

First Baptist Church Wedding Policies & Procedures

Fees for Members:

♥ Auditorium.....	-0-
♥ Fellowship Hall	- 0-
♥ Sound System & Technician	25.00
♥ Custodian.....	50.00
♥ Total Charges	75.00

Fees for Non-Members

♥ Auditorium	50.00
♥ Fellowship Hall.....	50.00
♥ Sound System & Technician	25.00
♥ Custodian	75.00
♥ Damage deposit (Refundable).....	100.00
♥ Total Charges	300.00

1. **Definition of a Non-Member:** Unless either the bride or the groom or their parents or guardians are members of First Baptist Church, Beaver at the time the wedding is scheduled, the wedding is regarded as one of non-members.

2. **Initial Arrangements:** Contact the church secretary to make an appointment to pick up reservation forms and policies. Tentative dates may be cleared by phone. However, those dates do not become official until the completed forms are returned and the fees are paid.

Availability of the church building will be determined by the church calendar. All church activities will take priority. If there are no conflicts, the wedding will be scheduled.

3. **Schedule of Weddings:** No formal weddings may be scheduled on Sundays. Saturday weddings must be scheduled so that the reception is finished and the building can be cleaned and set up for Sunday services by 10:30pm. All weddings scheduled in December or 3 weeks before Easter must be cleared with all staff members to avoid conflicts with rehearsals for Christmas and Easter programs.

4. **Second Marriage:** In the case of a second marriage by either the bride or the groom, or both, the wedding must be discussed with the pastor in person before scheduling.

5. **The Wedding Ceremony:** Since marriage is an institution of God, the ceremony should be thoroughly Christian. The ceremony should be more than the satisfaction of civil law. It should reflect the Biblical idea of male and female being brought together by God, to be united by God as husband and wife. The ceremony must be considered a high and holy act and serve to impress the person, Presence, power and Will of Jesus Christ upon the bride and groom and all in attendance.

6. **Who May Perform a Wedding Ceremony at First Baptist Church, Beaver?** The pastor and ministerial staff of the church are willing and available to help in any way they are able. It is suggested, therefore, that the minister of the church conduct weddings performed in First Baptist Church, Beaver. However, we realize that for one reason or another, the bride or groom may wish for another minister to perform their wedding. This is permissible with the following qualifications:

- a. Such person must be a Christian minister and must be approved by the pastor of our church.
- b. A phone conference between our pastor and the guest minister must be arranged to discuss such details as pre-marital counseling and the ceremony to be performed.

7. **Music:** All music used in a wedding must first be cleared with the Pastor or Minister of Music. He/she will help in the selection of music suitable for a setting of worship. If the church organist or pianist will be needed, it is the responsibility of the couple to contact her.

If an organist other than the church organist is to be used, this must be cleared with the Pastor or Minister of Music. Guest organist and soloist must schedule practice time with the Secretary and Sound technician during or before the official rehearsal. It is suggested that 30 minutes before the wedding rehearsal.

8. **Approval:** Before approval will be given for a wedding to be held at First Baptist Church, Beaver, one counseling interview must be scheduled with the pastor in which both bride and groom attend together. Pre marital Counseling must be scheduled for members of First Baptist Church no later than 3 months prior to the wedding. A minimum of 4 sessions will be scheduled.

Non-Members of First Baptist Church, Beaver: If the pastor is to be asked to perform the wedding, then, pre-marital counseling must be scheduled as least 4 months prior to the wedding. If another pastor is asked to perform the wedding, then approval will be considered pending consultation with the pastor of First Baptist Church, Beaver.

9. **Building Use policy:**

- a. **Be it understood that the Bride and Groom will be liable for any damages which might be incurred to any of the Buildings, Grounds, or Furnishings of First Baptist Church, Beaver whether caused by the wedding party, guests or any of those associated with the wedding.** The damage deposit will not be returned to non-Members and members will be expected to pay all damages. If damages or missing items are discovered the wedding party will be notified in writing of the cost of those items and prompt payment is expected.
- b. Please do not use nails, tacks, staples, pins or anything that will permanently mark the woodwork. Painter's tape may be used.
- c. All decorations must be removed immediately following the wedding.
- d. Only drip less (metal spring load) candles, votive cups, or glass covers may be used. The wedding party will be responsible for the cleaning of wax from the floors, furniture and carpets.
- e. Please see that the church premises are left as clean as possible after use.
- f. The placing of flowers, ferns, candles or anything decorative on either the piano or organ is strictly prohibited.
- g. Air conditioning/heating will be turned on only as long as is necessary to cool/heat the Auditorium and Fellowship Hall before the wedding.
- h. Only wrapped wire that will not harm the pew ends may be used to fasten bows. Please do not use florist tape. Painter's tape is permissible.
- i. No smoking, alcoholic beverages, or obscene language on the premises. No food or drink in the auditorium, please.

Wedding Reservation form
(For Members & Non-Members)

(Reservation form must be filled out and returned to the church office with the correct fees before the wedding may be calendared.)

Bride's name _____ Phone _____

Address _____ Wk/Cell Phone _____

Parent's Name _____ Phone _____

Address _____ Wk/Cell Phone _____

Member of what Church? _____

Groom's Name _____ Phone _____

Parent's Name _____ Phone _____

Address _____ Wk Phone/Cell _____

Member of what Church? _____

Wedding Date _____ Time _____

Rehearsal Date _____ Time _____

Minister Performing the Ceremony _____

Minister's Church _____

Home Phone _____ Wk/Cell Phone _____

WE DESIRE TO RESERVE THE FOLLOWING: (Indicate by an X)

For Rehearsal:

_____ Auditorium; _____ Fellowship Hall; _____ Kitchen Facilities; _____ Sound System; _____ Piano; _____ Organ

For Wedding & Reception:

_____ Auditorium; _____ Fellowship Hall; _____ Kitchen Facilities; _____ Sound System; _____ Piano; _____ Organ

_____ We have made arrangements for Pianist / Organist;

Pianist: _____ Organist: _____

Phone: _____ Phone: _____

_____ We do not have a Pianist/Organist, please supply us with possible names.

CUSTODIAL WORKSHEET

Wedding Date _____ Time _____ Number of guests: _____

Pulpit furniture to be moved _____

Rehearsal: Is the rehearsal Dinner at the Church? _____; If yes: Date _____; Time: _____

Number expected _____; Name of Caterer: _____ Phone: _____

Caterers Arrival Time _____

Reception: Is the reception at the Church? _____; if yes: Time: _____; Number Expected _____

Name of Caterer: _____ Phone: _____

Caterers Arrival Time _____

Name of Bakery: _____ Phone: _____ Deliver Time: _____;

Name of Florist: _____ Phone: _____ Delivery Time: _____;

Name of Photographer: _____ Phone: _____

Be it understood that the Bride and Groom will be liable for any damages or missing items which might be incurred to any of the Buildings, Grounds, or Furnishings of First Baptist Church, Beaver whether caused by the wedding party, guests or any of those associated with the wedding.

Have you familiarized yourself with the wedding and building policies? _____ Yes; _____ No

Please sign below and Date:

Bride _____ Date: _____

Groom: _____ Date: _____

Office Use Only:

Date entered on Church Calendar _____ Calendared by _____ Payment Received: _____ Yes; _____ No.

Pastor's Approval: _____

Amount Received \$ _____; Paid by: _____ Received by _____

Pastoral Conference Scheduled: Date _____ Time: _____ Completed: _____

Date _____ Time: _____ Completed: _____

Date _____ Time: _____ Completed: _____

Sound Technician: _____

Pianist: _____ Organist: _____