

*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 long-time member or have no previous relationship with the Freewill Missionary Baptist Church family, we are pleased that you are considering having your marriage at our church. We provide various resources and support for couples preparing for marriage, including pre-marital counseling and guidance on the ceremony, to ensure that your journey towards marriage is meaningful and enriching.

We find great joy and privilege in participating in the union of two unique individuals, as the Bible describes it, as "one flesh." God regards the union of husband and wife as an illustration of the relationship between Jesus Christ and his church on earth. Marriage represents the highest expression of the physical, spiritual, emotional, and intellectual union on this side of heaven!

Since God is the author of marriage, we at Freewill Missionary Baptist Church take it very seriously. We are committed to helping you build a mutually enriching relationship that is lifelong and continually deepening.

Helpful Hints

Start on Time

- Rehearsal
- Wedding

Plan Ahead

Please make a note of the following:

- Determine the positioning of the wedding party before the rehearsal.
- Prepare decorations in advance of the decorating time.
- Decide on the placement of decorations ahead of time.
- Coordinate individuals to clear the sanctuary, equipment, and decorations after the wedding and photography session.
- Assign a person to clean the fellowship hall and kitchen after the rehearsal dinner.
- It is preferred for the wedding party to arrive dressed for the occasion.
- No eating permitted in the sanctuary or foyer.

Responsibilities of the Bride and Groom

Process for securing a wedding date on the church calendar.

- Once you have chosen your wedding date, the church wedding coordinator must confirm it with the church and the pastor. However, your date is not official until step #4 is completed.
- Please carefully read the provided booklet to ensure that our church's values and marriage expectations align with yours.
- After your date is confirmed on the church calendar by the church secretary, you will be able to schedule an appointment with the Freewill Wedding Coordinator. The Freewill Wedding Coordinator is a dedicated member of our church who will guide you through the wedding planning process, from selecting the order of service to coordinating with the pastor. The church secretary will provide you with the contact information for the Freewill Wedding Coordinator once your date is secured.
- You are advised to start this process as soon as possible. We recommend contacting the church six months before your wedding date. The church's wedding coordinator will schedule your wedding date on a first-come, first-served basis by following the procedure mentioned above.

Pastoral Services

Pastor Quentin Q. Byrd offers pastoral services for wedding ceremonies. If Pastor Quentin Q. Byrd is unavailable, one of the staff Ministers will be assigned to perform the ceremony. If a bride and groom have their pastor, they may use them, but Pastor Quentin Q. Byrd must approve the pastor.

Pastoral Counseling

Couples planning to get married at Freewill Missionary Baptist Church are required to arrange for pastoral counseling, which is a mandatory step before the wedding. To schedule a session, you can contact Tuwana Barnett (FMBC Admin.), at 334-262-2205 or tbarnett@freewillmbc.org. Alternatively, you may reach out directly to Pastor Byrd at the same number.

Service Fees

- **Damage Deposit:** A refundable deposit of \$200 is required on the day the event is scheduled and at least one month before the wedding. This deposit will cover the cost of any damage to church property. The bride and groom are solely responsible for any damage to church property and will be notified of any damages immediately after they occur.
- If the cost of damages exceeds the \$200 deposit, the bride and groom will be billed for the additional amount. Payment must be remitted promptly. The Damage Deposit must be paid when the wedding date is confirmed.
- The bride and groom must pay the remaining balance in full one month before the confirmed wedding date. Failure to do so will result in the event being moved from the church calendar.

Sanctuary Wedding:

- Pulpit furniture should only be moved if orchestrated by the Freewill Wedding Coordinator.
- All other furniture should be returned to its original place.
- Use tape or other materials that will not damage the furniture. Do not use tacks, nails, scotch tape, glue, etc. Some adhesives leave a tacky residue.
- Do not place anything on the walls.
- Remove all wedding items from the sanctuary and fellowship hall.
- Immediately after the wedding, Check for any items left in the fitting rooms or fellowship hall. Freewill will not be responsible for lost or damaged items belonging to the wedding party, and any damage to the venue may result in additional charges.
- Use candles that do not drip.
- The floral arrangements in the sanctuary must only be moved if orchestrated by the Freewill Wedding coordinator.

Altar Wedding

- The bride and groom must pay a non-refundable damage deposit of \$200 one month before the wedding.
- Altar weddings will take place in the main sanctuary. No decorations are allowed for an altar wedding.
- There must be at most 25 guests in attendance at the ceremony.
- Rest assured, any necessary movement of the pulpit furniture will be professionally coordinated by the Freewill Wedding Coordinator, ensuring a seamless and stress-free experience for you.
- We request no programs or wedding parties for your altar wedding.
- Immediately after the ceremony, check for any items left in the sanctuary. Freewill will not be responsible for lost or damaged items belonging to the wedding party, and any damage to the venue may result in additional charges."

Rehearsal

The rehearsal should start on time and last at most one hour. The wedding rehearsal and rehearsal dinner combined should also end within two hours.

Receptions in the Church Fellowship Hall

- The Church's Fellowship Hall is available for receptions. It comfortably seats 100-125 guests. We require a professional caterer or a person responsible for coordinating the reception to oversee refreshments. Smoking and alcoholic beverages are prohibited on church property, parking areas, and surrounding grounds.
- For entertainment during the reception, to ensure that everything is in line with the church's values, Freewill has the right to approve the playlist and music used; this includes DJs and live bands. A list of songs or a music sample must be submitted to the Freewill Wedding Coordinator at least two weeks before the event to gain approval.
- The Freewill Wedding Coordinator must also approve the use of the kitchen facilities and equipment in advance. However, paper plates, napkins, or other disposable items are not included.
- We have twenty banquet tables and approximately 150 folding chairs available. Wedding parties are responsible for setting up the tables and folding chairs and returning them to their proper storage carts/cabinets after the reception. Those using church facilities must accept full responsibility for any damage to the building or equipment.

Photographer

- Please ensure the wedding party remains in designated areas for photos to avoid delays when the photographer is ready to take pictures.
- We request that the photographer respect the sanctity of the ceremony while striving to capture the perfect shots.
- Photographers should conduct themselves with professionalism and discretion.
- The Freewill Wedding Coordinator will meet with the photographer before the ceremony to address any questions they may have regarding the church's photography policies.

Music

- The bride and groom, including musicians and soloists, are responsible for arranging their wedding music.
- Please discuss your selections with the Freewill Wedding Coordinator if you have specific music for the ceremony, whether before, during, or after the service. Since the wedding ceremony celebrates love and commitment, we encourage you to choose songs that align with the Christian message of faith, hope, and love.
- If you want live musicians, please discuss this with the Freewill Wedding Coordinator.
- If you choose musicians from Freewill, Freewill asks that their fees be paid directly to them.
- Only the Freewill minister of music and the tech arts person can operate church-owned musical instruments and special sound equipment.
- The Freewill Wedding Coordinator will help you with getting approval for any requests.

Sound System

- You must hire a Freewill sound technician for your wedding.
- The Freewill Wedding Coordinator will contact the technician to check their availability.
- The bride and groom must pay the technician's fees two weeks before the wedding.

COVID

- Freewill Missionary Baptist Church is adhering to CDC guidelines for COVID-19.
- To help prevent the spread of the virus, we have temperature checkpoints and handwashing stations in place.
- As a precaution, we ask that all guests wear masks covering their mouths and noses when entering our facilities.
- However, there are exceptions to this requirement for the wedding party.
- All members must be vaccinated for the wedding party to be exempt from wearing masks.
- If only half of the wedding party is vaccinated, the entire party must wear masks.
- The bride and groom must provide proof of vaccination for the wedding party to the Freewill coordinator at least two weeks before the wedding.

Cancellations

- If wedding plans are canceled due to unforeseen circumstances, the bride and groom must promptly notify the Freewill Wedding Coordinator.
- Partial refunds will be granted for cancellations as follows:
 - Cancellation within fifteen days: refund of less than \$25
 - Cancellation within ten days: refund of less than \$50
 - Cancellation within five days: refund of less than \$100

Policy Agreement

I met with Ms. Cheryl Calhoun, the Freewill Wedding Coordinator, to discuss the guidelines for using Freewill Missionary Baptist Church for my wedding. I agree with the terms outlined by Mrs. Calhoun, which are to use the church for the specified purpose and period faithfully.

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

Date of the Wedding: _____

Time of the Wedding: _____

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

Rehearsal Date _____ Time _____

Wedding Location: New Sanctuary _____ Fellowship Hall _____
Other _____

Name of Bride: _____

Address: _____

Phone: Home _____ Cell _____ Work _____

Email address: _____

Name of Groom: _____

Address: _____

Phone: Home _____ Cell _____ Work _____

Email address: _____

Bride's Parents _____ Phone _____

Groom's Parents _____ Phone _____

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

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 ____

Communion: Yes ____ No _____

Will you utilize Freewill musicians: Yes _____ No _____

Freewill sound system: Yes _____ No _____

Microphones: Yes ____ No _____

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

Has the wedding music been verified by the 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

- Here are the guidelines for using the fellowship hall for events such as receptions, baby showers, and dinners:
- As the stewards of the fellowship hall, your role in setting up, cleaning, and returning the facility to its original state after the event is crucial. Your efforts contribute to the upkeep and welcoming atmosphere of the hall for all future events.
- Please collect all garbage in bags and place them in the dumpster outside on the street from the Fellowship Hall.
- If food or drink is involved, clean all tables using mild soap and water. If there are any stains, please notify the Freewill Wedding Coordinator so that the coordinator can provide the correct cleaning solutions.
- After the event, the parties involved must return all tables, chairs, and other equipment to their proper places.
- If the kitchen is used, please wash and dry all dishes and return them to the correct cabinet. Take all extra food and beverage items with you unless specific plans for usage are made with the Freewill Wedding Coordinator. Wipe the counters and leave the kitchen clean and ready for subsequent use. Used dishcloths and towels must be left in the sink for pickup and laundering.
- Sweep the floors and wipe up all spills.
- Promptly report any damage to equipment or property to the Freewill Wedding Coordinator.
- All parties must remove all decorations, props, and balloons from the facility.
- Rest assured, our janitorial services will take care of the post-event cleanup, including vacuuming the sanctuary or chapel, their respective lobby areas, and any dressing areas, emptying trash cans, cleaning the restrooms, and mopping the Fellowship Hall and the adjacent regions. This allows you to focus on the event itself, knowing that the cleanup is in capable hands.
- The Building Use Fee is due immediately after receiving the Wedding Policy and Procedure Packet.
- Our payment procedures are designed to provide you with a sense of security and confidence. Payments for services provided by the 'FEE SCHEDULE' will be made on or before the wedding rehearsal day, ensuring that all financial matters are settled well in advance of the event.

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

Freewill Sound System

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