



WEDDING POLICIES AND PROCEDURES

Adapted April 2024

Nashville First Baptist Church offers a beautiful setting for weddings. Our facilities are available to members (defined as bride, groom, or parents of the bride or groom who are active members of the church) as the church calendar permits. The following is a listing of policies and procedures for any wedding held at Nashville First Baptist Church (NFBC).

NFBC affirms its long-standing, traditional interpretation of the biblical covenant of marriage as a marriage commitment between one man and one woman, intended for life.

OVERVIEW OF THE PROCESS

1. **START BY FORMALLY REQUESTING A WEDDING:** Fill out the online wedding form at: <https://nashvillefirst.org/wedding-request-form>. You may also pick up a printed wedding packet from the church office; please call (615) 664-6000.
2. **WEDDING DATES:** The form includes a section to request availability. No dates should be announced until you have received a confirmation email from our Operations Manager. No weddings may be scheduled in the Sanctuary during New Year's Eve or Day; Palm Sunday weekend, Good Friday/Easter weekend; Fourth of July; Labor Day weekend; Thanksgiving weekend; or December.
3. **LOCATIONS:** The Sanctuary, Broadway Chapel, 7th Avenue Chapel, Terrace, and other church areas may be booked for your wedding ceremony, rehearsal, and/or reception. Preferences can be requested on your form, and we will make every effort to accommodate your request. Locations are not confirmed until you have received a confirmation email from the Operations Manager. Keep in mind that other events may be held throughout the church during your wedding.
4. **WEDDING COORDINATOR:** Once your date is confirmed, a wedding coordinator from the church will be assigned to your wedding. The NFBC wedding coordinator will help guide you and your family through the process and be sure all parties adhere to policies and procedures. They are knowledgeable in wedding etiquette and will assist you with the details necessary for a successful wedding. If you would like to use a different

coordinator that you hire separately, the church coordinator will still need to be on the property to supervise.

5. **PAYMENTS:** A \$100 deposit is required after you have received your confirmation email. If there are any changes to the original request, please notify the Operations Manager as soon as possible. The remainder of your wedding fee is due one month before the date of your wedding.
 - a. Your wedding fees to NFBC cover the cost of the facility itself, the church wedding coordinator, parking, security, A/V techs, a 1-hour rehearsal in the space, and custodial.
 - b. Ministers and/or musicians are secured by you. Any payments or honorariums are to be handled by you. Any non-NFBC ministers must be approved by the Senior Pastor. See the section below for information on musicians and music.
 - c. Outside vendors such as florists, photographers, videographers, or caterers are also to be secured by the couple. You are responsible for making sure these vendors adhere to our policies.

ROOM CAPACITY & COST

These facilities are subject to prior reservations and scheduled church meetings.

ROOM/AREA	CAPACITY	HALF DAY (4 hours or less)	FULL DAY (5 hours or more)
Sanctuary	1,200	\$1,000.00	\$2,000.00
Broadway Chapel	250	\$1,000.00	\$2,000.00
7th Avenue Chapel (Legacy)	150	\$500.00	\$1,000.00
Fellowship Hall	300	\$1,000.00	\$2,000.00
Fellowship Hall (one unit, divided)	100	\$200.00	\$400.00
Outdoor Terrace	200	\$500.00	\$1,000.00
Hub Area (1st, 2nd, or 3rd floor)	200	\$75.00	\$150.00
Sanctuary Lobby and kitchenette	200	\$75.00	\$150.00
Youth/Student Worship Center & Area	100	\$200.00	\$400.00

Note: The costs listed are for members of the church and not the public. These prices already have a reduction in fees from other events.

GENERAL INFORMATION

PASTORAL COUNSELING

- Weddings involving any of the NFBC ministerial staff require that the bride and groom must complete a minimum of four sessions of premarital counseling. A reduced marriage license fee can be acquired by attending counseling that addresses conflict management, communication skills, financial responsibilities, and children and parenting responsibilities.
- Our church can recommend a counselor to provide this service, or you may choose any other psychologist, professional counselor, clinical social worker, clinical pastoral therapist, psychological examiner, or official representative of a religious institution.

MINISTER/PASTOR

- Please set up an appointment with the NFBC Pastor or Minister who will be performing the marriage ceremony several weeks before the wedding to discuss the details of the wedding. Be sure to reserve the date with the Senior Pastor (615-664-6010) or other ministers directly for their availability.
- Your wedding at NFBC is a religious ceremony. If you wish to be married by someone other than an NFBC Pastor or Minister, please be sure to discuss it with the Senior Pastor in the event he sees any theological or belief issues with the minister or ceremony.

WEDDING SERVICE

- The Order of the Ceremony should be set with the bridal party and Pastor/Minister.
- Communion is not to be a part of the wedding ceremony. The Lord's Supper is considered a church ordinance of worship and not a personal observance.
- The Wedding Coordinator can help you with the flow and progression of the service.

MARRIAGE LICENSE

- The couple should bring their marriage license to the rehearsal. Your wedding coordinator will see that it is properly handled.

DECORATIONS

- NFBC does not have any decorating items such as candelabras, unity candle tables, etc. We do have some limited lobby furniture that is available for use as a guest book table, etc.
- Please ask before moving any seasonal decorations that may be present.
- All wedding decorations must be removed after the ceremony. Any items left will be discarded.
- Protective material must be used under all flower arrangements to protect carpets and furniture.
- Some couples choose to donate flowers to the church. If you would like to do that, then please make plans with the Wedding Coordinator.
- No helium-filled balloons are permitted inside the Sanctuary or Broadway Chapel.

- No flowers, ribbons, or decorations of any kind should be affixed in any way to church-owned instruments.
- All candles used must be flameless/faux candles. The only exception would be if the couple wants to use a unity candle in the ceremony. In that case, please use candles with dripless wax and only light them during the ceremony. It must be always monitored and extinguished as quickly as possible.
- Rose petals are allowed but must be synthetic to prevent staining.
- A wedding runner is hazardous and is not recommended.
- Anything attached to the wood at the ends of pew rows must be easily removable, with no nails or any item that would cause damage.
- Any tabletop décor or tablecloths should be removed from the church after the event. NFBC does not provide tablecloths.
- No rice may be thrown in the Church or on Church property. It is a safety hazard.
- If confetti or glitter is used, then you will incur additional cleaning charges.
- Decorations may not violate safety codes. This includes blocking doors, sidewalks, corridors, concourses, stairways, and/or making floor/stair surfaces difficult to navigate.
- Additions, modifications, painting, carpentry, or alterations of any kind may not be made to the facility. Charges may be assessed for any labor or damage resulting from such activity.
- If people are decorating your car, please make sure they properly clean up the parking lot afterward. Plan with Security to pull vehicles around and direct traffic.

BEHAVIOR

- No alcoholic beverages may be served or consumed on church property.
- No smoking or vaping is permitted inside the Church or on the Terrace or Atrium.
- No firearms or weapons of any kind are allowed on site, apart from our Security Team Members.
- Any guests exhibiting disruptive or destructive behavior may be asked to leave by our Security Team on site.

MUSIC

- The Christian wedding is a worship service. Choose music that coordinates with our values and is appropriate for the venue.
- Any music rehearsals or extra time needed for musicians should be arranged beforehand. The sound technician will conduct a sound check/mic check 30-45 minutes before the wedding. Please have all musicians in place at that time.
- Please inform the Worship Pastor if you plan to use any of the church's musical instruments like the grand piano or organ. Only approved musicians will be allowed to play these instruments, and if they are damaged by an unauthorized player, then you will be responsible for their repair.

PARKING

- Parking for your rehearsal and wedding will be arranged by the Operations Manager. Lots can be reserved based on the number of attendees expected and the doors you will be entering. Parking is included in the price of the facility rental.

PERSONAL VALUABLES & DRESSING ROOMS

- NFBC will make reasonable efforts to assist the wedding party in personal property. However, the church will not be responsible for personal items such as wedding dresses, wraps, purses, and gifts brought to the church for use in a wedding, and is not liable if such items are lost, stolen, or damaged.
- There is no storage available before the date of the wedding.
- Dressing rooms for the bride, groom, and attendants are provided for two hours before the wedding. Our bride's room is equipped with 3 full-length mirrors and an attached restroom. The groom and his attendants will dress in the choir-robing rooms, which have a private bathroom and a full-length mirror.

PHOTOGRAPHY & FILMING

- The couple is responsible for arranging any photography or videography of the event.
- We ask that you remind your photographer to be respectful during the ceremony.
- Wedding photos can be taken before or after the ceremony at the couple's discretion. Please make sure the Wedding Coordinator is aware.
- Arrangements can be made to use video cameras in the Sanctuary to film your wedding for an additional fee from our A/V team.
- Weddings are not usually live-streamed, but if you want a digital copy of the service, we can provide that for an additional fee.

THE REHEARSAL

- Rehearsals are usually held the night before the wedding. The cost for the rehearsal (approximately one hour) is part of the wedding cost. Anything longer than that may include additional charges.
- The bride and groom should insist that all members of the wedding party be prompt.
- Sometimes ministers and musicians are not present at the rehearsal; be sure to clarify your expectations with them beforehand.
- It is helpful if the Wedding Coordinator is provided with a copy of the ceremony and a printed list of names of the wedding party in the program.

THE RECEPTION

- You can have your reception offsite or at the Church. Your reception is considered a separate event from the wedding itself, so there will be an additional charge to use the agreed-upon space.
- You can plan for food to be provided by NFBC's Food Services or use an outside caterer.
 - If using NFBC's Food Services, make an appointment with the Food Services Director to review the menu and get a quote for the cost of food and staff.

- If using an outside caterer, keep in mind they will have limited use of the full kitchen area. They can use it for keeping items warm and for storage in specific locations only. They will not be able to “cook” any food on site. They will not be able to wash dishes on site.
- Music at the reception should coordinate with our values and be appropriate for the venue. DJs should bring all their equipment and not tap into any of the church’s equipment.
- Dancing should coordinate with our values and be appropriate for a church setting. Keep in mind that we do not have a traditional dance floor; most areas are carpeted. If any dancing gets too rowdy or disruptive, Security will ask that it be toned down or stopped.
- **Receptions must end at the agreed-upon time.** Additional hours for your reception may be added for an additional cost if guests remain beyond the agreed-upon hours.
- Any items brought in for the reception must be removed from the building the night of the wedding. If the reception is off-campus, items must be removed before leaving for the reception site.

Wedding Terms and Conditions

The following is to be read, understood, and adhered to by all users.

- 1. I acknowledge that I have read the *NFBC Wedding Policy* and agree to abide by all terms and conditions.
- 2. Any exceptions to these policies must be approved by the Operations Manager or Senior Pastor.

Exceptions granted:

(Operations Manager)

(Bride signature)

(Groom signature)

Date _____

Hold Harmless Agreement for Weddings

In consideration of the permit to use the Nashville First Baptist Church facilities herein before described, the undersigned user hereby agrees to indemnify, defend, and hold Nashville First Baptist Church harmless from and against any claims, actions, or demands alleging that Nashville First Baptist Church has any liability to any third party arising from the subject use of the facilities. Nashville First Baptist Church is not liable for any direct, indirect, incidental, special, or consequential damages, including loss of profits, revenue, data, or use or cost of procurement of substitute services or goods incurred by the user or any third party, arising out of the use of the premises permitted herein. Such indemnity extends to Nashville First Baptist Church, its members, agents, employees, successors, and assigns.

(Bride signature)

(Groom signature)

Date _____