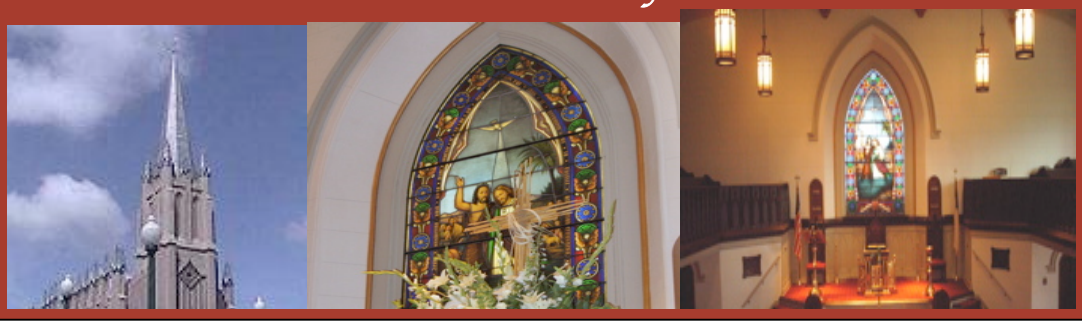
Your Wedding at
Freemason Street Baptist Church



A Christian marriage is always a joyful event, not only for the couple getting married and their family and friends, but also for the congregation in whose Sanctuary the marriage is celebrated. It is assumed that those wishing to be married at Freemason Street Baptist Church believe in God as revealed in Jesus Christ; the language conveying such beliefs is to be found throughout the vows, prayers and music.

In our congregation we believe that a covenant of Christian Marriage is one in which the bride and groom make promises not only to each other but to the God and Father of the entire human family. We believe that families are the foundation of society. Anything this congregation can do to enrich and strengthen marriage, and thereby families, is one of the ways we contribute to the mutual happiness and well being of society. For these reasons we are delighted that you have chosen this church for such a singular event as your wedding.

We are excited about your wedding, and our prayers are for God to bless you not only during your wedding ceremony, but throughout your married life together.

WEDDING GUIDELINES AND POLICIES

THE MINISTER

A licensed minister of the Christian faith will officiate at all weddings. It is assumed that if the bride and groom have established a relationship with their pastor in their home church, he or she will be holding premarital consultations, and he or she will be conducting the service. Your pastor will be responsible to contact our Senior Pastor, Dr. Jolly, for details regarding the liturgy to be used for the service. If circumstances keep your pastor from conducting the wedding, a minister from our church will step into this position. Should this option be exercised, our minister will be the minister of record, and all couples will be required to have an initial interview and four consultations with our minister.

WEDDING ARRANGEMENTS

When the decision has been made to have your wedding ceremony in Freemason Street Baptist Church, the first step in planning is to contact the church office can reserve the date and establish it on the church calendar. If you are having a pastor on our staff officiate your wedding you will meet with them for an initial interview and confirm the date. Weddings will not be scheduled to begin later than 5:00 p.m. and will not be scheduled to take place on a Sunday. Weddings are also not scheduled Christmas Eve, Christmas Day, the week after Christmas, during Holy Week, Easter or holiday weekends. Your completed "Application for Wedding" form, along with a $100.00 deposit, must be returned to the church secretary at the time the wedding is confirmed.

For your information and convenience, the capacity of the sanctuary is a maximum of 350 on the lower level. The Fellowship Hall will seat 100. The renovated church parking lot has space for 85 ehicles including handicapped spaces. Additional parking is available across the street in the MacArthur Center garage. In your wedding publicity and on the invitations, the proper name of this church should be used. It is:

Freemason Street Baptist Church
400 East Freemason Street
Norfolk, Virginia 23510

No alcoholic beverages may be served or consumed on church premises. No drugs should be brought on church premises. Smoking must be confined to outside the church building

MUSIC

The organist of Freemason Street Baptist Church is available to play for church weddings. Once a date has been approved by the minister and entered on the church calendar, the church secretary will give the name and e-mail of the church organist to the bride. It is the responsibility of the bride to arrange a time to meet with the organist to discuss music. Should you change rehearsal/wedding times it is the brides responsibility to contact the organist. Our Minister of Music must approve any other church organist.

Because the wedding is a service of Christian worship, neither secular music nor pre-recorded music will be permitted. The minister and church organist will have the final authority concerning the wedding music used. If a soloist or instrumentalist is used, he/she must provide the organist with the proper music.

FLORIST AND DECORATIONS

You must instruct your florist that the church will open two hours prior to the wedding for decorating. You must make arrangements to see that all decorations are immediately removed following the ceremony.

No nails or tacks may be used in the furniture or woodwork. No lighted candles may be used on pew ends or windowsills – only in the chancel area. Only floral tape may be used on the brass urn. The policy in this paragraph also applies to the Fellowship Hall and all other areas in the church.

No tracking is to be used in the sanctuary. Silk flower petals may be scattered, but no live petals may be used.

If you want candlelight, you must use the church candelabras. The candle inserts must be purchased from the church. Contact the church secretary to make those arrangements.

PHOTOGRAPHY

No flash photographs may be taken by anyone during the wedding ceremony. Video taping of your wedding should be done in accordance with the sacredness of the ceremony. Video taping of the service may be done from the balcony using available lighting. It is expected that the sanctity of the service will be preserved. Guidelines for photographers are included within your wedding packet, and your photographer must sign the form.

DRESSING AREA

The church will designate dressing areas for the bridal party and groomsmen. It is expected that these areas will be cleared before participants leave the church. This is not the function of the custodian.

The church will not be responsible for personal items i.e. wedding dresses, wraps, coats, cell phones, purses, which are brought to church in preparation for the wedding. The church is not held liable for any items lost or stolen.

All church facilities must be left in the condition as found, and care must be taken by the wedding party to protect furnishings in these rooms.

RECEPTIONS IN THE CHURCH

The Fellowship Hall of the church is available for your use as the place for your wedding reception for a fee. The custodian will assist the caterer in preparing the hall and cleaning it following the reception. The custodian's services take place before and after the reception and should not be confused with the services a caterer may render. The custodian will be present to assist your caterer.

The planning of your reception and decorating of the Fellowship Hall are your responsibility. Only professional caterers may be used unless other arrangements are made in advance with the church secretary and Food Services Manager. All items must be furnished by the caterer. Depending on the number of those attending will determine if you will need your caterer to provide additional tables and chairs. There is a specific form the caterer must sign which outlines the guidelines. It is included in your wedding packet.

No alcoholic beverages or dugs may be served or consumed on church premises, and dancing is not permitted. Smoking must be confined to outside the church building. Rice, confetti, birdseed and the like may NOT be used on church grounds.

We anticipate that receptions will last no longer that three hours after the wedding and must conclude no later than 9:00 p.m. You must schedule your reception when you schedule your wedding.

FEE SCHEDULE

The cost of having your wedding at Freemason Street Baptist Church is $1300.00. Included in this fee is the refundable deposit, the minister, pre-marital counseling, the organist, janitor, security guard and church usage fees.

The cost to use the fellowship hall for a reception is $400.00. This fee is janitor fees and room usage fee.

If you are using your own Minister and/or musicians there is a reduction in the fees. Please contact the church office for that information.

We anticipate the following time frame for weddings in the church: 1 hour for rehearsal, 4 hours for weddings (we open 2 hours prior to the wedding), 3 hours for receptions.

All rehearsals should start by 5:00 p.m. and the latest we start a wedding is 6:00 p.m.

THE DEPOSIT MUST BE PAID AT TIME WEDDING DATE IS CONFIRMED.

ALL FEES MUST BE PAID 30 DAYS PRIOR TO THE REHEARSAL DATE

The deposit will be refunded within 30 days if no additional costs were required on the day of your wedding.

* Please note, if you are using your own pastor it is your responsibility to give him an honorarium, typically given on the night of the rehearsal.

The fees above are the 2014 fees.

All payments must be check or money order, made payable to Freemason Street Baptist Church. We do not accept credit cards. If you are mailing your payment please send it to :
Freemason St. Baptist Church
PO Box 1739
Norfolk, VA 23501

PHOTOGRAPHY LETTER OF AGREEMENT

Freemason Street Baptist Church
400 East Freemason Street
Norfolk, Virginia 23510
(757) 625-7579

We understand that you and/or your firm has been retained by _____ _____and _____ in order to take photographs/videotape their wedding which will take place at Freemason Street Baptist Church, Norfolk, Virginia on (Day)_____, (Date)_____ at (Time)_____

Photography and videotaping of weddings at Freemason Street Baptist Church are subject to the following guidelines:

- The church will be available for photographs or videotaping 45 minutes before and after the wedding ceremony.
- Photography during the wedding is permitted up until the time that the processional music ends and the bride is at the front of the church.
- Photography may resume once the concluding music begins and the bride and the groom turn to process out of the church.
- Video or photographic documentation of your wedding should be done in accordance with the sacredness of the ceremony.

All aspects of this policy will be strictly enforced.

This Letter of Agreement, properly executed by you, must be returned to Freemason Street Baptist Church 30 days prior to the date of the wedding.

Photographer's Name_____

Firm Name (if applicable)_____

Photographer's Signature_____Date_____

CATERING GUIDELINES

1. **The caterer(s) must identify themselves** to the church secretary with **Name, Address, Telephone number,** and **contact person (a business card will do). A signed copy of these guidelines must be in the church office thirty (30) days prior to the wedding.**

2. **Caterer must furnish** tablecloths, candelabra, table decorations and any cookware, which is required.

3. **Caterer may use kitchen facilities** for the serving of **non-alcoholic** beverages and refrigeration of refreshments prepared elsewhere.

4. **Smoking is prohibited** in all Church buildings.

5. **Caterer must provide** flatware, dishes, bowls, sugar & creamer servers, plates, bowls, glasses, cups and saucers, serving bowls, etc.

6. **Caterer may use Fellowship Hall tables and chairs,** provided we are advised 30 days in advance. They may need to provide tables and chairs, depending on number of attendees.

7. **Caterer is responsible for clean-up** after use of kitchen facilities and Fellowship Hall.

8. **Caterer** is responsible for making sure that all **appliances are turned off** before leaving.

9. **Caterer is responsible for any damage** to church property during its use.

10. **Caterer** should **consult with the church secretary to** schedule a date and time to view the facilities and meet with the Food Services Manager.

11. **Our building and grounds are special to us.** The above rules and guidelines are given so you might treat our building as we do. We thank you in advance.

12. We anticipate that receptions will last no longer than three hours after the wedding and must conclude no later than 9:00 p.m.

Caterer's Signature_____Date_____

Brides Signature _____ Date _____

FREEMASON STREET
BAPTIST CHURCH

Att: Susan Keane, Secretary
P. O. Box 1739
Norfolk, VA 23501

Today's Date _____

Wedding Date_____

Wedding Time _____

WEDDING APPLICATION & PAYMENT AGREEMENT

The fees for weddings at Freemason Street Baptist Church as listed on the fee schedule must be paid 30 days prior to the rehearsal. A refundable deposit of $100.00 (returned 30 days after your wedding) is due when your wedding is scheduled with our church. Please complete this form and return along with your deposit.

BRIDE

Name_____ Date of Birth ____/___/_____

Address_____

Daytime phone number_____E-mail _____

Religious Affiliation_____ Occupation _____

Is this your first marriage? _____

GROOM

Name_____ Date of Birth ___/____/_____

Address_____

Daytime phone number _____E-mail _____

Religious Affiliation_____ Occupation _____

Is this your first marriage? _____

PERMANENT ADDRESS FOLLOWING WEDDING (where deposit will be sent)

Address _____

THE MINISTER

Will you be using a minister from our church to officiate your wedding?
YES_____NO_____

If using our Minister, you must arrange an initial interview as well as three additional consultations. If you are using another Minister, complete the following information.

Minister's Name & Title _____

Church he/she is serving_____

If Minister is not from Virginia is he licensed to perform weddings in VA? _____

Daytime phone number_____E-mail_____

THE ORGANIST
Will you be using the church organist? YES_____NO_____

Will the bride be dressing at the church? YES_____NO_____

Will you be using candelabras? YES_____NO_____

Florist _____Phone_____

Photographer _____ Phone_____

e-mail: _____

THE REHEARSAL

Date_____Time_____
Please note: the latest we start rehearsals is 5:00 p.m.

Mistress of Ceremonies/Wedding Coordinator

Name_____

Daytime phone number_____E-Mail _____

She will work with the minister as he/she directs the rehearsal and wedding.

THE RECEPTION

Location of Reception

_____

If your reception is at Freemason Street Baptist Church, please provide name of caterer:

_____

Please note that the caterer is to sign and return the catering policy to the church 30 days prior to the event.

SOUND TECHNICIAN

If you will need a sound technician there is an additional fee of $100.

Will you need someone to run the soundboard of the church (this is for if you have any extra soloists/musicians other than the organ)? _____

We have received a copy of the Wedding Guidelines and Policies of Freemason St. Baptist Church. We will review these with my wedding party, florist, caterer and photographer so there will not be any misunderstandings or deviation from them.

We understand the Schedule of Fees as outlined in the Wedding Guidelines and Policies and agree to pay these fees. We understand that my wedding date is not confirmed until the deposit of $100.00 has been paid. We also understand that the final payment of the remaining balance is due (1) month prior to the wedding date.

Total amount of payment due to the church, 30 days prior to the wedding is $_____

Bride's Signature and Date_____

Groom's Signature and Date _____