

**Wedding Policies**  
**First Baptist Church**  
**Independence, Missouri**

First Baptist Church seeks to render the best possible service to its members and friends in offering its ministry to couples planning to marry and to their families. The wedding ceremony is one of the most sacred rites of the church. It is the desire of the pastor and the church family to make the wedding ceremony a beautiful and worshipful experience.

We believe that marriage is instituted and regulated by God and that by marrying in the church, the couple affirms that God is joining them together. It is very important that a couple begins their marriage with a strong church affiliation where they attend, learn to grow spiritually, and where the marriage is strengthened by a supportive church family.

Because of the large number of requests for building use, we are limiting weddings to couples who are affiliated with our congregation or who are looking for a church home.

We extend to each wedding party every possible courtesy and assistance. To make available our services the following procedures are given.

**Reserving the Facilities**

Following a call to reserve a wedding date, policies are mailed to the couple. The wedding date will not be confirmed until after the couple has read the policies, signed the attached form and returned it to the secretary. Usually the date is confirmed within two weeks following receipt of the form.

**Minister**

A minister from First Baptist Church shall officiate at all marriages in the church. If the couple has another minister they would like to take part in the ceremony, arrangements are to be made with the pastor first. The couple shall arrange a pre-marital conference with the minister as far in advance of the ceremony as possible. This conference should be held before invitations are printed and announcements made. Then the church will be reserved for the wedding.

**Time of Ceremony**

If the wedding is scheduled on Saturday, the wedding time should be no later than 3:00 P.M. This is necessary because of the many things that must be done after the wedding in preparation for Sunday services.

**Rehearsal**

The rehearsal will be scheduled in conjunction with the minister. The building will be opened one half hour before the rehearsal. The bride and groom should notify all members of the wedding party of the time of the rehearsal and of their responsibility to be on time. Up to one and one-half hours will be allowed for the rehearsal. Normally it takes approximately one hour.

**Opening the Building**

The church will be open three hours before the wedding ceremony. This will allow time for the bridal party to dress and make pictures before the wedding. Any changes in this time must be approved and pre-arranged. Additional charges of \$10 per hour will apply for early opening.

## **Sanctuary Set Up**

The Pulpit and Communion Table may be moved at the bride and groom's request. Due to the design and size of the stage, however, the choir chairs, modesty rail, drum set and instrumentalists' chairs shall remain in place. There will be an extra fee to move the Pulpit and Communion Table from the stage. (see Fee Schedule)

## **Floral Decorations**

Florists are required to clear plans with the pastor's secretary prior to decorating the church. The church candelabra may be used. Off-white spring-loaded candles will be furnished free by the church for members and furnished for non-members at \$1.50 per candle. There are seven candles in each candelabra. No candles will be used in the sanctuary except those furnished by the church in the church candelabra or those rented from a florist that are the spring-load type. We ask that the green plants and trees in the sanctuary remain in place.

The florist will be responsible for picking up any decorations and other items immediately after the wedding and photographs are complete.

## **Appointment to Look at Facilities**

If the bride and/or groom wish to come by and look at the facilities, it is important to call the secretary and schedule an appointment. They will also need to discuss equipment and facility use with her. These appointments should be made during office hours, 9:00 A.M.– 4:00 P.M. Monday through Friday.

## **Music**

Music used with the ceremony shall be in keeping with the sacredness and dignity of a church wedding service. The church will furnish the organist and/or vocalist (see FEE SCHEDULE) or the couple is free to use friends.

## **Sound and Microphones**

Sound for minister and soloist will be provided. The use of tapes, C.D.'s or other kinds of sound needs must be discussed well in advance and in some instances additional fees for sound operators will apply (see FEE SCHEDULE).

## **Photographs**

Only time exposure photographs (no flash shots) may be taken during the ceremony. However, proper pictures may be taken during the processional and recessional. Other pictures may be made either following the recessional or before the ceremony. Video is permitted within proper parameters.

We recommend that all photos be taken prior to the ceremony. This eliminates much of the pre-wedding tension and enables everyone to go directly to the reception after the wedding.

## **Receptions**

Receptions may be held in the fellowship hall. Up to two hours will be allowed for the reception. If the church's tablecloths are used, a \$10 deposit will be taken on each cloth. There will be a \$5.00 fee per tablecloth for laundering (the other \$5 will be refunded).

The custodian will set up the reception area and clean up after the event. The caterer is responsible for cleaning the kitchen facilities and leaving them as he/she found them.

Necessary tables for cake, gifts, and buffet as well as chairs for guests are provided. There will be an additional charge if tables and chairs are provided for a sit down dinner or buffet.

**Alcohol and Smoking**

Alcoholic beverages are not to be used on the church premises – this includes inside the building as well as the parking lot. NO smoking is allowed in the building. It is the responsibility of the bride and groom to make these rules known to each member of the wedding party.

**Rice and Bird Seed**

Under no circumstances should rice, bird seed or any other foreign substance be thrown inside the buildings. Our insurance carrier has informed us that the wedding party will be liable for injuries and damage caused by this. Many couples find the “bubbles” out in the parking lot or under the canopy a nice alternative.

**Rehearsal Dinners**

On occasion, couples use the church facilities for a rehearsal dinner. This must be discussed with the secretary early in the process. Extra custodial fees are incurred, and if the kitchen equipment is used, someone from the church kitchen staff will need to be present.

**Dressing Rooms**

The Bride’s Room is available for the bride and her attendants. It is located downstairs outside the fellowship hall.

The groom and his attendants use the men’s choir robing area adjacent to fellowship hall.

**Appointments and Questions**

To schedule an appointment with the minister or ask questions about arrangements, please call the secretary, Kathy Bergman at 252-3377.

## Wedding Fee Schedule

	<u>Bride, Groom or Immediate Family are Financially Contributing Members of FBC</u>	<u>Non-Members</u>
<b><u>*Damage Security Deposit</u></b>	\$100.00	\$100.00
Sanctuary	No Charge	\$300.00
Fellowship Hall	No Charge	\$ 75.00
Kitchen (Rehearsal Dinner)	No Charge	\$ 25.00
Moving Pulpit Furniture in sanctuary (2 <sup>nd</sup> custodian required)	\$ 50.00	\$100.00
Pastor	Love Gift	\$200.00
Other Minister	\$100.00	\$100.00
Organist	\$100.00	\$100.00
Vocalist	\$100.00	\$100.00
Sound Operation	\$100.00	\$150.00
Custodian:		
Rehearsal & Wedding	\$ 85.00	\$ 85.00
Rehearsal, Wedding & Reception	\$150.00	\$150.00
Rehearsal Dinner	\$ 50.00	\$ 50.00

### **\*Deposit**

The \$100 deposit is due at the time the form is signed and the date is reserved. This damage deposit is fully refunded after the wedding if no damage of any kind has occurred in connection with the wedding, reception or rehearsal. If additional clean-up time is required for custodial help that charge will be deducted from this deposit.

### **When Fees Are Due**

All fees (except the deposit) are to be paid to the pastor's secretary no later than two weeks in advance of the wedding.