



# **WEDDING POLICIES**

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At Old Fort Baptist Church, we are delighted to have the opportunity to assist you with your wedding. We realize that this event will be most meaningful to you when it is planned carefully and is presented as a worshipful celebration. It is our prayer that these policies will assist in making your wedding one that will be cherished by all involved. It is our desire to serve the Lord by serving you.

## **GENERAL**

Because God has ordained marriage and defined it as the covenant relationship between a man, a woman, and Himself, Old Fort Baptist Church will only recognize marriages between a biological man and a biological woman. Further, the Pastor and staff of Old Fort Baptist Church shall only participate in weddings and solemnize marriages between one man and one woman. Finally, the facilities and property of Old Fort Baptist Church shall only host weddings between one man and one woman. This policy is in accordance with the Old Fort Baptist Church Constitution and Bylaws.

## **SCHEDULING OF CEREMONY AND PRE-MARRIAGE CONSULTATIONS**

The ceremony and rehearsal should be scheduled by contacting the Event Coordinator in the church office at least three (3) months in advance of the preferred date. Once the ceremony is scheduled, if a staff minister will be performing the ceremony, the Event Coordinator will put you in touch to confirm the date with his schedule. An immediate appointment may need to be made since the minister reserves the right to decide whether or not to conduct the ceremony depending upon circumstances and his calendar.

Once the ceremony is scheduled, the minister will work with the couple to arrange the pre-marriage counseling. It is our desire to assist you in building a spiritual base upon which your marriage can grow.

Once you have contacted the church and scheduled the wedding, please mail or bring in the enclosed questionnaire so that we will have all the necessary details in writing. The date will be confirmed when the application and the non-refundable \$50.00 deposit is received in the office.

## **FACILITIES**

It is understood that all weddings and rehearsals will take place in the worship center of the church unless otherwise specified. This includes the use of the piano, organ and sound system if necessary. A room is provided for the bride to use as a dressing room before the ceremony.

Any other building must be reserved separately if desired for the reception. (There may be times when the worship center is available but the other buildings are not.)

The costs for the use of the facilities and custodial services for the facilities are included in these policies. It is the couple's responsibility to see that all policies concerning the facilities are followed.

## **CEREMONY AND MUSIC**

It is important to remember that a church wedding is a sacred service that should be designed to bring glory and honor to God. If there is any question concerning dress codes, music or ceremony, they should be discussed with the minister before the final plans are made.

It is the responsibility of the bride and groom to secure an organist and pianist. While our musicians are not required to assist during weddings, we do suggest that you contact them first for assistance.

Only approved Sound/Media Technicians may run the sound/media equipment at the church. Our sound and media technicians must be used for all weddings in which the church sound or media system is used. The OFBC Technicians are all trained volunteers and since they all have regular full-time jobs, any activities for which they work at the church will require payment. A separate form is available to indicate your sound and media needs. Please discuss all your sound and media needs with the church office when making your wedding/event application so we can determine if our equipment can accommodate your needs. The technicians will set the lighting, set up all microphones, speakers, and necessary media equipment as requested by the event coordinator. Specifically:

The scope of the Sound Technician's (ST) responsibility is to move the sound equipment on the stage, set up any requested sound equipment for your wedding, and then reset the equipment after the wedding/event. When a Sound Technician (ST) is needed and the fee is paid, he/she will have the following responsibilities.

- Play CD/DVD as requested (it is the responsibility of the person having the event to provide the ST with the CD/DVD at the rehearsal or prior to the event)
- It is the responsibility of the ST to ensure music is appropriate for use in church setting. If deemed inappropriate the person in charge of the event will be informed.
- Move the podium from the stage, then reset for the next event/service.
- Ensure microphones available as required
- Assist musicians/vocalists when required

When a Media Technician (MT) is requested and the fee is paid, he/she will have the following responsibilities:

- Videos/slideshows played as required (it is the responsibility of the person having the event to provide the MT with any video/pictures/PowerPoint that they would like shown)
- Church video equipment will not be used to videotape weddings or events.

## **FLORIST**

Any florist or person responsible for decorating should decorate and remove decorations without overlapping other scheduled activities or services. All decorating should be done within the regular office hours unless otherwise cleared through the Event Coordinator. Tacks and nails in walls or furniture are strictly prohibited. Also, plastic is to be placed on the floor beneath candles to protect

against drips. (We highly recommend the use of drip-less candles.) The church is not responsible for equipment left in the building and request that it be removed immediately following the wedding. No tape should be used on the platform or carpet.

## **PICTURES**

Generally, the following rules will apply for taking of pictures during the wedding. The minister performing the ceremony, however, will make the final decision on how and when pictures may be taken. The photographer should be informed that flash photography is not permitted during the ceremony. Following the ceremony, time will be taken for pictures. Video cameras are permitted only if used on a tripod in a previously agreed upon location.

## **CATERING**

The caterer should arrange for the reception without interfering with other scheduled church events. Set-up and arrangement should be done during regular office hours unless otherwise cleared through the Event Coordinator.

## **GENERAL REGULATIONS**

It is the responsibility of the bride and groom to ensure that all of the wedding party and guests conform to the general regulations of our church.

- All dresses of the bridal party will be characterized by dignity and style suitable to the occasion.
- No member of the wedding party or guest will be welcome for the rehearsal or wedding while under the influence of alcohol or illegal drugs.
- The serving of alcoholic beverages on the church property is strictly prohibited.
- Smoking is strictly prohibited inside all buildings.
- Birdseed or bubbles are to be thrown only in the parking lots away from buildings and covered walkways. No confetti.
- Furniture is not to be removed from the sanctuary. Pulpit furnishings may be moved to the side, but must be returned to their proper places.
- The couple is responsible for the announcement of, and invitations to the wedding.

## **CUSTODIAL SERVICES**

The custodian is responsible for securing all buildings used in the wedding, as well as the cleaning and set-up after the wedding is over. It is the responsibility of the wedding party to remove candelabras, candles, floral arrangements, pew decorations, etc. at the conclusion of the ceremony/ final pictures.

## **SPECIFIC POLICIES**

### **1. Decorations**

When decorating for a reception/event, care must be taken that no damage be done to any part of the reserved facility or furnishings by the use of wire, nails, candles, or tape. All decorations must be removed and taken out when the reception/event is over.

## 2. Music

When music is desired for the reception/event in one of the facilities with a sound system, only one of the church's qualified media people may operate the sound system. An electronic piano is available for use in the Ministry Center and the piano and organ are available for use in the Worship Center.

## 3. Security

Old Fort Baptist cannot assume responsibility for the security of any items that are left at the church after the reception/event. This includes gifts, decorations, serving pieces, equipment belonging to the catering services, and personal items brought into the church by attendees of the reception/event. All items not belonging to the church should be removed at the end of the reception/event.

## FEES

The fee schedule is set differently for members and non-members. For the purposes of the policy, a "member" is a person who has been on the church roll for a minimum of six months and members of their immediate family (parents, siblings, and children). All fees must be paid in advance to the church office. A \$50.00 non-refundable deposit is required to hold the buildings on your chosen date. Please make checks payable to **OLD FORT BAPTIST CHURCH**.

### Fee Schedule as of December 12, 2018

#### Weddings of Non-Members

Non-refundable deposit to hold the buildings for your chosen date	\$50
Worship Center Sanctuary only (includes rehearsal)	\$600
Worship Center Sanctuary & Ministry Center (rehearsal, wedding, reception)	\$850
Ministry Center only (includes rehearsal)	\$300
Custodian before and after ceremony	\$150
Custodian after reception in Ministry Center	\$200
Custodian setup before reception in Ministry Center	\$100
Sound Technician (additional \$25/hour for anything over 4 hours)	\$200
Media Technician (additional \$25/hour for anything over 4 hours)	\$200

#### Weddings for Church Members

Worship Center Sanctuary Only (includes rehearsal)	No Charge
Worship Center Sanctuary & Ministry Center (rehearsal, wedding, reception)	No Charge
Ministry Center only (includes rehearsal)	No Charge
Custodian before and after ceremony	\$150
Custodian after reception in Ministry Center	\$200
Custodian setup before reception in Ministry Center	\$100
Sound Technician (additional \$25/hour for anything over 4 hours)	\$200
Media Technician (additional \$25/hour for anything over 4 hours)	\$200