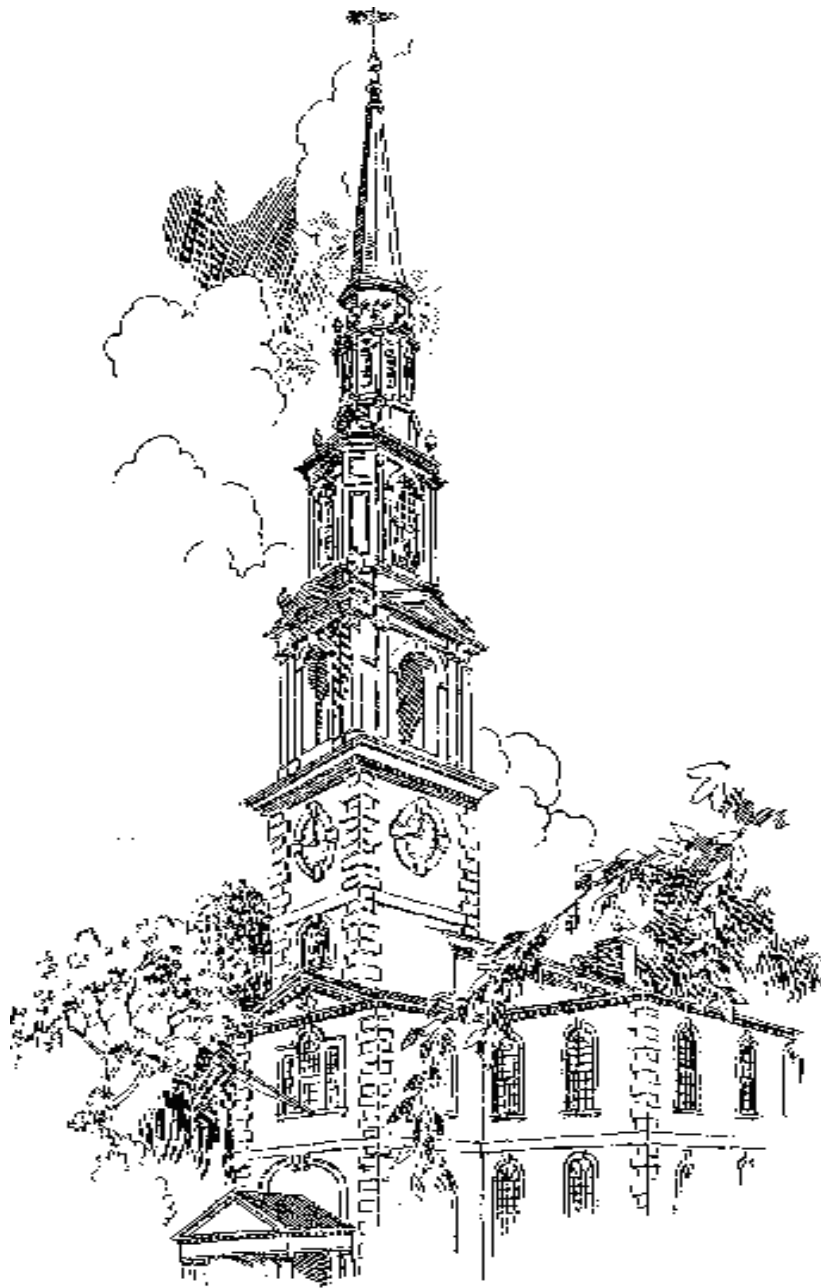


*The First Baptist Church In America  
Policies and Procedures*



*75 North Main Street  
Providence, RI 02903  
Telephone: (401) 454-3418  
Facsimile Number: (401) 421-4095  
E-mail: [fbc.inamerica@verizon.net](mailto:fbc.inamerica@verizon.net)*

## USE OF THE MEETING HOUSE

You will need to complete a *Use of the Meeting House Application*, which will be reviewed by the Properties and Sexton Committee. The Committee, in consultation with the minister, will decide on your request. You will be notified by letter of their decision. You may also call the church office for verbal confirmation. **Members of the church do not pay a fee for the use of the Meeting House building.** For non-members, the fees vary according to your time and space requirements.

## PAYMENT OF FEES

A ***non-refundable deposit of \$200*** is required for NON-MEMBERS along with the application for use of the church. The balance of the fees is to be paid in full no less than two (2) weeks before the scheduled event. Please make your check payable to *The First Baptist Church in America*.

### FEES FOR MEMBERS (For a period of up to 4 hours)

Minister	\$300 (includes counseling)
Minister of Music	\$400 (includes soloist)
Sexton	\$200

### FEES FOR NON MEMBERS (For a period of up to 4 hours)

Sanctuary, Main Floor only	\$1000
Kitchen, Fellowship Hall or Manning Room	\$100 per room
Sexton	\$200
Minister of Music	\$400 (includes soloist)

## ADDITIONAL POLICIES AND PROCEDURES

### PASTOR

The policy of the Church is that ***all*** weddings held in the Meeting House will be approved by the pastor of this church. **The pastor officiates only with church members.** The Pastor's fee is \$300 which includes counseling. The Pastor does not attend receptions.

## MINISTER OF MUSIC

All arrangements for music and musicians ***must*** be made through the Minister of Music, who will consult with you during the process of selecting appropriate music for your wedding. There is a blanket fee of \$400 payable directly to the Minister of Music, which includes a soloist and organist. Additional singers or instrumentalists may be secured by the Minister of Music, if you wish, for an additional fee. Arrangements may also be made if you wish not to have a singer. ***If no music services are used, there is a flat charge of \$250 payable to the Minister of Music.*** A separate check made payable to: Stephen T. Martorella must be received two weeks prior to the date of the wedding. ***We do not allow pre-recorded music.***

It is suggested that you contact the Minister of Music as soon as possible. The Minister of music does not attend receptions.

## SEXTON

The Sexton is responsible for the preparation and cleaning of the Sanctuary prior to and after the event, and other areas used by guests. He will arrange for the Sanctuary furnishings, and will receive deliveries from your florist, musicians and/or caterer as long as you have contracted that with him. \*The fee for his services is \$200. The fee is standard for both members and non-members. *(A separate check made payable to The First Baptist Church in America)* must be received two weeks prior to the date of the event.

## MARRIAGE LICENSE

Please make your arrangements for blood tests and a marriage license. The license may be secured from the town or city hall where the bride resides. Because each town has its own regulations, you need to find out the specific requirements.

The license may be given to the pastor at the time of the rehearsal. In no case will a service be conducted without the license in the possession of the pastor. One responsibility of the honor attendants or witnesses is to sign the license.

After the ceremony, the signed license will be sent by the church office to the Bureau of vital Statistics at the Providence City Hall, where you may obtain a copy after it is officially registered.

## FLOWERS

A bouquet is usually expected to be placed on the table at the rear of the Sanctuary immediately opposite the door. In addition, flowers may be placed on the reading bench at the front of the sanctuary. Large arrangements may stand on the floor behind or to the sides of the reading bench.

Please arrange to have flowers, and any aisle decorations removed immediately following your service.

## **CANDLES**

Lighting of the unity candle is permissible from two (2) smaller candles, which are provided by the couple. **Candles may not be used anywhere else as decorations, because of fire codes.**

## **PHOTOGRAPHER**

Please keep in mind the dignity of the marriage ritual as you plan for photographs of the ceremony. All photographing should be done in a discrete and dignified manner, using natural light only. It is strongly suggested that during the ceremony pictures be taken from the balcony. After the service, you may re-enact the ceremony in the Sanctuary for flash photography.

## **RECEIVING LINE**

The bridal party may form a receiving line outside the front door or in the Fellowship Hall. **Throwing of rice, rose petals, confetti or sparkles is prohibited inside and outside on the church property.** Birdseed may be thrown outside.

## **RECEPTION**

You may have a catered reception in the Fellowship Hall of the Meeting House. Please discuss all catering plans with the Church Office. **All alcoholic beverages are prohibited.**