

*Wedding Policy
Information
(Members and Non-Members)*

*First Baptist
Church
Savannah, Missouri*

Effective Date: September 16, 2012

WEDDING POLICY FIRST BAPTIST CHURCH SAVANNAH, MISSOURI

WELCOME

Greetings! So you've decided to get married and you want to plan a wedding at this church. We're excited that you have considered making us a part of this special time in your lives. As you prepare, we want to let you know more about what it takes to have a wedding at First Baptist.

First of all, we believe that marriage is a worship experience. As with any worship experience, keeping Christ in the center of the planning, the service, and your entire marriage and lives is essential and it is why we are here to help you even after the wedding. We want your relationship and your family to grow in Christ and will do all we can to assist. By virtue of your coming to a church for your wedding, and particularly to this church, we believe that you too want to have Christ in this event and your lives.

At First Baptist, we believe that marriage is a union between a man and a woman who pledge themselves in the presence of God to each other for life. We also believe that Christ should be the foundation of every marriage. If you are not a Christian, we invite you to speak with one of our staff ministers about what this means.

These policies/procedures have been put in place to help your wedding go as smoothly as possible and they are outlines of expectations, fees, and other concerns. There are differences in the policy depending upon whether you are a member of the church or not. To that end we define a church member as someone who has formally joined our church and has contributed to the life of First Baptist Church in an ongoing manner. This definition must apply to at least one of the two getting married for them to utilize the member fee schedule.

PROCESS OF RESERVATION

To reserve the church for a wedding the couple must first meet with the Pastor or his designee to gain his approval. Following this meeting, the secretary will provide a packet containing the forms and policies needed to reserve the church. The forms and policies are also available on the website (www.fbc savannah.org). After the completion of the forms and submittal of fees and deposits, the couple will need to consult with the Associate to schedule the start of their pre-marital counseling. After completion of the first 3 sessions of counseling the Associate will turn the sessions over to the presiding minister. At this time, and not before, the couple should call the Wedding Coordinator to schedule time to meet regarding building set-up and usage. Please see the enclosed checklist to assist you in this process.

All of this requires time so we recommend you begin this process at least 6 months in advance of the ceremony. You may reserve the church as much as 1 year in advance if you are a member and 9 months in advance if you are a non-member. There is a refundable \$100.00 fee to hold the reservation for the date selected (this is part of the damage deposit amount – please see the fee schedule).

FEES/HONORARIUMS

| | Members | Non-Members | Make Check Payable to: (Names available at time of reservation.) |
|---------------------|--|--|---|
| Minister | \$100 | \$150 | The Minister |
| Wedding Coordinator | \$100 | \$150 | The Wedding Coordinator |
| Custodian | \$100 (plus \$10/hour after 5 hours) | \$150 (plus \$10/hour after 5 hours) | The Custodian |
| Sound Technician | \$100 | \$150 | The Sound Technician |
| Accompanist | Couple responsible for negotiating this cost | Couple responsible for negotiating this cost | The Accompanist |
| Damage Deposit | \$250 \$100 of this amount must be presented at the time of reservation to secure the date. This total amount will be returned after approval of church administrator providing conditions of the wedding policy are intact and no damage has been done. | \$500 \$100 of this amount must be presented at the time of reservation to secure the date. This total amount will be returned after approval of church administrator providing conditions of the wedding policy are intact and no damage has been done. | FBC |

ALL FEES MUST BE IN PLACE AT LEAST 30 DAYS PRIOR TO THE WEDDING. IF ALL FEES ARE NOT PAID, THE WEDDING IS CONSIDERED CANCELLED AND THE \$100 PREVIOUSLY PAID WILL BE RETURNED. Please give all checks in one envelope to the church.

There is the possibility that the Pastor or Church Administrator may negotiate the damage deposit fees as needed after consultation with the bride, groom and other required parties. All other fees may be negotiated with the person responsible for the service provided.

Any additional honorariums for services provided are at the discretion of the couple. Reporting of any fee or honorarium for tax purposes is the responsibility of the receiving party.

PRE-MARITAL COUNSELING

Pre-Marital counseling is required for all couples to be married in our facility. If you are being married by a minister who is not from this church (through arrangements as listed in this document), that minister must verify that you are meeting the requirements for pre-marital counseling as they desire. When you are being married by a minister from First Baptist Church you must follow the process outlined here.

- A) The couple must meet with the Associate for an initial session and receive instructions for completing the “Prepare/Enrich” assessment on the internet. Access to a computer for taking the test may be on the couples’ own time or they may arrange to use one of our machines to complete this test.
- B) Following completion of the assessment, the Associate will review the results and meet with the couple for two (2) sessions to review the results and discuss opportunities for growth and relationship development.
- C) After the two (2) sessions, the Associate will review the sessions with the presiding minister and make recommendations for continued visits with the presiding minister.
- D) The couple will be responsible for scheduling follow-up sessions with the presiding minister to cover any additional topics the minister feels are appropriate or that they wish to discuss themselves. These sessions should include a time of planning for the actual ceremony.

FACILITY USAGE

Anyone who is approved by the Pastor or other minister of FBC may utilize the building as long as these policies are followed. All must undergo counseling sessions as listed herein unless approved by the Pastor or other minister of FBC for unusual or extreme circumstances. Any minister of FBC who has questions regarding the appropriateness will consult with the Pastor prior to the ceremony.

The following areas of First Baptist Church are available for usage for your wedding.

- 1) The sanctuary is the centerpiece of most ceremonies. There are some items in the sanctuary that may be moved and some which need to remain in place. The Wedding Coordinator will help you with this process as it becomes appropriate. The “stage” area of the church may be cleared of some items. All items will need to be arranged prior to the service with the coordinator. When using our candelabras the couple will need to use inserts which are provided by the church. No other type of candle may be used in the candelabras other than those designed for it. Any and all candles used must be dripless.
- 2) The Gym/Multi-Purpose Room and kitchen are available for rehearsal dinners, receptions and other aspects of the wedding. It is expected that the wedding party will provide their own plates, silverware, cups, etc. for the function. We will provide trash cans, trash bags and other cleaning items as needed. There are also some tablecloths available but the wedding party is responsible for the appropriate cleaning of these items. All metal chairs and tables in the gym are available for your use.

- 3) Brides and their attendants are welcome to use the Prayer Room, across the hall from the sanctuary, as their dressing area. A mirror is available to assist with the preparations.
- 4) Grooms and their attendants are invited to use the Choir room, adjacent to the prayer room, for their dressing area. Again, a mirror is in the room to assist with preparations.
- 5) The nursery is available for those wishing to have a place for children up to age 3 to be watched outside of the service itself. **NO OTHER CHILD OR ADULT CLASSROOM MAY BE USED WITHOUT THE EXPRESSED PERMISSION OF THE CHURCH ADMINISTRATOR.** The bridal party is responsible for providing childcare but the caregivers must be approved with a church-run background check at least 2 weeks prior to the wedding. A minimum of two (2) caregivers are required unless the caregiver is watching their own child. A form for the background check is available in this packet. All toys, etc. used must be cleaned and replaced in their appropriate places before leaving.

To reserve the facility for the wedding you will need to fill out the facility registration available on the website (www.fbcsavannah.org) or from the church office.

DECORATING AND OTHER GENERAL RULES

- 1) With the exception of safety pins, no pins, needles, or other sharp objects may be used to decorate.
- 2) Only approved painters' type tape may be used on walls or to hold things in place.
- 3) All decorations must be approved and coordinated in advance with the Wedding Coordinator.
- 4) No rice is to be used inside or outside the building. Bird seed may be used outside, but there is to be no bird seed in the building. (Other alternatives are to blow bubbles or ring bells as the couple leaves the building.)
- 5) Natural flower petals may be used in the ceremony, but the couple must provide a runner for the areas in which the petals are used unless silk petals are used.
- 6) There is to be No Dancing in the building at ANY time.
- 7) There will be no alcohol, smoking or drug use allowed on the property at any time. Anyone under the influence of any type of intoxicant or non-prescribed medication must be removed from the property by the wedding party or the presiding minister reserves the right to cancel the wedding and all deposits are forfeited.
- 8) Any destructive or other behavior deemed by the presiding minister to be inappropriate will result in the cancellation of the wedding and forfeiture of all deposits.

MINISTER

It is assumed that the Pastor or ministers of FBC will perform the ceremony unless other arrangements are made through consultation with the Pastor. Any other minister must be from a Christian faith and be legally licensed to perform weddings in the state of Missouri. Any potential minister must meet with the Pastor in person or by telephone to be approved.

WEDDING COORDINATOR

All weddings at First Baptist Church will require the use of our Wedding Coordinator (unless negotiated with the presiding minister and held to a small size, as determined by the presiding minister). The Wedding Coordinator is responsible for the management of equipment used for the wedding such as the furniture, candelabras, etc. The Wedding Coordinator will be present during all aspects of the service including the rehearsal and wedding. The coordinator will be present at least 30 minutes prior to the start time of the rehearsal and 60 minutes prior to the wedding to open the building for use as appropriate. The Wedding Coordinator may also suggest to the couple appropriate ideas for conducting the logistics as needed.

MUSICIAN

The couple may use anyone of their choice to play at the wedding using our Clavinova. Honorariums for their participation will be negotiated directly with the musician.

SOUND/VIDEO

If the couple wishes to have recorded music played and the service recorded either audio or video (when available) on the church's equipment, you must utilize one of our sound technicians. Under no circumstances will an unauthorized person be allowed to utilize the sound equipment. (The settings on the board are sensitive and need to be maintained by trained persons.)

All music selections must be approved by the presiding minister to ensure they are in good taste and in keeping with the worship atmosphere.

CUSTODIAN

Due to the need for the worship areas to be prepared for services, the usage of a custodian for cleanup and restocking of areas used is required unless otherwise negotiated with the Church Administrator.