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# First Baptist Church of Acworth

4583 Church Street  
Acworth, GA 30101  
(770)974-3021 FAX-(770)975-7205  
Email: [office@fbcacworth.com](mailto:office@fbcacworth.com)

## WEDDING APPLICATION/INFORMATION FORM

Please complete the information requested on the application. Return the application and your security deposit within ninety (90) days prior to you requested wedding date.

- Your requested wedding date will not be confirmed until the application has been completed and returned to the church office, the security deposit has been received, and the application has been approved.

If neither the bride nor groom is a member of First Baptist Church of Acworth (FBCA), the application must be made in person by either the bride or groom.

**I. Name of Person Completing Application:** \_\_\_\_\_

**A. Bride (Legal Name)** \_\_\_\_\_  
First Middle Last

Present Address \_\_\_\_\_

Home Phone # \_\_\_\_\_ Alternate Phone # \_\_\_\_\_

**B. Groom (Legal Name)** \_\_\_\_\_  
First Middle Last

Present Address \_\_\_\_\_

Home Phone # \_\_\_\_\_ Alternate Phone # \_\_\_\_\_

**C. Questions:**

- Are either you or your fiancé a member of FBCA? \_\_\_\_\_
- Have either you or your fiancé been active at FBCA during the past twelve months? \_\_\_\_\_
- Has an immediate family member (child, mother, father) of either the bride or the groom been an active member of FBCA during the past twelve months? \_\_\_\_\_  
If so, please provide their name(s): \_\_\_\_\_
- Have you, by an act of faith, professed Jesus Christ as your personal Savior? \_\_\_\_\_ Your fiancé? \_\_\_\_\_
- Are you a member of a church other than FBCA? \_\_\_\_\_  
Is your fiancé a member of a church other than FBCA? \_\_\_\_\_
- If so, please provide name of church: \_\_\_\_\_

**D. Please provide the new address after marriage:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**II. Wedding Information:**

**A. Wedding Date Requested:** \_\_\_\_\_  
**Rehearsal Date Requested:** \_\_\_\_\_  
**Requested Wedding Time:** \_\_\_\_\_ **Requested Rehearsal Time:** \_\_\_\_\_

**B. Rehearsal Dinner Location:** \_\_\_\_\_  
*(FBCA Fellowship Hall for FBCA Members ONLY)*  
**Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

**C. Reception Location:** (please check which apply)  
 FBCA Fellowship Hall  
 Other, if so, please specify: \_\_\_\_\_

**D. Officiating Minister:** \_\_\_\_\_  
**Home Phone #** \_\_\_\_\_ **Alternate Phone #** \_\_\_\_\_  
**Demoniconational Affiliation:** \_\_\_\_\_

**E. Wedding Director/Consultant:** \_\_\_\_\_  
**Home Phone #** \_\_\_\_\_ **Alternate Phone #** \_\_\_\_\_

**F. Caterer/Person in Charge of Reception:** \_\_\_\_\_  
**Home Phone #** \_\_\_\_\_ **Alternate Phone #** \_\_\_\_\_

**G. Caterer/Person in Charge of Rehearsal Dinner at FBCA:**  
\_\_\_\_\_  
**Home Phone #** \_\_\_\_\_ **Alternate Phone #** \_\_\_\_\_

**H. Florist:** \_\_\_\_\_ **Phone #** \_\_\_\_\_

**I. Pianist:** \_\_\_\_\_ **Phone #** \_\_\_\_\_

**J. Vocalist(s):** \_\_\_\_\_ **Phone #** \_\_\_\_\_  
**Vocalist(s):** \_\_\_\_\_ **Phone #** \_\_\_\_\_  
**Vocalist(s):** \_\_\_\_\_ **Phone #** \_\_\_\_\_

**K. Photographer:** \_\_\_\_\_ **Phone #** \_\_\_\_\_

**L. Organist:** \_\_\_\_\_ **Phone #** \_\_\_\_\_

**III. Please check desired services/facilities/equipment to be provided by FBCA:**

- \_\_\_\_\_ Sanctuary for rehearsal/wedding ceremony
- \_\_\_\_\_ Fellowship Hall/Kitchen for rehearsal dinner (*FBCA Members ONLY*)
- \_\_\_\_\_ Fellowship Hall/Kitchen for reception (*FBCA Members ONLY*)
- \_\_\_\_\_ Tables for rehearsal dinner      **\*\*NUMBER NEEDED** \_\_\_\_\_
- \_\_\_\_\_ Chairs for rehearsal dinner      **\*\*NUMBER NEEDED** \_\_\_\_\_
- \_\_\_\_\_ Tables for reception      **\*\*NUMBER NEEDED** \_\_\_\_\_
- \_\_\_\_\_ Chairs for reception      **\*\* NUMBER NEEDED** \_\_\_\_\_
- \_\_\_\_\_ Sound system & sound engineer (microphones, music tracks, video, etc.)
- \_\_\_\_\_ Piano
- \_\_\_\_\_ Keyboard
- \_\_\_\_\_ Chairs in Sanctuary set up with middle isle for bride (there is an extra fee for this—see "Fee Sheet")

**IV. Will flowers be left in the Sanctuary for Sunday services?  
(please check which apply)**

- YES**       **NO**

**V. To whom should the security deposit be refunded to?**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

**VI. Acknowledgement of policies/procedures**

We have read the wedding policies/procedures & fully understand our responsibilities as the bride & groom. We have reviewed the wedding fees & are in agreement with the amount & the expectations as explained to us.

**SIGNATURES:**

**Bride:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Groom:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**FBCA Staff Member:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## **Your Wedding at First Baptist Church of Acworth**

We are pleased with your decision to unite in marriage in a place of worship. The staff and members of First Baptist Church of Acworth welcome the opportunity to minister to you by providing facilities for your wedding.

A wedding ceremony should be viewed as a worship service. The ceremony and all related activities at the church should reflect a spirit of worship and reverence to God.

Please read the Wedding Policies and Procedures carefully. If you have any questions, please feel free to contact the church office at (770)974-3021, Monday—Thursday, from 8:30am until 5:00pm, or on Fridays, from 9:00am until 1:00pm. You may also email the church office at: [office@fbcacworth.com](mailto:office@fbcacworth.com).

May God bless you as you begin your lifetime commitment to each other.

Many Blessings,  
The Staff & Members of First Baptist Church of Acworth

## **Rules & Procedures**

1. No alcoholic beverages are allowed on church property at any time.
2. Smoking and the use of any tobacco products are prohibited inside all buildings, and preferably on the grounds.
3. The use of rice, birdseed, or confetti is not allowed on church property. Bubbles may be used outside of the buildings.
4. Dress should be appropriate for a worship service.
5. Any movement of furniture or equipment must be approved by a staff member or the wedding coordinator from the church.
6. It is the responsibility of bride/groom to notify the wedding party and all others affiliated with the wedding of the rules and the procedures.
7. It is the responsibility of the bride/groom to see that all plans are confirmed with the musicians, soloists, minister, caterer, florist, photographer, and others not included in services provided by the church.
8. Fees for services to those involved in the wedding and not included in services provided by the church are the responsibility of the bride and groom.
9. The church is not responsible for lost/stolen items left unattended.
10. Wedding ceremonies will be performed only for heterosexual couples. A copy of the bride and groom's birth certificate will be required.
11. Any infraction of rules and procedures could result in the loss of the security deposit and could possibly entail additional costs to the wedding party.

## Scheduling

All weddings must be scheduled through the church office.

*\*Office hours are Monday thru Thursday, 8:30am—5:00pm & Friday, 9:00am—1:00pm.*

The wedding coordinator/staff member from FBCA will assist couples in completing arrangements for the usage of church facilities and will meet (by appointment ONLY) to review all plans with the couples.

Due to church activities, no wedding may be scheduled more than six (6) months in advance.

No wedding events may be scheduled during the following days/periods:

- Sundays
- After 7:00pm on Saturdays
- Holidays or holiday weekends
- Two (2) weeks prior to Easter
- Vacation Bible School (usually scheduled in June)
- Last two (2) weeks of November
- Entire month of December

Due to church activities, final confirmation of the wedding date will not be acknowledged more than ninety (90) days prior to the wedding date.

No wedding may be scheduled on dates which conflict with the church calendar.

Wedding dates will be granted on a first-come-first-serve basis.

A request made by a member of FBCA will take precedence over a non-member.

### **NOTE:**

**The Sanctuary is usually decorated for special time of Christian celebrations. Weddings during these times may utilize and supplement these decorations, but may not remove or disturb existing decorations until the time of celebration has passed.**

**At certain seasons/times of the year, promotional material for special programs and events may be displayed in the Sanctuary—these may not be removed or disturbed unless approval has been given by a staff member or wedding coordinator from FBCA. In some instances, it will not be possible to remove the material.**

## Fees

A. Applications entitled to member fees are:

1. Member who is and has been active at FBCA one (1) year prior to the time of the application.
2. A member's immediate family (child, mother, father)
3. A member not able to attend within the one (1) year period due to a physical disability, service in the military, service in the mission field, or a college student attending college outside of the local area.

*\*\*Staff and the wedding committee will take into consideration extenuating circumstances which have prevented attendance at FBCA.*

B. Any applicant not represented in one of the categories listed above will be assigned non-member fees.

C. A security deposit of \$100.00 for members and \$300.00 for non-members is due at the time the APPLICATION/INFORMATION FORM is completed and returned to the church's administrative assistant. The wedding date will not be confirmed until the deposit is paid. The deposit will be refunded within fifteen (15) working days following the wedding, providing church facilities and church property have been left in good condition and all rules/policies have been followed.

D. All fees must be paid in full thirty (30) days prior to the wedding date. Failure to do so could result in the cancellation of your wedding reservation.

E. If the wedding is canceled and fees have not been paid, all fees will be refunded in full, unless the church has incurred some expense due to the wedding. Any incurred expense will be deducted from the fees paid, and all remaining fees will be refunded.

F. For use of the Sanctuary, there is custodial fee. This is a necessary fee for standard clean-up. If the couple needs chairs moved & set up differently than normal setup, there is an additional \$100.00 fee. \*For Members, there is a separate custodial fee for the Rehearsal Dinner & the Reception (*Please see page 16 for list of fees*).

G. No fee is required, if the following services are not used:

- Sound Systems—sound engineer, microphones, CD/Cassette player, video
- Fellowship Hall

**\*\*THE CUSTODIAL SERVICES OF FBCA MUST BE USED FOR ALL SERVICES.\*\***  
 (FBCA & Custodial Staff are NOT responsible for the removal of the decorations and/or catering equipment)



## **Minister(s)**

The decision to perform a wedding ceremony at FBCA is at the discretion of the present pastor.

A minister licensed and/or ordained in the United States must perform all wedding ceremonies at FBCA.

If a minister other than the minister of FBCA is to perform the ceremony, prior approval must be given by the present pastor of FBCA. The minister may be asked to provide verification of his credentials.

*\*The fee for the minister performing the wedding ceremony is the responsibility of the wedding couple. This fee is not included in the church's wedding fee.*

## **Pre-Marital Counseling**

All couples planning to be married at FBCA must receive counseling from a minister prior to the wedding ceremony.

If the present pastor of FBCA has agreed to perform the wedding ceremony, an appointment for counseling will be scheduled through the pastor's office.

If the pastor of FBCA is not involved in counseling the couple, written confirmation of counseling should be provided to the pastor or staff member of FBCA.

**Proof of counseling may be required prior to the wedding date.**

## **Rehearsal Dinner**

Only members and their immediate families may use the fellowship hall for the rehearsal dinner.

*\*For additional information regarding the rehearsal dinner, please read the section, "Use of Fellowship Hall."*

## **Dressing Facilities**

A bride's room is available. We have two (2) choices. The bride and bridesmaids may use the conference room in the lower level of the Welcome Center or you may use the room located in the foyer area of the Sanctuary.

The groom and groomsmen/ushers may use the upstairs area in the Welcome Center for changing.

## **Photography**

Video recording with natural lighting is permissible.

The wedding couple is responsible for providing the photographer and should inform him/her of the above rules.

## Wedding Coordinator

FBCA offers the use of our Staff Wedding Coordinator strictly for the wedding ceremony. The coordinator will assist the couple in coordinating the wedding and the rehearsal. A fee for the coordinator's services is required if you choose to use her/him. The fees are outlined on page 16, "FBCA Record of Wedding Deposits/Fees." The coordinator will assist you in the following ways:

1. Will act as a liaison between the engaged couple and the church.
3. Provide information to the couple regarding church facilities, policies, and options for the wedding ceremony.
2. Oversee the wedding rehearsal. The bride, groom, their parents/family, the attendants, the ushers, the musicians, & the officiating pastor **MUST** be present. Please allow approximately one (1) hour for the wedding rehearsal.
3. Consult with the couple regarding setup, clean-up, sound setup, musicians, etc.
5. Be present before, during, and after the wedding to answer questions.

## Rehearsal

The rehearsal must be scheduled to begin no earlier than 5:00pm and no later than 7:30pm; it must last no more than one (1) hour. Please indicate the rehearsal time on the APPLICATION/INFORMATION FORM.

The FBCA staff member and/or coordinator will open the Sanctuary no more than fifteen (15) minutes before the scheduled time for the rehearsal; the Sanctuary will be closed no less than fifteen (15) minutes after the rehearsal.

The rehearsal must begin on time, even if a member of the wedding party is not present.

Please inform the staff member of your preferences regarding placement of the furnishings, use of microphones/sound system, instruments, & alter area. The custodian will need this information in order to prepare the Sanctuary for the ceremony.

*\*The piano cannot be moved for any reason.\**

## **Wedding Ceremony**

The type of ceremony to be performed must meet with the approval of the Pastor of FBCA.

The wedding ceremony is a worship service. The ceremony and the conduct of all present should be appropriate for a worship service.

The FBCA staff member and/or wedding coordinator will open the buildings (3) three hours prior to the scheduled time of the ceremony.

The Sanctuary will accommodate approximately 300 to 400 people.

## **Reception**

The fellowship hall is available for wedding receptions.

Please indicate your intentions for use of the fellowship hall on the Application/Information Form.

The fellowship hall will be open no more than (3) three hours prior to the scheduled time of the ceremony. Once the reception has begun, it must NOT exceed two (2) hours.

For more information, please read the section, "Use of the Fellowship Hall."

The fellowship hall will accommodate 200 to 300 at a "STANDING ONLY" reception; accommodations for a seated dinner/reception would be less.

## Decorations

The florist and caterer should contact the FBCA representative to schedule the time for the opening of the Sanctuary and fellowship hall.

To protect the carpet and furnishings of the church, only non-drip, ceramic, or encased candles may be used. Protective glass saucers or carpet protectors must be used in conjunction with candles. Only enclosed candles may be used on the inside windowsills.

No tacks, staples, nails, screws, or adhesives may be used on the walls, pews, or any other furniture in the church facilities. Nothing can be suspended from the ceiling or lighting fixtures.

Clamps used on chairs or other furniture must be wrapped to prevent damage to furniture.

Nothing may be placed on or attached to the piano, keyboard, or other musical instrument.

To protect the carpet, containers of fresh flowers must be leak proof. Protective pans or waterproof coverings must be placed under each container.

If fresh flower petals are to be scattered on the carpet, a protective cloth runner that extends from the entrance of the Sanctuary to the alter area must be used to prevent staining the carpet.

The wedding party, florist, caterer, or other designated helpers are responsible for the removal of all decorations and equipment immediately following the ceremony and reception.

*\*FBCA and the custodial staff are not responsible for the removal of the decorations and/or the catering equipment.*

## Use of Fellowship Hall

Rehearsal dinners and receptions must be catered.

The wedding party, florist, and caterer must discuss plans for the use of the fellowship hall with the wedding coordinator in order to ensure correct placement of tables, chairs, etc. for the occasion.

The FBCA representative must be present prior to, during, and after the rehearsal dinner and reception at the church.

The FBCA custodial services must be used. *\*See "Fees" for the cost of this service.*

The custodian will set up tables, chairs, etc. for the dinner and reception. The church furnishes the tables and chairs.

The kitchen area is to be used only for the serving of food. All food should arrive at FBCA ready to be served. No cooking is allowed in the kitchen.

*\*Use of the ice machine, refrigerator, and warming trays is permissible.*

FBCA is not responsible for supplying any linens, serving pieces, or other kitchen items used in serving. The caterer or person responsible for the serving of food must supply the punch bowl & ladle, silverware, cups, plates, linens, and other serving items needed.

The fellowship hall and kitchen must be left clean and free of trash. Please see that all trash is bagged, tied, and placed in the dumpster.

The caterer, florist, and wedding party must remove all decorations, food, and serving items immediately following the reception or dinner.

FBCA is not responsible for any items lost or left in the building.

## Sound

Only the FBCA sound engineer may be used to operate the sound system. An FBCA sound engineer must be present if you use ANY of the following: microphones, CD/cassette tape music, video, etc.

## Music

Music is an important part of the wedding ceremony and should reflect the sacredness of the occasion. Christian music is preferred, however, secular music may be used with the approval of the Minister of Music of FBCA. Selections to be used should be submitted no later than (3) three weeks prior to the wedding date. Vocal arrangements should be accompanied with a written copy of each selection or CD/ cassette tape.

The piano and keyboard at FBCA are available for use. \*The piano cannot be moved for any reason. Use of other instruments requires approval by either the Minister of Music, the Pastor, or the wedding coordinator.

\*If the wedding couple plans to use musicians employed by FBCA, arrangements must be personally made with each by the bride or groom.

## FBCA Record of Wedding Deposits/Fees

Record Of Fees Collected For: \_\_\_\_\_

Date Of Wedding: \_\_\_\_\_

Member \_\_\_\_\_ Non-Member \_\_\_\_\_

Date All Fees Must Be Paid: \_\_\_\_\_

Ninety (90) Days Prior To Wedding Date Requested: \_\_\_\_\_

Date Fees Paid: \_\_\_\_\_ Total Amount Paid: \_\_\_\_\_

**REQUIRED FEES:**

<b>Member Amount/ Date Paid:</b>	<b>Non-Member Amount/Date Paid:</b>
Security Deposit      \$100 _____ <small>(30 Day Refundable)</small>	\$300 _____
Use of Sanctuary              *NO CHARGE*	\$500 _____ <small>(Non-Refundable)</small>
Use of Fellowship Hall      *NO CHARGE*	N/A
Custodial Fee              \$100 _____ (Sanctuary)	\$100 _____
Custodial Fee              \$75 _____ (Chairs Setup)	\$75 _____
Custodial Fee              \$100 _____ (Rehearsal Dinner)	N/A
Custodial Fee              \$100 _____ (Reception)	N/A
Sound System              \$75 _____ Engineer	\$100 _____
Church Rep.              \$75 _____	\$100 _____
Church Coordinator \$75 _____ <small>(*IF REQUIRED*)</small>	\$100 _____
Pastor                      *NO CHARGE* <small>(*Includes 3 Counsel Sessions, Rehearsal, &amp; Ceremony*)</small>	\$400 _____
<b>TOTAL                      \$ _____</b>	<b>\$ _____</b>
<b>TOTAL AMOUNT PAID      \$ _____</b>	<b>\$ _____</b>

Date Deposit Received: \_\_\_\_\_

Date Deposit Refunded: \_\_\_\_\_ Check Number: \_\_\_\_\_

FBCA Staff Member Receiving Fees (Signature): \_\_\_\_\_

Bride Signature: \_\_\_\_\_ Groom Signature: \_\_\_\_\_