

Congratulations on your upcoming marriage! This booklet presents First Baptist Church of Stephenville's understanding of weddings and the process for having a wedding in the FBC facilities.

A wedding service is a worship service directed toward God. Please think of this as you plan your attire, decorations, music and celebrations. This will help you establish the basic character and purpose of the ceremony.

Because our facilities are dedicated to the glory of God in Jesus Christ, only Christian marriages may be performed. Persons who desire to use the First Baptist Church facilities should understand and affirm the basic tenets of the faith represented by First Baptist Church.

WHO IS ALLOWED TO PERFORM CEREMONIES AT FIRST BAPTIST CHURCH?

Wedding ceremonies at First Baptist Church of Stephenville will be conducted by a recognized Christian minister. It is preferred that a minister from First Baptist Church of Stephenville conducts the service. In the event of a visiting minister, it must be affirmed that the minister adheres to the basic tenets of the faith represented by First Baptist Church.

The ministers of First Baptist Church do not attend the wedding rehearsal.

WHAT ARE THE REQUIREMENTS FOR USING THE CHURCH'S FACILITIES

A church wedding is a worship service. The people assemble to worship God and in the process, to give witness to marriage.

Christian marriage finds its unique meaning in the fact that it is patterned after the covenant relationship which God had established with the Church. God promised to love the church in joy and in sorrow, in plenty and in want, in sickness and health; in Christian marriage you will promise before God to do the same.

The auditorium of First Baptist Church is primarily a place of worship. Therefore, the furnishings of the auditorium (Bibles, Hymnal, Banners, etc.) expressing the belief of the people will not be removed for a wedding.

The facilities of First Baptist Church are available to members and regular attendees of the church. Children and Grandchildren of FBC members may be married at FBC.

The church is not "rented" to non-members or persons who do not have an on-going relationship with First Baptist Church.

FACILITIES AVAILABLE FOR WEDDINGS AND RECEPTIONS

The auditorium and the chapel are available for wedding ceremonies. The fellowship hall is available for receptions. No other areas of the church facilities may be used for weddings.

FIRST BAPTIST CHURCH WEDDING COORDINATOR

An approved FBC Wedding Coordinator will be assigned to your wedding once your paperwork and damage deposit have been returned to the church. The wedding coordinator will be your liaison with the church offices. The coordinator will be your best source for information. The wedding coordinator fees are included in the schedule of fees in this packet.

RESPECT FOR THE CHURCH:

It is expected that all members of the wedding party will conduct themselves with reverence and respect for the Church and its furnishings. We ask that members of the wedding party respect the Church building by refraining from smoking or using alcoholic beverages.

No rice, confetti, or other debris shall be thrown in the Church building. Bird seed may be used outside the Church building if desired.

The wedding couple is liable for any damages to the Church.

HOW DO I REQUEST THE USE OF THE CHURCH

When a couple plans to be married at FBC, the bride and groom should contact the church office as far in advance of the wedding as possible.

To request a date, contact the Pastor's Administrative Assistant for information concerning the dates and times available. The Administrative Assistant will give you a copy of the wedding policy, the fee schedule, and will assign a wedding coordinator for your wedding.

Once you have familiarized yourself with the wedding policies, turn in the signed "Application for Wedding" along with a \$200 deposit. Both the bride and groom are required to sign the application. A wedding date is not secured until both the application and the \$200 deposit are received by the Pastor's Administrative Assistant.

TIMES FOR WEDDINGS

Friday night weddings:

Should a couple choose to have their ceremony on a Friday night, the ceremonies and all activities associated with the wedding must take place begin no earlier than 6:00 p.m. and conclude no later than 10:00 p.m.

Saturday weddings:

Due to the preparations for Sunday Morning worship, the latest time slot available for Saturday weddings is 6:00 p.m.

Rehearsals for Saturday weddings will be on Friday night beginning at 6:00 p.m. All Friday rehearsals are to be concluded no later than 7:30 p.m.

No weddings are conducted on Sundays.

REHEARSALS

The assigned Wedding Coordinator directs the rehearsal. The FBC Minister will not attend the rehearsal. Guest ministers are welcome to attend.

The rehearsal should begin on time and conclude in no more than one hour. Any attendants who are unable to attend will be given instructions before the wedding.

Please schedule the rehearsal hour with care and consideration. An additional charge of \$75 will be assessed if the rehearsal begins more than 30 minutes late.

RECEPTIONS

The Fellowship Hall and Kitchen are available for receptions. Arrangement for the use of these facilities will be made when scheduling the wedding. Alcoholic beverages of any kind are not allowed to be used on church premises. Dancing is also not allowed at receptions held in the Fellowship Hall.

CANDLE REQUIREMENTS

All candles are to be supplied by the wedding party (or florist) and must be **drip-less**, including the tapers of the unity candle holders.

Any attachments to the pews must have protective coverings.

FLORISTS AND DECORATIONS

The auditorium is a room dedicated to the worship of God. Decorations should be appropriate. Persons providing services, decorations, or flowers shall have access to the church three hours prior to the wedding.

No tacks, pins, nail or glue should be used to fasten and decoration to the furniture, walls, or carpet. Only wrapped ribbon is to be used to fasten bows to the pews.

Someone should be designated to remove floral arrangements, ribbons, candelabras and other wedding paraphernalia from the church following the wedding and/or reception. Items left in the church will be discarded. All facilities should be left clean after the removal of flowers, candles, etc.

During special time such as Christmas and Easter the auditorium may have special decorations. It is understood that these decorations will not be removed or disturbed.

PHOTOGRAPHERS/VIDEO RECORDERS

Since this is a worship service, flash photography is not allowed during the ceremony but is acceptable during the processional and recessional.

At no time during the ceremony will the photographer enter the alter area, the choir area, or place himself in such a position that would distract from the ceremony.

FBC requests that guests refrain from taking pictures during the ceremony.

The use of stationary video recorders is allowed. The wedding coordinator will assist in recommending the best vantage points for video-taping the service.

SOUND AND LIGHTS

The FBC Wedding Coordinator will assign a FBC sound/lighting technician for your wedding and rehearsal. Only FBC technicians may be used. The technician will set the lighting, set up all of the microphones, and necessary equipment as directed by the assigned Wedding Coordinator.

CUSTODIAL SERVICES

The assigned Wedding Coordinator will schedule custodial personnel for your wedding. The custodian will be responsible for:

- Setting the heating/cooling for all facilities to be used.
- Having the church cleaned and ready for the wedding.
- Clean-up and set-up platform furniture after the wedding.
- Disposing of all trash after the wedding.

The custodian is NOT responsible for clean-up of the kitchen or other areas used by the wedding party. In general, we simply ask that you leave the church properties in the same condition in which they were found. (Food and beverages are not permitted outside of the Fellowship Hall.)

The wedding party is responsible for clean-up of outside grounds if “wedding car” decorations are left.

WHAT TYPE OF MUSIC IS ALLOWED?

Weddings are a service of worship and due to the sacred nature and setting, all music should be representative of the setting. Music heard on secular radio stations, top forty music, movie themes and similar styles of secular popular music generally are not appropriate for worship.

The organ and/or piano may be used in wedding ceremonies. The couple should arrange for the use of these instruments with the wedding coordinator. The couple is responsible to consult

with the soloists and/or instrumentalists used as to their personal policies concerning the fees they charge.

CHILDCARE

Childcare is not provided for wedding rehearsals, wedding ceremonies or wedding receptions. No facilities in the church are available for any type of childcare related to non-church events.

PERSONAL VALUABLES

The church will not be responsible for personal items such as wedding dresses, wraps, purses and gifts brought into the church for use in a wedding, and is not liable if such items are lost, stolen or damaged.

FEES

The fee schedule for weddings at FBC is attached. All fees are due and payable no later than two weeks before the date of the wedding.

The fee schedule does not include musicians. It is the responsibility of the wedding couple to make arrangements with the musicians.

Request for Wedding Reservation

Date of Wedding _____ Time _____

Date of Rehearsal _____ Time _____

Bride's Name _____

Present Address _____

City/State/Zip _____

Home Number _____ Work Number _____

Email Address _____

Groom's Name _____

Present Address _____

City/State/Zip _____

Home Number _____ Work Number _____

New Address _____

New Phone Number _____

PLEASE RESERVE

Number of Invites

Chapel	_____	_____
Chapel and Fellowship Hall	_____	_____
Sanctuary	_____	_____
Sanctuary and Fellowship Hall	_____	_____
Fellowship Hall	_____	_____

Minister Officiating _____ Phone Number _____



Request for Wedding Reservation

Have you received a copy of our church's wedding policies? _____

Do you and your wedding party agree to abide by these policies and to be liable for any damages that might result from violating them? _____

Please note that applicable fees are due in the church office no later than two weeks prior to the wedding date. It is the responsibility of the bride or bride's family to make all persons in the wedding and all those providing professional service aware of these policies.

NOTICE

PLEASE RETURN THIS FORM SIGNED AND DATED, ALONG WITH YOUR \$200 NON-REFUNDABLE DEPOSIT TO THE CHURCH OFFICE AS SOON AS POSSIBLE. YOUR RESERVATIONS CANNOT BE CONFIRMED UNTIL THESE ITEMS HAVE BEEN RECEIVED.

Bride's Signature _____

Date _____

Groom's Signature _____

Date _____

Venue Options

	Yes	No	Time
Chapel—\$275.00			
Minister			
Director			
Custodian			
Chapel and Fellowship Hall—\$550.00			
Minister			
Director			
Kitchen			
Custodian			
Equipment Use			
Sanctuary—\$900.00			
Director			
Minister			
Custodian			
Utilities			
Equipment Use			
Sound			
Sanctuary and Fellowship Hall—\$1100.00			
Director			
Minister			
Custodian			
Utilities			
Kitchen			
Equipment Use			
Sound			
Rehearsal Dinner—\$275.00			
Kitchen			
Fellowship Hall			
Custodian			
Other Services—\$150.00			
Videographer			

First Baptist, Stephenville Wedding Information

We, the undersigned, will be responsible for any damage to building, grounds or church property by members of the wedding party or our guests. No smoking is allowed indoors, nor is any alcohol to be consumed on the premises. We have read and understand the Wedding Policies of First Baptist, Stephenville and agree to follow them. Final payment is due 2 weeks prior to the wedding date.

Bride

Groom

Date

Date

Payment Information

Payment Information	Date	Check #	Amt. Paid	Balance
Total fees due				\$
1.			\$	
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				



Wedding Date _____ Wedding _____

Wedding Details

Please keep a copy for your records and return with your Request for Wedding Reservation.

Organist/Pianist _____ Phone _____

Soloist _____ Phone _____

Florist _____ Phone _____

Photographer _____ Phone _____

Caterer for Rehearsal Dinner _____ Phone _____

Caterer for Reception _____ Phone _____

Rehearsal Dinner

Number of Tables Needed:

Round Tables _____ Rectangle Tables _____

Church Tablecloths _____ How Many _____

Number of Chairs Needed _____

Reception

Number of Tables Needed:

Round Tables _____ Rectangle Tables _____

Church Tablecloths _____ How Many _____

Number of Chairs Needed _____

The following will be assigned by First Baptist, Stephenville

Director _____

Sound Technician _____

Videographer _____

We know it is not always possible for you to turn in this form completed when you are reserving the church facilities. Please fill out as much information as possible and return with Request for Reservation Form, deposit, and questionnaires. Please call the Wedding Director when you have the rest of the information.



Kitchen Use Request Form

(Complete this form only if you are using the Kitchen Facilities in the Fellowship Hall)

Kitchen Use Request Form must be submitted at least 10 days prior to the date kitchen is requested.

Date Needed _____ Time Needed _____

Reason for Use/Event _____

Contact Person _____

Contact Person's Daytime Phone _____ Evening Phone _____

Equipment Needed for Activity (please check all that apply):

- Freezer
- Side-by-Side Refrigerator
- Ice Machine
- Dishwasher
- Steam Cooker
- Oven
- Oven/Range Unit
- Griddle
- Steam Counter
- Coffee Maker
- Tea Maker
- Food Processors
- Deep Fryer
- Slicer
- Dishes
- Flatware
- Punch Bowl
- Salt/Pepper Shakers

I _____ understand and agree to use only the equipment specified above and are responsible for clean up of these items and if any damages may occur, I will be held financially responsible.



Checklist

Upon Receipt of Materials:

Date Completed

Initial

1. Turned in "Request for Wedding Reservation" form
2. Turned in \$200 non-refundable deposit
3. Turned in Wedding Details list

_____	_____
_____	_____
_____	_____

Two weeks after above is turned in:

4. Called to confirm Wedding is on the church calendar
5. Secured church designated sound technician
6. Secured church designated videographer

_____	_____
_____	_____
_____	_____

As your plans are confirmed:

7. Called Wedding Director with details on "Wedding Details" list
8. Called Music Minister with details on musicians and sound needs (approval of music, microphones needed, etc.)

_____	_____
_____	_____

Six weeks before wedding:

9. Called office of Pastor performing ceremony to set up appointment to go over the order of service for the wedding

_____	_____
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Two weeks before wedding:

10. Requested tables and chairs needed for rehearsal dinner and/or wedding reception, number of tablecloths needed, etc.
11. Confirmed times florist, caterers and bride will arrive at church
12. Made final payment to church
13. Called church with new address and phone number

_____	_____
_____	_____
_____	_____
_____	_____

