



Weddings
at Watkinsville

Welcome!

Congratulations on your engagement! We're excited that you're considering our campus as the place for your wedding ceremony! In this packet you will find information on the application process and facility use policies for weddings at Watkinsville. These are in place to assist in your wedding's being as God-honoring, enjoyable, and as low stress as possible, and to ensure that our buildings are maintained and prepared for other ministries and services of the church. As the bride and groom, you are responsible for reading these policies and ensuring others in your wedding party abide by these guidelines. Please know that the heart behind these guidelines is not meant to be restrictive, rather they are in place to help all parties involved.

After reading this packet, we invite you to fill out an application. Completing an application does not automatically reserve our facilities for you; it enters you into the review process. Each application will be reviewed to determine if our church can accommodate your request. At this time, wedding applications for our facilities are available only to members and regular attenders.

We are excited about this special time in your life and look forward to doing all we can to help make your wedding day possible! If you have any questions about our wedding policies, please do not hesitate to contact us.

Watkinsville First Baptist Church

1610 Simonton Bridge Rd

Watkinsville, GA 30677

706-769-8822

Biblical Basis

Our church and pastoral staff hold to the orthodox Christian faith and thus view the Bible as the Word of God and the authority for faith and practice. Therefore, these statements are made to allow those who would use our facilities to know what we believe the Bible teaches in regard to marriage and remarriage. These statements of Biblical conviction may preclude someone from using our church facilities. We reserve the right to deny use of the facilities after these issues have been discussed with the bride and/or groom.

- We believe the Bible teaches us that Christians should not be unequally yoked with non-Christians (2 Corinthians 6:14-16).
- We believe the Bible does allow for remarriage under specific Biblical guidelines, such as desertion by an unbelieving spouse (2 Corinthians 7:8-16), death of a spouse (1 Corinthians 7:39), or adultery (Matthew 5:31-32, Mark 10:2-12).
- We believe the wedding ceremony must be performed by a person who has been ordained as a minister of the Gospel of Lord and Savior Jesus Christ and holds to the orthodox Christian faith.
- We believe that marriage was ordained by God to be between one man and one woman (Genesis 2:24-25). No other type of marriage ceremony may take place in our facility, as outlined in our Church Constitution, Article V, Statement on Marriage:
 - We believe that marriage is a union between one unrelated man and woman who are biologically born as a male and female following biblical standards (Genesis 2:19-24, Leviticus 18:22, Matthew 19:3-9, Romans 1:18-27, Ephesians 5:22-23, Hebrews 13:4).
 - We believe that God only sanctions the marriage of a man and woman under these biblical standards. Therefore, this church recognizes and will perform only weddings compatible with these biblical standards. Marriage outside of these standards will not be performed by the church's ministers or on church property.

Application/Approval Overview

Wedding applications may be completed at any time, but we do not provide official facility approval until six months prior to your wedding date.

Approval Process Overview:

1. Read wedding packet.
2. Complete Wedding Ceremony Request form at www.watkinsville.org > About > Facility Use/Weddings.
3. WFBC staff notifies couple about approval decision and includes the Wedding Information Form for those whose weddings are approved.

You will be notified of the approval decision within two weeks from application submission, given that the request date is within the next 6 months. If it is not within 6 months, you will be notified when the date is 6 months out.

If approved:

1. Submit damage deposit to the church (all other fees are due by wedding date).
2. Complete Wedding Information Form and return to WFBC Wedding Director Carla Sibley at misscarla7@gmail.com
3. Carla Sibley contacts you once she receives your Wedding Information Form. Carla will assign a Church Facilities Host to you.

Your wedding request is not confirmed until your Wedding Ceremony Request is approved and we receive your damage deposit.

Policies

General

- All parties will work directly with the WFBC Church Wedding Director Carla Sibley.
- All parties will be assigned a Church Facilities Host.
- The facility we make available for weddings is our chapel (occupancy 300).
- Facilities can be opened as early as 8AM on the day of your wedding.
- Facilities will be locked two hours after the start time of your ceremony (unless given special permission by WFBC Church Facilities Host).
- Church furniture, musical instruments, and decor may be moved, but you must get permission from the Church Facilities Host first.
- If anything is moved, everything must be returned to its original position. Failure to do so will result in forfeit of damage deposit. All changes must be cleared with the Church Facilities Host.

Audio/Video Equipment

- The church's A/V equipment may be operated only by designated staff from WFBC. You will be assigned an approved A/V technician, which will be a separate fee. The sound technician will be available for the rehearsal and ceremony.
- The wedding party may not substitute a person of their choosing to operate our equipment.
- The church's camera equipment is unavailable to the wedding party.
- Music selections must be approved by the Wedding Director at least two weeks prior to the wedding ceremony. You will provide us with this information on the Wedding Information Form.

Decorations

- Candle Use:
 - Dripless candles are required for all services.
 - Handheld candles may not be used within the pews/seats.
 - Candles may not be placed in windows.
 - Usage of non-dripless candles will result in a forfeit of damage deposit.
- Decorations may not be hung from the walls except from existing hooks or nails.
- All floral decorations must have proper containers for their use.
- Exits may not be blocked at any time due to fire regulations.
- Tape or stickers may not be placed on pews, seats, stage, floors, or woodwork.
- The wedding party is responsible for the removal of all flowers and wedding decorations.
- With permission, the wedding party may begin decorating their requested facility one day before the actual ceremony (unless otherwise arranged with the Church Facilities Host).

Food/Drinks & Kitchen Usage

- Food/drinks are prohibited in the chapel.
- You must get permission from the Church Facilities Host to serve food in other areas on our property.
- At this time, we do not allow kitchen usage for food preparation.
- The only food allowed on our property for weddings are caterers approved by the Church Facilities Host.
- Smoking and use of tobacco products is prohibited within the facilities.
- All alcoholic beverages are prohibited from church property.

Dressing Rooms

Dressing rooms will be available for the wedding party. The womens' dressing room will be located within the top floor classrooms. The mens' dressing room will be in the basement area. Private restrooms will be available for use by the wedding party. Due to setup for our normal Sunday morning activities, some spaces are unavailable for use on your wedding day except as a dressing area.

Counseling

- The bride and groom must attend at least three pre-marital counseling sessions before the wedding ceremony.
 - We offer a 7-week program called Right Start twice a year (fall and spring) for engaged couples. Learn more at watkinsville.org/rightstart
- If the ceremony officiant is not from WFBC, it is acceptable for you to complete your counseling with him; however, proof of the counseling sessions will be required before the wedding ceremony. Please deliver this proof to the Wedding Director 2 weeks before your ceremony.
- If your counseling sessions are to be scheduled with a minister from WFBC, it is your responsibility to call and schedule these appointments.

Rehearsal, Rehearsal Dinner and Reception

- Once your wedding request is approved, you must submit a separate event request for your rehearsal. This request is found at www.watkinsville.org > About > Facility Use/Weddings > "Other (One-time) Facility Use Request".
- You may have rehearsal dinners on campus depending on space availability. A separate event request must be submitted for a rehearsal dinner. This request is found at www.watkinsville.org > About > Facility Use/Weddings > "Other (One-time) Facility Use Request".
- Rehearsal dinners may only be provided by caterers approved by the Church Facilities Host.

- Additional cleaning fees will apply for a rehearsal dinner, but not for the rehearsal. At this time, while we can deliver chairs and tables to the space for a rehearsal dinner, we do not have staff available to set them up or take them back down.
- We currently do not have space available for wedding receptions.

Fees / Cost

- All fees must be paid by wedding date. Deliver fees to the Wedding Director at the Rehearsal.

Wedding Director

- Meet twice for approximately one hour with the bride and groom prior to the day of rehearsal to plan the ceremony and answer questions.
- Plan and lead rehearsal of ceremony (prior to wedding day).
- Day-of wedding directing.
- Available to help with planning of reception (although not available on the WFBC campus).

Church Facilities Host

We will have a member of our facility team on hand to oversee the building during all rehearsals and ceremonies. This is not the role of a wedding planner, but the primary contact between the wedding party and our operations team. This person will be up to speed on all of our current policies and procedures.

Church Facilities Host Responsibilities:

- Communicate with you about facility-related questions.
- Unlock facilities before rehearsal/ceremony.
- Make sure facilities are in order before use.
- Coordinate dressing areas for the ceremony.
- Prepare requested facilities, restrooms, and dressing areas to the state of readiness for the event.
- Approve caterers as needed.
- Ensure that facilities are back in order following use.
- Lock the facilities following use.

Wedding Fees

Damage deposit: \$250

This deposit is required to secure the weekend of the wedding on our church calendar and to cover any possible damages to the church property during the wedding weekend. It will be refunded after your wedding, provided that there are no damages. **Your wedding date is NOT GUARANTEED until the damage deposit is received.*

Cleaning: \$235

- Prepare and set up property for rehearsal and wedding
- Clean facilities following the wedding
- Set up rooms for Sunday morning use

Sound Technician: \$200

- Clear stage for rehearsal and wedding (disconnect microphones, wrap cables, remove and store instruments, stands, equipment, etc.)
- Set up stage for sound/music needs during the rehearsal and wedding
- Sound tech for rehearsal and wedding; arrive at least one hour prior to wedding.
- This fee covers a 2-hour rehearsal time and 2-hour wedding time. Extra time will be billed at \$50 per hour.
- Following wedding, re-set stage and sound for Sunday morning services

Wedding Director \$500

- Carla Sibley will be your day-of Wedding Director. Please reach out to her as soon as possible at 706.202.6404.

Church Facility Host: \$175

Officiant

- While there is no required fee for officiants and ministers, it is customary to honor their time with a generous monetary gift.

Fees are due to be submitted to the Wedding Director no later than the rehearsal.