



FIRST MEMORIAL
BAPTIST CHURCH

FMBC Wedding Guidelines

Dear Prospective Bride and Groom:

Your wedding is a sacred occasion. It will be most meaningful to you, your families and friends when there is careful planning. For that reason, the following policies will govern your plans for your wedding here at the First Memorial Baptist Church. We sincerely believe these guidelines to be the most suitable and practical for all concerned. There are, therefore, no exceptions to these provisions. Please read them carefully. If you have any questions or concerns, please do not hesitate to call **Sis. Renita Hill**, who serves as a liaison between the Church and your wedding coordinator or **Sis. Aleria Harper**, who handles facilities. May God richly bless your special day!!

SETTING THE TIME FOR YOUR WEDDING

Careful planning is necessary for ALL WEDDINGS. You are requested to confirm your wedding date with the church first, before the catering hall (at least six months in advance)! This is necessary, so that the use of the church space can be arranged without conflict. The date of the wedding is set in consultation with the two ladies mentioned above, who will clear the date with the Pastor and the church schedule. Please note that the date is confirmed only upon receipt of the completed reservation form AND the refundable* security deposit of \$100 (cash or money order).

It is extremely important that the exact time indicated for the rehearsal(s) and wedding be observed, and care should be taken to have all members of the party in their place at the time indicated, as we may have more than one event. Weddings are normally held in the sanctuary. If the couple wishes to have it in a private home or other location, they still need to check regarding the availability of the Pastor.

WEDDING CONSULTATION

Pre-marital counseling is a requirement and should be scheduled as soon as possible. There are generally 4-6 sessions required to complete the counseling. Please note that the Pastor **only** marries couples he has counseled.

YOUR WEDDING MUSIC

It is most important to keep in mind that a church wedding is a service of the church, and the music should be in keeping with the reverence that is observed upon entering the House of the Lord. The Pastor must have the final approval regarding any secular music to be played.

IMPORTANT: The refundable security deposit of \$100 in cash or money order covers promptness for the ceremony to avoid scheduling conflicts. For every 15 minutes after your start time, \$25 will be deducted from the \$100. If the ceremony begins more than an hour past the scheduled time, it may be required to be rescheduled. If the ceremony is prompt, \$100 will be refunded in cash or money order.

PHOTOGRAPHERS

If it is desired to have pictures, it is the responsibility of the couple or Wedding Consultant to instruct the photographers that pictures are permissible from anywhere except the pulpit, during the ceremony.

FEES

Wedding fees are divided into two categories, depending whether or not the participants are members of the church. Use of facility for rehearsal dinner, is included in fees.

Service	Donation/Honorarium
Musical Director	Determined by musician
Custodian	\$60 – Members and Non-members
Sound Tech	\$30 – Members and Non-members
Clergy**	\$100 – Member** \$200 – Non-member
Sanctuary Use Only	\$75 - Member \$300 – Non-member
Family Life Center	\$75 - Member \$300 – Non-member
Sanctuary, Family Life Center, and Kitchen Use	\$200 - Member \$500 – Non-member

Non-refundable Deposit \$100.00 (due at time reservation is made)

Note: All payments must be made by cash, money order or cashier's check, 30 days prior to the event.

**** The Pastor does not charge a fee to members. However, honorariums are graciously accepted.**

Note: \$25 will be deducted for each 15 minutes of tardiness; balance will be refunded or entire amount will be refunded, if on time. All honorariums are due no later than the day **before** the wedding (or at the wedding rehearsal) unless otherwise noted.

Note: Outside musicians, soloists, caterers, florists or other persons hired by the wedding party, shall be paid directly by the couple. It is then understood that the church is in no way responsible for any legal obligations that may arise from the hiring of such persons.

Note: All payments with regard to FMBC affiliates (pastor, musicians, sound tech, custodian, etc...) must be pay at least **4 days prior** to the wedding ceremony) – Payment should be submitted to the FMBC wedding coordinator.

FLORIST WEDDING AGREEMENT

We agree to comply with the rules and regulations of the FIRST MEMORIAL BAPTIST CHURCH, BIRMINGHAM, ALABAMA, regarding flowers and decorations for the following wedding.

Wedding Date _____

Bride's Name _____

Bride's Phone Number () _____

Name of Florist (Company) _____

Address _____ Phone _____

Florist Contact Name _____

FLOWERS AND DECORATIONS

In the worship center of the church (sanctuary) there exists a setting for sacred service which is dignified and beautiful. There is no minimum of decorations. However, this should be carefully planned. It is the responsibility of the couple to arrange with a florist for decorations.

Wherever candles are used, they must be of the dripless variety or must be in candelabras which will catch and contain all drippings thoroughly protecting all floors and carpeting with plastic. **Florists/decorators will be held directly responsible for the cleaning of wax from all floor coverings and furniture in every case.**

Under no conditions shall decorations be attached to the pews or other furniture by taping, pinning, gluing or nailing. When facilities are used, all rental decorations, flowers, palms and other equipment shall be removed immediately following their use in preparation for other services. It is the responsibility of the bride and groom to designate who shall remove these items.

Note: The bride and groom, florist and/or any other party involved in damages to the church edifice, caused by decorations, will be held liable.

FMBC or any of its' affiliates, will not be responsible for any equipment remaining following the ceremony.

Signature of
Bride or Groom _____ Date _____

Signature of Florist _____ Date _____

**REQUEST FOR WEDDING RESERVATIONS
FIRST MEMORIAL BAPTIST CHURCH**

3012 15th Avenue, North, Birmingham, AL 35234 (205) 254-8006 Church
Email: FMBC@live.com

DATE _____

NAME OF BRIDE _____

PRESENT ADDRESS _____

CITY, STATE, ZIP _____

HOME PHONE () _____ CELL PHONE () _____

EMAIL ADDRESS _____

NAME OF GROOM _____

PRESENT ADDRESS _____

CITY, STATE, ZIP _____

HOME PHONE () _____ CELL PHONE () _____

EMAIL ADDRESS _____

Who is a member of First Memorial? Bride _____ Groom _____

Please reserve for us: (Check one)

Sanctuary only _____

Sanctuary and Family Life Center _____

Sanctuary, Family Life Center and Kitchen _____

Rehearsal: Date _____ Hour _____

Rehearsal Dinner: Date _____ Hour _____

Wedding: Date _____ Hour _____

Wedding Reception: Date _____ Hour _____

Reception Location: _____

Please return this form AND the non-refundable security deposit of \$100 cash or money order at your earliest convenience as your reservation can be confirmed only upon receipt of above information.

We agree to comply with the rules and regulations of the First Memorial Baptist Church, regarding church weddings and receptions.

Bride

Groom