



## FIRST BAPTIST CHURCH

805 West US Highway 136

Albany, Missouri 64402

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[www.fbcalbany.org](http://www.fbcalbany.org)

# WEDDING GUIDELINES AND POLICIES



## **Congratulations and Best Wishes from First Baptist Church**

Now that you are considering First Baptist Church as the site for your special day, the information in this brochure will be of help to you as you make this decision. The wedding ceremony is sacred. It is the rite in which two people pledge themselves to each other with the blessing of God. First Baptist Church is a place of Christian worship. These guidelines are intended to assist you in planning your wedding so that it is a service of worship, meaningful to you and honoring and appropriate to the worship centers of our church.

## **Who May be Married at First Baptist Church**

First Baptist Church welcomes both members and non-members to be married in our facilities. For the purposes of the wedding policy, a church member shall be defined as a person who is an active participant in and/or financially supports the ministry of First Baptist Church for a minimum period of one year prior to finalizing the wedding reservation. Non-members whose parents and/or grandparents are active members of First Baptist Church will be considered members with respect to the wedding policy. Non-member weddings may not be scheduled more than 4 months in advance of the desired wedding date.

## **Selecting the Minister to Perform Your Wedding**

The congregation of First Baptist Church is a diverse group of people united in Christ. It is not required that you have a member of our ministerial staff officiate at your wedding, however, they are available and ready to conduct premarital counseling and to perform your ceremony should that be your desire. You are welcome to have a guest Christian minister conduct the ceremony. Securing of ministerial staff, whether from First Baptist Church Albany or other Christian establishment is the responsibility of the wedding party. Please be sure the name of the desired minister is on the Reservation Acknowledgment Form before returning it.

## **Use of Our Organ and/or Piano for Your Wedding**

If you choose to use our organ and/or piano during your ceremony it is available for use. The securing of an accompanist is the responsibility of the wedding party, and must be approved by the Board of Trustees. A list of preapproved accompanist is available upon request. All music in connection with the wedding ceremonies should be in keeping with the sacred character and appropriate dignity of a Christian wedding service.

## **Available Dates for Weddings**

Due to the large amount of church activities that occur during and around the Thanksgiving and Christmas holidays the church will **NOT** be available for weddings from the 2<sup>nd</sup> week of November through January 1<sup>st</sup>.

## **Setting the Time for Your Rehearsal and Wedding**

Typically, the wedding party may have use of First Baptist Church any time after 1:00 p.m. on the day prior to the wedding ceremony for setup and/or rehearsal needs. The wedding party will also have use of First Baptist Church 4 hours prior to the start time of the ceremony on the day of the wedding for any decorating, photography sessions, etc. There will also be 1 hour provided after the end of the ceremony for restoring the areas used back to the state they were in prior to the wedding parties' arrival. All decorations must be removed and any furnishings returned to their previous location, all dressing areas must be restored to their previous state. First Baptist Church does not have any storage space for items left behind. Anything left behind by the wedding party will be discarded by First Baptist Church. If any damage or excessive cleanup is required by First Baptist Church after wedding party has left, the damage deposit may not be returned. Access to First Baptist Church other than that as outlined above will need to be arranged between the assigned church representative and the wedding party.

## **Making your wedding reservation**

The following must happen before a date can be finalized for your wedding.

1. Check with the church office to see if another event is already scheduled on the requested date.
2. Completed Reservation Acknowledgement Form and \$300 Damage Deposit check must be turned in to the church office.
3. The Board of Trustees must approve the request.

Please note your event has **NOT** been placed on the schedule merely by confirming that the date is available through the church office. Also note your date will **NOT** be approved by the Board of Trustees without a fully completed Reservation Acknowledgement Form and \$300 Damage Deposit Check submitted to the church office. You will be notified of approval or disapproval of your request as soon as possible. The Board of Trustees reserves the right to deny any event, and may not necessarily provide you with the reasoning for the decision that was made.

If approved you will also be contacted by letter with the total cost to you, amount already paid, remaining balance, confirmed date, date the remainder of your fees are due, and if possible at that time the name and phone number of the church representative that will be available for your wedding. If any of the information in this letter is incorrect please contact the church office immediately so that it can be resolved quickly.

## **Securing Your Wedding Reservation – Initial Payment and Acknowledgement Form**

To secure your wedding date and time, a \$300 damage deposit is necessary. Until such payment is received, the date will remain open on the church master calendar and other events may be scheduled.

The Damage Deposit check should be made payable to First Baptist Church and may be given to the church office or assigned church representative. The remaining fees are due in full no later than four weeks prior to the wedding. An explanation of the Damage Deposit fee and all other fees is included elsewhere in this policy.

The Wedding Reservation Acknowledgement Form should be completed and returned to the church office as part of the reservation process. This form indicates that you have received, read and agree fully to the wedding policies of First Baptist Church.

### **Cancelling Your Wedding Reservation**

Should it become necessary to cancel your wedding reservation, please notify the church office or your assigned church representative immediately.

### **Cancellation of a Wedding Reservation by First Baptist Church**

In the very unlikely event that First Baptist Church should have to cancel a wedding reservation, all deposits and fees will be refunded unless the wedding party chooses to reschedule for another available date. Cancellation would be necessary in any situation rendering our facility unsafe or unusable due to physical or systems damage not repairable in time for the scheduled wedding to take place.

### **Sound System**

First Baptist Church will provide a wireless lapel microphone for the minister, wireless microphones for any soloist(s) and/or reader(s), and will provide a sound technician. Only First Baptist Church personnel may operate the sound system.

### **Decorations**

Decorations should not do any damage to the building or furnishings. Tacks, pins, tape, staples, plasti-tack or adhesives of any kind may not be used to secure decorations to walls, pews, or furnishings. No decorations may be placed on the piano or the organ. Any decorations left at First Baptist Church will be discarded, any excessive cleanup that is required once the wedding party has left, may result in forfeiture of the Building Damage Deposit.

### **Furnishings**

Prior to moving or removing any furnishings from the sanctuary or dressing rooms it is important to secure approval from the assigned church representative. The assigned church representative will know what furnishings can be moved or removed and where to best store them if necessary.

### **Candles**

All candles must be fully enclosed (ie. Glass tube candles) and approved by the assigned church representative prior to use anywhere in First Baptist Church.

## **Building and Property Considerations:**

### **Building Security**

All entry doors, except the main entrance under the portico on the north side of the building, will remain locked from the outside at all times. In the event of an emergency all doors will open from the inside without the need for a key.

### **Celebratory Items**

No rice, confetti, or birdseed may be thrown or used in any way by the wedding party or their guests. All types of sparklers or firecrackers are prohibited.

### **Food and Beverages**

No food or beverages, excluding bottled water, are permitted in the Sanctuary, classrooms, hallways and foyers. This policy applies during the rehearsal as well as on the day of the wedding. Any evidence of alcoholic beverage use found during or after the rehearsal or wedding will result in forfeiture of the building damage deposit.

### **Alcohol**

No alcoholic beverages are permitted in the buildings or on any properties of First Baptist Church. Any person arriving at the church for either the rehearsal or the wedding while under the influence of alcohol will be asked to leave. Should any difficulties arise related to this request the proper law enforcement authority will be called.

### **Tobacco**

First Baptist Church is a smoke free property. No smoking or use of any tobacco product is permitted inside the building or on any properties of First Baptist Church. There are no outside containers on church property for the disposal of these items.

### **Rehearsal Considerations**

The rehearsal is a very important time in preparation for the wedding ceremony. Many times, persons other than those involved in the ceremony are also in attendance during the rehearsal. In consideration of those rehearsing and in the best interest of the safety and welfare of any children in attendance, it is required that any children be in the company of a parent or other responsible party at all times. No staff member of First Baptist Church will be expected to be responsible for the activity, safety, and whereabouts of children.

## **Explanation of Fees**

**Building Damage Deposit.....\$300.00**  
**(Payable to First Baptist Church)**

This fee will be refunded pending approval by the Board of Trustees after the event. The refund is dependent upon there being no damage to any furnishings, no situation requiring additional cleaning or additional time expenditures by church personnel, and no failure on the part of the wedding party and/or vendors to follow First Baptist Church policies stated in this document.

**Remaining Fees..... (See Church office for applicable Fee Schedule)**

- Due no later than four weeks prior to the wedding.

### **Services of the Assigned Church Representative**

- The church representative will be available by phone or in person to the wedding party during the times that the wedding party will be present at First Baptist Church to lock/unlock doors, and provide guidance on any questions the wedding party may have in regards to the church facility. The church representative will also be at the church prior to, during, and after the wedding ceremony to handle any building related issues that may arise.

### **Services of the Sound Technician**

- The sound technician will set up all microphone/amplification equipment and run the sound system during the ceremony.

### **FEES DO NOT include:**

- Officiating minister(s) from First Baptist Church or other clergy enlisted by the bride and groom
- Outside wedding coordinator
- Musicians and/or accompanists
- Equipment and/or decorations

**Balance of fees due no later than four weeks prior to the wedding.**

**All checks payable to individuals should be given to the assigned Church Representative or the Church Office. See applicable fee schedule for details.**