

Wedding Policy Information

(Members and Non-Members)

First Baptist Church

Savannah, Missouri

WEDDING POLICY FIRST BAPTIST CHURCH SAVANNAH, MISSOURI

WELCOME

Hello. We are excited at the possibility of hosting your wedding here at First Baptist Church of Savannah. Below you will find a list of policies and procedures that have been put in place to help your wedding go as smoothly as possible. These items include 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.fbcsavmo.com). After the completion of the forms and submittal of fees and deposits, the couple will need to consult with the Pastor to arrange their pre-marital counseling sessions. These sessions are short and sweet, but very important for the process and ceremony to run smoothly. 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).

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, that minister must verify that you are meeting the requirements for pre-marital counseling as they desire. This will need to be communicated through the church office.

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.

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 Facilitator 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 facilitator. 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.

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 Facilitator.
- 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 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.
- 7) 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 Church office. 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 FACILITATOR

All weddings at First Baptist Church will require the use of our Wedding Facilitator (unless negotiated with the presiding minister and held to a small size, as determined by the presiding minister). The Wedding Facilitator is responsible for the management of equipment used for the wedding such as the furniture, candelabras, etc. The Wedding Facilitator will be present during all aspects of the service including the rehearsal and wedding. The Wedding Facilitator 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 (piano.) 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.

FEES/HONORARIUMS

	Members	Non-Members	Make Check Payable to: (Names available at time of reservation.)
Facility Usage	\$0	\$0	
Minister	Couple responsible for negotiating this cost	Couple responsible for negotiating this cost	The Minister
Wedding Facilitator	\$150	\$200	Wedding Facilitator
Custodian	\$150	\$200	The Custodian
Sound Technician	\$100	\$150	The Sound Technician
Livestream Technician	\$100	\$150	Livestream Technician
Accompanist	Couple responsible for negotiating this cost	Couple responsible for negotiating this cost	The Accompanist
Reservation/Damage Deposit	A \$100 reservation deposit will be required to secure the date. This deposit will be returned after approval of church administrator providing conditions and requirements of this contract are met.	\$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 and requirements of this contract are met.	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.**