

# Wedding Guidelines

**Fernwood Baptist Church**  
200 Fernwood Drive ~ Spartanburg, SC 29307  
(864) 582-7467 ~ Fax (864) 582-7477  
email: office@fernwoodchurch.org

*To maintain this proper atmosphere, as well as to safeguard the furnishings, please observe the following guidelines.*

1. Appropriate floral decorations may be used.
2. If you have a florist who will need to enter the building before the scheduled time of the wedding to place floral arrangements, you must schedule a time with the Administrative Assistant or member of the Wedding/Events Committee.
3. No pews or other furniture may be moved.(Insurance regulations) The Communion Table and Pulpit in the sanctuary or chapel will be moved by our custodian only. This applies to tables and chairs in the Dining Room/Gym area.
4. Food can only be in designated areas. Please ask Wedding/Event teams for more information.
5. No nails, staples, thumbtacks, scotch tape, or wire may be used on any surface.
6. No artificial platforms may be used, and no carpentry work may be performed at any place in the building.
7. Smoking and alcoholic beverages in the facilities is strictly forbidden. The throwing of rice, bird seed, or confetti in any part of the church building or church property is prohibited.
8. **RECEPTION:** Scheduling for receptions may be arranged when filling out the attached form, through the Administrative Assistant. We will need to let the Fernwood Representative know how many tables or chairs you want set up in the Dining Room in advance. (Fill out attached form completely and turn in to the church office 2 weeks after reservations are made with the administrative assistant.)
9. **ORGANIST/PIANIST:** We have qualified organists/pianist, and if you wish to use them for your wedding, you can make these arrangements with the Administrative Assistant. Fees should be negotiated with each of these individuals. Since the wedding ceremony is a worship occasion, classical music and sacred music are most appropriate. Love songs and alternative music should be saved for the wedding reception. If you have questions about the appropriateness of music for the wedding, feel free to contact us. Rusty Keesler, Director of Music Ministries/Church Organist - [rusty@fernwoodchurch.org](mailto:rusty@fernwoodchurch.org).

10. **SOUND/LIGHTING TECHNICIAN:** The sound and lighting technician must be a member of the Audio/Visual Ministry Team at Fernwood Baptist Church. The fee for the sound technician is **\$125**, paid to the Administrative Assistant before wedding. Check is to be made out to *the Sound/Lighting Technician*.
11. **MEMBERSHIP CLASSIFICATION:** To be classified as a member and receive member fees, you must be a current active member of Fernwood Baptist Church and on the membership roll (joined).

*Revised 4-27-17*