

*On
Your
Wedding Day*

Wedding Policies & Procedures



Freewill Missionary Baptist Church

1724 Hill St. Montgomery, Al 36108

334-262-2205

www.freewillchurch.org

Pastor Quentin Q. Byrd

Welcome

Whether you are a lifelong member or someone who has no previous relationship with the Freewill Missionary Baptist Church family of faith, we are glad that you have inquired into the possibility of making your marriage covenant in our church.

We have no greater joy or privilege than sharing in the union of two unique individuals into, as the Bible states, “one flesh.” God views the union of husband and wife to illustrate the association between Jesus Christ and his church on earth. Marriage is, in fact, the highest expression of the physical, spiritual, emotional, and intellectual union this side of heaven!

Since God is the author of marriage, we at Freewill Missionary Baptist Church take marriage very seriously. We want to do everything to help you achieve a mutually enriching relationship expressed in a lifelong, constantly deepening

Helpful Hints

- **Start on Time**

1. Rehearsal

2. Wedding

- **Plan Ahead**

1. Decide the position of the wedding party before rehearsal.
2. Prepare decorations before decorating time.
3. Decide the placement of decorations ahead of time.
4. Organize persons to clear the sanctuary, equipment, and decorations after the wedding and picture taking.
5. Have a designated person clean the fellowship hall and kitchen after the rehearsal dinner.
6. Better if the wedding party comes dressed.
7. NO EATING IN THE SANCTUARY OR FOYER

Responsibilities of the Bride and Groom

- **Process for securing a wedding date on the church calendar**

1. Once you have established your wedding date, the church wedding coordinator will reassure you that placed on the church calendar and the pastor's calendar. (However, it is not officially reserved until # 4 below is completed).
2. Read this booklet carefully and consider if our church's desires, motivations, and expectations regarding marriage match your own.
3. Your date will be confirmed on the church calendar by the church secretary. An appointment will be made with the Freewill Wedding Coordinator regarding the wedding ceremony to discuss the generalities of the wedding.
4. The church secretary will give you the contact information for the Freewill Wedding Coordinator after your wedding date is secured.

The earlier you begin this process, the better! In most cases, we suggest that you contact the church a minimum of six months before your anticipated wedding date. The church wedding coordinator will enter your wedding date on the church calendar on a first-come basis and only by following the procedure above.

Pastoral Services

Pastor Quentin Q. Byrd provides pastoral services for wedding ceremonies. If Pastor Quentin Q. Byrd cannot perform a wedding ceremony, one of the Ministers on staff will be assigned to perform the ceremony. If a bride and groom have their pastor, they may use them, but the pastor must approve them.

- **Pastoral Counseling**

It is the responsibility of the persons getting married to schedule pastoral counseling with the church secretary, Tawanna Barnett, at 334-262-2205, or with the Pastor directly at 334-262-2205. Pastoral counseling is a mandatory prerequisite at Freewill Missionary Baptist Church.

- **Service Fees**

1. **Damage Deposit:** A refundable deposit of \$200 will be made the day the event is scheduled and a minimum of a month before the wedding. This deposit will be used to defray the cost of any damages to church property. Any damage to church property is the sole responsibility of the bride and groom, which will be settled immediately after they receive notice of the damages.

2. If the cost of damages exceeds the \$200 deposit the bride and groom will be billed accordingly. The cost of damages **MUST** be remitted immediately.
3. The Damage Deposit must be paid when the wedding date is confirmed
4. The remaining balance **MUST** be paid in full no later than one month before the confirmed wedding date. Failure to do so will result in the event being removed from the church calendar.

- **Sanctuary Wedding**

1. Pulpit furniture should not be moved
2. All other furniture should be returned to their original places
3. Use tape or other materials that will not damage furniture (Do not use tacks, nails, scotch tape, or glue, etc.....) some adhesives leave a tacky residue. Make sure all adhesive residue is completely removed.
4. Do not place anything on the walls
5. Remove all wedding items from the sanctuary and fellowship hall
6. Immediately after wedding check for any items left in fitting rooms or fellowship hall (Freewill will not be responsible for lost or damaged items belonging to the wedding party).
7. Use candles that do not drip
8. Floral arrangements in the sanctuary should not be moved

- **Altar Wedding**

1. Altar weddings will be held in the Chapel.
2. No decoration should be used
3. No more than 25 guests can attend
4. No furniture should be moved
5. No programs or a wedding party are allowed
6. No trash should be left in the sanctuary, or any other areas used for the ceremony. A nonrefundable Damage Deposit of \$200 will be required one month before the wedding.

- **Rehearsal**

1. Rehearsal should start as scheduled. It should not be longer than 1 hour. Wedding rehearsal and rehearsal dinner should not exceed more than 2 hours combined. Rehearsal and rehearsal dinner should end on time.

- **Receptions in the Church Fellowship Hall**

1. The Church's Fellowship Hall is available for receptions. The Fellowship Hall will seat 100-125 guests comfortably. We ask that a professional caterer or a person responsible for the overall coordination of the reception handle refreshments. **There is NO SMOKING of any kind or ALCOHOL BEVERAGES on the church property including the parking areas and surrounding grounds.**
2. Concerning the entertainment during the reception, to ensure everything that is done is honoring God, Freewill retains the right to approve the playlist and music used during the reception. This includes DJs and live bands.
3. Use of the kitchen facilities and equipment must be cleared in advance with the Freewill Wedding Coordinator. Kitchen use does not include paper plates, napkins, or other disposable items.
4. Twenty banquet tables are available for your use, as are approximately 150 folding chairs. Wedding parties are expected to set up the tables and folding chairs and return them to their proper storage carts/cabinet after the reception. Those using church facilities must accept full responsibility for any damage incurred to the building or equipment during that use.

- **Photographer**

Have the wedding party wait in designated areas for pictures (This will avoid having to look for people when the photographer gets ready to take pictures). We asked that the photographer not in any way detract from the sacredness of the ceremony in their effort to get the perfect shot. The photographer should perform his or her services with professionalism and discretion. The Freewill Wedding Coordinator will meet with the photographer before the ceremony to answer any questions he/she may have about church policy concerning photography.

- **Music**

1. The bride and groom are responsible for their wedding music, musicians, and soloists. If you have music that you would like to play before, during, or after the service, please discuss your selections with the Freewill Wedding Coordinator. Since the wedding ceremony is a Christian worship service, it is most important that the words do not contradict or appear out of place with the Christian message of faith and practice.
2. If you prefer to use live musicians, please discuss this with the Freewill Wedding Coordinator. Should the musicians be from Freewill, their fees would be paid directly to the musicians providing the service.
3. The use of all church-owned musical instruments and special sound equipment by other than Freewill musicians and authorized church personnel must be approved by the Pastor or the Associate Pastor in his absence. The Freewill Wedding Coordinator will assist you with requests for approval.

- **Sound System**

It is required that you use a Freewill sound technician. The Freewill Wedding Coordinator will contact the technician to decide with him or her concerning rehearsal times, etc. Fees for the sound technician's service must be paid directly to the technician providing the service.

- **COVID**

Freewill Missionary Baptist Church is following all guidelines from the CDC concerning COVID-19. Temperature checkpoints and handwashing stand in place to help prevent the spread of COVID-19. Therefore, as a precautionary measure, we ask that all guests entering our facilities wear a mask that covers the entire mouth and nose. There are exceptions to this requirement for the wedding party. For the wedding party to not have to wear a mask, all participants must be vaccinated. If half of the wedding party is vaccinated and the other half isn't, the entire wedding party will have to wear a mask. The bride and groom must show proof of vaccination of the wedding party to the Freewill wedding coordinator two weeks before the wedding

- **Cancellations**

If wedding plans are changed the Freewill Wedding Coordinator must be notified.

A. Partial refunds will be given for cancellations as follows

- i. Within 15 days refund less \$25
- ii. Within 10 days refund less \$50
- iii. Within 5 days refund less \$100

Policy Agreement

I have met with Ms. Cheryl Calhoun, Freewill Wedding Coordinator, about guidelines for the use of Freewill Missionary Baptist Church for my wedding. I accept the terms as outlined by Mrs. Calhoun to have and enjoy faithfully the use of the church for the purpose and the term as aforesaid.

Responsible Party's Signature

Print Responsible Party's Name

Date

Wedding Information

Is the Bride ___ Groom ___ Both ___ a member of Freewill Missionary Baptist Church?
___ Yes ___ No

Wedding Location: New Sanctuary _____ Fellowship Hall _____

Name of Bride: _____

Address: _____

Phone: Home _____ Cell _____ Work _____

Email address: _____

Name of Groom: _____

Address: _____

Phone: Home _____ Cell _____ Work _____

Email address: _____

Date of the Wedding:

Time of the Wedding: _____

Has this date been confirmed by the Church Wedding Coordinator? ___ Yes ___ No

Date Confirmed: _____

Name of Officiating Pastor, minister, or another clergy: _____

Bride's Parents _____ Phone _____

Groom's Parents _____ Phone _____

Rehearsal Date _____ Time _____

Do you plan to have a rehearsal dinner in the fellowship hall? ___ Yes ___ No

Will your reception be held in the fellowship hall? ___ Yes ___ No

Will you utilize the fellowship hall on the day of your wedding? Yes ___ No ___

Will your wedding party (men/women) dress at the church? Yes ___ No ___

Wedding Vows: Traditional _____ Own _____

Unity Candle _____ Sand Ceremony _____

Jumping the broom Yes ___ No ___

Lord's Super Yes ___ No _____

Will you utilize the musicians at Freewill: Yes _____ No _____

Sound system: Yes _____ No _____

Mics: Yes ___ No _____

Which avenue will your music be played on track, CD, USB? _____

Wedding music verified by church wedding coordinator: Yes _____ No _____

COVID-19 Instructions given to the bride and groom: Yes ___ No _____

Bride/Groom Wedding Coordinator (Not to be confused with the Freewill Wedding Coordinator)

Name _____ Phone _____

Freewill Wedding Coordinator: Cheryl Calhoun

Date _____

Responsibilities after Building Use

It is the responsibility of those using the facility to set up, clean up, and return the facility to the normal setup after the wedding.

Regarding the reception:

- Collect all garbage into bags and place them in the dumpster located outside across the street from the Fellowship Hall.
- Wipe off all tables. If food or drink is involved, wipe all tables clean using mild soap and water solution. If stains occur, please notify the Freewill Wedding Coordinator to ensure the correct cleaning solutions.
- Return all tables, chairs, and other equipment to their proper places after the reception. Return all rooms used to their normal setup.
- If using the kitchen, please wash and dry all dishes used and return them to the correct cabinet. Take all extra food and beverage items with you unless specific plans for usage have been made
- Wipe counters and leave the kitchen clean and ready for the next use. Leave used dishcloths and towels in the sink. They will be picked up and laundered.
- Sweep floors and wipe up all spills. Report any damage to equipment or property promptly to the Freewill Wedding Coordinator. All decorations should be removed after your event
- Janitorial services will vacuum the sanctuary or chapel, their respective lobby areas, and any dressing areas, and will empty trash cans in said areas. Janitorial services will clean the restrooms and will mop the Fellowship Hall and adjacent areas.
- The Building Use Fee is due as soon as possible after receiving the Wedding Policy and Procedure Packet.
- Payments for services provided from the "FEE SCHEDULE" are to be paid on or before the day of the wedding rehearsal. A separate payment for everyone(s) providing a service is required. If writing checks for services rendered, the Freewill Wedding Coordinator will provide the name of the person providing the service.
- To prevent scheduling conflicts, the following form should be completed and returned to the Freewill Wedding Coordinator with your Building Use Fee as soon as possible.

Should you have any questions before your first appointment please contact the Freewill Wedding Coordinator Cheryl Calhoun at (334)-517-8912 or email the coordinator at purifoycheryl@yahoo.com.

Wedding Fees for Church Usage

Sanctuary

Members	Fee
Opening/Closing	\$ 500.00
Cleaning	
Deposit	\$ 200.00
Non-Member	\$ 800.00
Opening/Closing	
Deposit	\$ 200.00
Fellowship Hall	\$ 300.00
Member/Non-Member	
Opening/Closing	

Altar Wedding

Member/ Non-Member	Fee
Opening/Closing	\$ 200.00 (nonrefundable)

Fellowship Hall

Anniversary Party, Birthday Party, Baby Shower etc....

Member/ Non-Member	Fee
Opening/Closing	\$ 300.00
Cleaning	
Deposit	\$ 200.00

Sound System

MEMBER/NON-MEMBER	FEE
Use of sound system equipment, or musician	\$150.00

