

WEDDING

PLAN

BOOKLET

First Baptist Church  
431 North State Street  
Jackson, MS 39201  
(601) 949-1925

*“ . . . and the two shall become one . . . ” Matthew 19:5*

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## INTRODUCTION

*Love is patient, love is kind. It does not envy, it does not boast, it is not proud. It is not rude, it is not self-seeking, it is not easily angered, it keeps no record of wrongs. Love does not delight in evil but rejoices with the truth. It always protects, always trusts, always hopes, always perseveres. Love never fails.*

*And now these three remain: faith, hope, and love. But the greatest of these is Love.*

I Corinthians 13:3-8, 13 NIV

*Dear Engaged Couple,*

*On behalf of First Baptist Church Jackson (FBJ), congratulations and welcome! FBJ is delighted your plans include a church wedding. The relationship you are about to enter is second only to your relationship with Jesus Christ as Savior and Lord. Our desire is that your wedding be a beautiful, festive, and joyous celebration carried out in the atmosphere of a church and done in the spirit of worship.*

*We developed this Wedding Plan Booklet to provide policy guidelines and expectations for your wedding that are aligned with the beliefs and ministries of FBJ. Thank you for taking time to review it. While every point may not apply to your wedding, each was developed based on the long history of wedding experiences here at FBJ and will be enforced. Whether you are a long-time member of FBJ, a member of another church, or do not have a church home, when you are here, you are part of our church family.*

*I pray you will make Christ the head of your home and faithfully participate in Bible study and worship in our church or another Bible-believing church where you live.*

*May you be blessed by His presence in your planning, in your wedding ceremony, and in your marriage.*

*Let's get started planning your wonderful celebration.*

*Terri Pigford*

*FBJ Wedding Coordinator*

*601-949-1925; [tpigford@fbcj.org](mailto:tpigford@fbcj.org)*

*This is the day the Lord has made, let us rejoice and be glad in it. Psalms 118:24*

## **STATEMENT of FAITH on MARRIAGE**

First Baptist Church of Jackson, Mississippi, affirms that the Bible is the inspired and infallible Word of God, speaks with final authority concerning truth, morality and the proper conduct of mankind, and is the sole and final source of all we believe. Accordingly, the policies, practices and procedures of this Church are guided and determined by the teachings of the Bible. We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His forgiveness and mercy through Christ Jesus. We also believe every person must be treated with compassion, love, respect and kindness in accordance with the Bible.

We believe that “marriage” has only one meaning: marriage is a covenant commitment ordained by God, joining one man (male) and one woman (female) in a single, exclusive, holy union as set forth in the Bible.

The policy of First Baptist Church of Jackson is in accordance with our beliefs regarding marriage. First, the facilities, properties, and programs of First Baptist Church of Jackson are only available for wedding ceremonies and marital events supporting and confirming the Biblical covenant of marriage and may not be used for activities contrary to the Church’s faith, belief, or moral teachings regarding marriage. Furthermore, our policy is that no minister of the First Baptist Church of Jackson shall perform a ceremony that is not in keeping with the Church’s definition of marriage.

Genesis 2:24, Leviticus 18:22, Leviticus 20:13, Matthew 19:4-6, Ephesians 5:22-33, Romans 1:18-32, I Corinthians 6:9-10

*We have read, presently comply with, and will continue to abide by First Baptist Church of Jackson’s Statement of Faith on Marriage.*

|        |
|--------|
| Bride: |
| Groom: |
| Date:  |

Please keep a copy of this form for your records.

## **WEDDING PLAN BOOKLET**

The Wedding Plan Booklet provides information designed to eliminate stress and help your wedding plans proceed smoothly. *Please read it thoroughly.* The Leadership Committee, based on recommendations from the Wedding Committee, Wedding and Marriage Task Force, and the FBJ Senior Staff, adopted these guidelines after much prayer and consideration. First Baptist Jackson (FBJ) commits to work with you to make your wedding a reflection of God's design for marriage. The Wedding Plan Booklet will help you plan a wedding that honors and glorifies God.

The information in this booklet is also available on our website at <http://firstbaptistjackson.org/weddings/>.

Couples using FBJ for their wedding ceremony, their families, and participating friends must abide by our wedding policies and follow the direction of the assigned Wedding Director.

*The wedding policies and fees are subject to change based on the needs of the church.*

Fees referenced in the *Wedding Plan Booklet* are detailed in APPENDIX A – FEE SCHEDULE.

Contacts referenced in the *Wedding Plan Booklet* are detailed in APPENDIX B – CONTACT INFORMATION.

## **RESERVATIONS**

1. Reservations for FBJ facilities are on a first-come, first-served basis.
2. Weddings may not be booked more than a year in advance.
3. Approved areas of the church available for wedding and receptions are outlined in APPENDIX A – FEE SCHEDULE.
4. Only FBJ members may reserve the Sanctuary for their wedding ceremony or may schedule holiday weddings.
5. FBJ “member” for purposes of facility reservation is defined as an individual who has been a member of FBJ for at least six months prior to booking wedding date, has completed membership classes, and is actively involved in Bible study and worship. For more information, please see ABOUT FBJ MEMBERSHIP in this booklet.
6. Immediate family of FBJ members as defined above may also book the church as a member. Immediate family members are limited to children, step-children, parents, and step-parents of members.



## **FACILITY HOURS AND ACCESS**

1. The church will open the day of the rehearsal, if applicable, at 3:00 PM.
  - a. For Sanctuary rehearsals, one Sanctuary front door on President Street and one College Street door will be open.
  - b. For Chapel rehearsals, the Chapel front door on President Street will be open.
  - c. If wheelchair/non-stair access is required for a rehearsal in either location, the Wedding Coordinator must be notified in advance to open the ground level triple door entrance on President Street which is wheelchair accessible.
2. The church will open the day of the wedding at 7:00 AM or six hours before the scheduled wedding ceremony time, whichever is later.
  - a. Example 1: If the wedding ceremony is scheduled for 10:00AM, the church will open at 7:00 AM. Example 2: If the wedding ceremony is scheduled for 6:00 PM, the church will open at noon.
  - b. You may request an earlier opening for wedding and/or reception venues by contacting the Wedding Coordinator a minimum of three weeks prior to your wedding. If the request can be accommodated, there is an additional hourly charge.
  - c. For Sanctuary weddings, decorators enter through the College Street doors.
  - d. For Chapel weddings, decorators enter through the Chapel's front door on President Street.
  - e. For Fellowship Hall East receptions, decorator/outside caterer access is under the Mississippi Street covered drive-through.
  - f. For Fellowship Hall West, Chapel Dining Room, and Chapel Parlor receptions, decorator/outside caterer access is through the Mississippi Street door marked "Fellowship Hall West."
3. On the scheduled wedding day, for Chapel weddings, the wedding party may enter through the door on Mississippi Street. For Sanctuary weddings, the wedding party may enter through the President Street or College Street doors. The ground level triple door entrance on President Street will be open, also, and is wheelchair/non stair accessible.

## **FORMS and GUIDELINES**

It is the *bride's responsibility* to ensure that all forms and guidelines are received, reviewed, signed by the appropriate parties, and returned to the Wedding Coordinator by the required dates.

Online: <http://firstbaptistjackson.org/planning-your-wedding/>

- *Statement of Faith on Marriage* (due at booking; included in the Wedding Plan booklet only)
- *Wedding Policy Agreement* (due at booking)
- *My Wedding Plan* (due at booking)
- *Wedding Music and Technical Request* (due one month before wedding)

### **Vendor Guidelines:**

Vendor Guidelines must be signed by each applicable vendor and returned to the FBJ Wedding Coordinator or confirmed by electronic signature *no later than one month* before wedding.

Online, these Guidelines and the electronic signature authorization are available under “Vendor Policies” at: <http://firstbaptistjackson.org/planning-your-wedding/>.

- Florist/Decorator
- Outside Caterer
- Photographer
- Reception Band and Dance
- Chapel Videographer
- Sanctuary Videographer

If you are engaging multiple vendors in a single category (example: a different florist/decoration for the wedding ceremony site and the reception site at FBJ), each vendor must review and sign a set of guidelines.

Each applicable vendor is responsible for complying with the Vendor Guidelines signed by them.

1. Failure to comply will result in a penalty charged to the vendor, payable to First Baptist Church Jackson within 30 days following the ceremony.
2. If the charge is not paid, the bride will forfeit her wedding and/or reception deposits, as may be applicable, and the vendor will not be allowed to serve another wedding at FBJ.

## **WEDDING COMMITTEE**

*The Wedding Ministry Team consists of FBJ staff and a committee of volunteers known as the Wedding Committee. The Wedding Committee prayerfully commits to you to do all we can to enhance the beauty and meaningfulness of this sacred occasion. It is our joy to partner with you. Our prayer is that you feel God's presence and blessing as you begin your new home.*

1. Each wedding is assigned a trained wedding director from the FBJ Wedding Committee, who will be in charge of directing your rehearsal and wedding, and if applicable, representing FBJ at your FBJ reception. FBJ Wedding Directors donate approximately 20 hours of their time for the planning and execution of each wedding.
2. A planning meeting with your FBJ wedding director must be scheduled at least one month before the confirmed wedding date.
3. Your assigned wedding director and their contact information will be provided to the Bride by email once the wedding director is confirmed.
4. The Wedding Director(s) arrive about thirty minutes before the rehearsal and an hour and a half before the wedding.
5. The Wedding Director(s) will remain for FBJ receptions until the Bride and Groom depart.

## CHECKLIST

The following checklist is designed to ensure that details of your wedding are handled on schedule to minimize stress and confusion on your wedding day and to help guide your planning for a wedding that honors and glorifies God.

- \_\_\_\_\_ 1. Contact the Wedding Coordinator to schedule wedding date. Review the Wedding Plan Booklet online at: <http://firstbaptistjackson.org/planning-your-wedding/>.
- \_\_\_\_\_ 2. Deadline: After wedding date confirmation (required to hold your wedding date):
  - a. Submit your *My Wedding Plan* form and *Wedding Policy Agreement* to the Wedding Coordinator (both forms found online at <http://firstbaptistjackson.org/planning-your-wedding/>) and pay your wedding deposit and reception deposit, if applicable (see APPENDIX A – FEE SCHEDULE). (Make checks payable to First Baptist Jackson.)
  - b. Schedule meeting with the Food Service Manager if the reception is to be held at FBJ.
- \_\_\_\_\_ 3. Reminder: If Christian Life Center is to be booked for bridal shower or rehearsal dinner (members only), contact them to make those arrangements. Fees must be paid at time of booking. See FACILITY GUIDELINES – BRIDAL SHOWERS/REHEARSAL DINNERS for more information.
- \_\_\_\_\_ 4. Deadline: Six months before wedding date (no less than three months):
  - a. Wedding director will be assigned by the Wedding Coordinator.
  - b. Schedule and complete premarital counseling.
- \_\_\_\_\_ 5. Deadline – 90 days before wedding date:
  - a. Deadline to cancel wedding or reception and receive full refund of the applicable deposit(s).
- \_\_\_\_\_ 6. Deadlines – sixty (60) days before confirmed wedding date:
  - a. Ensure guidelines/contracts have been distributed to appropriate vendors and those vendors have signed and either faxed, emailed, or mailed copies to the Wedding Coordinator.
  - b. Pay wedding fees. Submit to Wedding Coordinator as outlined in your *Wedding Fee Sheet*.
  - c. Meet with assigned FBJ Wedding Director.
  - d. Complete the *Wedding Music and Technical Request* form (found online at

<http://firstbaptistjackson.org/planning-your-wedding/>) and submit to the Wedding Coordinator.

- e. Request FBJ Media team videographer, if applicable.
  - f. Submit video montage with music for wedding and/or reception venues, as applicable, for review and approval by the Worship staff. See MUSIC AND MEDIA.
- \_\_\_\_\_ 7. Reminder: Apply for your marriage license no more than one month and no less than three days before the wedding.
- \_\_\_\_\_ 8. Deadlines – three weeks prior to the wedding date:
- a. Request early opening of wedding and, if applicable, reception venue (FACILITY HOURS AND ACCESS).
- \_\_\_\_\_ 9. Deadlines – two weeks prior to wedding date:
- a. Pay musicians directly.
  - b. If reception at FBJ and catered by FBJ Food Services:
    - a. Fax reception diagram to FBJ Housekeeping Director.
    - b. Payment in full due to FBJ Food Services Director for all reception charges including all food.
  - c. If reception at FBJ but catered by an Outside Caterer:
    - a. Fax reception diagram to FBJ Housekeeping Director.
    - b. Payment in full due to FBJ Food Services Director for kitchen use, dishwashing and other cleanup charges.
- \_\_\_\_\_ 10. Deadline – thirty calendar days after the wedding date:
- a. Vendors must pay any assessed penalties or bride will forfeit deposit wedding ceremony and/or reception deposits, as applicable.
  - b. Return organ keys to Music Office, if applicable, or the bride will forfeit her wedding ceremony deposit.
  - c. If no penalties, bride’s wedding ceremony and, if applicable, reception deposits will be refunded.

## **WEDDING MINISTERS**

1. Key FBJ Ministerial Staff are available to officiate your wedding as their schedules permit. If you would like one of these ministers to perform your ceremony, please contact him directly:
  - a. Discipleship/Congregational Care Pastor
  - b. Family Pastor
2. FBJ ministers generally require a personal session in addition to the required premarital counseling. During this session, the FBJ minister will discuss whether the bride and groom know Christ and are committed to establishing a Christian home. If there is any doubt about your salvation, we encourage you to contact any of the FBJ ministers.
3. The FBJ minister may not attend your rehearsal due to prior commitments; however, he will be at the church approximately one hour before the confirmed wedding time.
4. Other FBJ ministers may be available to perform your ceremony. Please contact them and confirm with their schedules and notify the Wedding Coordinator of your minister of choice once confirmed. The complete staff directory for FBJ can be found online at <http://firstbaptistjackson.org/staff/>.
5. Should you choose a guest (non FBJ) minister, please identify this minister and provide their contact information on your *My Wedding Plan* form. The Wedding Coordinator will confirm their licensure and/or ordination.
6. Ministers who require a robe for the ceremony must provide their own.

*Therefore, a man shall leave his father and mother and cleave unto his wife and the two shall become one flesh. Genesis 2:24*

## **PREMARITAL COUNSELING**

1. All couples marrying at FBJ are required to have premarital counseling. The FBJ Summit Counseling Marriage and Family Therapists provide this counseling. You must complete the *PREPARE Inventory* in advance of the first appointment and one week must be allowed for computer scoring. Cost of the counseling covers all materials, the *PREPARE* scoring, and the fee for your therapist.
2. Premarital counseling may be scheduled through the Summit Counseling office. Office hours are 8:00 AM - 5:00 PM, Monday through Thursday and 8:00 AM - 4:30 PM Friday. Some therapists are available for evening and weekend appointments.
3. Premarital counseling at FBJ follows and complies with Biblical teachings and the Church's *Statement of Faith on Marriage*.
4. If you have a guest minister who prefers to do your premarital counseling, please notify the FBJ Wedding Coordinator. Premarital counseling other than through FBJ should likewise follow and comply with Biblical teachings, including the FBJ *Statement of Faith on Marriage*.
5. If any issues are identified during your counseling session, your therapist may recommend further counseling before awarding you a Certificate of Completion.
6. FBJ strongly recommends that you begin your premarital counseling at least six months before your wedding date and no later than three months before. No marriage should begin hurriedly or without sufficient time to learn about each other and to study the characteristics and foundations of a lasting relationship.
7. Your wedding could be cancelled if the counseling requirements are not completed.

## **WEDDING REHEARSAL**

The assigned FBJ Wedding Director conducts the rehearsal and has the authority to interpret and enforce any and all FBJ wedding policies.

The purpose of the rehearsal is to familiarize the wedding party with the wedding procedure and ensure that everyone will be as comfortable as possible and learn their responsibilities. Rehearsal time is limited to one hour from the confirmed wedding rehearsal time. *The wedding director is not required to wait more than 15 minutes from the scheduled rehearsal start time for attendants to arrive.*

All members of the immediate wedding party (honor attendants, bridesmaids, groomsmen, children, and ushers) should attend the rehearsal.

The presence of vocalists, organists, and pianists at rehearsal helps to lessen confusion on the wedding day. Vocalists must contact accompanists and make arrangements to practice prior to ceremony time. Vocalists are not to practice during rehearsal.

Members of the wedding party are expected to recognize that the church is the house of God and will conduct themselves at both the rehearsal and the ceremony in a manner befitting the atmosphere of a place of worship.

*Let your lives overflow with thanksgiving for all He has done. Colossians 2:7*



## **CHAPEL WEDDINGS**

The Chapel has a center aisle with 14 pews on either side. Seating is available for approximately 225 people. *Photos from previous Chapel weddings may be found on our Facebook page: First Baptist Jackson Weddings.*

### **CHAPEL GUIDELINES**

1. Decorations may not touch or be attached to any part of the organ pipes or the ledge covering the pipes.
2. If candles are used, they must be placed at least ten inches away from the easement woodwork.
3. Two pedestals that match the Chapel woodwork are available for your use at no charge. They are 14 inches square and 32 inches high.
4. No glass lamps and/or candles may be placed down the aisle.
5. Chapel wedding parties should be limited to twelve (12) total attendants. For each attendant above 12 (defined as a person who processes and recesses as a part of the wedding party), there is an additional charge per attendant over the total of 12. See WEDDING FEES.
6. There is a charge for each Honorary attendant *who processes and/or recesses* as part of the wedding party. See WEDDING FEES.
7. It is suggested that children in the wedding party who are under the age of five are seated after the giving of the bride. *Children who process with the wedding party are counted as an attendant.*
8. If you desire to use the Chapel organ, arrangements must be made in advance. Please refer to the MUSIC AND MEDIA section for detailed information.
9. The organ and piano(s) cannot be moved. Movement of the organ and the piano can cause immediate harm and cause tuning to be required. Movement of these instruments will result in forfeiture of the wedding ceremony deposit.
10. The Chapel must be cleared no later than one and one-half hours after the confirmed wedding ceremony time.
11. Please see FLORIST section of this document for more information.

## **CHAPEL SOUND**

1. Requests for sound, microphones, etc., must be made on the *Wedding Music and Technical Request* form (found online) no later than one month before the confirmed wedding date.
2. On your request form, indicate completely what instruments will be used and how many vocalists, readers, and ministers will participate in the ceremony.
3. Sound in the Chapel is not necessary but if you would like to have an audio recording of your ceremony and if your vocalists, musicians, or minister need amplification, please indicate your needs on the *Wedding Music and Technical Request* form. There is a fee for these services.
  - a. Sound checks take place approximately one hour before the wedding.
  - b. A sound engineer may be requested for the rehearsal for an additional charge.
  - c. After the wedding, the master audio recording of the ceremony is given to either the FBJ Wedding Director or a member of the bride's family.
  - d. The sound technician records one master copy only.
4. All needs, including those for your reception, if scheduled for FBJ, must be marked on the *Wedding Music and Technical Request* form (see MUSIC AND MEDIA).
5. Because of the Chapel design and sound equipment set-up, pre-recorded tracks cannot be used.
6. Only the FBJ sound system can be used in the Chapel with trained FBJ sound technicians operating the equipment.

*I thank God for every remembrance of you. Philippians 1:3*

## **CHAPEL VIDEOGRAPHER**

Videographers play an important role in the wedding by providing a visual record of the occasion for the family. The Wedding Committee recommends that you video record your wedding due to the possibility of technical difficulties with sound equipment.

FBJ established the following policies to help maintain the worshipful nature of the ceremony and to protect the facility and furnishings. The videographer is responsible for complying with these policies.

1. Videographers are expected to wear attire appropriate to a wedding ceremony. Inappropriate attire includes, but is not limited to: denim jeans, t-shirts, cutoffs, flip-flops, athletic wear, and hats. Videographers are encouraged to be discreet in their presence during the ceremony.
2. No nails, tacks, tape, adhesives, or anything that will mar woodwork or furniture may be used to mount equipment.
3. In the Chapel, one manned video camera may be placed in the back or placed midway up either of the outer aisles. Another unmanned camera may be placed on the platform. All video cameras must be mounted on stationary tripods. The wedding photographer must agree with placement of the video camera near the front of the Chapel. See PHOTOGRAPHER section for more information.
4. FBJ media cannot be contracted as videographer for Chapel weddings and FBJ video equipment is not available for use in Chapel weddings.
5. Videographers cannot move around with a camera, move plants, black out windows, or block aisles or the guests' view of the ceremony.
6. The videographer is responsible for following the signed Chapel Videographer Guidelines found online. Failure to follow these guidelines will result in a charge to the videographer equal to the bride's FBJ wedding ceremony deposit. Failure to pay the charge to FBJ within 30 days of the wedding date will result in forfeiture by the bride of her wedding ceremony deposit and the videographer will be prohibited from serving another wedding at FBJ.
7. Neither FBJ nor the Wedding Committee is responsible for any loss or damage to equipment a videographer's equipment, nor are they responsible for any equipment or supplies left accidentally at the church.

## **SANCTUARY WEDDINGS**

The Sanctuary seats approximately 2500 people. The Sanctuary may only be reserved for the weddings of church members. Please refer to the RESERVATIONS section of this document for the definition of “member.” Photos *from previous Sanctuary weddings may be found on our Facebook page: First Baptist Jackson Weddings.*

### ***SANCTUARY GUIDELINES***

1. If a wedding is planned for a seasonal or church celebration period such as Easter, Christmas, or Missions Awareness, all decorations, banners, and related staging must remain in place. This is not negotiable.
2. The baptistery area is not available for decorating.
3. The choir loft chairs and plants remain in place and free of decorations.
4. The pulpit will be removed.
5. The church has two pedestals and a kneeling bench that you may use free of charge.
6. Only flameless, battery operated candles may be used down the aisles.
7. Lighting available for weddings is according to the pre-set panel for Sanctuary worship services.
8. In order to accommodate our worship services, orchestra set-ups may be in place on your wedding day. There is a charge for removal of the orchestra set-up. See APPENDIX A – FEE SCHEDULE for specific costs.
9. The organ and piano(s) cannot be moved. Movement of the organ and the piano can cause immediate harm and cause tuning to be required. Movement of these instruments will result in forfeiture of the wedding ceremony deposit.
10. During July, December, and early January, the choir loft chairs may not be in place. They will not be placed back in the loft for a wedding.
11. It is suggested children in the wedding party under the age of five should be seated after the giving of the bride.
12. If you desire to use the Sanctuary organ, arrangements must be made in advance. Please refer to the MUSIC AND MEDIA section for detailed information.
13. The Sanctuary should be cleared no later than one and one-half hours after the confirmed wedding ceremony time.
14. Please see FLORIST section for more information.

Revised: January 27, 2020

## ***SANCTUARY VIDEOGRAPHER***

Videographers play an important role in the wedding by providing a visual record of the occasion for the family. The Wedding Committee recommends that you video record your wedding due to the possibility of technical difficulties with sound equipment.

FBJ established the following policies to help maintain the worshipful nature of the ceremony and to protect the facility and furnishings. The videographer is responsible for complying with these policies.

1. Videographers are expected to wear attire appropriate to a wedding ceremony. Inappropriate attire includes, but is not limited to: denim jeans, t-shirts, cutoffs, flip-flops, athletic wear, and hats. Videographers are encouraged to be discreet in their presence during the ceremony.
2. No nails, tacks, tape, adhesives, or anything that will mar woodwork or furniture may be used to mount equipment.
3. In the Sanctuary, a maximum of three (3) video cameras may be used. One unmanned camera may be placed on the platform area. A manned camera may be placed above and to the right of the back of the choir loft and also in either of the two upper side balconies. On the main floor level, a manned camera may be at the back of the center front section, near the sound/lighting boards, or in a side section near a column. All video cameras must be mounted on stationary tripods.
4. FBJ media crew may be hired to videotape your wedding. This is a separate agreement and is not included in the church rate. For more information, contact the Media (Music Office) as noted in APPENDIX B – CONTACT INFORMATION. Requests for FBJ media crew should be made no later than 30 days before the confirmed wedding date.
5. Videographers cannot move around with a camera, move plants, black out windows, or block aisles or the guests' view of the ceremony.
6. The videographer is responsible for following the signed *Sanctuary Videographer Guidelines* found online. Failure to follow these guidelines will result in a charge to the videographer equal to the bride's FBJ wedding ceremony deposit. Failure to pay the charge to FBJ within 30 days of the wedding date will result in forfeiture by the bride of her wedding ceremony deposit and the videographer will be prohibited from serving another wedding at FBJ.
7. Neither FBJ nor the Wedding Committee is responsible for any loss or damage to equipment a videographer's equipment, nor are they responsible for any equipment or supplies left accidentally at the church.

## ***SANCTUARY SOUND/LIGHTING***

1. Requests for sound, microphones, etc., must be made on the *Wedding Music and Technical Request* form (found online) at least one month before the confirmed wedding date. It is important to indicate what instruments will be used and how many vocalists, readers, and ministers you will have.
2. Only the FBJ sound and lighting systems may be used in the Sanctuary. Use of these systems require use of trained FBJ sound and lighting technicians to operate the equipment.
3. The Sanctuary sound fee includes room set-up and tear-down, as well as a CD recording of your ceremony.
  - a. Sound checks occur approximately one hour before the wedding.
  - b. There is an additional charge if the sound engineer is requested to be present for the rehearsal.
  - c. Requests for special set-ups may require an additional charge.
  - d. All needs including those for the reception, if applicable, must be marked on the *Wedding Music and Technical Request* form.
  - e. In order to accommodate our worship services, orchestra set-ups may be in place on your wedding day.
    - i. There is a charge for removal of the orchestra/band set-up.
  - f. After the wedding, the master audio recording CD of the ceremony is given to either the FBJ Wedding Director or a member of the bride's family. The sound technician records one master copy only.
4. The Sanctuary lighting fee includes setting and adjusting the back-lighting in the choir loft and the house lighting approximately two hours before the wedding.
  - a. If the lighting engineer is requested to adjust the lighting more than two hours before the wedding, an additional hourly rate is charged.
  - b. A charge also applies if the lighting engineer is requested to be present for the rehearsal.
5. See APPENDIX A – FEE SCHEDULE for detailed fee information.

## **PHOTOGRAPHER**

Photographers play an important role in the wedding by providing a visual record of the occasion for the family.

FBJ established the following policies to help maintain the worshipful nature of the ceremony and to protect the facility and furnishings. The photographer is responsible for complying with these policies. These policies apply regardless of location of the wedding within FBJ unless otherwise noted.

1. Photographers are expected to wear attire appropriate to a wedding ceremony. Inappropriate attire includes, but is not limited to: denim jeans, t-shirts, cutoffs, flip-flops, athletic wear, and hats. All photographers are encouraged to be discreet in their presence during the ceremony.
2. All photos taken before the ceremony must be completed one hour prior to the hour of the wedding.
3. One flash photo may be taken of the bride starting down the aisle. All other flash photography is limited to before and after ceremony.
4. In the Chapel, camera noise is distracting to the guests.
  - a. One stationary photographer may be seated near the front of the Chapel. The camera used must be silent and emit no light or flash. The location must be pre-approved by the Wedding Director, the bride's family, and the minister.
  - b. A limited number of photos may be taken during the ceremony if the photographer uses a silent digital camera and remains in the back. The wedding director has discretion over the number of photos allowed.
  - c. The photographer may be consulted regarding placement of the videographer's tripod placement near the front of the Chapel.
5. In the Sanctuary:
  - a. Two stationary photographers may be seated in the Sanctuary. The camera used must be silent and emit no light or flash. The location must be pre-approved by the Wedding Director, the bride's family, and the minister.
  - b. An unlimited number of photos may be taken during the ceremony if the photographer uses a silent digital camera and remains in the back.
6. Stationary photographers are allowed to stand when, and if, the wedding guests stand and move to the aisle to photograph the bride's processional. After the processional, the

stationary photographer is to remain seated in the spot pre-approved by the Wedding Director, the bride's family, and the minister.

7. If a single photographer is covering the wedding, he/she may choose to discretely move to the back after the bride processes while guests are still standing.
8. Stationary photographers are to refrain from excessive shooting as their goal is to cover key shots.
9. Photographers are to be respectful of guests and not draw attention to themselves.
10. Photographers designated as "moving" are to remain near the back during the wedding and not block the view of any guests.
11. Photos may be taken up to one hour before the ceremony, after the ceremony, and during the an FBJ reception, if applicable.
12. As a courtesy to the minister, please plan any photos in which he or she is to be included, either just prior to the cut off time before the ceremony or immediately following the ceremony before the other photos are made.
13. The regular Sanctuary house lighting is adequate for the taking of wedding photos. However, if the lighting engineer is requested to adjust the house lights earlier than two hours before the wedding, an additional charge applies. See the APPENDIX A – FEE SCHEDULE.
14. The church may be reserved in two-hour sessions for bridal portraits and engagement photographs based on room availability. Room reservations for photography sessions are only available during church office hours and must end no later than 4:30 PM. To make reservations, contact the Wedding Coordinator (see APPENDIX B – CONTACT INFORMATION).
15. Each photographer is responsible for following the signed guidelines *Photographer Guidelines* (found online). Failure to follow these guidelines will result in a charge to the photographer equal to the bride's FBJ wedding ceremony deposit. Failure to pay the charge to FBJ within 30 days of the wedding date will result in forfeiture by the bride of her wedding ceremony deposit and the photographer will be prohibited from serving another wedding at FBJ.
16. Neither FBJ nor the Wedding Committee is responsible for any loss or damage to the photographer's equipment, nor are they responsible for any equipment or supplies left accidentally at the church.



*A cord of three strands is not easily broken. Ecclesiastes 4:12b*

## **FLORIST**

Decorations should be in keeping with the beauty of the church and the sacredness of the occasion. Wedding decorations should be installed by skilled persons who will assume responsibility with extreme care.

FBJ established the following policies to help maintain the worshipful nature of the ceremony and to protect the facility and furnishings. The florist is responsible for complying with these policies. These policies apply regardless of location of the wedding within FBJ unless otherwise noted.

1. The ceremony location will open at 3:00 PM the day before the wedding, but the air conditioning will not be adjusted to accommodate flowers left overnight.
2. On the wedding day, the church will open six hours prior to the confirmed wedding time but no earlier than 7:00 AM. (Example: For a 2:00 PM wedding, the church will open at 8:00 AM.)
3. Any additional time required for decorating may be reserved through the Wedding Coordinator for an hourly rate as defined in the APPENDIX A – FEE SCHEDULE.
4. For Sanctuary weddings, decorators have access through the College Street doors. For Chapel weddings, the Chapel's front door on President Street is opened for decorators.
5. For Fellowship Hall East receptions, decorators will enter under the Mississippi Street covered drive-thru. For Fellowship Hall West, Chapel Dining Room, and Chapel Parlor receptions, decorators will enter through the Mississippi Street door marked "Fellowship Hall West."
6. Reception areas may be reserved the day before the wedding for set-up and decorating at an hourly charge (see APPENDIX A – FEE SCHEDULE) for a maximum of four hours.
7. No decorations are to be attached to the ceilings in any venues.
8. Flowers may be left for Sunday and placed in the Sanctuary or an atrium area in celebration of your wedding and then donated to the FBJ Floral Committee for shut-ins. Donated flowers must be left in a disposable container. To have this listed in the Sunday worship bulletin, please mark accordingly on your *My Wedding Plan* (found online). It is important to communicate with your florist if you plan to do this.
9. After the wedding, florists are responsible for removing interior and exterior decorations and cleaning the decorated area of any leaves, loose dirt, etc. Wedding decorations cannot be

stored at the church unless prior arrangements have been made. Borrowed or rented items will not be the responsibility of FBJ.

10. The florist or decorator will not have access to FBJ equipment for use in decorating (including ladders, access to the electronic lift, etc.)
11. Nails, tacks, staples, pins, tape, adhesives, or anything that will mar woodwork or furniture cannot be used.
12. No decorations or candles are to be placed on organs, pianos, or that obstruct a musician's view of the wedding processional.
13. In the Chapel, glass lamps and candles cannot be placed down the aisle.
14. In the Sanctuary, only flameless, battery-operated candles may be used on the aisles.
15. When candles are used, the FBJ Housekeeping Director provides a fire-resistant cloth that must be placed under all candles. Thin plastic, paper, and green floral tissue are not acceptable as fire resistant cloths.
16. Only spring-load candles or high-quality tapers may be used in candelabras. Candles cannot be placed in windows.
17. Some candles lit for photos before the ceremony may need to be replaced before the wedding hour.
18. All potted plants must have saucers or plastic placed under them to protect carpet from spillage.
19. If pews are to be decorated, the fasteners must be padded.
20. No furniture, instruments, or plants may be moved about to accommodate decorations. Only FBJ Facilities personnel are permitted to move furniture, podiums, large plants, etc. Organs or pianos are never to be moved.
21. Aisle runners are not permitted.
22. All greenery, hymnals, and Bibles are to remain in place.
23. Wreaths may be placed on the exterior doors using attachment screws that are in place. You may NOT add additional hooks or screws. Permission must be granted to remove Christmas door wreaths to accommodate November or December wedding decorations.
24. A kneeling bench, measuring 12 inches deep by 49 inches wide is available at no charge.
25. Two 9-branch brass candelabra are available for either Sanctuary or Chapel weddings. See APPENDIX A – FEE SCHEDULE.

26. Each florist is responsible for following the signed *Florist Guidelines* (found online). Failure to follow these guidelines will result in a charge to the florist equal to the bride's FBJ deposit for the wedding ceremony venue and/or reception venue as applicable. Failure to pay the charge to FBJ within 30 days of the wedding date will result in forfeiture by the bride of her wedding ceremony venue and/or reception venue, as applicable, deposit(s) and the florist will be prohibited from serving another wedding at FBJ.
27. Neither FBJ nor the Wedding Committee is responsible for any loss or damage to the florist's equipment, nor are they responsible for any equipment or supplies left accidentally at the church.

## **MUSIC AND MEDIA**

Our music staff considers it a privilege to assist you in planning the musical and technological needs of your wedding. Please contact the Music Office if you have any questions, including those about musical selections or need other assistance.

1. All music played or sung for your ceremony should be uplifting and God-honoring.
2. You must complete and submit the *Wedding Music and Technical Request* form (found online) a minimum of thirty (30) days before the confirmed date of your wedding.
  - a. All wedding ceremony music choices (instrumental and lyrics) must be submitted to the FBJ Music and Worship staff for approval a minimum of thirty (30) days prior to your confirmed wedding date.
  - b. All wedding dance music for Bride/Father, Groom/Mother, and Bride/Groom for a FBJ reception, if applicable, must be submitted to the FBJ Music and Worship staff for approval a minimum of thirty (30) days prior to your confirmed wedding date.
    - i. If you are using a CD for your reception dance music and background music, then two separate CDs – one with the up to three dance songs, if applicable, and one with the background music – must be submitted to the Music and Worship staff at least thirty (30) days before your confirmed wedding date.
  - c. Any video montage with its background music used in either your Sanctuary wedding ceremony or in a reception venue must be approved by our Music and Worship staff:
    - i. The prepared product must be submitted a minimum of thirty (30) days prior to your confirmed wedding date.
    - ii. Our worship staff can work with you to develop your video presentation for a fee.
    - iii. A FBJ video operator/screen switcher is required *if* video is used in either a Sanctuary wedding or in a FBJ hosted reception.
3. FBJ pianos and organs are for use; however, our organist and pianist are not included in the church rate. Our organist or pianist may be contacted for possible scheduling or to recommend other musicians who are familiar with our organ, pianos, and policies.
4. No musicians used during the course of your ceremony or reception, if applicable, are included in the venue price. *Instrumentalists' fees are personally set by them and paid directly to them no later than two weeks before the rehearsal.* Contact information for FBJ staff musicians is found in APPENDIX B – CONTACT INFORMATION and their fees are

stated in APPENDIX A – FEE SCHEDULE.

5. All sound and media operators must be approved by the Music and Worship ministry. If the equipment is operated by an unauthorized individual in the Sanctuary, Chapel, Christian Life Center, and any reception venue, the bride will forfeit their wedding ceremony and/or reception venue deposit(s), as applicable.
6. If you plan to use the organ in either the Chapel or Sanctuary as appropriate to your confirmed wedding details, and the organist is not the FBJ organist, you will need to contact the Music Office to schedule a practice session or to pick up the organ keys.
  - a. The Music Office staff are not available on Saturdays so failure to make arrangements in advance may result in the organ not being available for your ceremony.
  - b. Should the organ keys not be returned to the Music Office within thirty days of the wedding, your wedding ceremony deposit will be forfeited.

*Sing to him, sing praises to him; tell of all his wondrous works! Psalm 105:2*

## **ADDRESS, PARKING, MAP**

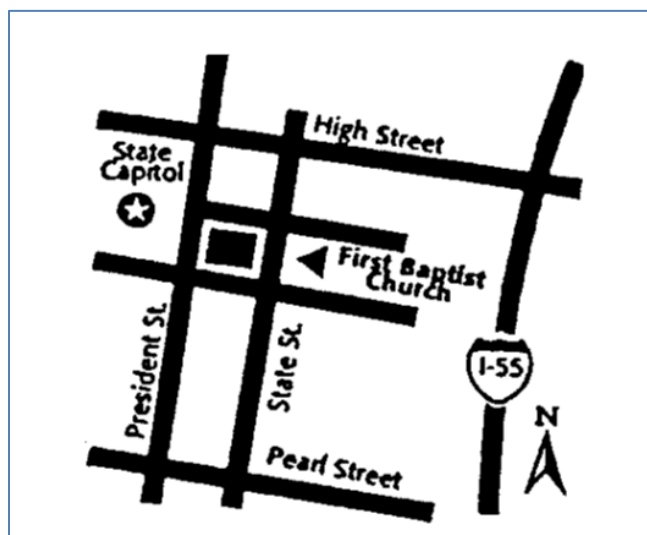
The location map provided below may be copied and used as an insert in your invitation. The street address of First Baptist Church is **430 North President Street**. The mailing address is 431 North State Street, Jackson, MS 39201.

The Sanctuary is located on the corner of North President Street and College Street. The Chapel is located on the corner of North President Street and Mississippi Street. Guests may park along North President Street, College Street, or Mississippi Streets. There are also parking lots on Mississippi and College Streets. Parking in the Christian Life Center garage is not recommended.

Invitations may read: First Baptist Church  
431 North State Street—optional  
Jackson, Mississippi

First Baptist Church  
430 North President Street  
Jackson, Mississippi

First Baptist Church Chapel  
430 North President Street  
Jackson, Mississippi



## **FBJ RECEPTIONS**

1. FBJ cannot be scheduled for your reception if your wedding ceremony is celebrated other than at FBJ.
2. There is a separate deposit for the reception venue for FBJ receptions.
3. Wedding receptions at FBJ must be coordinated with the Food Service Director. Coordination is required even if an outside caterer is used. Please make an appointment to discuss your plans immediately after scheduling your wedding.
4. Housekeeping setup: The bride or the Outside Caterer (if applicable) must diagram and fax the reception set-up to the Housekeeping Director two weeks before the wedding/reception date.
  - a. Number of tables needed and their arrangement for 60-inch and/or 72-inch round tables
  - b. Number of tables needed and their arrangement of 6-foot and/or 8-foot rectangular tables (Note: The number of 8-foot rectangular tables available is limited.)
5. The scheduled reception area opens six hours prior to the confirmed wedding time but no earlier than 7:00 AM.
6. Reception areas may be reserved through the Wedding Coordinator for the day prior to the wedding for set-up and decorating for up to four hours at an hourly charge.
7. FBJ allows up to three dances at a FBJ reception. These may be all to one song or to three separate songs. These would include the father of bride with bride, mother of groom with groom, and the bride and groom. These dances should be planned for early in the reception. Guests are not to join in these dances. Other dancing is not allowed. Should other dancing occur, the bride will forfeit her reception deposit. Music for dances must be preapproved by the Music and Worship staff. See MUSIC AND MEDIA for more information.
8. Music may be live (pianist, band or instrumental ensemble) or recorded (CD) but the song(s) must be approved by the Music and Worship staff. Background music should be appropriate for church receptions and must be identified on the *Wedding Music and Technical Request* form. See MUSIC AND MEDIA for more information.

9. If a band or instrumental ensemble are used, they are responsible for following the guidelines set forth in the signed *Reception Dance and Band Guidelines* (found online). Failure to follow these guidelines will result in a charge to the band or instrumental ensemble equal to the bride's reception deposit. Failure to pay the charge to FBJ within 30 days of the wedding date will result in forfeiture by the bride of her reception deposit and the band or instrumental ensemble will be prohibited from serving another wedding at FBJ.
10. Any sound or media operators required must be FBJ media staff approved and requested on your *Wedding Music and Technical Request* form. See MUSIC AND MEDIA for more information. There is a fee for an operator, if required.
11. Receptions must conclude within two and one-half hours from the wedding start time. Under all circumstances, receptions must end by 9:00 PM. Examples: If your wedding is at 3:00 PM, your reception must conclude by 5:30 PM. If you have a 7:00 PM wedding, your reception must end by 9:00 PM.
12. Decorations must be removed immediately following the reception by the florist or the bride's family.
13. Alcoholic beverages are not to be supplied or consumed anywhere on the church property.
14. Rice is not allowed.
15. Bird seed or flower petals may be thrown outside.
  - a. Please consider using loose seeds or petals passed in a basket outside the church.
  - b. If bags are used, the wedding party is responsible for cleaning up fabric, ribbon, and other debris immediately following the reception.
16. Payment-in-full, payable to FBJ, is required two weeks in advance of the reception and should be delivered to the Food Services Director.
17. Furniture may not be moved from other areas of the church for your reception.
18. See APPENDIX A – FEE SCHEDULE for venue accommodations and rates.



19. For FBJ catered weddings:

- a. The Food Service Director provides serving trays, dishes, and tablecloths.
- b. The bride is responsible for arrangements for her cake(s), napkins, flowers, and decorations.
- c. Delivery of the cake(s) to FBJ must be scheduled with the Housekeeping Director.
- d. *There is a hostess fee when FBJ caters the reception.*
- e. FBJ cannot accommodate seated meals.
- f. Cost of food is above the cost of the venue.

20. For outside catered weddings, see OUTSIDE CATERER.

21. A member of the Wedding Committee or their designee will be present at the reception to monitor compliance with vendor guidelines and compliance with the Wedding Plan Booklet. Their responsibilities include:

- a. Documenting any issues with dancing other than as authorized and approved.
- b. Documenting any issues with alcohol or behavior inappropriate to the reception.
- c. Documenting any issues with vendor guideline compliance related to the reception.
- d. Please note that Housekeeping and Food Services may also document and report vendor compliance and other issues that are not in keeping with the FBJ Core Values and Wedding Policies. These could include overstaying the deadlines, leaving a mess for the kitchen or housekeeping staff, damaging or destroying furnishings or equipment.
- e. Any identified issues will be documented in writing and submitted to the Wedding Coordinator who will make the final determination for collection of damages from the appropriate vendor(s) and regarding refund of the reception deposit.

22. Failure to comply with these and other guidelines will result in forfeiture by the bride of her reception deposit.

## **OUTSIDE CATERER**

### ***GENERAL***

1. Outside caterers must obtain approval of the FBJ Food Service Director.
2. When an outside caterer is used, a kitchen fee is charged because FBJ food service staff must be on duty.
3. Outside caterers must provide all food, dishes, serving trays, table skirts, candles, clean-up materials, cold and hot food storage, and other needed supplies.
4. FBJ ovens and refrigerators are not available to outside caterers.
5. FBJ dishwashing staff will be available, if scheduled, at a fee based on the number of guests. Generally, two dishwashers are scheduled for up to 200 guests and additional dishwashers schedule if the expected guest count is above that.
6. If FBJ staff clean up following the reception, there is an additional charge.
7. The caterer and/or bride are responsible for removing all remaining food and dishes.
8. FBJ is not responsible for borrowed or rented items.
9. *FBJ staff are not responsible for bussing tables or replacing dishes for an outside catered reception.*

### ***TWO WEEKS PRIOR***

Caterers must contact the Food Service Director two weeks prior to the wedding date and provide the information listed below:

1. Name of company bringing in rental equipment
2. Any items to be delivered early
3. Any items which will require use of the loading dock or freight elevators
4. Dishwasher needs - FBJ will provide a dishwasher, for a fee, if scheduled.
5. Other cleanup needs – FBJ may provide, for a fee, if scheduled.

### ***AFTER RECEPTION***

1. Leave all floors, sinks, and countertops clean;
2. Remove all food, utensils, and other items brought for use;
3. Leave kitchen as clean and orderly as you found it;

4. Each outside caterer is responsible for following the guidelines set forth in the signed *Outside Caterer Guidelines* (found online). Failure to follow these guidelines or to properly clean the kitchen and service areas will result in a charge to the caterer equal to the bride's FBJ reception deposit. Failure to pay the charge to FBJ within 30 days of the wedding date will result in forfeiture by the bride of her reception deposit and the outside caterer will be prohibited from serving another wedding at FBJ.
5. Neither FBJ nor the Wedding Committee is responsible for any loss or damage to the outside caterer's equipment, any borrowed or rented equipment/supplies nor are they responsible for any equipment or supplies left accidentally at the church.

## **KEY REMINDERS**

1. Your wedding planning, ceremony, and related events should be God-honoring and adhere to Biblical teachings and principles, including those set forth in FBJ's *Statement of Faith on Marriage*.
2. No alcoholic beverages or drugs are permitted on the church property including the parking lots. Any wedding participant or vendor appearing to be under the influence will be asked to leave. The officiating minister reserves the right to cancel a ceremony if anyone in the wedding party is intoxicated. Violations of this policy will result in the Bride losing her wedding ceremony and/or reception deposits, as applicable.
3. Smoking is not allowed in the building or on the property.
4. Food or drinks are not permitted in the Sanctuary or Chapel.
5. Please do not bring valuables. The church cannot be responsible for lost or stolen property. Dressing rooms are not locked during weddings. The church is not responsible for property left at the church before, during, or after a wedding.
6. Recreational items such as wagons and sports equipment are not permitted.
7. Pets are not allowed.
8. There is a charge for removal of any church pews.
9. Aisle runners are not permitted for safety reasons.
10. Use of sparklers is prohibited.
11. Use of rice is prohibited.
12. Nursery facilities are not available due to Health Department regulations, Department of Human Resources, and the Child Protection policies of FBJ. Please make arrangements for childcare offsite.
13. Sunday weddings are not permitted.
14. Dancing is only permitted as described in FBJ RECEPTIONS. No dancing may be included as a part of the wedding ceremony.
15. Questions regarding wedding conduct, plans, music, video, or other arrangements will be decided in accordance with FBJ's Core Values.

## **RELATED INFORMATION**

### ***DRESSING ROOMS***

FBJ provides dressing areas for your wedding. For Chapel weddings, ladies' dressing rooms are in the downstairs hallway and men's dressing is in room W235, which is located behind the Chapel. For Sanctuary weddings, the ladies' dressing room is downstairs under the President Street foyer and the men's dressing area is the Sanctuary Parlor, which is located in the hallway behind the choir loft. Dressing rooms for men are for use only by males. Dressing rooms for ladies are for use only by females.

The wedding party is responsible for removing personal belongings from dressing rooms immediately after the wedding.

It is suggested that nothing be brought to the rehearsal to be left overnight. FBJ nor the Wedding Committee is responsible for anything left in the dressing areas before or after a wedding.

### ***REFRESHMENTS***

Serving pre-wedding refreshments should be discussed with your FBJ Wedding Director. Refreshments for the wedding party are set up in dressing rooms only and must be in disposable containers. Food and drinks are not permitted in the Sanctuary or Chapel. FBJ does not provide any support, including ice, for refreshments. The bride is responsible for cleanup. Failure to clean up the area will result in the forfeiture by the bride of her wedding deposit.

### ***HOLIDAY WEDDINGS***

FBJ Senior Staff must approve any holiday or month of December weddings. If approved, any holiday decorations present will remain in place. Holidays include New Years Eve, New Years Day, Good Friday weekend (the Saturday before Easter), Memorial Day, Independence Day, Labor Day, Thanksgiving Day (and the Friday and Saturday that follow Thanksgiving Day), Christmas Eve, and Christmas Day. Holiday fees will apply to all weddings held during the month of December. If a holiday falls on a Friday, Saturday, Sunday, or Monday of your wedding weekend, holiday fees apply.

Wedding rehearsals or wedding ceremonies will not be scheduled for a day the church is closed in observance of a holiday.

### ***SECURITY***

Outdoor security is provided during all rehearsals and weddings.

## ***BRIDAL SHOWERS***

FBJ members may have their bridal showers in the Christian Life Center's dining room, auditorium, or a classroom. They are limited to four (4) hours which includes set-up, break-down, and clean-up and must take place during regular operating hours (according to the season). The cost covers use of the room, set-up, breakdown, and custodial assistance. See BRIDAL SHOWERS AND REHEARSAL DINNER FEES for additional information.

## ***REHEARSAL DINNERS***

FBJ members whose wedding ceremony is scheduled for FBJ, may schedule their rehearsal dinners to take place immediately following their rehearsal. The cost covers use of the room for four (4) hours including set-up and break-down, custodial assistance, and security. Additional time needed for decorating may be reserved for a fee for a maximum of two (2) additional hours. Rehearsal dinners must end by 9:00 PM. There is an additional charge for someone to operate the media equipment. See BRIDAL SHOWER & REHEARSAL DINNER FEES for additional information.

## ***FACILITY GUIDELINES – BRIDAL SHOWERS/REHEARSAL DINNERS***

1. No alcohol, drugs, or tobacco products are permitted.
2. Nursery facilities are not available.
3. Ice machine and sinks are available for the event.
4. Food must be prepared offsite or catered.
5. Leave all floors, sinks and countertops clean.
6. Leave kitchen as orderly as you found it.
7. Remove all food, utensils, and other items brought in.
8. Paper products, serving dishes, or tablecloths are not provided.
9. All decorations removed immediately after event.
10. No Sunday events will be scheduled.
11. FBJ will not create or mail invitations.
12. Failure to clean up properly will result in forfeiture of the bride's wedding ceremony deposit.

For more information or to make reservations contact the FBJ Christian Life Center (see APPENDIX B – CONTACT INFORMATION). Fees are paid directly to the Christian Life Center upon booking the facility.

## WEDDING POLICY AGREEMENT

The *Wedding Policy Agreement* must be signed and returned to the Wedding Coordinator with your wedding deposit and your reception deposit, if applicable, within one month of booking or the reserved date will be released.

We understand all policies concerning weddings held at First Baptist Jackson. We agree:

1. that we understand and agree to plan and conduct each aspect of the wedding and related events in a manner that agrees and complies with FBJ's *Statement of Faith on Marriage*;
2. to follow all policies as stated herein;
3. to ensure that the members of the wedding party, florists, photographers, videographers, musicians, and any other entity we invite to provide services related to our wedding understand and also follow all policies;
4. to give the appropriate guidelines to each vendor servicing our wedding and see that a signed copy is faxed to the FBJ Wedding Coordinator by the required dates;
5. to obtain a marriage license and present it to the minister to be signed; and
6. to refrain from using, bringing or serving alcohol, drugs or tobacco products during the activities held at the church.

**By our signatures**, we understand that failure to comply with any of the stated policies, including payment of fees on time, could be considered "disregard of policy" and could mean forfeiture of the deposit(s) and our wedding date reservation. We also understand that we are liable for any damages that total more than the required deposit(s). The deposit(s) will be refunded one month after the wedding if all policies are honored, facilities and furnishing not damaged, and all fees paid.

It is also understood that failure to notify the FBJ Wedding Coordinator of any cancellation of plans at least *90 days prior* to the wedding will mean forfeiture of the deposit(s).

Enclosed is our wedding ceremony deposit of \$ \_\_\_\_\_ and reception deposit of \$ \_\_\_\_\_.

|        |               |
|--------|---------------|
| Bride: | Groom:        |
|        | Wedding Date: |

## **THE CHURCH**

The church is the universal body of all who have trusted in Jesus Christ as their personal Lord and Savior. *Acts 2:41-42; Hebrews 10:24, 24; Matthew 28:19, 20*

We observe the two Biblical ordinances of baptism by immersion and the Lord's Supper. Baptism publicly demonstrates a believer's salvation experience by the picture of the death and resurrection of Christ. The Lord's Supper is a symbolic reminder of the death of Christ and the fellowship we have with Him and our unity as the body of Christ. Only believers partake of these ordinances. *Matthew 26:26-30; 28:19, 20; Romans 6:3-5*

Jesus Christ is the head of the church. He is the Creator, the Sustainer, and the Source of redemption and reconciliation for the church. He gives unity amidst diversity. He gives purpose, Himself achieving first place and pre-eminence in everything. He is the head and ruler over all authority. All the fullness of God dwells in Christ. The Christian is made complete in Him. In Christ are hidden all the treasures of wisdom and knowledge for the believer. *Colossians 1:15-17; 2:2, 3; Ephesians 2:2-23; Philippians 1:15-20*

We believe that an individual's soul is competent to decide issues of faith and that all believers have free access to God through the sacrifice of Jesus Christ and the guidance of the Holy Spirit. *John 16:13; Hebrews 4:14-16; 10:19-23*

God disciplines those that He loves. He can use the leadership of the church to prayerfully and scripturally administer His discipline. The primary and initial goal is always restoration. *Matthew 18:15-20; I Corinthians 5:1-13; Galatians 6:1-5; Revelation 2:4,5; 3:1-3; Proverbs 27:17*



## **PLAN OF SALVATION**

Do you know for sure that you are going to be with God in Heaven? The Bible says there are 5 things you need to know about eternal life.

**1. Eternal life is a free gift, not earned or deserved.**

“The GIFT of God is eternal life through Jesus Christ our Lord.” Romans 6:23

**2. People are sinners and cannot save themselves.**

“For all have sinned and come short of the glory of God.” Romans 3:23

**3. God is merciful and just.**

“God is love.” I John 4:8

“The soul that sins, it shall die.” Ezekiel 18:4

“Yet he does not leave the guilty unpunished.” Exodus 34:7

**4. Jesus Christ is the infinite God-Man who died on the cross to pay the penalty for our sins.**

“In the beginning was the Word (Jesus) . . . And the Word (Jesus) was God. And the Word (Jesus) was made flesh, and dwelt among us.” John 1:1, 14

“All we like sheep have gone astray; we have turned everyone to his own way; and the Lord hath laid on Him (Jesus) the iniquity (sin) of us all.” Isaiah 53:6

**5. Faith is the key that opens the door to Heaven.**

“Believe (trust) on the Lord Jesus Christ and you will be saved.” Acts 16:31

“For whosoever shall call upon the name of the Lord shall be saved.” Romans 10:13

## **ABOUT FBJ MEMBERSHIP**

First Baptist Jackson is a local church and autonomous congregation of baptized believers who gather together for worship and prayer, spiritual growth, service, and fellowship, and go out seeking to carry out the Great Commission to “go into all the world and make disciples.”

For more information, please see the Guiding Documents and Bylaws on the FBJ Member Portal: <http://firstbaptistjackson.org/member-portal/>.

The congregation chooses its own pastors and ministerial staff and deacons, develops its own standards for church membership, organizes its own worship, selects its own literature, designates its own offerings and decides its own ministries and areas of service. Currently First Baptist Jackson is affiliated with the local Metro Baptist Association, the Mississippi Baptist Convention and the Southern Baptist Convention.

Experience First! is an informal session to share with you more about FBJ. For more information, please see: <http://firstbaptistjackson.org/join-the-church/>.

### Ways to Become a Member

1. Trusting Jesus Christ as your Lord and Savior and following Him in believer’s baptism;
2. Moving your membership from another Baptist church;
3. Moving your membership from another evangelical church that practices believer’s baptism; or
4. Affirming your commitment to Christ and participating in believer’s baptism by immersion.

New members are received during each worship service, or you may contact a member of the ministerial staff by contacting the Church Office to discuss.

For more information, please visit our website: <http://firstbaptistjackson.org>.

## **SUMMARY**

*In closing,*

*We rejoice with you as you begin this awesome journey called marriage. Our desire here at FBJ is for you to have a very memorable spiritual experience on your wedding day. We have incorporated a host of people to assist you in making your special day not just an experience of a few hours but a wonderful lifetime experience that is beginning now with your wedding preparation.*

*We hope you realize that just planning your wedding is only a small part of a marriage. So to that end, please take advantage of the premarital counseling, the Nearly/Newlywed Sunday School classes, and special events that are designed to enhance your marriage for a lifetime.*

*God did not want you to be alone; therefore, He created marriage, a covenant union between one man and one woman. He is very interested in the success of your marriage because marriage is one of His chosen vehicles to show the world the true meaning of love and commitment.*

*Congratulations!*

*First Baptist Jackson*

*Pastoral Staff*

*Philippians 1:9-11*

## APPENDIX A – FEE SCHEDULE

This schedule is effective for January 1, 2020 – December 31, 2020.

### WEDDING FEES

A wedding ceremony deposit of \$500 is required within two weeks of confirmation of the wedding date. The deposit is refundable unless there are issues with wedding ceremony vendors. Disregard of policy, by a vendor, will result in a \$500 charge to the vendor which must be paid within 30 days or the bride will not be refunded her wedding ceremony deposit. Also, the wedding ceremony deposit will be forfeited if the wedding party does not comply with stated policies, there is damage to FBJ facilities and/or furnishings, or if the Wedding Fees *are not paid on time*. The wedding ceremony deposit is not applicable to any Wedding Fees. Deposit checks are payable to First Baptist Church.

Wedding fees are due **sixty** days before the confirmed wedding date and should be mailed to the attention of the Wedding Coordinator at First Baptist Jackson, P. O. Box 250, Jackson, MS 39205. Fees are payable to FBJ and individuals per the *Wedding Fee Sheet* provided upon booking. The *Wedding Fee Sheet* is emailed to the bride and a parent/designee.

Ministers, musicians (including the FBJ organist and/or pianist), vocalists, photographers, videographers, and florists are paid directly by the booking party.

| Ceremony Venue    | Capacity | Rates       |                  |                          |
|-------------------|----------|-------------|------------------|--------------------------|
|                   |          | Members     |                  | Non-Members              |
|                   |          | Non-Holiday | Holiday/December | Non-Holiday Only         |
| Sanctuary         | 2500     | \$550       | \$1000           | N/A                      |
| Chapel            | 225      | \$450       | \$700            | \$875<br>December \$1100 |
| Chapel Parlor     | 40       | \$270       | \$500            | \$625                    |
| Prayer Room       | 15       | \$270       | \$450            | \$450                    |
| Minister's Office | 6        | No Charge   | N/A              | N/A                      |

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Weddings require the help and support of FBJ staff, the Wedding Committee and others. Fees charged reflect the costs to provide the various services required for your wedding ceremony venue. Wedding Fees cover these costs:

- Facilities for the rehearsal (4 hours)
- Facilities for the wedding ceremony (7.5 hours)
- Housekeeping services: 2 staff (6 hours)
- Maintenance personnel: 1 staff (4 hours)
- Security: 2-3 staff (10 hours)
- Wedding Director (6 hours for rehearsal and wedding day)
- Administrative costs
- Utilities

*Please note that some Wedding Fees are paid directly to FBJ and others are payable to the assigned individual. Please see your Wedding Fee Sheet for details.*

Other potential charges:

| <b>Item</b>   | <b>FBJ Members/Marrying at FBJ</b> | <b>Non-Members/Wedding Away</b> | <b>Page</b> |
|---|------------------------------------|---------------------------------|-------------|
| Additional Chapel attendants (over 12 total)                | \$100 each                         | \$100 each                      | 17          |
| Candelabra candles  | \$18/\$36                          | \$18/\$36                       | 26          |
| Early ceremony location access                              | \$30 per hour                      | \$30 per hour                   | 9           |
| Sanctuary orchestra/band tear down/set-up                   | \$500                              | N/A                             | 20          |
| Sanctuary Pew Removal                                       | \$100 per section                  | N/A                             | 36          |
| FBJ organist  | \$300                              | \$300                           | 28          |
| FBJ pianist   | Starting at \$200                  | Starting at \$200               | 28          |
| FBJ videographer (Sanctuary weddings only)                  | Starting at \$100                  | NA                              | 21          |
| FBJ Sanctuary sound engineer – ceremony                     | \$100                              | NA                              | 22          |
| FBJ Sanctuary sound engineer – <i>holidays and December</i> | <i>\$150</i>                       |                                 |             |

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|  |                                  |       |    |
|--|----------------------------------|-------|----|
| FBJ Sanctuary sound engineer – rehearsal (optional)                | \$75                             | NA    | 22 |
| FBJ sound engineer – special setups                                | Based on request<br>\$25 minimum | NA    | 22 |
| FBJ Chapel sound engineer – ceremony (optional)                    | \$75                             | \$75  | 18 |
| FBJ Chapel sound engineer – <i>holidays and December</i>           | \$100                            | \$125 |    |
| FBJ Chapel sound engineer – rehearsal (optional)                   | \$50                             | \$50  | 18 |
| FBJ Sanctuary lighting engineer – ceremony                         | \$100                            | NA    | 22 |
| FBJ Sanctuary lighting engineer <i>holidays and December</i>       | \$150                            |       |    |
| FBJ Sanctuary lighting engineer – rehearsal (optional)             | \$75                             | NA    | 22 |
| FBJ lighting engineer if required more than 2 hours before wedding | \$25 per hour                    | NA    | 22 |

*Please note that Premarital Counseling Fees are paid when appointment is scheduled.*

| <b>Premarital Counseling</b>              | <b>FBJ Members and couples marrying at FBJ</b> | <b>Non-Members and couples marrying away from FBJ</b> | <b>Page</b> |
|---|--|---|-------------|
| 4 Hours Counseling (weekday appointments) | \$135 per couple                               | \$275 per couple                                      | 15          |
| 4 Hours Counseling (weekend appointments) | \$275 per couple                               | \$275 per couple                                      | 15          |

## **RECEPTION FEES**

A reception deposit of \$1000 is required within two weeks of confirmation of the wedding date for a FBJ reception. The reception deposit is refundable unless there are issues with wedding reception vendors. Disregard of policy, by a vendor, will result in a \$1000 charge to the vendor which must be paid within 30 days or the bride will not be refunded her reception deposit. Also, the reception deposit will be forfeited if the wedding party does not comply with stated policies, there is damage to FBJ facilities and/or furnishings, or if the Reception Fees are not paid on time. The reception deposit is not applicable to any Reception Fees. Deposit checks are payable to First Baptist Church.

Reception fees are due **sixty** days before the confirmed wedding date and should be mailed to the attention of the Wedding Coordinator at First Baptist Jackson, P. O. Box 250, Jackson, MS 39205. Fees are payable to FBJ and individuals per the *Wedding Fee Sheet* provided upon booking. The *Wedding Fee Sheet* is emailed to the bride and a parent/designee.

*Ministers, musicians (including the FBJ organist and/or pianist), vocalists, photographers, videographers, and florists are paid directly by the booking party.*

| Reception Venue      | Capacity | Rates       |         |                  |
|----------------------|----------|-------------|---------|------------------|
|                      |          | Members     |         | Non-Members      |
|                      |          | Non-Holiday | Holiday | Non-Holiday Only |
| Fellowship Hall East | 1000     | \$585       | \$975   | \$700            |
| Fellowship Hall West | 400      | \$525       | \$875   | \$625            |
| Chapel Dining Room   | 100      | \$475       | \$750   | \$550            |
| Chapel Parlor        | 50       | \$425       | \$650   | \$500            |

Reception Fees cover these costs:

Facilities for the reception (8.5 hours)

Room set-up (no charge for tables and chairs)

Housekeeping services: 2 staff (2 additional hours)

Maintenance personnel: 1 staff (2 additional hours)

Security: 2-3 staff (2 additional hours)

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Wedding Director: 1 staff to monitor the reception (2 additional hours)

Utilities

*Please note that some Reception Fees are paid directly to FBJ and others are payable to the assigned individual. Please see your Wedding Fee Sheet for details. Food costs for FBJ catered receptions are documented by the Food Services Director as part of that arrangement.*

Other potential reception costs:

| <b>Item</b>  | <b>Members</b>  | <b>Non-Members</b>  | <b>Page</b> |
|--|---|---|-------------|
| Reception Sound Engineer/Media Operator                                | \$100   | \$100   | 31          |
| Early reception location access  | \$30 per hour for a maximum of 4 hours (\$120)  | \$30 per hour for a maximum of 4 hours (\$120)  | 31          |
| FBJ reception hostess fee (required for outside caterer)               | \$100 for 200 or fewer guests<br>\$150 for 200-300 guests<br>\$200 for 300-400 guests<br>\$250 for 400-500 guests<br>Negotiated for over 500 guests   | \$100 for 200 or fewer guests<br>\$150 for 200-300 guests<br>\$200 for 300-400 guests<br>\$250 for 400-500 guests<br>Negotiated for over 500 guests   | 31          |
| Kitchen Fee (required for outside caterer)                             | \$75 per hour for a minimum of three hours (\$225 minimum)  | \$75 per hour for a minimum of three hours (\$225 minimum)  | 34          |
| Dishwasher Fee (optional for outside caterer)                          | \$75 per dishwasher for up to 200 guests (\$150 minimum – 2 required)<br><br>Additional dishwashers at \$75 each when guests number greater than 200. | \$75 per dishwasher for up to 200 guests (\$150 minimum – 2 required)<br><br>Additional dishwashers at \$75 each when guests number greater than 200. | 34          |
| Kitchen Cleanup (optional for outside caterer IF scheduled in advance) | \$100   | \$100   | 34          |



**BRIDAL SHOWERS AND REHEARSAL DINNER FEES**

| Item   | Members  | Page |
|--|--|------|
| Bridal Shower – CLC dining room, auditorium, or classroom                              | \$75   | 38   |
| Rehearsal Dinner – CLC dining room, auditorium, or FHW immediately following rehearsal | \$125 for CLC<br>\$175 for FHW                                     | 38   |
| Rehearsal Dinner – setup/decoration  | \$30 per hour max 2 hours  | 38   |
| Rehearsal Dinner – FBJ Media Operator  | \$100 for one hour.<br>\$50 per hour for additional time required. | 38   |

*Payment of FBJ Media Operator will be to a designated individual. All other fees are payable at booking to FBJ.*

## APPENDIX B – CONTACT INFORMATION

Mississippi Marriage License Bureau: (601) 968-6640

| <b>FBJ Department</b>                       | <b>Name</b>   | <b>Email</b>   | <b>Phone</b>   | <b>Fax</b>     | <b>Notes</b>  |
|---|---------------|--|----------------|----------------|---|
| Business Office                             | Jo Wilson     | <a href="mailto:jwilson@fbcj.org">jwilson@fbcj.org</a>   | (601) 949-1928 | (601) 949-1958 | Membership status, questions about membership, ministry staff, staff directory, address changes   |
| Christian Life Center                       | Jane Bridges  | <a href="mailto:jbridges@fbcj.org">jbridges@fbcj.org</a> | (601) 949-1945 |                | Contact for scheduling bridal showers or rehearsal dinners for members.   |
| Counseling                                  | Joy Woods     | <a href="mailto:jwoods@fbcj.org">jwoods@fbcj.org</a>     | (601) 949-1949 | (601) 714-6922 | Schedule premarital counseling  |
| Discipleship/<br>Congregational Care Pastor | Jim Spikes    | <a href="mailto:jspikes@fbcj.org">jspikes@fbcj.org</a>   | (601) 949-1993 |                | Wedding ceremonies  |
| Family Pastor                               | Bruce Warf    | <a href="mailto:bwarf@fbcj.org">bwarf@fbcj.org</a>       | (601) 949-1968 |                | Wedding ceremonies;<br>Bible Study information  |
| Food Services                               | Carolyn White | <a href="mailto:cwhite@fbcj.org">cwhite@fbcj.org</a>     | (601) 949-1916 | (601) 949-1958 | Receptions  |
| Housekeeping                                | Dennis Chism  | <a href="mailto:dchism@fbcj.org">dchism@fbcj.org</a>     | (601) 949-1917 | (601) 949-1958 | Reception set-up  |
| Maintenance Director                        | Jerry Kyzar   | <a href="mailto:jkyzar@fbcj.org">jkyzar@fbcj.org</a>     | (601) 949-1943 | (601) 949-1958 |   |
| Music Office                                | Terry Sims    | <a href="mailto:tsims@fbcj.org">tsims@fbcj.org</a>       | (601) 949-1921 | (601) 949-1958 | Organ keys; schedule organ practice sessions; submit your Wedding Music and Technical Request form; submit any video to be used; general questions on music and video; ceremony and reception music |

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|                |                      |  |                |                |   |
|----------------|----------------------|--|----------------|----------------|---|
|                |                      |  |                |                | review  |
| Organist       | James Arrington Goff | <a href="mailto:jagoff@fbcj.org">jagoff@fbcj.org</a>     | 601-573-2369   |                | Scheduling or recommendations   |
| Pianist        | Eva Hart             | <a href="mailto:ehart@fbcj.org">ehart@fbcj.org</a>       | 601-949-1951   |                | Scheduling or recommendations   |
| Wedding Office | Terri Pigford        | <a href="mailto:tpigford@fbcj.org">tpigford@fbcj.org</a> | (601) 949-1925 | (601) 714-6922 | Wedding Coordinator; assistance with premarital counseling testing; Engaged Couples Seminar |

## APPENDIX C – WEDDING RESERVATION CONFIRMATION

|  |                       |                      |                    |               |
|--|-----------------------|----------------------|--------------------|---------------|
| Bride and Groom:                         |                       |                      |                    |               |
| Date of wedding:                         |                       |                      |                    |               |
| Date reservation made:                   |                       |                      |                    |               |
| Wedding Director and contact info:       |                       |                      |                    |               |
| Wedding location scheduled:              | Sanctuary             | Chapel               | Prayer Room        | Parlor        |
| Wedding ceremony time:                   |                       |                      |                    |               |
| Wedding ceremony location access times:  | Opening time:         |                      | Closing time:      |               |
|  | Other rooms reserved: |                      |                    |               |
| Date of rehearsal:                       |                       |                      |                    |               |
| Rehearsal time:                          |                       |                      |                    |               |
| Wedding rehearsal location access times: | Opening time:         |                      | Closing time:      |               |
| Reception location:                      | Fellowship Hall East  | Fellowship Hall West | Chapel Dining Room | Chapel Parlor |
|  | Non FBJ location:     |                      |                    |               |

All wedding and reception rooms must be reserved in advance through the FBJ Wedding Coordinator.

Reserved times may not be changed without approval from the FBJ Wedding Coordinator who may be contacted at (601) 949-1925. Be advised: Changes may not be possible due to other scheduled events.