

GUIDELINES FOR WEDDINGS
FIRST BAPTIST CHURCH OF MONTICELLO
409 S BEACH DRIVE
MONTICELLO IN 47960

We are pleased that you are considering the First Baptist Church of Monticello to accommodate your wedding ceremony. We hope your wedding will be a beautiful and significant event that you will treasure, and we pray God's blessing on your marriage. As with all services in our sanctuary, the wedding ceremony is a worship service. This should be kept in mind at all times as you prepare for your wedding.

Minister

If you wish for the pastor of First Baptist Church to officiate the ceremony, you will need to discuss with the pastor his or her availability to do so. The pastor may have additional expectations (including pre-marital preparation, etc.) that are not described in these guidelines. If you wish to have another clergy person from a Christian tradition participate and/or perform the ceremony, that may be permissible. Fees for the pastor's services must be discussed with him or her.

Date

In order to reserve the date of the ceremony on the church calendar you must have met with the pastor one time as a couple. The pastor may, at any time, respectfully deny the request to hold the ceremony at First Baptist Church for any reason he or she deems appropriate. Please note that those who are not members of First Baptist Church may not reserve a date more than five months in advance. Fee deposits are required to secure the date.

Rehearsal

Generally, the rehearsal will be conducted the evening before the wedding. You may expect the rehearsal to last between 45 minutes and one hour. All members of the wedding party should attend the rehearsal and arrive on time.

Additional Guidelines and Expectations

We hope your wedding is a memorable occasion, and we trust that all involved will conduct themselves in a manner appropriate for a place and occasion of worship. All aspects of the wedding are subject to the pastor's approval with regard to appropriateness and content including music, decorations, structure of the service, and attire.

No animals are allowed in the church unless used for the aid of an individual with a disability.

Photography during the ceremony is permissible as long as there is no disruption of the service (a photographer should not stand anywhere he or she would not during any other worship service!). Video recordings are also permissible as long as the same guidelines are followed. Please inform anyone you may ask to photograph or video your wedding of these expectations.

All couples are required to obtain the necessary license within the period allowed by the court. Please complete all questions on a separate piece of paper and the pastor will be glad to enter the information for you. There must be an answer for each blank or the County Clerk will return the forms. Plan on giving the license to the pastor one week before the wedding date. The wedding will not take place without a license.

Use of Church Building and Grounds

The church building itself is a house of worship for the congregation of the First Baptist Church of Monticello, which governs its use. Therefore you are not “renting” the church facilities as you might another venue. The deposits and fees required by the church are used to cover the cost to the congregation that your use of the facilities incurs.

The following guidelines have been established by the church for proper use of its facilities:

Decorations: Flowers need to be displayed in clean, rust-free and leak-proof containers. No nails, tape, or any other materials that might damage the walls, floors, furnishings, or fixtures may be used. All candles must be drip-less. The church has two candelabra that you may use free of charge if desired. Any flame placed in an aisle or walkway needs to be covered by a globe to prevent a fire hazard. Furniture may not be moved without permission. The church premises should be left as clean as possible. It is the responsibility of the party using the church to remove all decorations and replace any furniture that might have been moved with permission as soon as possible following the ceremony.

Sound System: Only church members who have been trained to operate the sound system in the sanctuary may do so.

Organist/Pianist: If you are in need of the services of the pianist/organist on staff at First Baptist Church of Monticello, please make that known to the pastor so arrangements may be made. If you choose to use the services of the pianist/organist on staff, you will need to discuss any fees with her or him. Reserving a date for the wedding at the church does not guarantee that a church musician will be available. Any music used in the service must be appropriate for Christian worship and approved by the pastor.

Rice and Confetti: Neither rice nor confetti may be thrown inside or outside the church building. Birdseed or grass seed may be used outdoors only.

Alcohol and Tobacco: Smoking is not permitted in any part of the church building. No alcoholic beverages are to be used anywhere on the church grounds.

Receptions: The church fellowship hall is available for receptions. Expectations for care of that facility following the reception are below:

- ❖ Remove all decorations
- ❖ Clean up and remove all trash and personal items
- ❖ Replace all furniture moved, including tables and chairs
- ❖ Close all windows and doors upon leaving the building
- ❖ See that all lights are turned off, including restrooms
- ❖ Follow all guidelines found here and elsewhere

Building Use Fees

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| Sanctuary | \$50.00 |
| Fellowship Hall/Kitchen | \$50.00 |
| Custodian | \$50.00 |
| Sound system operator | \$50.00 |

A deposit of \$100.00 for each space is required to reserve the sanctuary and/or fellowship hall, and the building use fee is included in the amount of the deposit. All fees for building use are payable to the First Baptist Church of Monticello. Deposits are required to secure the date.

A deposit refund of \$50.00 for each space reserved will be made after the sanctuary and/or fellowship hall are cleared and found in good condition.

Except for the custodian fee, all of the above fees are waived for church members who have been active in the life of First Baptist Church for at least six months before the date of the wedding.

Payment of fees: Fees need to be paid separately. You may write one check to the church for use of the facilities and custodian, but the musician, pastor, and sound operator need to be paid separately. The pastor will be able to give you the names of each. *All fees are to be paid ten days before the rehearsal.*

