

THE FIRST BAPTIST CHURCH OF HIGHLAND PARK

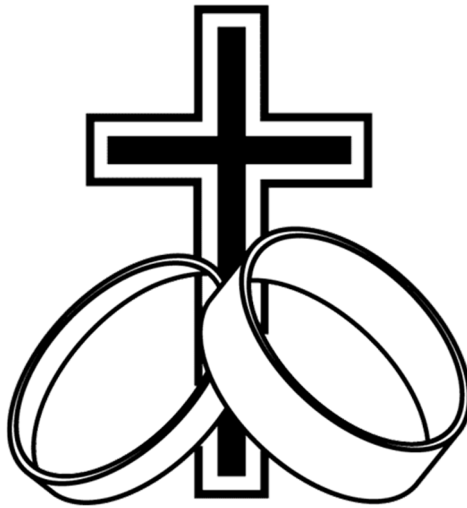
Wedding Ministry Policy and Procedures



***"He who finds a wife what is
good and receives favor from
the Lord." Proverbs 18:22***

THE FIRST BAPTIST CHURCH OF HIGHLAND PARK

WEDDING MINISTRY POLICY AND PROCEDURES



“He who finds a wife finds what is good and receives favor from the LORD.”

Proverbs 18:22 (NIV)

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Rev. Dr. Henry P. Davis III, Pastor

POLICY OBJECTIVE

The objective of this wedding policy is to inform couples of the policies and procedures for planning Christ centered ceremonies at First Baptist Church of Highland Park (FBCHP). Christ centered in relation to marriage means that both persons (male and female) are Christians committed to Christ first and committed to each other. Christian love is founded in God, exemplified by Christ and is to be practiced by Christian couples. The wedding ceremony should reflect the above. Therefore, secular expressions of love, dress and music do not express the message that this church desires to convey.

The following sets forth the official Church policy on weddings to be held at First Baptist Church of Highland Park. This policy is to be respected by individuals who utilize the church for their wedding ceremony in any of the following area:

- Chapel
- West Sanctuary
- East Sanctuary
- Lucy V. Wyatt Prayer Garden
- The Plaza (Breezeway)
- Upper Wyatt Annex
- Fellowship Hall and/or Banquet Hall (for rehearsal dinner and/or receptions)

NOTE: One year of membership is the criteria for full church privileges.

GENERAL POLICY

- All weddings must be coordinated through the Church Office Wedding Scheduler for date, time and assignment of a Church Wedding Coordinator. Please be advised that no date will be confirmed until approved by the Pastor. The couple must schedule a meeting with the Pastor within sixty (60) days of submitting the wedding application.
- All engaged couples must receive premarital counseling with the Pastor. It is imperative that strict adherence to the time schedule be observed for counseling, rehearsals and the wedding.
 - If another minister is performing the ceremony, please provide name of the minister and church.
- Saturday weddings are scheduled between 10:00 a.m. and 2:00 p.m.
- All wedding ceremonies will be directed by one of the Church Wedding Coordinators. The Church Wedding Coordinator will be responsible for ensuring the adherence of these policies during all rehearsals and/or the wedding ceremony in the areas referenced above.
- The assigned Church Wedding Coordinator will meet with the couple as soon as possible following the wedding date confirmation from the wedding scheduler in the Church office.

- All rehearsals are scheduled for 6:30 p.m. the evening prior to the wedding date. One (1) hour is allotted and all participants should be present and on time. The Wedding Party should arrive at the Church **NO LATER THAN 6:15 p.m.** and be prepared to start the rehearsal promptly at 6:30 p.m. *NOTE: The Church Staff may have events scheduled for a time either before or immediately following the rehearsal.*
- The purpose of the rehearsal is to familiarize your bridal party with the layout and the order of service. Therefore, everyone involved in the ceremony could be present (i.e. mothers, fathers, grandmothers, ushers, hostesses, musician and soloist, etc.).
- Storing decorations and other materials overnight in the Sanctuary and or Chapel requires prior approval.
- The marriage license must be submitted to the Wedding Scheduler **NO LATER THAN TEN (10)** days prior to the wedding.
- If the wedding rehearsal dinner and/or the reception is held in the Banquet Hall **dancing and the playing of secular music of any kind is prohibited.**
 - Couples first dance and bride and groom is allowed.
 - Dance with parents allowed.
- During receptions held at the Church, all food and beverage (**no alcohol allowed**) are to be consumed in the Banquet Hall; never in the East and West Sanctuaries, Church Lobbies, Chapel or other areas on the Church grounds.

A certified person from the Banquet Hall Staff must be on the premises when the Kitchen is in use. See Banquet Hall policy for additional information.

Smoking and the use of alcoholic beverages are absolutely prohibited in all areas of the Church and on the Church property.

- **The Church Wedding Coordinator will:**
 - Ensure proper music selections (see recommended Wedding Ceremonial Music selections within this policy) in conjunction with the Officiating Minister;
 - Ensure adherence to Church dress policy during rehearsal and the wedding ceremony;
 - Respond to questions regarding ceremony procedures and Church Policy;
- Conduct the wedding rehearsal and wedding ceremony to ensure they are carried out smoothly and in accordance with the church policy.

- **The Wedding Scheduler will:**

Review the wedding program and secure a final copy of a program before it is printed so that the Pastor or Minister officiating the ceremony can review and approve. The Church Wedding Coordinator has no authority to approve the program, however, may make suggestions for changes.

All programs must be submitted to the Wedding Scheduler two (2) weeks prior to the wedding ceremony for approval by the Pastor or Officiating Minister.

Ensure all wedding fees are collected according to the policy.

- **ATTIRE**

The wearing of shorts and hoodies are not permitted. Gowns worn during the ceremony by the bride, her attendants, hostesses, etc., should be in good taste.

CHURCH DECORATIONS

- Church decorations must be coordinated with the Church Wedding Coordinator and should be limited to seats, aisle runner and flowers for the alter in either of the Sanctuaries or the Chapel;
- You have the option of using the flowers that are on the pulpit at the time of your wedding;
- Balloons are **NOT** permitted in the Sanctuaries and Chapel;
- No rice or confetti is allowed to be thrown in the Sanctuaries, Chapel, Banquet Halls, or on the grounds;
- The use of tape of any kind is not permitted to affix decorations in either of the Sanctuaries, Chapel, and Banquet Halls;
- When using a unity candle, the couple must provide dripless candles.
- Decorations are not included in the fee.

PHOTOGRAPHS/VIDEOTAPING

- Photographers may take photographs anytime during the ceremony except during prayer or scripture reading;
- The Church Video System is not included in the use of the Sanctuaries or the Chapel. Weddings are not streamed, mics are available to play requested music.

WEDDING CEREMONIAL MUSIC

The following is a list of approved and acceptable music to be used during weddings. Any deviation from the listing of non-secular songs* must be pre-approved by the Director of Fine Arts of First Baptist Church of Highland Park. The song selections should be sent to the Wedding Scheduler two months prior to the wedding.

Recommended Selection of Songs:

1. I Will Always Love You by Whitney Houston - <https://youtu.be/3JWtaS7LdU?si=c2WNDVoLa-sQQvBf>
2. Endless Love by Diana Ross and Lionel Richie - <https://youtu.be/UsqDoz2Co4o?si=1eAHYkqmOzts7d-z>
3. We Must Be in Love by Pure Soul - https://youtu.be/8wUAFpnixrw?si=tYmCPp8K2DQ_LSVs
4. You by Jesse Powell - https://youtu.be/g5ug_Cp4mX8?si=Vue0AntRcoUDRR9D
5. For You by Kenny Lattimore - <https://youtu.be/o-zZQ7BzYJE?si=xuic-mkbl-kGprlh>
6. Always and Forever by Heatwave - <https://youtu.be/9tXVK7fh-kl?si=LlhoiXr1nnWhIXfS>
7. Suddenly by Billy Ocean - https://youtu.be/vgpcEYkj0hQ?si=QIAMtCjrs82JW_3T
8. For You I Will by Monica - https://youtu.be/qLnoYEAoJ-M?si=Y9d_YVHFzKENOWYi
9. Here and Now by Luther Vandross - https://youtu.be/Ou_u4nIYmNs?si=cAPX1CQ4_UzUgqNB
10. I Can't Stop Loving You by Kem - <https://youtu.be/fyPDZephXAO?si=KPrJKQZrzxFeNrZ>
11. Spend My Life With You by Eric Benet - https://youtu.be/VoS2ACC2Bv0?si=xmOhAGW1osjd_stc
12. I'll Be There by Michael Jackson or Mariah Carey - <https://youtu.be/PPTsvPVf6Pg?si=haMukn-bkevdrNhl>
13. If Only You Knew by Patti LaBelle or KeKe Wyatt - https://youtu.be/xl0Yj0u8_Ec?si=0E1JS-hgD8KqfzSC
14. All My Life by K-Ci & JoJo - https://youtu.be/U4kYXWcd4d8?si=Qgxb_houg1HLEEch
15. This Very Moment by K-Ci & JoJo - <https://youtu.be/v1BB3rgt6o?si=90ehoocWC9Yq8dM>
16. My Love, Sweet Love by Patti LaBelle - <https://youtu.be/w6lAcAhUW4k?si=OA6a39PkWkOhzqqH>
17. I Believe in You and Me by Whitney Houston - https://youtu.be/FQGt6VNm_iQ?si=5RQhCQ3sr-sKk2kc
18. All the Man That I Need by Whitney Houston - <https://youtu.be/3WH1Ma50QUk?si=ka2wR2qmn87QABJQ>
19. Nothing Has Ever Felt Like This by Rachelle Farrell and Will Downing - <https://youtu.be/pf83djaaTS4?si=-QT69TuLcSQ-t9IZ>
20. You Put A Move on My Heart by Tamia and Quincy Jones - <https://youtu.be/pT-B6m7jfy8?si=d8W7DhOSLaoSmcWM>
21. With You by Tony Terry - https://youtu.be/qlqJyZg_3-o?si=otAkxHxtQ100_pX-
22. Dangerously In Love by Beyonce - https://youtu.be/4Xemq4xCSEA?si=j_T4nvgWIK7h-gcb
23. Inseparable by Natalie Cole - <https://youtu.be/Ar4-R6H5Ygk?si=ZKwIXrehuY-LFHdr>
24. Truly by Lionel Richie - <https://youtu.be/G1xiFRccd88?si=o-EeGOeDgOaik5J9>
25. Loving You by Minnie Riperton - <https://youtu.be/HpJ89eaALCg?si=o88Ga2KqpwpHsxo0>
26. At Last by Etta James - https://youtu.be/1qJU8G7gR_g?si=CZlH9sF6hgOdqER6
27. I'll Always Love You by Taylor Dayne - https://youtu.be/0bGdnMnq40s?si=G4M9CNQDnj_fkpBy
28. Always by Atlantic Starr - <https://youtu.be/dM-CiPKZF4g?si=yyMswR1CSBYPFRL>
29. I Choose You by Ryan Darling - <https://youtu.be/czdqucYrqhM?si=iKlIbNvkWtg8wW2s>
30. Fall For You by Leela James - <https://youtu.be/CjOIQnCbDU0?si=Pb0YPFdUP3KdSuat>
31. Love the Way You Love Me by Shalea - <https://youtu.be/UjAneF9U4IU?si=DI2fH2NRzM2HFMYw>
32. You Are by Charlie Wilson - <https://youtu.be/nOCBMh3p-AM?si=wHey4nT-fEvJQ72j>
33. You for Me by Johnny Gill - https://youtu.be/gkY_isnOWUE?si=tQNBDVUGguT5VgcX
34. This Is Love by Regina Belle - <https://youtu.be/CotwLvu8M5w?si=dNUerCqOnquplBaQ>
35. The Only One by Lionel Richie - https://youtu.be/h-_HpvFdvE?si=-5FngRfzVCGMqHSQ
36. One in A Million by Larry Graham - <https://youtu.be/nmjAozP2UUs?si=AT-xRCsbGplobgpG>
37. I'm Yours by El DeBarge and Siedah (Quincy Jones) - https://youtu.be/-UNI4NxSLVw?si=O9H5VAIvbPdWJy_
38. The Closer I Get to You by Patti Austin and Peabo Bryson - https://youtu.be/-UNI4NxSLVw?si=O9H5VAIvbPdWJy_
39. My Heart Belongs to You by Peabo Bryson - <https://youtu.be/StX0bxD4Eqw?si=QiKwyRP1sTmlviZf>
40. I Do by Boyz 2 Men - https://youtu.be/PM3ucc-fep4?si=vccUO8k_JDx_6aYT
41. Jesus is Love by the Commodores - <https://youtu.be/3sPNVVMwdII?si=XoG2JDkvbXciEzk0>
42. I'm Lost Without You by BeBe and CeCe Winans - https://youtu.be/PLDMf5taUD4?si=jT9_Liyzdi4HlpCN
43. I Found You by BeBe and CeCe Winans - <https://youtu.be/fGBEhgBj9Lg?si=im4iPB4cTfUQg2b7>

44. I Love the Lord by Whitney Houston - <https://youtu.be/iPLP1ui4YNc?si=gBTR1Pvenm0IPcPw>
45. When God Gave Me You by Vernon Jones - <https://youtu.be/heZouaVy6UY?si=zxj2Z3OrZemFnMzV>
46. More Than Anything - <https://youtu.be/XXJ2oYhVewI?si=xkBOQgwIT84j36KLx>
47. I See Miracles by Jekalyn Carr - https://youtu.be/cQhH9svtyKk?si=juRgNtZRGQdADwF_
48. I Believe by James Fortune - <https://youtu.be/18nd27sAloo?si=0boa5-yi25mF5W0Z>
49. Jesus is A Love Song by the Clark Sisters or Tim Bowman - <https://youtu.be/7II7yDw6Nlo?si=ntDGUvZJsp0QL7uj>
50. Ultimate Relationship by Donald Lawrence and Lala Hathaway - https://youtu.be/LxnkFeYywwQ?si=_qJc5uo-6thD

Use of the church equipment, which includes but is not limited to, the Rodgers 960 organ, Hammond organ, Steinway piano, Roland synthesizer or other instruments by musicians not affiliated with First Baptist Church of Highland Park must be pre-approved by the Director of Fine Arts. This can be facilitated through the Church Wedding Coordinator.

FACILITY

Weddings in the Sanctuaries, the Chapel, and Banquet Halls can be held during the week between 11:00 a.m. and 2:00 p.m. (based on availability and must be approved by the Pastor). **NOTE: DECORATIONS ARE NOT INCLUDED IN THE FEE.**

- A deposit of ½ of the fee is required with the application for weddings at the time of your application submission. Saturday weddings are scheduled between 10:00 a.m. and 2:00 p.m. on Saturdays, subject to availability of the chosen Sanctuary, Chapel, Banquet Halls or other areas. Note: Weddings scheduled for 3:00 p.m. require approval by the Pastor. If approved, an additional \$300 is required;
- Please be aware your wedding may be **CANCELLED** by the wedding officiant if it is not ready to start 45 minutes after it is scheduled to begin;
- The Pastor of First Baptist Church of Highland Park (or his designated Minister) will perform the wedding ceremony;
- All fees assessed are non-negotiable and are due in full forty-five (45) days prior to your wedding date, payable by cashier check, money order, or credit card made out to First Baptist Church of Highland Park.

RECEPTION / REHEARSAL DINNER

Please refer to the Banquet Hall Policy for information on using First Baptist Church of Highland Park's banquet facilities.

WEDDING CHECKLIST

- Submit your completed Marriage application along with your required deposit to the Church Office Wedding Scheduler;
- Schedule a meeting with the Pastor through the Wedding Scheduler.
- Schedule a meeting via Wedding Scheduler for ceremony requests with the assigned Church Wedding Coordinator, Facilities Use Coordinator, and the Minister scheduled to officiate your wedding. Remember, if you use our facilities, our Pastor (if not the Pastor, he will approve the Minister assigned to perform the ceremony) will perform the ceremony;
- If you are requesting your wedding, reception, or rehearsal dinner to be held at First Baptist Church of Highland Park, please complete the Facilities Use Request at www.fbchighlandpark.org

- Schedule a meeting via Wedding Scheduler two months prior to the ceremony to discuss musical needs.
- It is required that your marriage license be submitted to the Wedding Scheduler ten days before the wedding rehearsal.
- Weddings for 3:00 p.m. require approval by the Pastor. If approved, an additional \$300 is required ten days before the wedding.
- All fees assessed are non-negotiable and are due in full forty-five (45) days prior to your wedding date, payable to First Baptist Church of Highland Park cashier's check, money order, or credit card.



THE FBCHP WEDDING POLICY

Bride's Name

And

Groom's Name

We, hereby acknowledge that by signing this wedding policy, it has been reviewed with us and we fully understand its requirements and contents.

Bride's Signature _____ Date _____

Groom's Signature _____ Date _____

Church Secretary's Signature _____ Date _____

First Baptist Church of Highland Park
Landover, Maryland
Application for Wedding, Rehearsal Dinner and/or Reception

Date _____

Type of Ceremony:

_____ Wedding at FBCHP _____ Reaffirmation of Vows at FBCHP
_____ In Pastor's Office _____ In Home Reaffirmation of Vows
_____ In Home Wedding
_____ Wedding performed at other location Env. # _____ Member ____ Non-Member ____

Address _____

Name of Bride _____

Address _____

Telephone Number (s): Home _____ Cell _____ Work _____

Name of Groom _____

Address _____

Telephone Number (s): Home _____ Cell _____ Work _____

Request Reception in Banquet Hall? Yes ____ No ____ Rehearsal Dinner in Banquet Hall? Yes ____ No ____
(must complete Facilities Use Request) (must complete Facilities Use Request)

Wedding Rehearsal Day/Date: _____

Time: _____ A.M./P.M.

Date of Ceremony: _____

Time: _____ A.M./P.M.

BELOW THIS LINE IS FOR OFFICE USE ONLY

Name of Minister to Perform the Ceremony: _____

Name of Church Wedding Coordinator: _____

Deposit Amount: _____ Receipt No. _____ Date Paid: _____

Total Amount Paid: _____

Balance Due: _____

Date Paid: _____

Signature _____

Date _____

NOTE: Copy to: Pastor
Wedding Church Coordinator
Church Office
Banquet Hall Office
Security
Media Ministry

REV. FBCHP 01/2026