

Church Address: 810 Bridges St.  
Morehead City, NC 28557

Church Telephone Number: (252) 726-4142

Church Fax Number: (252) 726-4784

Church Website: [www.fbcmhc.org](http://www.fbcmhc.org)

Church Office Hours: Monday through Friday  
9:00 am – 4:00 pm

Ministers: Dr. Nathaniel “Nate” Leonard, Senior Pastor  
Rev. Frank Jarman, Associate Pastor  
Rev. Amanda Monroe, Associate Pastor  
Rev. Charlie Jones, Associate Pastor  
Rev. Linza Layman Coffee, Associate Pastor  
Rev. Darrell Williams, Associate Pastor

Church Instrumentalists: Diane Hawkins, Organist  
Sarah DeLuzio, Pianist

Staff: Kristin Furr, Ministry Assistant  
Carol Reed, Financial Secretary  
Fran Welch, Custodian  
Ben Davis, Custodian

## **POLICIES FOR CHURCH WEDDINGS AT FIRST BAPTIST CHURCH – MOREHEAD CITY**

### **I. General Information**

- A. Call the church office to discuss your desired date. The Ministry Assistant will check to see if the pastor and facility are available on your requested date. We will **hold the tentative date for two weeks to give you time to complete the Wedding Application and return to the office.**
- B. Review all the wedding policies carefully.
- C. Return the Wedding Application to the Ministry Assistant with a \$100 deposit. In the event your wedding is cancelled, the deposit will be refunded in full.
- D. A wedding is a worship service. Members of the wedding party are expected to always conduct themselves in a manner befitting the atmosphere of the place of worship. It is the responsibility of the Bride and Groom to familiarize the members of the wedding party with the policies contained in this book.
- E. Members of the wedding party must refrain from using alcoholic beverages or drugs prior to and during any activity held at the Church. No alcoholic beverages may be brought to the church or served on the church premises at any time. No wedding rehearsal or wedding will be conducted if any member of the wedding party is under the influence of alcohol or drugs. It is the responsibility of the Bride and Groom to be certain this policy is understood and followed by all members of the wedding party and those who service the wedding (florist, caterer, photographer, etc.)
- F. First Baptist is not responsible for lost or stolen personal items brought to the Church for weddings, rehearsals or receptions.
- G. The church reserves the right to approve or disapprove the use of all facilities.
- H. Weddings are not scheduled on Sunday and during church-wide events. Weddings in the month of December are discouraged due to the use of the sanctuary and January through March due to the use of the FLC and Parking Lot for Upward Basketball.

### **II. Facilities**

- A. Smoking is not permitted in any of the church buildings. It is the responsibility of the Bride and Groom to be certain this policy is understood and followed by all members of the wedding party and those who service the wedding (florist, caterer, photographer, etc.)
- B. Bird seed, flower petals and bubbles may not be used inside the buildings but may be used outside as the Bride and Groom depart.
- C. Food and drink are not permitted inside the Sanctuary.

- D. Breakage of and/or damage to any Church equipment or facilities must be reimbursed at replacement cost.
- E. If sconces are used and candles lit in the Sanctuary, it will be the responsibility of the Wedding Coordinator to provide smokeless & dripless candles.
- F. Using candles in aisles or windows is discouraged. All candles must be dripless. Pulpit candles and plants must have plastic placed under them to protect carpets.
- G. If you use the Family Life Center, all parties must be out by 9:00 p.m.
- H. If you use the Kitchen, someone from our Kitchen Committee must be present. See the Ministry Assistant to get the Kitchen Policy Guidelines. If your caterer uses any of our supplies, cooks here, etc. there will be an additional \$200 charge.

### **III. First Baptist Church Staff**

#### **A. Ministers**

1. All couples must go through pre-marital counseling prior to the ceremony. This counseling will either be with one of the pastors or through other means designated by the pastor. The pastor will schedule the counseling sessions at a time that will be convenient for the minister and the couple.
2. Divorced persons who wish to be married by the pastor will be handled on a case-by- case basis.
3. A minister from another Christian denomination may be invited in by the couple to either assist the pastor with the ceremony or perform the ceremony. The pastor will extend the invitation.
4. The pastor reserves the right to accept or decline all invitations to preside over wedding ceremonies in which he is asked to officiate.
5. Whenever a minister is requested to conduct an out-of-town wedding, unless otherwise discussed, the following expenses will be paid by the Bridal Couple:
  - Travel expense – based on the current IRS mileage rate
  - Hotel & Meal expenses
  - Any other out-of pocket expenses
6. Suggested monetary honorarium is listed in the “Financial Requirements” of the Wedding Application.

#### **B. Organist & Pianist**

1. We ask that you engage in the services of the Church organist or pianist unless he or she is unavailable. If a guest organist or pianist is engaged, they must be given approval. A guest organist must make an appointment with the Church Organist to receive instruction on the use of the instrument and to secure a key to the organ. The key must be returned as instructed by the Church Organist.

2. The fee for the church organist or pianist should be discussed with the instrumentalist. The fee includes: a consultation with the bride, a rehearsal with the soloist, the wedding rehearsal and the wedding. Additional meeting fees and fees for playing at the reception will be decided by the instrumentalist. If you engage someone else other than the church organist or pianist, make payment arrangements directly with that organist or pianist.
3. Fees should be payable directly to the organist or pianist.

**C. Custodian**

1. The Custodian will be responsible for unlocking the building for the florist, rehearsals, wedding ceremony and reception.
2. All plans for the use of the facilities should be discussed with the Ministry Assistant at the time the Wedding Application is returned to the church. Discussion should include furniture to be moved, rooms to be used, set up of the Family Life Center, etc.
3. The church does not pay the Custodian for added services required for weddings. Custodial fees are listed in the "Financial Requirements" of the Wedding Application.

**IV. Music**

- A. The church wedding is a religious celebration and only music appropriate for a worship service should be used. Sacred, contemporary Christian hymns and classical instrumental music is acceptable. Secular music is not appropriate for the wedding but may be used at the reception.
- B. The bride must schedule an appointment with the pastor to discuss music selections for approval. The appointment must be scheduled a minimum of four weeks in advance of the wedding date.
- C. If you use a vocalist or instrumentalist for your wedding, please make payment directly to each of them.
- D. The couple should arrange for a Sound Technician through the Ministry Assistant. The suggested fee is listed in the "Financial Requirements" of the Wedding Application.

**V. Wedding Flowers**

- A. It is the responsibility of the bride to instruct her Florist in accordance with First Baptist Church wedding policies. Please share this section of the wedding policy with your florist.
- B. No tacks, nails, tape, floral clay or other materials, which may permanently deface the buildings or furnishings, can be used in decorating.
- C. Only wrapped wire or ribbon that will not scar the pews may be used to fasten bows.

- D. Candelabras, greenery and floral arrangements may be placed on the pulpit area, steps and floor of the Worship Center.
- E. The custodian responsible for the wedding will move pulpit furniture and chairs in the choir loft (if requested).
- F. The church will be happy to use flowers from the wedding for the Worship Service where possible. The bride will discuss these plans with the Florist and the Ministry Assistant.
- G. Flowers, decorations and equipment must be removed immediately following the wedding ceremony. If arrangements cannot be made for rented items to be picked up following the wedding, these items must be moved to a storage area as directed by the custodian.
- H. The flower girl may drop silk petals of light color on the bride's aisle. Live petals may not be used.
- I. The bride will indicate to our Ministry Assistant the time the Florist needs access to the building to prepare for the wedding.

**VI. Wedding Pictures and Video**

- A. It is the responsibility of the bride to instruct the photographer and videographer of the church's wedding policies concerning pictures and video.
- B. The wedding ceremony is a worship service. Photographers must stay off the platform during the ceremony.
- C. Group and individual photos of the wedding party may be taken in the sanctuary and other places in the church before and after the ceremony. It is helpful to have as many pictures taken as possible prior to the wedding ceremony. The photographer and the bride should plan in advance the complete list of pictures to be made.
- D. The Minister will be available for pictures immediately following the ceremony. Please take pictures including him/her first.

**VII. Dressing Areas**

- A. The Parlor is available for the bride to use. The custodian will set up a dress stand and a full-length mirror upon your request. Our Ministry Assistant will coordinate the use of this room and get you a key.
- B. Additional rooms are available for dressing. Most wedding parties will use our Conference Room.
- C. There are additional fees for the use of rooms.