

WEDDING POLICIES

FIRST BAPTIST CHURCH
200 East 6th St., Sedalia, Missouri 65301
(660) 826-2160
email: justask@fbcsedalia.org

It is the belief of this church that a wedding is a sacred worship experience. Therefore, the ceremony and all wedding-related activities should reflect this.

1. Calendaring

- A. All dates must be cleared through the church office (on a first come, first served basis). Please see fee schedule regarding non-members.
- B. No Saturday weddings will be calendared to start later than 5:00pm. Should your wedding tradition be for the Bride to arrive later than the wedding invitation states, the wedding must be scheduled and invitations stated as 3:00 p.m.
- C. No weddings will be scheduled on holidays or holiday weekends.
- D. Three one-hour counseling sessions are required with our pastor if he officiates at your wedding. The first session should take place as soon as possible.
- E. A meeting must take place with one of the wedding coordinators of First Baptist Church. Call them AFTER you have paid your deposit and/or scheduled your wedding through the church office (Robin McKee, 826-7919 or Whitney Cromley, 473-9650). *Please do not call the coordinators before your date is on the church calendar. You are responsible for contacting the coordinators as soon as possible after confirmation to schedule your first meeting.* Further meetings with the coordinators will be held at the coordinators' discretion. Please note that the use of our wedding coordinators is non-negotiable.
- F. Should you desire to have your reception in Fellowship Hall, the wedding coordinator will discuss the arrangements with you and notify the custodian. The allowable area open for wedding receptions will accommodate a maximum of 150 guests.

PLEASE NOTE: THE ATTACHED SHEET, ENTITLED "FURNITURE ARRANGEMENT" WILL BE DISCUSSED AT THAT TIME.

- G. The church will be opened four (4) hours before the wedding on the day of the wedding. Deliveries by the caterer and/or florist should be coordinated during this time or during regular church hours (8:30 a.m. to 5:00 p.m., Monday through Friday).

2. Fees

- A. The building rental for non-members must be paid at the church office (checks payable to First Baptist Church) before the date will be reserved on the church calendar. It is refundable until 30 days prior to the wedding date.
- B. All other fees (from members and nonmembers) must be submitted to the wedding coordinator **10 days** prior to the wedding. Fees are to be paid to the coordinator. The fees will be distributed to the appropriate persons by the coordinator.
- C. The refundable deposit for damages incurred, kitchen supervisor & custodial overtime should be paid with all other fees and will be refunded after inspection and overtime charges within 10 days.

	FEES -	<u>Member (or child of) / Non-member</u>	
Chapel (seats 80)		-0-	/ \$200
Sanctuary (seats 500)		-0-	/ \$500
Coordinator (every wedding)		\$100	/ \$200
Candelabras (upon request)		\$25	/ \$50
<p>Two candelabras are available for rental for your wedding. The candelabras are not to leave First Baptist Church.</p>			
Custodian (every wedding)			
Chapel Wedding		\$75	/ \$125
Wedding with Rehearsal		\$150	/ \$200
(Overtime rate of \$20 will apply after a total of eight hours. Two hours rehearsal and six hours wedding day.)			
Wedding with Rehearsal and Reception		\$200	/ \$250
(Overtime rate will apply after a total of ten hours. Two hours rehearsal and eight hours wedding day.)			
➤ Overtime charge for custodian is \$20.00 per hour.			
Kitchen Supervisor (Reception or dinner/buffet)		\$100	/ \$150
➤ Overtime charge for kitchen supervisor (\$20 per hour) (All hours over five hours for reception.)			
Sound Technician (Rehearsal and Wedding) (every wedding)			
Sanctuary only		\$100	/ \$150
Audio CD recording		\$10	/ \$10
DVD Recording		\$25	/ \$25
FBC Pianist			
Wedding only		\$100	/ \$150
Wedding with rehearsal		\$150	/ \$200
FBC Organist			
Wedding only		\$100	/ \$150
Wedding with rehearsal		\$150	/ \$200
Refundable Deposit		\$100	/ \$250

- ◆ This deposit is required at the time of payment of all fees and will be used if needed to pay for any damages or overtime charges for the custodian or kitchen supervisor. Overtime charges are \$20 per hour and will be deducted from this deposit. Full or partial deposit will be refunded to the bride within 10 days of the event.

3. General Policies

- A. If another minister besides the pastor or ordained staff member of First Baptist, Sedalia, is to have the service, the pastor must approve this. NOTE: Sessions with the wedding coordinator of First Baptist are still required.
- B. The pastor, a staff minister, or organist of First Baptist, Sedalia, must approve any wedding organist other than the organists of First Baptist, Sedalia. It is the responsibility of any guest organist to contact our church organist and make arrangements to pick up the organ key, receive training and instructions, etc.
- C. *The kitchen supervisor is only there to supervise.* **You** are responsible for getting help with the wedding reception responsibilities such as: punch & food preparations, table decoration setup, cleaning & putting up of dishes used, etc.
- D. Since this wedding is a worship experience, the use of sacred music is encouraged. Any "secular" music selections must be cleared with the pastor or another staff minister at First Baptist.
- E. If microphones or other audio services are needed, arrangements must be made with the coordinator a minimum of two weeks before the wedding.
- F. First Baptist Church, Sedalia is not responsible for articles lost or stolen.
- G. The bride and groom are responsible to furnish candles and candelabra.
- H. Only dripless candles are to be used.
- I. Alcoholic beverages are not permitted in the church building or on church property. Smoking is not permitted inside the church building. It is the responsibility of the bride and groom to enforce this to the letter.
- J. No rice, birdseed or confetti is to be used on the church property--inside or outside the buildings. No bubbles inside the church.
- K. The wedding photographer and/or video operator are required to consult with the wedding coordinator and/or pastor about preserving the worship atmosphere of the wedding.
- L. No balloons are to be used in the sanctuary.
- M. The bride and groom are responsible to pay for, replace or repair any property damaged as a result of the wedding or rehearsal.
- N. If a wedding invitation is to be printed in the church newsletter, it must be submitted at least two weeks in advance of desired publication. (Church newsletters are printed every other week.)
- O. The pastor, ministerial staff or wedding coordinator of First Baptist Church, Sedalia will be responsible for the interpretation of these policies.

PLEASE COMPLETE AND RETURN THE ATTACHED WEDDING REQUEST AND INFORMATION SHEET TO THE CHURCH OFFICE WITHIN 10 DAYS. FAILURE TO DO SO MAY JEOPARDIZE YOUR CALENDAR DATE.

FURNITURE ARRANGEMENTS FOR WEDDINGS

In consultation with the church's Properties Committee, the church has set a very firm policy regarding the following:

Sanctuary

1. The modesty rails in front of the choir loft are not to be removed.
2. The choir chairs are not to be removed.

Fellowship Hall

1. *All the side Sunday school rooms are to be left intact. The Sunday school rooms in the center section are the only rooms that can be removed.*

- ◆ You may use the space below to diagram how you would like the center section of the fellowship hall to be set up for your reception. These arrangements will be discussed when you meet with the coordinator. This allowable open area will accommodate a maximum of 150 guests.

HOW MANY GUESTS EXPECTED?: _____

WEDDING REQUEST & INFORMATION SHEET

First Baptist Church, 200 E. 6th St., Sedalia, MO 65301

DATE THIS FORM FILLED OUT _____
DATE THIS FORM RECEIVED IN OFFICE _____
DATE & AMOUNT FOR DEPOSIT _____ (if applicable)

(Please fill out & return this sheet to office within 10 days.)

Bride's Full Name _____ Phone _____

Address _____ Business Phone _____

Bride's Date of Birth _____ Groom's Date of Birth _____

Groom's Full Name _____ Phone _____

Address _____ Business Phone _____

Bride's Parents _____ Phone _____

Address _____ Business Phone _____

Groom's Parents _____ Phone _____

Address _____ Business Phone _____

Is the Bride a member of First Baptist Church? _____

Is the Groom a member of First Baptist Church? _____

Where will the wedding take place? (Chapel or Sanctuary) _____

Who is to perform the ceremony? _____

What is the date for the wedding? _____ Time _____

Have you cleared the date & time with the church calendar? _____

Have you had a conference with the pastor? _____

Rehearsal date? _____ Rehearsal time? _____

Will there be a reception? _____ Where? _____

Who will be the instrumentalist? (Organist/Pianist) _____

Who will sing? _____

What wedding songs have you chosen? _____

Who will be the florist? _____

The Groom & Groomsmen will wear Tuxedos ____ Dark Suits ____

Wedding colors? _____

Names of witnesses (Maid of Honor & Best Man) _____

Bride & Groom's married address & phone _____

We have read the wedding policy sheet & agree to its conditions.

(Bride)

(Groom)