

First Baptist Church

Wedding Handbook



Policies and Procedures

Congratulations!

Your wedding is certainly a time of great celebration. We are excited to share with you in your special day and hope that the Lord will bless your many years together.

We are here to serve you as you prepare for your special day. This wedding handbook will provide answers to many common questions that couples have in planning their wedding as well as guidelines required by First Baptist Church. We ask that you read this handbook thoroughly and fill out the appropriate forms. If you have questions or concerns, please feel free to contact me.

May God richly bless your marriage!

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(877) 955-6539
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POLICY FOR THE USE OF THE FACILITIES DURING WEDDINGS:

First Baptist Church believes that marriage is ordained by God and that the wedding ceremony is a service of worship. Our facilities were thoughtfully and prayerfully built and dedicated to the glory of God. Therefore, we endeavor to use them appropriately. We request that you inform yourselves of and abide by the following guidelines:

The use of First Baptist Church facilities is not a right of membership. Active First Baptist members (members for six months or more) and their immediate families, including children/stepchildren, grandchildren/step-grandchildren, parents/step-parents may use the church campus for a wedding providing spiritual and other wedding policy guidelines are met.

SPIRITUAL CONVICTIONS

First Baptist Church believes in the inerrancy and authority of the Bible as the Word of God. The following is based on our Scriptural convictions:

We believe biblical marriage is the union of one man to one woman, as expressed in the Baptist Faith and Message 2000 (Section 18: The Family). Therefore, the campus of First Baptist Church may not be used for any other type of wedding ceremony.

Our ministerial staff have their own policies regarding whom they will or will not marry. Please contact staff member of your choice to obtain his policy. The following items are included in each of their policies:

Our staff will not marry a believer with an unbeliever.

- The question of divorce is perhaps the most difficult and complex question regarding a new marriage. Many believers in Christ have been divorced. Our pastors are under no obligation to marry anyone, but they are open to counsel those who choose to marry. Each situation will be treated individually and with compassion.

Our pastors will not marry couples who are living together prior to the marriage ceremony without counseling from a biblical perspective.

THE WEDDING COUPLE

As marriage is a holy union, it is our desire to maintain the integrity of the sanctity of marriage as prescribed by the Bible and our church doctrine. As such, both bride and groom are to be professing Christians whose lives give evidence of a personal relationship with Christ Jesus.

PRE-MARITAL COUNSELING

Pre-marital counseling is required and should be completed at least six weeks prior to the wedding. Counseling can be done by the officiating minister or by an approved counselor of your choosing. First Baptist Church will make referrals to qualified biblical counselors upon request.

THE OFFICIANT

It is the couple's responsibility to retain an ordained minister of the Gospel for the ceremony. If the minister is not associated with First Baptist Church, he must be approved by the ministerial staff.

RESERVATIONS

All requests for the use of the sanctuary or chapel, or any other room for weddings, must be made by reviewing our wedding policies, completing the wedding application, and returning it to the church office. The bride and groom must sign the Wedding Policy agreement and provide the church with contact information. The wedding will be placed on the church calendar following the return of the signed agreement along with a damage deposit and approval of the pastor/staff. Dates may not be reserved more than one year in advance.

The church gym is not available for weddings and/or wedding receptions.

Saturday weddings may not be scheduled later than 7:00 p.m. It is the family's responsibility to confirm all dates, hours, and facilities to be used with the church office.

First Baptist Church reserves the right to have a facility representative present the day of the wedding rehearsal and/or the day of the wedding to insure the wedding policies are being observed. In the event of an emergency, you may contact John Tappan at (502) 594-1886.

FEES

Fees for video/sound technicians and custodians are charged to both members and non-members. Additionally, a facilities rental is charged to non-members. These fees must be paid at least six (6) weeks prior to the wedding.

DECORATIONS & DECORUM

As a wedding is a time of celebration, it should also be considered to be a worship experience that takes place within a facility that is dedicated to God.

No smoking or alcoholic beverages will be allowed in any of the buildings at any time.

Music is a very important part of the marriage service. **It is requested that all musical selections be appropriate for a place of worship. Your selections must be submitted to our sound technician for review prior to the ceremony.** If any selection is considered inappropriate, you will be asked to make another selection. For on campus weddings and/or receptions, dance bands and dancing are not allowed with the exception of a Father/Bride and/or Mother/Groom and/or Bride/Groom dance.

The church believes that the sanctuary and the chapel are fit settings for the sacred rites of marriage and that extensive decorations of the same are not necessary. Only simple decorations may be used.

No ribbons or other decoration shall be attached to the pews, wall furniture, or other structures in the sanctuary by nails, tacks, scotch tape, or in any other manner causing damage. Rehearsals should be arranged for at least two weeks in advance. No wedding shall be held at a time when it would conflict with regular services of the church.

Live flower petals shall not at any time be strewn or dropped by flower girls or attendants. Cut paper may be used, but its use is discouraged due to difficulty in cleaning. Live ferns shall not be used, only artificial ferns.

Rice may not be used inside the building or on the church property. Rice causes damage to the carpet and creates a hazard for walking on sidewalks. Birdseed is recommended as a substitute and is limited to outside.

All candles used must be of the dripless variety, and a protective floor covering must be used under all candles and candelabra. This is non-negotiable and failure to protect the carpet will result in forfeiture of the damage deposit.

As to photographer, it is the responsibility of the family to see that he or she does not damage the building or its equipment. The photographer should never stand in the pews or on tables.

Flash photography may not be taken during the ceremony itself (that is, after the bride has arrived at the altar and until the recessional).

The pulpit furniture may not be removed from the sanctuary without supervision from the church custodian or representatives. The family must request in advance and provide help to our sound technician if floor items, specifically, are moved. This process can take up to three hours prior to and after the wedding.

CLEANUP

The parties decorating the sanctuary or any part of the building must remove all decorations from the premises immediately after the wedding or other occasion. The parties decorating the building will be held responsible for any and all damages to the building caused by said decorations. First Baptist Church assumes no responsibility for any decorations not removed immediately after the service. The florist employed by the wedding party must be insured.

The bride, groom, wedding planner, chairman of the church's sound committee, church custodian, and First Baptist Church wedding representative will meet six weeks prior to the wedding. The wedding fee balance is due at that time. The WEDDING FACILITIES USE POLICY FORM will be reviewed to ensure that all requests and arrangements are understood and agreed upon by all parties involved.

WEDDING REQUEST FORM

FIRST BAPTIST CHURCH, MT. WASHINGTON, KY

BRIDE'S NAME _____ DATE OF BIRTH _____

ADDRESS _____ CITY _____ ZIP _____

HOME PHONE _____ CELL _____ E-MAIL _____

PARENT(S) _____ (for contact purposes)

HOME NUMBER _____ Cell _____

ARE YOU A CHRISTIAN? _____ DO YOU HAVE A PERSONAL RELATIONSHIP WITH JESUS? _____

ARE YOU A MEMBER OF A CHURCH? _____ CHURCH NAME _____

GROOM'S NAME _____ DATE OF BIRTH _____

ADDRESS _____ CITY _____ ZIP _____

HOME PHONE _____ CELL _____ E-MAIL _____

PARENT(S) _____ (for contact purposes)

HOME NUMBER _____ Cell _____

ARE YOU A CHRISTIAN? _____ DO YOU HAVE A PERSONAL RELATIONSHIP WITH JESUS? _____

ARE YOU A MEMBER OF A CHURCH? _____ CHURCH NAME _____

YOUR ADDRESS AFTER WEDDING _____

REHEARSAL DATE _____ TIME _____ LOCATION _____

REHEARSAL DINNER DATE _____ TIME _____ LOCATION _____

WEDDING DATE _____ ARRIVAL TIME _____ TIME OF WEDDING _____

WEDDING LOCATION (check one) SANCTUARY _____ COAKLEY CHAPEL _____

MINISTER PERFORMING CEREMONY _____ CHURCH NAME _____

HAS MINISTER AGREED TO OFFICIATE CEREMONY? _____

FLORIST _____ ARRIVAL TIME TO DECORATE _____

PHOTOGRAPHER _____ ARRIVAL TIME _____

ORGANIST/PIANIST _____ SOLOIST _____

RECEPTION LOCATION _____ RECEPTION TIME _____

CATERER _____ ARRIVAL TIME _____

Six weeks prior to wedding (_____) the couple is required to meet with the First Baptist Church wedding representative as stated in the Wedding Facilities Use Policy Form.

If the dated listed above does not meet with your calendar, please contact our church office as soon as possible (877) 955-6539, (502) 538-7361 to set up a new date.

This is to ensure the couple fully understands what is acceptable and agreed upon.

We have read and acknowledged the following guidelines concerning the use of the facilities of the First Baptist Church of Mt. Washington and agree to follow them for our wedding.

BRIDE

GROOM

DATE

(CONTINUED ON BACK)

WEDDING FEE SCHEDULE
FIRST BAPTIST CHURCH, MT. WASHINGTON, KY

WEDDING DATE _____

BRIDE _____ **GROOM** _____

\$100 damage deposit required at time of application to secure wedding date.

Date paid _____ **Check** _____ **Cash** _____

Return Damage Deposit to: _____

FBC MEMBERS

REHEARSAL & WEDDING – COAKLEY CHAPEL	\$185
REHEARSAL & WEDDING – SANCTUARY	\$300
REHEARSAL DINNER	\$100
RECEPTION	\$125

Fees include Sound Technician and Custodian

TOTAL COST OF WEDDING (does not include damage deposit) _____

UNPAID BALANCE DUE (six weeks prior to wedding)

AMOUNT DUE _____ DUE DATE _____

DATE PAID _____

Sanctuary Sound System and Equipment

Persons authorized to operated consol controls for any reason, occasion, or service, include those persons elected by the church and designated as “sound technicians”, the Minister of Music and any other persons whom the sound technicians may temporarily designate and authorize. It is the family’s responsibility to contact the chairman of the church’s committee, **Lloyd Dooley at 767-1834 or ldooley@fbcmw.org**, to secure someone to operate the sound system. ***The wedding couple or representative must meet with the sound person six weeks in advance of the wedding.***