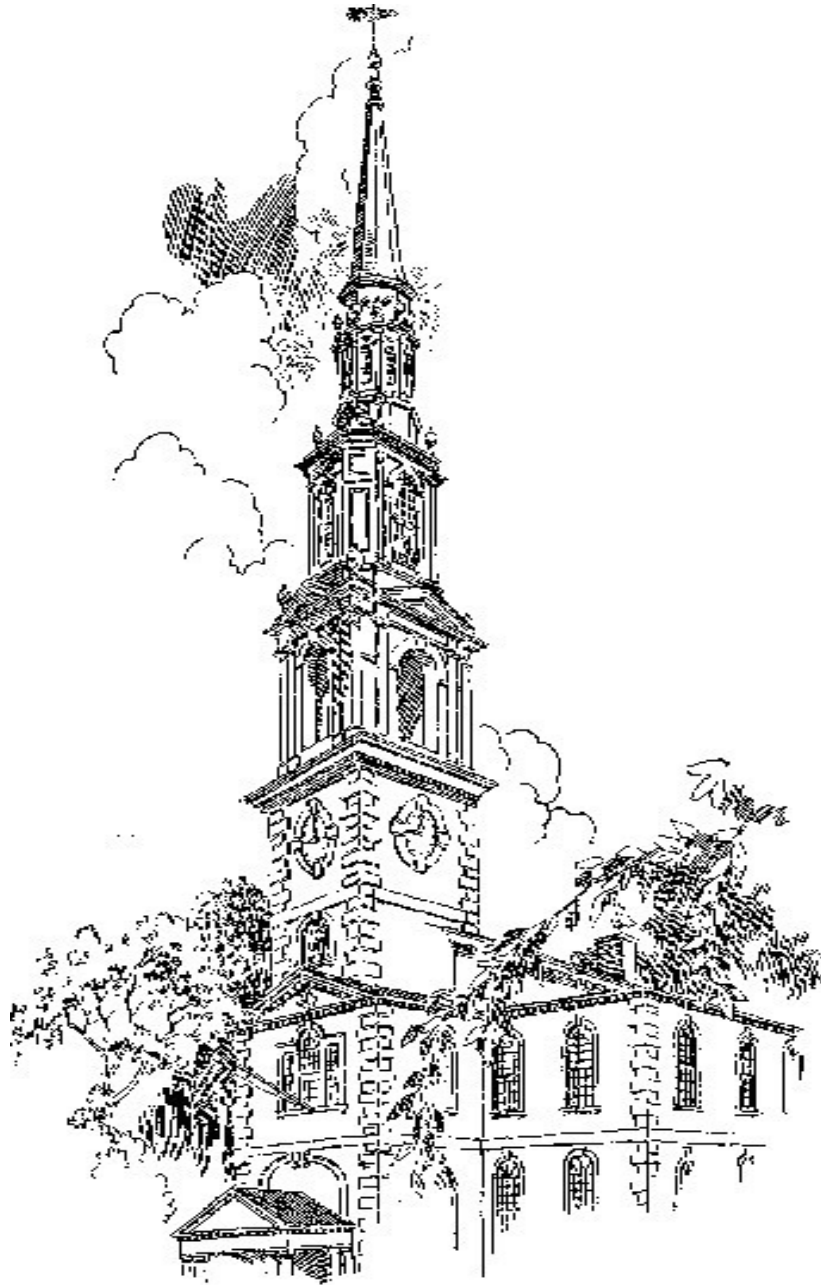


The First Baptist Church in America

Wedding Policies and Procedures



75 North Main Street Providence, RI 02903

Telephone: (401) 454-3418

E-mail: office.fbcia@gmail.com

USE OF THE MEETING HOUSE FOR WEDDINGS

You will need to complete a Use of the Meeting House Application, which will be reviewed by the Pastor and 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

FEES FOR THE USE OF THE MEETING HOUSE

A refundable deposit of \$200 is required for NON-MEMBERS along with the application for use of the church. Should the event be canceled less than 30 days prior to the scheduled date, no refund will be issued. **The balance of the fees is to be paid in full no less than two (2) weeks before the wedding date. Please make your check payable to The First Baptist Church in America.**

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

Pastor	\$1000
Minister of Music	\$400
Soloist	\$200
Auditorium, Main Floor only	\$1500
Kitchen	\$150
Fellowship Hall	\$750
Manning Room	\$150
Christian Education Rooms	\$100
Housekeeping Fee	\$250

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

Pastor	\$350
Minister of Music	\$250

Soloist	\$150
Housekeeping Fee	\$250

ADDITIONAL POLICIES AND PROCEDURES

PASTOR

The policy of the Church is that all weddings held in the Meeting House will be officiated by the pastor of this church. **The Pastor's fee is \$350 for members and \$1000 for nonmembers. Couples must participate in pre-marriage counseling sessions with the pastor in preparation for the wedding and marriage. A separate check made payable to: Jamie Washam must be received two weeks prior to the date of the wedding**

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 \$600 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. **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 housekeeping fee for his services is \$250. 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 a marriage license. If Rhode Island resident, the license may be secured from the town or city hall where the couple resides. Because each town has its own

regulations, you need to find out the specific requirements. 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 often placed on the table at the rear of the Auditorium 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.

CANDLES

Candles may not be used anywhere in the building 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 Auditorium for flash photography.

RECEIVING LINE

The wedding 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.** Local Fire Code and insurance regulations prohibit any cooking in the kitchen. It can only be used for preparation and for cleaning.

