

WEDDING POLICIES



**FIRST
BAPTIST
CHURCH**
Family of Faith

FIRST BAPTIST CHURCH

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Elk City, Oklahoma 73644
580-225-7951

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Dear Bride and Groom,

The First Baptist Church staff wishes to join you in the celebration of your marriage. We are pleased that you have chosen to have a church wedding ceremony and that you are including us in your wedding plans. We desire that your wedding ceremony is a service that honors God and symbolizes your commitment to the Lord and to each other.

We assume that most marriage ceremonies will be officiated by a First Baptist Church staff member, but we recognize that some brides or grooms may have relatives or friends of the family who can perform wedding ceremonies.

Because of our desire to build strong Christian marriages, we require both the bride and groom to participate in premarital counseling. The time and arrangement for these sessions are to be planned with the officiating minister.

The wedding coordinator will help you insure that your plans are in keeping with church policy and that your desires are appropriately considered. As you make plans for your wedding, we will do all that we can to accommodate your schedule and preferences. Much time and effort, serious study and careful judgement have gone into the preparation of the church's wedding policies. They have been developed to assure full communication between our church and all parties involved and to facilitate your preparations.

May the Lord bless you as you plan your wedding and begin your Christian marriage.

Sincerely,

Russell Duck, Pastor

Dear Bride and Groom,

I want to take this opportunity to congratulate you and to tell you a little of what you can expect from the wedding coordinator.

The first thing you must do is get your date on the church calendar. Availability of the facilities, minister and musicians all figure into that date being set. Please, do not have invitations printed until that date is confirmed.

I suggest the second thing you do is call me. Let me say right up front that I am not going to tell you how to have your wedding. That is not my role. I am going to be available to

- Discuss facilities
- Explain wedding policies established by the church
- Coordinate the services provided by the church
- Assist at the wedding rehearsal
- Assist at the wedding

I know some etiquette and protocol, however I don't have all the answers. I have some answers and know where to get others. Most brides and grooms prefer to personalize their weddings to meet the needs of their situations. That is, as I see it, the way it should be with appropriateness to the setting being a consideration.

I want to help you so that preparations are minimal and productive, rehearsal time is minimal and productive, and the wedding is a glorious, dignified testimony to our Lord Jesus Christ reflecting your personal dreams and desires.

Can we do it? Sure! Call me. 225-4358

Estelline Coffey
Wedding Coordinator

From the members of First Baptist Church, Elk City:

We are so happy that you are about to take such an important step in your life. We believe “marriage is instituted of God, regulated by His commandments, blessed by our Lord Jesus Christ, and to be held in honor among all men.” We believe the wedding ceremony is not simply a gala social event, but a sacred religious ceremony in which two persons invoke the blessing of God in holy wedlock. It will be most meaningful to you and your families and friends when there is careful concern for the sanctity of the church and its services, as well as the dignity and beauty of Christian marriage. We pray that God will bless you with a long and happy life together.

It is a desire of First Baptist Church, its ministers, and its staff to make every wedding a beautiful, meaningful service. Every possible courtesy will be extended to wedding parties.

We want this church building to be of service to the congregation and the community. We realize the necessity of safeguarding the physical property and conserving the time and effort of those charged with the maintenance of this property.

The following guidelines have been adopted in order to establish a regular procedure in regard to weddings at First Baptist Church, Elk City, and to make available to wedding parties the accepted policies of our church.

SECURING THE DATE

Your first step in preparing for your wedding at First Baptist Church is to reserve the facilities. The pastor's secretary maintains a wedding calendar on which reservations are noted. When the church staff approves the date of your wedding, the date will then be placed on the wedding calendar. Only one wedding/wedding rehearsal will be scheduled per day because of the conflict with decorations, bride's room and reception areas.

Wedding reservations will be placed on the church wedding calendar on a "First Come" basis.

No weddings or rehearsals will be scheduled during Sunday, Revival, Special Services, or Wednesday night services. Also, no weddings/wedding rehearsals will be scheduled on the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Eve or Christmas Day.

Holiday week-end weddings and/or rehearsals are discouraged, though not entirely prohibited, and should not be planned except under unusual, exceptional, or emergency situations.

Church-related activities will take precedence over private activities in scheduling of all facilities.

When all dates are confirmed, an appointment must be made to meet with the Wedding Coordinator. At this meeting you will be advised of all church policies concerning your wedding and all facilities, equipment, and/or furniture available to you.

FACILITIES AVAILABLE

The Worship Center is available for larger weddings (1400 capacity) and the Chapel for smaller weddings (120 capacity). Normally, the wedding reception is held in the parlor, but the Fellowship Hall is available for larger groups. The Fellowship Hall is also available for your wedding rehearsal dinner. For dressing, the men may use the choir rehearsal area. The bride and her party may use the bride's dressing room. The nursery may be opened for a wedding, but a minimum of two FBC workers must be hired for two hours by the wedding party. Arrangements for the nursery must be made at least two weeks prior to the event.

OFFICIATING MINISTER

It is expected that ordinarily one of the ministers on staff will officiate at weddings in our facilities. When someone other than a member of the church staff has been asked to perform the wedding ceremony, it will be necessary for the bride to submit the name of the minister to the church staff for approval. Only licensed Southern Baptist ministers of the gospel may perform wedding ceremonies in our facilities.

The bride and groom should make arrangements with the pastor's secretary for the minister of their choice. At that time, the pastor's secretary will confirm the availability of that staff person and also schedule the premarital counseling. Premarital counseling by a FBC staff member is required, unless the officiating minister is not an FBC, Elk City staff member.

MUSIC

All music in connection with the wedding ceremony shall be compatible to Christian doctrines and beliefs of our church and must be approved by the church staff. The Minister of Music (or Music Committee) will serve as a liaison between the church staff and bride. He will be available to suggest appropriate music and has authority to eliminate any music he does not feel fits into the spiritual emphasis of the service.

The organ and/or piano may be used in the wedding ceremony. If the organ is to be used, the organist must be church-approved or someone cleared with the Minister of Music/Music Committee.

If an accompaniment tape is to be used, it should be cued and given to the sound technician before rehearsal.

The music submission form should be completed and given to the Wedding Coordinator one month before the wedding rehearsal

SOUND TECHNICIAN

It is required that you use a sound technician of First Baptist Church, Elk City for your wedding rehearsal and wedding in the worship center. He will be in charge of all microphones and sound equipment. If you plan to use accompaniment tapes, please be sure to give the tapes to the sound technician cued and ready to be played.

CUSTODIAN

A church-employed custodian will be assigned to your rehearsal, wedding, and reception. The custodial fee covers opening the church for the rehearsal and wedding, cleaning the bride's room, groom's room, worship center, chapel, foyer, restrooms, reception room, and driveway after the wedding. The custodian is not responsible for cleaning reception preparation or serving equipment.

The custodian will clear the stage of the pulpit and other furnishings that may be moved. Pianos and other permanent equipment may not be moved. Seasonal decorations are not to be moved.

The custodian will arrange the tables and chairs for your reception. Please indicate the room arrangement needed for your reception area on the enclosed diagram, and submit a copy to the church office at least two weeks prior to your rehearsal.

The church will be opened three hours prior to the wedding. The custodian or representative of the church must be present while the building is opened.

If your wedding is small with minister and witnesses only in attendance, without special room(s) or decorations that require the use of a custodian, there will be no custodial charges.

FLORIST

Florists need to make arrangements for the building to be opened for decorating the church by telephoning the church. It is the responsibility of the bride to inform the florists of the church policies on decorating the church. The church should be decorated prior to the wedding rehearsal, but under no circumstances will the florist be allowed to decorate during the rehearsal. Additional information:

- Nails, tacks, staples, or tape may not be used to attach decorations to the walls, woodwork, furniture, or floors.
- Only dripless mechanical candles should be used in the building.
- Only silk flower petals may be used by the flower girl(s).
- We request that birdseed be used instead of rice or confetti, and that the birdseed be thrown outside. No birdseed will be allowed anywhere inside the building. If using birdseed bags, they should be passed out to guests as they exit the building.
- Florists must see that the church premises are clean of floral decorations and equipment and that all decorations are removed immediately following the wedding.

CATERERS

Caterers need to make arrangements for the building to be opened for the preparation of a meal or a reception by telephoning the church. The pastoral secretary will inform them of what equipment we have available. Any food, meals, or refreshments will be limited to the Fellowship Hall (or the appointed place for the reception.) No food or beverage will be allowed in the Worship Center or Chapel. The church hostess or hospitality committee must approve the caterer or persons preparing the meal.

PHOTOGRAPHER

Photographs shall not be made from the floor of the worship center or chapel during the wedding vows. Time exposures may be made from the balcony of the worship center or from the back of the chapel during the remainder of the service. Processional pictures of the bridal party may be taken at the entrance of the bridal aisle only. Pictures are permissible during the recessional. The photographer is cautioned to make sure that no noise is involved in the making of the time exposures or changing of film during the service. Pictures may not be taken from the baptistery area.

The photographer may take pictures before or after the ceremony in any rooms provided for the wedding. He (she) is permitted to take pictures freely in the foyer, chapel, parlor, fellowship hall, and worship center. It is crucial that the photographer understand the importance of being well-organized in his (her) use of time in taking pictures between the wedding and reception. Experience has taught that too much time here causes the guests waiting for the reception to become restless and leave.

VIDEOGRAPHERS

Video taping during the entire ceremony is allowed as long as it doesn't distract from the sanctity of the service. Videotape made by church personnel is optional upon the availability of an approved technical crew which consists of three (3) people. A request form must be turned into the office thirty (30) days before the wedding day. A \$100.00 video camera fee covers the use of video equipment only. First Baptist Church and video crew will not be liable for quality of tape or performance of equipment.

ADDITIONAL INFORMATION

- Dress for the wedding party should be modest and consistent with Scriptural guidelines.
- NO alcoholic beverages of any kind may be served or consumed on the church premises.
- Smoking will not be permitted in the building.
- The rehearsal shall begin promptly at the time scheduled. Delay in beginning consumes the time of the minister, organist, soloist and the building personnel. The Bride and Groom should insist that all members of the wedding party be as prompt for the rehearsal as for the wedding.
- The building must be vacated by 10:00 p.m. unless arrangements are made ten days prior to the wedding.
- The church cannot be responsible for personal items such as wedding dresses, wraps, purses, silver or glass brought to the church for the wedding or the wedding reception; nor can the church be liable for such items if lost, stolen or damaged. Every reasonable effort will be made to assist the wedding party in the protection of such property.
- The church has 25 five-foot round tables and 65 eight-foot rectangular tables that can be used for any serving needs. There are white tablecloths that are available for the round tables that can be used for a cleaning fee of \$3.00 each. If you use candles as part of a centerpiece when using these tablecloths, there must be something (such as tiles, mirrors, charges, candleholders) placed between the candle and the tablecloths to protect the cloth.

FEES

There are no fees for the use of any church facilities for First Baptist Church members or if the bride or groom's parents or grandparents are members of First Baptist. All fees are for the services of those who will be assisting you in making your wedding the beautiful occasion you desire. All fees should be paid two weeks prior to your wedding.

FACILITIES

	<u>Members</u>	<u>Non-members</u>
Worship Center	No Charge	\$300.00
Chapel	No Charge	\$200.00
Courtyard	No Charge	\$200.00
Reception Room	No Charge	\$100.00
Fellowship Hall		
for rehearsal dinner	No Charge	\$100.00
Parlor for reception	No Charge	\$100.00
Gymnasium	No Charge	\$200.00

Fees for the following services are the same for church members and non-church members:

Minister	Honorarium
Musicians	Honorarium
Sound Technician	50.00
Courtyard	75.00
Wedding Coordinator	75.00
Video	\$200.00

(This pays \$100 for a 3-person video crew and \$100 to the church for use of the video equipment. The church video is not available in the courtyard or chapel at this time.)
A \$3.00 cleaning fee will be charged for each tablecloth that is used.

Custodial fees are based on the rooms used:

Chapel for wedding	25.00
Chapel for wedding and rehearsal	50.00
Sanctuary for wedding and rehearsal	50.00
Courtyard for wedding and rehearsal	150.00 (2 custodians)
Courtyard for wedding, rehearsal & reception	175.00
Courtyard for wedding, rehearsal, rehearsal dinner & reception	200.00
Parlor for reception	25.00
Fellowship Hall for reception	25.00
Gym for reception	150.00 (2 custodians)

CONTRACT

I have read the statement of policies and procedures in this book and I agree to abide by them and make every effort to insure that those in attendance do likewise. I understand that I am liable for any damages which might occur to the buildings and/or furnishings of the First Baptist Church during the time of occupation by this wedding party and all those associated with this wedding.

Bride's and/or Groom's Signature

WEDDING PARTY

This form (2 pages) needs to be completed and turned in to the wedding coordinator ten working days prior to the wedding.

Date _____ Time _____

Bride _____

Groom _____

Bride's Parents _____

Groom's Parents _____

Best Man _____

Maid or Matron of Honor _____

Bridesmaid(s) in the order they will be standing from the bride:

Groomsman(men) in the order they will be standing from the groom:

Flower girl(s): _____

Ring Bearer(s): _____

Candle Lighters: _____

Ushers: _____

Grandparents:
Bride's Maternal _____
Bride's Paternal _____
Groom's maternal _____
Groom's paternal _____

Officiating Minister _____

MUSIC FORM

Bride's Name _____ Phone: Home _____ Work _____

Bride's Parents _____ Phone: Home _____ Work _____

Groom's Name _____ Phone: Home _____ Work _____

Groom's Parents _____ Phone: Home _____ Work _____

Organist's Name _____

The Minister of Music can recommend people who are competent on our two-manual organ. It is important that special care is taken in enlisting this person.

Pianist's Name _____

Soloist's (s') Name _____

Please list the titles of the musical selections to be performed in the wedding ceremony. The Minister of Music or Music Committee must approve any additions, deletions, or substitutions.

Pre-nuptial _____

Solos _____

Processional _____

Recessional _____

Approved by _____

BRIDE'S CHECK LIST

1. Date _____ Secured _____
2. Room Secured:
 - A. Worship Center _____
 - B. Chapel _____
 - C. Parlor _____
 - D. Fellowship Hall _____
3. Florist confirmed _____
4. Caterer confirmed _____
5. Sound technician confirmed _____
6. Photographer confirmed _____
7. Forms completed and returned
 - A. Music _____
 - B. Wedding Party _____
 - C. Contract _____
8. All Fees Paid _____
Total Amount Due _____

