

Wedding Packet

First Baptist Church, Bixby

Love...

*always protects,
always trusts,
always hopes,
always perseveres.*

1 Corinthians 13:6,7



Wedding Hostess Worksheet

Bride _____

Groom _____

Please reserve the following for us:

	Member	Non-Member	Total Due
Damage Deposit	\$ 100.00	\$ 100.00	_____
Use of Facilities	No Charge	\$ 200.00	_____
€ Pastor's Office			
€ Worship Center			
€ Kitchen			
€ Fellowship Hall			
€ Bride's Room			
€ Groom's Room			
Custodial Services			_____
€ Wedding	\$ 35.00	\$ 50.00	
€ Reception	\$ 35.00	\$ 50.00	
€ Rehearsal Dinner	\$ 35.00	\$ 50.00	
€ Clearing of Choir Loft	\$ 35.00	\$ 50.00	
Wedding Coordinator	No Charge	\$ 50.00	_____
Sound Technician	\$ 50.00	\$ 50.00	_____
Total Fees Due			_____

Request for Wedding Reservations

Bride: _____ Address: _____

Groom: _____ Address: _____

Address after Marriage: _____

Phone Numbers: Bride: _____ Bride's Parents: _____

Groom: _____ Groom's Parents: _____

Is either Bride or Groom a member of FBC Bixby? € Yes € No

Does Bride or Groom have a parent who is a member of FBC Bixby? € Yes € No

Wedding: Date _____ Time _____

Minister _____ Phone _____

Musicians _____

Music Selections: _____

Florist _____ Phone _____

Photographer _____ Phone _____

Rehearsal: Date _____ Time _____

Rehearsal Dinner:

Date _____ Time _____

Place _____ Phone _____

Caterer _____ Phone _____

PLEASE RETURN THIS FORM AND YOUR \$100.00 DAMAGE DEPOSIT TO THE CHURCH OFFICE AT YOUR EARLIEST CONVENIENCE TO CONFIRM YOUR RESERVATION. RESERVATION WILL NOT BE CONFIRMED UNTIL DEPOSIT IS RECEIVED.

We have read and agree to comply with the rules and regulations of FBC Bixby regarding Church Weddings and Receptions.

Bride's Signature _____ Date _____

Groom's Signature _____ Date _____

For Office Use Only

Amount Paid _____ Date _____ Received By _____

Staff Approval _____ Placed on Calendar by _____ Date _____

WEDDING POLICY

I. SCHEDULING THE WEDDING

Careful planning is necessary for all weddings. You will want to plan as early in advance as possible so that the use of church space can be arranged without conflict. The date of the wedding may be set after the **Request for Wedding Reservations** and the **Building Use Agreement** forms are filled out and the date has been cleared with the church calendar. **A damage deposit of \$100 must be made at the time the reservation form is completed.** If no damage occurs, the deposit will be refunded. Please note the attached schedule of fees.

II. FEES

Member of FBC Bixby will not be charged for the use of the church facilities; however, fees are charged to compensate the people needed to render the requested services. Non-members of FBC Bixby will be charged \$200 for the use of the facilities, as well as the fees for services rendered. Please note the attached schedule of wedding fees. **All applicable fees will be due before the wedding rehearsal.**

III. MUSIC

All wedding music shall be appropriately selected to observe the sacredness and dignity of the wedding service.

The wedding party is at liberty to select the vocalists and instrumentalists desired. Use of church-owned instruments must be approved through the church office.

IV. DECORATIONS

The florist or person providing the floral decorations for the wedding must abide by the following guidelines:

- A. Only drip-less candles may be used, and even they must be placed in candelabra that rest on plastic floor coverings to insure no candle wax will be dripped on the floor and/or carpet. If candles do drip on the floor and/or carpet, cost of cleaning will be taken from the damage deposit.
- B. No decorations may be attached to any of the furniture or woodwork by tacks, pins, or nails.
- C. Flowers must be placed in safe containers to insure that no water damage occurs. Flowers may **NOT** be placed on musical instruments!
- D. Furniture may **NOT** be moved or rearranged without specific permission from the church office. If permission is granted, the furniture must be moved or rearranged by the custodial staff of FBC Bixby. (*CERTAIN FEES MAY APPLY. SEE SCHEDULE OF WEDDING FEES.*)
- E. The wedding party must remove all decorations immediately after the wedding, unless previous arrangements have been made with the church office.
- F. The wedding party is responsible for any and all damages resulting from decorations.

V. PHOTOGRAPHS

A wedding is a sacred time. Excessive flash photographs take away from the wedding. The photographer should check with the minister about when he may take flash pictures. Only the official photographer

First Baptist Church – Bixby, Oklahoma

designated by the bride and groom will be permitted to take photographs during the ceremony. Videotaping will be permitted; however, movement by the cameraman should be kept to a minimum.

VI. CHURCH STAFF

The involvement of church staff in weddings will be in accordance with the following guidelines.

- A. Ministerial Staff: The pastor and other ministerial staff are not obligated, by virtue of their positions, to participate in wedding ceremonies. It is the responsibility of the wedding party to make an appointment with the pastor and/or other ministerial staff and request such services as desired. The staff involvement, including counseling, will be a personal decision based on their availability and their personal policies and convictions.

If ministers other than FBC staff are to be used, their names should be indicated on the **Wedding Reservation Form** and approval given by the pastor.

Fees will be negotiated between the wedding party and the minister.

- B. Musicians: The wedding party is responsible for enlisting the vocalists and instrumentalists for the wedding. A list of church approved instrumentalists may be made available upon request.

If musicians other than the regular church music staff are enlisted, the Church Office must be contacted regarding the use of the musical instruments (this includes piano and organ).

- C. Coordinator: The Wedding Coordinator will acquaint the wedding party with the facilities and services available, and with the fees for their use.

The Wedding Coordinator can assist in coordinating and planning the wedding, including the rehearsal, and serve as director on the wedding day if specifically requested. If this service is desired, fees must be negotiated with Coordinator.

- D. Custodian: The church custodian must be engaged for all weddings, rehearsals, dinners, and receptions.

Fees will be charged as reflected on the schedule of fees.

- E. Sound Technician: No church sound equipment may be used unless an authorized sound technician of the church is operating it. The Church Office will assist you in scheduling the Sound Technician.

Fees will be charged as reflected on the schedule of fees.

VII. FACILITIES

The Worship Center and Pastor's Office are available for weddings. The wedding party should indicate their desire when completing the reservation form. Fees for using the building are indicated on the schedule of fees.

The Bride's Room is located on the first floor of the building. Gowns may be delivered during regular office hours, with prior approval. The room should be straightened and cleaned after use.

The Groom and Groomsmen's dressing room is located on the 2nd floor. The room should be straightened and cleaned after use.

The Fellowship Hall is available for the reception and/or rehearsal dinner. All decorations must be removed promptly, and the room cleaned and straightened.

First Baptist Church – Bixby, Oklahoma

VIII. GENERAL RULES

Violations of the following rules will result in the forfeiture of all or part of the deposit. The wedding party is responsible for the conduct of all members of the party and all guests.

- A. Absolutely no alcoholic beverages or drugs are permitted in any of the buildings or on the church grounds.
- B. Smoking is not permitted in any part of the church buildings, including the restrooms.
- C. Rice is not to be thrown. Birdseed may be thrown outside the buildings.
- D. The wedding party is responsible for the removal of all personal belongings and decorations immediately following the ceremony.
- E. Only the rooms and facilities requested on the Wedding Reservation Form may be utilized.
- F. No furniture or furnishings may be moved and/or removed unless the Church Office grants permission for such moves, and such moves made by the Church Custodian.
- G. All decorations (such as cans) tied to or placed on the car must be consistent with the standards set by the church family of FBC Bixby. No beer cans, wine bottles, or other things of poor taste are to be placed on the car as long as it is on the church parking areas or property.
- H. No dancing will be permitted in the Fellowship Hall.

IX. LIABILITY

FBC Bixby assumes no responsibility for the security of personal possessions or decorations associated with the wedding.

All liability resulting from a violation of this policy (such as someone slipping and falling on a grain of rice or birdseed) will be the legal responsibility of the bride and groom.