be submitted for approval by the Pastor at least 30 days prior to the wedding date.
2. Wedding ceremonies may not be scheduled after 2:00 pm on Saturdays.
3. All music must be approved (see additional music information forms).
4. Outside Wedding Coordinators permitted but are under the direction of our Church Wedding Coordinators (Fee still applies).
5. Although the church does not provide video services, you may feel free to use home video equipment for the ceremony. The persons in charge of video taping the ceremony should be present at the rehearsal for instructions.
6. The bride and her family are responsible for all personal items of the wedding party brought to the church. **The church will not be responsible for items such as wedding dresses, wraps, purses, silver and glassware, nor will the church be liable for such items lost, stolen or damaged.**
7. If rented or borrowed property is used, it is the responsibility of the bride's family to see to its return immediately following the wedding.
8. All ladies and men in the wedding party must be modestly attired. All dresses must have straps or shoulders must be covered. If a wrap, shaw or cape is worn to cover shoulders, it must remain on during the reception. Dresses may not have revealing slits. Ladies must also wear modest attire to the wedding rehearsal. Ladies, as a note, due to lighting please make sure you wear a slip.
9. No smoking, alcoholic beverages, illegal substances or coarse language is permitted on church property during the rehearsal, wedding, reception, or at any other time. No person (s) will be permitted to participate in any rehearsal or wedding who is under the influence of alcohol or any illegal substance.





10. No wedding will be conducted on church property if alcoholic beverages will be served at the reception, even if the reception will be held off church grounds.
11. No wedding will be conducted on church property if dancing is planned at the reception, even if the reception will be held off church grounds.
12. Any decorations must not damage floors, walls, carpeting or furniture. Nails, screws, glue or tape of any kind will not be used in any part of the auditorium. If pew markers are used, they must be attached with ribbons or some other means which will not mark the pews. Tape may not be used on any painted or varnished surface. Persons engaged by the bride to decorate must abide by all church decorating guidelines. They are responsible to remove all decorations from the building (s) **immediately** following the ceremony.
13. Only chase candles may be used.
14. Aisle runners may be used. They must be provided by a florist or rental company.
15. No church promotional materials or displays may be removed from their locations in the lobby. Any relocation of church furniture must be approved by the Wedding Coordinator and returned to proper location following ceremony.
16. All locations used for dressing rooms, dinners, etc. must be approved by the Wedding Coordinator.
17. Throwing of rice, birdseed, confetti or any other material within the church building is prohibited. Bird seed and bubbles may be used out side the auditorium only (church building). If ribbon or netting is used it must be removed from the walkway and lawn.
18. If desired, the flowers used in decorating the sanctuary may remain for use during the Sunday worship service.



**FIRST COAST BAPTIST CHURCH WEDDING FEES**

**Payment is due one week prior to the wedding - CASH ONLY.**

**FACILITIES:** *No Charge*

**PERSONNEL:**

Wedding Coordinator ..... \$150.00 \_\_\_\_\_

Sound/Lights Technician ..... \$100.00 \_\_\_\_\_  
 (Each additional Tech \$50.00)

Maintenance

A. Rehearsal/Wedding ..... \$150.00 \_\_\_\_\_

B. Rehearsal/Wedding/Reception ..... \$200.00 \_\_\_\_\_

C. Rehearsal Dinner ..... \$100.00 \_\_\_\_\_

D. Removal and replacement of choir chairs ..... \$100.00 \_\_\_\_\_

**TOTAL** ..... \_\_\_\_\_

Musicians - Use of First Coast Baptist Church musician is optional. If asked, we will help you as you make your choices. We suggest the following amounts as honorariums:

Pianist, Organist or Keyboardist..... \$125.00

Soloist ..... \$100.00

***THE WEDDING COORDINATOR WILL DISTRIBUTE FEES LISTED ABOVE***





# Wedding Ceremony Accessories

We have available:

Candelabrum (spiral double heart and arch), unity candle holder, prayer bench, etc.

Charge is \$100

Fees for set up and removal.

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## Maintenance includes:

Set up of tables and any lattice wanted. These items need to be requested a month prior and given to the wedding coordinator along with a diagram.

Cleaning and getting all areas ready for church or school.

If using the kitchen please sweep all areas used - maintenance will mop.



# MUSIC, SOUND AND LIGHTING

## MUSIC

All music (including processionals, recessionals, pre-wedding music, reception music and vocal music) must be approved by the First Coast Baptist Church Minister of Music at least 30 days prior to the rehearsal.

## MUSICIANS

Because our pianist and organist are trained musicians and have a thorough working knowledge of our instruments, you are encouraged to use them.

If someone other than the church pianist/organist is used, he or she should be well acquainted with our instruments. He/she must contact the church to arrange an instructional meeting with one of the church musicians. The church musical instruments are not available unless the meeting is schedule in advance.

## SOLOISTS

You may use any soloist of your choice. If you desire, the music department will help you select a soloist. All soloists' music must be approved at least 30 days prior to the rehearsal.

## SOUND/LIGHTING

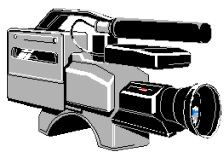
Only a First Coast Baptist Church Sound Technician may be used to operate the church sound equipment. His services include setting up all sound equipment, operating the mixing console, playing tapes, and providing a cassette recording of the ceremony. He is also responsible for the auditorium lighting. He will make suggestions for the lighting based on video needs, etc.



## GUIDELINES FOR PHOTOGRAPHERS / VIDEOGRAPHERS

**The bride and groom should notify the photographer of the following guidelines:**

- Flashes (used discretely) may be used during the wedding ceremony.
- During the ceremony - Videotaping / Photography must be done discretely.
- The photographer should not stand on pews or other church furniture to take pictures. He must not damage the finish of the pews by placing cameras and other abrasive equipment on the pews in a careless manner.
- The Pastor will be available for pictures immediately following the ceremony. Pictures which include him should be taken first.



## WEDDING INFORMATION SHEET

List Wedding Party:

### ***BRIDE***

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_

### ***GROOM***

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_

Names and descriptions of persons to be Seated (and by which usher):

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

Ushers to light candles:

1. \_\_\_\_\_
2. \_\_\_\_\_



Briefly describe how the bridal party is to enter the church (i.e., as couples, separately, etc.):

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## REHEARSAL DINNER INFORMATION SHEET

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

Rehearsal dinner date and time: \_\_\_\_\_

Location of the dinner: \_\_\_\_\_

Number of tables needed: \_\_\_\_\_

Number of chairs need for the dinner: \_\_\_\_\_





# RECEPTION INFORMATION SHEET

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

Wedding date and time: \_\_\_\_\_

Location of the reception: \_\_\_\_\_

Number of tables needed: \_\_\_\_\_

Number of chairs needed for the reception: \_\_\_\_\_

Arrangement for the reception area (please sketch a diagram below):

*If no sketch is submitted, set up of tables and chairs will be the responsibility of the Wedding Party.*



# MUSIC FORMS

Bride \_\_\_\_\_

Groom \_\_\_\_\_

Date of Wedding \_\_\_\_\_ Time \_\_\_\_\_

The following items must be approved by the Minister of Music. This form must be returned to the Wedding Coordinator one month prior to the wedding date:

Soloist (s) \_\_\_\_\_

Organist \_\_\_\_\_ Pianist \_\_\_\_\_

*Selections to be sung:*

_____	Sound Track? Yes ___ No ___
_____	Sound Track? Yes ___ No ___
_____	Sound Track? Yes ___ No ___
_____	Sound Track? Yes ___ No ___

Processional \_\_\_\_\_

Recessional \_\_\_\_\_

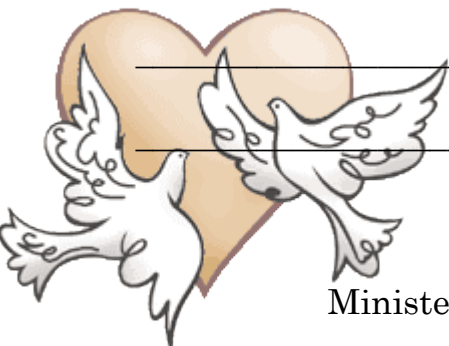
Prelude Music \_\_\_\_\_

Reception Music \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Minister of Music Signature: \_\_\_\_\_



# NOTES

