

# Wedding Policy

A wedding ceremony within a place of Christian worship is a religious service. It's also a fiscal, managerial matter. Both dimensions have been considered in the policies outlined below. Sometimes the reason for a certain policy is a matter of proper use of facilities and labor, other times the concern is theological. We trust that these policies, which have been developed across decades of experience, will assist you in planning the kind of wedding you desire.

## MINISTERS:

A minister of First Baptist Church will usually officiate at weddings in our sanctuary. The couple will be required to participate in two marital readiness sessions scheduled with our minister(s).

Outside officiants will be allowed.

## PROCESS:

Arrangements for your wedding begin by securing this Application Form and a copy of the Wedding Policy of First Baptist Church through the church office. Once you have reviewed these documents contact one of the ministers of the church as to determine his/her availability and the availability of the facilities on your desired date. After these clearances have been secured, your application form and appropriate deposits, as applicable, need to be returned to the church office for your date to be placed on the church calendar. To summarize:

1. Request application form and wedding policy from church office.
2. Return application form and applicable deposits to the church.

You will receive a verbal confirmation of your reservation the day the deposit is made.

## DECORATIONS:

- ◆ **The communion table is extremely difficult to move and we request that it be left in place. Since we believe that the cross is central to our identity and purpose, it shall remain on the communion table. The candlesticks should also remain on the table.**
- ◆ The Pulpit and Lectern are also very difficult to move and moving these items tends to cause damage to the furniture and the flooring. For this reason, we prefer not to move them. If you find it necessary for your wedding, the pulpit and lectern will be removed for a fee of \$150.
- ◆ **If the church is decorated for religious holidays and you do not want the decorations that are already up, they will be removed at a fee of \$100.**
- ◆ In decorating, we ask that you not deface or mar any of the furnishings (by thumb-tack, holes, candle wax, tape marks, etc.). No lighted candles in the windows, please. Treat the sanctuary as gently as you would your own living room.

## **MUSIC AND INSTRUMENTS FOR THE WEDDING:**

To be selected in consultation with the Minister and/or Church Organist. The following should be kept in mind.

- a. **The pipe organ here is a very delicate and expensive instrument. For organ music the organist from First Baptist Church will play. If piano will be used permission will be needed from the Music Director. The Trustees have made her responsible for the organ's care.**
- b. As this is a religious service, sacred music is the most appropriate. Secular music, though beautiful in its place, is more suitable for a reception, and not a Christian wedding ceremony. The hymns and selections should be such as to ask God's favor upon this union.
- c. Request for special music may be discussed with the church organist and/or minister.
- d. **The Sound System will be taken care of by the custodian or a member of First Baptist Church ONLY.**

## **PHOTOGRAPHY:**

Because a Christian wedding ceremony is a service of worship and not a media event, we request that there be no photographer movement or flash pictures once the ceremony has begun. However, flash photos may be taken during the processional and recessional; time exposure photo or video cameras from the balcony (or other locations where photographer movement is not a distraction to the worshipers) are also acceptable. The minister and photographer will be glad to aid you in recreating the ceremony for photography purposes before or after the ceremony.

## **ROOM USAGE:**

The bride and her party will dress in the hospitality room off the sanctuary. This room is near restrooms and if more space is needed there is a room next to it that can be used. Mirrors will be supplied. The groom and his party will dress in the choir room just below the sanctuary.

## **RESTRICTIONS:**

No smoking in building.

**Absolutely no alcoholic beverages anywhere in the building.**

No rice, confetti or fireworks inside or outside the church buildings.

No real rose petals shall be dropped in the aisle. Silk petals can be used.

No birdseed or bubbles in the building, but they may be used outside.

It is strongly suggested that if children are to be included in the service that they be at least 5 years of age.

## **FEES:**

The fees for custodian, organist, minister and building use, are to be paid 45 days prior to the wedding date. The check should be payable to First Baptist Church which will in turn pay the custodian, organist and minister (if FBC clergy) for the bridal couple. These fees are fully refundable up until seven days prior to the wedding. After that, one half will be refunded. The church's custodian or his designee must be used since he alone is fully knowledgeable of and responsible for church facilities and equipment.

## Wedding Fees

(all fees are to be paid 45 days  
prior to wedding)

<b>Non-refundable reservation fee</b>	<b>\$50.00</b>
(this fee is to hold your wedding date only, this does not go toward other fees and if wedding is canceled will not be refunded.)	
<b>Building Deposit</b>	<b>\$300.00</b>
Refunded after wedding if there is no damage to the building or equipment.	
<b>Sanctuary</b>	<b>\$750.00</b>
Wedding and Rehearsal	
<b>Pulpit and Lectern</b>	<b>\$150.00</b>
For moving the pulpit and lectern.	
<b>Removal of religious holiday decorations</b>	<b>\$100.00</b>
<b>Custodian Fees</b>	
Weddings are not considered part of normal duties.	<b>\$175.00</b>
Rehearsal Dinner held at FBC	<b>\$75.00</b>
Cake & Punch Reception Only	<b>\$175.00</b>
<b>Organist Fee</b>	<b>\$175.00</b>
Includes rehearsal, ceremony, consultation with bride, and rehearsal with soloist(s).	
<b>Minister Fee</b>	<b>\$300.00*</b>
Includes premarital counseling, ceremony planning, conducting the rehearsal, and officiating at the ceremony.	
*(If this poses a hardship for the couple, this fee can be negotiated with the minister.)	

***Please contact the church office at 573-442-1149 or  
churchinfo@fbc-columbia.org  
to check availability of a wedding date and request application.***