

Wedding Ministry



Church Policies and Procedures (Non-Members)



Your Wedding at First Baptist Church

We are happy that you have expressed an interest to be married in the First Baptist Church facilities. We consider the marriage service to be a Christian worship experience in which a man and a woman enter into a covenant relationship with God and are committed to the principles of Christian marriage.

This information has been prepared as a guide to assist you in making plans for your wedding in order that you may know what is expected of you and what you may expect from the church. The bride and her family are responsible for all plans for the rehearsal, wedding, and reception.

The forms for *Wedding Charges*, *Wedding Personnel*, *Request for Wedding Reservation*, and *Agreement Form* are not published here on the website. After reading these guidelines, if you are still interested in inquiring about use of our facilities, please call our church office at **417-866-7202** M-F from 8:00 a.m. to 5 p.m. in order to receive the above-mentioned forms to solidify a date.

WEDDING GUIDELINES

- A First Baptist Church minister must approve all weddings before a date can be reserved on the church calendar.
- A Wedding Coordinator from the church will be available to explain policies and procedures, to acquaint the bride with the facilities and equipment, to meet for planning and to be present at the rehearsal and wedding.
- The Request for Reservation form should be completed and returned to the Administrative Secretary, and the Wedding Coordinator will receive a copy.
- At this time a deposit is required. Refer to ***Wedding Charges***.
- Weddings should NOT be scheduled on the following days or times:
 1. Sundays
 2. Saturdays after 4:00 p.m.
 3. Weekday evenings after 7:00 p.m.
 4. Holidays (New Year's Day, Easter Weekend, Memorial Day, Independence Day, Labor Day, or Thanksgiving).
 5. No Weddings are scheduled in the month of December.
- All rehearsals should be scheduled for the day preceding the wedding unless another time has been prearranged and approved by the Minister. All receptions must be concluded no later than 9:00 p.m.
- Room availability and capacity:
 - Worship Center Seating capacity 1000
 - Chapel Seating capacity 250
 - Fellowship Hall Capacity (for reception) 250
 - Nursery - Available upon request for wedding and reception

All fees for the above are listed under *Wedding Charges*.



GUIDELINES FOR FACILITY USE

It is expected that members of the wedding party, their family and friends will recognize the fact that the church is a House of God and will conduct themselves at all times in a manner appropriate to this place of worship. Immediately prior to both rehearsal and wedding, it is expected that the members of the wedding party will refrain from using alcoholic beverages. Failure to comply with this policy results in forfeiture of deposit.

NO ALCOHOLIC BEVERAGES MAY BE SERVED ON THE CHURCH PREMISES AT ANY TIME.

SMOKING IS NOT PERMITTED ON THE PREMISES.

Dress of the wedding party should be in good taste and suitable for a religious ceremony.

As a send-off for the couple, the use of lavender, bubbles, bird seed or balloons is permitted OUTSIDE the building. Rice is prohibited.

THE DECORATIONS

Paid custodians will be responsible for moving all furniture before and after weddings. Large foyer furniture must remain in place. The privacy rail on the platform cannot be removed.

The flowers and other decorations for the church are planned by the bride and her family and/or with the consultation of a florist. If a florist is used, he/she must make arrangements to get into the church building to deliver flowers and to decorate, as well as to pick up the equipment following the ceremony. The florist should inform the custodian or church office of their arrival before any decorations are placed. The use of dripless candles is required. It is the florist's responsibility to see that floral arrangements do not leak onto carpets and furniture.

It is church policy NOT to use tacks, screws or nails on walls, furniture, pews or the Chapel stained glass window. Please share this information with the florist. This responsibility extends to the family if they choose to do the decorating. The florist, decorator and/or family will be responsible for the cost of cleaning and repairing any damages to the property. Open flame candles on window sills and carpeted areas of the Worship Center are PROHIBITED.

The church has brass pieces suitable for a wedding. We ask that brass from a florist **NOT be used in combination with the church brass.** Fees are listed under Wedding Charges.

WEDDING MUSIC

The wedding music should be appropriate for the occasion. There are many traditional and contemporary secular and sacred songs which may be used in weddings. Our church encourages the use of music, both instrumental and vocal, that will reflect good taste and be appropriate for a worship service.

Should there be a soloist, care should be taken in the selection of this person. Keep in mind that this is a worship service, and the soloist should look on his/her part in the service as an act of worship, not a performance. **It is the bride's responsibility to have the music approved by the Minister of Music.** Please indicate the soloist on the ***Request for Wedding Reservation*** form.

The bride is responsible for providing the music to the organist/pianist and soloist.

SOUND AND LIGHTING

All arrangements for sound/lighting equipment should be made with the church's sound/light coordinator. This is required for both the Chapel and Sanctuary.

Fees for the above services are listed under *Wedding Charges*.

PHOTOGRAPHER

Please remember that this is a worship service, and the service should be carried out with dignity. Since this is a sacred ceremony, please request that the photographer be unobtrusive at all times. Flash pictures are not permitted during the ceremony.

Call the church office at 417-866-7202 to receive the fee schedule & request forms

