

Wedding Guidelines

of the First Baptist Church of Rochester

Your wedding will be one of the most important days of your life. Marriage is a gift of God, to be celebrated seriously as grounded in faith. The church members and staff of First Baptist Church of Rochester will do all they can to make your wedding meaningful and your marriage lasting.

APPROVAL

It is the policy of First Baptist Church that the pastor must approve all weddings. In the case of a wedding officiated by a visiting clergy, it is expected that the visiting clergy will contact the pastor of First Baptist Church as a matter of courtesy and to coordinate the implementation of these guidelines.

COUNSELING

It is expected that all couples will participate in a minimum of three hours of pre-marriage counseling with the pastor or officiating clergy. These sessions will focus upon the personal, interpersonal, and religious commitments of marriage.

SETTING THE DATE

The date for any wedding will be set with the Pastor or Minister of Programs and Operations who will be consulting with the pastor, organist, building staff and other individuals. Date planning will be based on availability of space, the minister's calendar, availability of custodial services, and the need to make advanced arrangements for premarital conferences. Normally, weddings will not be scheduled on Sundays, Christmas Eve, Christmas Day, or during Holy Week, or after 4:00 p.m. on Saturday.

It is important that the time schedule for the rehearsal and wedding be observed. Care should be taken to see that all members of the wedding party be present at times indicated. The use of Hubbell Hall may be available for receptions that will conclude before 9:00 PM on Saturday for an additional fee.

MUSIC

A wedding is a service of worship. Music should be selected that promotes an atmosphere of sacred reverence and the proclamation of faith. Popular music that is chosen for sentimental reasons is often inappropriate. Therefore a consultation appointment must be scheduled with either the Director of Music or the Church Organist regarding musical selections. During this consultation, requests for arrangements for soloists and special music, if desired, can be negotiated. Please make this consultation appointment well in advance of your wedding date.

It is the policy of First Baptist Church that the Church Organist has the right of first refusal for all weddings. Should the couple request a guest organist, the Church Organist will be paid a consultation fee. In all cases, the Church Organist has the right to charge according to the time involved and the music that is to be prepared. (This policy follows the standard professional guidelines of the American Guild of Organists.)

DECORATIONS

It is the responsibility of the couple to make arrangements for flowers, candles, and other decorations of the sanctuary. Under no circumstances will adhesives or tape be allowed to affix decorations to the walls or pews. Acceptable holders are 3M Command Damage-free hooks and holders along with string, yard, ribbon, pipe cleaners, and other non-adhesive holders. The church has 12 pew candles available upon request for a fee.

PHOTOGRAPHY

It is the responsibility of the couple to make arrangements for a photographer and/or videographer. A DVD of the ceremony from the balcony, requested for \$50.00. As a religious ceremony the church holds to strict photography guidelines. Professionals hired by the couple must meet with the pastor prior to the wedding ceremony to review them.

Flash pictures may be taken during the processional and the recessional only. The rest of the service only ambient light is allowed. The couple agrees to communicate no flash to all wedding guests. Video taping from the balcony or back of the church is accepted. "Roaming" during the ceremony is not allowed. Any photographer, videographer or guest interfering with the conduct of the ceremony will be asked to leave.

MISCELLANEOUS

No rice may be thrown on church property (bird seed may be used outdoors). Helium balloons are prohibited outside. Dropped flowers petals are accepted but we recommend an additional gratuity for the custodian or you provide cleanup. The use of alcoholic beverages anywhere on church property is prohibited. Couples are encouraged to make provisions for the care of small children.

LICENSE

It is the responsibility of the couple to secure a Marriage License from a local municipality. The license must be given to the officiating clergy no later than the beginning of the **wedding rehearsal**.

FEES

The Sanctuary fee should be paid, as a deposit, within one month of the date confirmation. We can not hold your date further unless we receive this deposit. It should be made payable to First Baptist Church of Rochester with couples names and wedding date in the memo. Additional fees should be paid directly to the individual and prior to the beginning of the wedding. Many choose to do this the week before the wedding or at the rehearsal. Custodial Fees up to four hours are included in Sanctuary fee. If additional time is need, these fees should be paid directly to the custodian upon arrival. Audio Technician Fees should be paid prior to the wedding (or at rehearsal, if applicable).

Sanctuary Fee (non-member weddings) which includes a custodial fee.....	\$500.00
Minister (non-member weddings) Pre-wedding consultation is required.	\$400.00
Wedding Consultation: An initial consultation with Church Administration	\$50.00/hr
is included with the Sanctuary fee not to exceed one hour. To be held M-Th during office hours or Wednesday evening. Times are scheduled by appointment. Additional meetings will be charged at the hourly rate.	
Organist (all weddings) - Right of first refusal*	
Consultation of music* (Organist or Director Of Music)	\$50.00
Rehearsal and ceremony	\$150.00
Consultation fee for guest organist* (organ training of 1 hour)	\$75.00
Rehearsal fees	\$50.00/hr
Custodian , Minimum of \$100, up to 4 hours with \$25.00/hour thereafter	\$100.00
<i>Time is calculated based on one half hour before the first person (party or florist) arrives to one hour following the last person leaves. Time is for opening, closing, through ceremony needs, simple sound board operation, and cleaning and payable upon arrival at church.</i>	
Audio Technician , Minimum of \$50, up to 2 hours with \$25.00/hour thereafter	\$50.00
<i>An additional fee of \$25/hour may be required if the Audio Technician is asked to be part of the rehearsal or more complex audio needs are requested. This fee is payable before the ceremony begins.</i>	
DVD from balcony —Set up, record, and cut one DVD of your ceremony	\$50.00
Pew Candles —Set up, Take down, Cleaning, and Packing (you must provide candles)	\$50.00

Reception space may be available – Additional fees will apply. Please contact the church for availability and fees.