

Wedding Policy

Because God has ordained marriage and defined it as the covenant relationship between a man, a woman, and Himself, The First Baptist Church will only recognize marriages between a biological man and a biological woman. Further, the pastor and staff of The First Baptist Church shall only participate in weddings and solemnize marriages between one man and one woman. Finally, the facilities and property of The First Baptist Church shall only host weddings between one man and one woman.

Dear Prospective Bride and Groom,

First Baptist Church of Aztec is pleased and proud that you have chosen to use our facilities for one of the most important events in your lives. We are called upon to assist in many weddings throughout the year, thus, it has been necessary for us to establish some basic guidelines which we hope you will follow. These guidelines are not meant to limit your plans for a beautiful and meaningful wedding ceremony, but are designed to inform you of the services our church has available for you. When you begin to make your plans, remember that you will be using the House of God. Plans you make must not violate the sanctity, the place of worship, or the wedding ceremony as a service of worship.

Very sincerely,

The congregation of First Baptist Church of Aztec

SETTING THE DATE

All dates must clear the Pastor's calendar and church calendar. Dates are reserved on a first come first serve basis. If the wedding is cancelled or delayed, please notify the church office as soon as possible.

Weddings are not to be scheduled on the following church holidays: New Year's Day, President's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, and Christmas.

VISITING PASTORS

Ministers other than staff of First Baptist Church, Aztec must be approved by the Pastoral staff.

THE REHEARSAL DATE

All dates for rehearsal must also be cleared through the church calendar as well as the Pastor's calendar. Realizing that ministers have many demands made upon their schedules, it would be considerate if the rehearsals for Friday weddings could be between 5:00 p.m. and 8:00 p.m. on Thursday. Weddings on other weekdays will schedule rehearsals to the mutual convenience of the minister and the bride and groom. We prefer weddings be scheduled on Friday rather than Saturday because of preparations for Sunday services. Saturday evening weddings with receptions need to end by 9:00 pm to allow time for Sunday preparation.

PRE-MARITAL COUNSELING

Our ministers require counseling prior to the wedding date.

THE MUSIC

If other than our church accompanist is desired, please inform the Music Ministry as to what instruments are desired for use. This is to protect the instrument from accidental damage due to unfamiliarity with its unique operational requirements and to assist the other accompanist. The Music Ministry has the authorization to accept or deny use of equipment.

THE RECEPTION

The Fellowship Hall is the only room allowed to hold the reception. Please let the church office know how many tables and chairs to make available two (2) days before the wedding. The church kitchen is available for use. Any paper products, such as plates, cups, plastic wear and napkins, need to be furnished by the person using the facility. All cake, punch, and any other food items are to be removed by person using the facility.

THE AUDIO/VISUAL SYSTEM

The First Baptist Church will provide someone to operate the audio/visual system during the wedding ceremony. No person other than those appointed by First Baptist Church may operate the system. Any honorarium for these services will be paid to the person providing the service.

GENERAL INFORMATION

1. The completed general information sheet must be signed and returned to the Church Secretary no later than one month before the wedding or the reserved wedding date will be forfeited.
2. Please use birdseed in place of rice, which may only be thrown outside the facilities.
3. The use of nails and screws in the walls and ceiling are forbidden.
4. Please place clear plastic under candles in the sanctuary (even drip-less). Those carried by hand need to have shields. A charge for professionally cleaning the carpet will be made if wax dripping requires cleaning.
5. No smoking or alcoholic beverages allowed within the buildings or on the grounds.
6. Fresh flower petals will not be used.
7. Saturday weddings must end by 9:00 pm.
8. No dances will be held on the church premises.

If you have additional questions, please contact the church office at 334-6833.

SUGGESTIONS FOR PLANNING AND DECORATING FOR WEDDINGS AND RECEPTIONS

1. Be sure to bring all decorations items necessary (scissors, staplers, banners, etc.) as we do not furnish these items.
2. We encourage the use of Handi-Tak rather than scotch tape, as some tapes tend to peel paint and varnish from the original surface.
3. We encourage you to pick up the decorations you wish to keep, so they will not be destroyed. Any decorations that are left following the service will be disposed of.
4. The church is open Monday through Friday, 8:30 am to 12:00 pm and 1:00 pm to 4:30 pm. Please feel free to decorate at these times. Please check the church calendar to be sure there are no conflicts, such as a funeral.
5. Please help us by not bringing food or drink in the sanctuary. This applies to the rehearsal time and also the decorating time.
6. First Baptist Church does not have a special table or stand for a unity candle. Feel free to bring your own table.
7. Photography and use of video recorders during the ceremony will be up to the discretion of the performing minister. These details will be worked out with the minister and the wedding party.
8. Please remember rehearsals and weddings need to start on time. People will be taking off from their schedule to join your celebration. Therefore, it is imperative that we are polite by being punctual.

Wedding Policy

AGREEMENT FOR USE OF FACILITIES FOR MEMBERS

Facilities and Services Available

Sanctuary Fellowship Hall

There are no fees to members for the use of these facilities. Members will be expected to leave the facilities in at least as clean a condition as they found it.

Bride's Name _____ Groom's Name _____

Contact Person _____ Phone _____

Wedding Date Desired _____ Time Desired from _____ to _____ Rehearsal

Date Desired _____ Time Desired from _____ to _____ Dates and Times you
need in the building _____

Minister _____

Pianist _____

Sound/Video System _____

I understand and agree to the stated requirements to have my wedding and/or reception at First Baptist Church of Aztec and the acknowledgement that any use of First Baptist Church facilities is subject to the Facility Use Policy.

Signed _____ Date _____

Wedding Policy

AGREEMENT FOR USE OF FACILITIES FOR NON-MEMBERS

The use of First Baptist Church facilities are subject to the Facility Use Policy.

Facilities and Services Available and Their Appropriate Fees:

A deposit of \$100 is required before a wedding can be placed on the calendar. Deposit will be refunded no later than one week following the wedding, provided facilities are left in the same manner you found it. The wedding date reservation will be forfeited if the fees are not paid within two (2) weeks of set date, unless other arrangements are made in the church office. If wedding is cancelled, deposit will be refunded.

Use Fees

Sanctuary	\$35.00
Fellowship Hall	\$50.00

These fees will cover janitorial fees. This does not include removal of wedding decorations. The Use Fees will be paid in the church office the day of rehearsal during normal office hours.

Bride's Name _____ Groom's Name _____

Contact Person _____ Phone _____

Wedding Date Desired _____ Time Desired from _____ to _____

Rehearsal Date Desired _____ Time Desired from _____ to _____

Dates and Times you need the building _____

Minister _____

Pianist _____

Audio/Visual System _____

I understand and agree to the stated requirements to have my wedding and/or reception at the First Baptist Church of Aztec.

Signed _____ Date _____