

You and your fiancé must be committed to the Biblical standards for marriage. The Bible teaches that marriage is a divine union between a man and a woman – “Matthew 19:6...what God has joined together...” It is also to be a lasting union – “Mark 10:9...let man not separate.” And your marriage is to be an exclusive union – “Ephesians 5:31...a man will leave his father and mother and be united to his wife, and the two will become one flesh.” These are the principles of the marriage covenant you and your fiancé will enter into with God at your wedding.



Last revised: 1/26/2012



Wedding Policies

Dear Bride and Groom:

On behalf of our church, we would like to express our pleasure that your plans include having a church wedding. Our prayer is that you will have a happy Christian marriage and that the blessings of our Lord will accompany you both always.

Our church will do its best to make this holy and happy occasion all you wish it to be.

The attached policies have been developed to assure full communication between our church and all parties involved; as well as enhance the meaningfulness of your wedding.

Before making any public announcement of your wedding plans, please complete the necessary forms in this packet and confirm your date with our Wedding Coordinator. This will enable all of us to avoid any scheduling conflicts or misunderstandings. Please make a copy of these forms for your records.



I. General Wedding Policies

1. **Before making any definite plans or public announcements regarding your church wedding, the following must be done:**
 - A. Weddings will be scheduled for members of FBC Wylie (either bride or groom is a member or child of a church member) provided the date requested is available.
 - B. Weddings for non-members may be scheduled only by consent of the staff of FBC Wylie.
 - C. Approval is necessary when plans include using a Pastor other than a Pastor of FBC Wylie to conduct a wedding ceremony.
 - D. All weddings conducted will be under the direction of the FBC Wedding Coordinator.
 - E. The Wedding Coordinator will be the sole point of contact between the wedding party and FBC Wylie.
 - F. Secure from the church office the Wedding Policies for FBC Wylie.
 - G. After reading the Wedding Policies packet and a decision has been made to reserve the facilities, please complete the **Request for Wedding Reservation Form** and return it to the Receptionist in the church office, located in the Event Center at 200 N. Ballard St., Wylie, Texas; along with your **deposit of \$500.00**.
 - H. After consulting the church calendar and the Pastor that will officiate your wedding, you will be contacted by the Wedding Coordinator to confirm your date or discuss necessary changes.
 - I. Once the date is scheduled, the FBC Wedding Coordinator will contact you about setting up your first meeting to discuss the details of the wedding. This should be done no later than 60 days prior to the wedding.
2. The Sanctuary may be used for weddings at any time **except** Sundays and Wednesdays; providing such use does not conflict in any manner with previously scheduled services or meetings at the church.
3. To avoid conflicts with church activities during a holiday period; holiday weddings will not be scheduled.



4. Saturday weddings will not be scheduled to start later than 5:00p.m. if the reception will also be held at the church (this allows time for facilities to be made ready for Sunday). If the reception will be held off-site, weddings may begin at 6:00 p.m.
5. A wedding is a worship service. Members of the wedding party are expected to recognize this and conduct themselves at all times in a manner befitting the atmosphere of a place of worship.
6. Smoking or other use of tobacco is not permitted on church property.
7. **Alcoholic beverages are not permitted on church property.** Members of the wedding party must refrain from using alcoholic beverages prior to and during any activity held at the church. No alcoholic beverages may be present or served on the church premises at any time. To avoid embarrassment, it is suggested that these rules be called to the attention of all members of the wedding party.
8. Dancing is not permitted with the following exceptions: One (1) each - Bride/Groom, Father/Daughter, Mother/Son.
9. Birdseed or rice is prohibited inside or outside the buildings, due to the safety hazard it might cause.
10. Breakage and damage of any kind of church equipment must be reimbursed at replacement cost.
11. All personal items must be removed from the dressing areas within one hour after the ceremony or before leaving for the reception (if not held in our facilities).
12. Only Dripless (with floor covering) or Chase Candles may be used in any area of the building.
13. It is the responsibility of the bride and groom to familiarize the members of the wedding party with any and all policies pertinent to respective members of the wedding party.
14. **Failure to abide by any policies included in this packet will result in forfeiture of the deposit.**



II. WEDDING COUNSELING

1. It is a requirement that each couple who chooses to marry in our church receives premarital counseling. Arrangements for these sessions can be made by contacting the administrative assistant of the Pastor performing the ceremony. Normally, at least three sessions are required and are sometimes two hours in length. All sessions should be completed at least two weeks prior to the wedding. If, for any reason, there is a need for childcare, you must make your own arrangements for childcare. No children will be allowed to attend any pre-marital counseling session.
2. The Pastor's purposes during these counseling sessions are as follows:
 - A. To communicate personally about the couple's involvement.
 - B. To discuss and plan in detail the actual wedding ceremony.
 - C. To discuss the meaning of Christian marriage and the means of having a happy, wholesome, fulfilling, and lasting marriage.
3. The pastor is pleased to share the joy of the wedding ministry with our staff Pastors. Any of them will be happy to officiate at weddings as their schedules allow. These procedures outlined will be followed by all the staff Pastors.

III. AVAILABLE AREAS AND FACILITIES

1. The Sanctuary, Chapel, Mall, or Event Hall, may be used for church weddings. Please be aware that during extremely hot weather, the Chapel may be difficult to cool down to a comfortable temperature.
2. The Fellowship Hall, Gym, Mall, or Event Hall, are available for after-rehearsal activities and receptions for an additional fee. (Please see fee schedule.)

IV. FINANCIAL POLICIES

1. Facilities

A **deposit of \$500**, payable to FBC Wylie, is due at the time of booking your wedding. Payment may be made by check, debit or credit card.



2. Personnel (A, B, & C Are Required)

A. Wedding Coordinator

The Wedding Coordinator is the church liaison who will be assisting you in making this a memorable experience. They are also responsible for seeing that church policies and procedure are followed during the rehearsal and wedding. As soon as your paperwork is returned to the church, the Coordinator will contact you to set up one of three meetings to help plan your special day. **This person will be responsible for directing the rehearsal and the actual wedding ceremony.** The Wedding Coordinator will communicate with the Pastor or other staff, any preparations that need to be made for the wedding (i.e., personnel, special equipment, etc.). Any special instructions for audio/video, flowers, pictures or decorations should first be discussed with the Wedding Coordinator.

B. Custodian

The Custodian will be responsible for set-up and take down of tables and chairs; setting heat and cooling system and making minor adjustments in stage set-up. (Adjustments in the stage must first be approved by the Worship Pastor and a separate fee will be added.) The custodian will be available one hour before the wedding to open doors and will be responsible for locking the building following the ceremony and/or reception.

C. Sound/Media/Lighting Technician

A church-approved technician(s) will arrive one and one-half hours prior to the time of the wedding to set up sound equipment needs and to meet vocalists for a sound check. Arrangements for necessary personnel should be made by indicating needs on the Wedding Planning sheet. These needs will be assessed by the Worship Pastor and appropriate personnel enlisted.

D. Instrumentalist/Vocalist

Arrangements for an accompanist or vocalist will be made through the Wedding Coordinator.

E. Music

All music to be played or performed for your ceremony (prelude, music during ceremony, postlude), must be approved by the Worship Pastor of FBW. You will provide to the Wedding Coordinator, a list of the music to be played and/or performed for your wedding.



F. Pastor Officiating

Any of the Pastors of FBC Wylie are available and are willing to officiate your wedding. Prior to your wedding, you **must attend** three pre-marital counseling sessions with the Pastor who will be officiating.



Wedding Ceremony Fees:

Facility	Capacity	Members Cost	Non-members Cost
Sanctuary*	800-900	\$1,000	\$1,600
Chapel*	65 w/o use of 2 front rows and 85 with use of 2 front rows	\$600	\$1,000
Event Hall*	Depends on set-up	\$750	\$1,200
Mall Area*	Depends on set-up	\$650	\$800
Gazebo*	15-20	\$300	\$500
Office*	Immediate family only	N/C	\$100 (pastor)

*Depends on set-up as to max number of people to accommodate. Please review set-up plans with the FBW wedding coordinator.

Wedding Fees Include: wedding coordinator, facilities for wedding, facilities for rehearsal (excluding gazebo and office wedding), sound/lighting technician, custodian, and administrative costs.

Additional Ceremony Fees

Additional Ceremony Fees	Member cost	Non-member cost
FBW Pastor officiating (counseling, rehearsal, and wedding)	\$200	\$200
Advanced lighting/media-tech**	Min \$100	Min \$100
Stage changes** (6 weeks advanced notice required)	Min \$150	Min \$150

** cost is approximated based on actual services needed. Specific needs should be discussed with FBW wedding coordinator.

Reception Facility Fees:

Main Campus	Member	Non-member
Fellowship Hall w/Kitchen	\$250	\$400
Gym	\$400	\$600
Fellowship hall/Kitchen/Gym	\$600	\$950
Glassed Foyer	\$250	\$350
Mall	\$400	\$600
Event Center Campus		
Event Hall	\$750	\$1200
Student Ministry Room	\$500	\$750

***if Kitchen/Café needs exceed water and/or ice, there will be an additional fee of \$100 for cleaning.



WEDDING/RECEPTION CHARGES:

WEDDING CEREMONY FEES:

COST

FBW Pastor (Counseling, Rehearsal & Wedding) \$_____

Facility _____ \$_____

Advanced Lighting/Media \$_____

Stage Changes* \$_____

TOTAL DUE FOR WEDDING CEREMONY FEES: \$_____

RECEPTION FEES:

Facility _____ \$_____

Advanced Lighting/Media \$_____

Stage Changes* \$_____

*STAGE CHANGES: Submitted/approved 6 weeks before wedding & requires Worship Pastor's approval

Kitchen/Cafe Cleaning \$_____

TOTAL DUE FOR RECEPTION FEES: \$_____

GRAND TOTAL DUE: \$_____

PAYMENTS	DATE	AMOUNT
DEPOSIT	_____	(\$_____)
PAYMENT _____		(\$_____)
PAYMENT _____		(\$_____)
FINAL PAYMENT	_____	(\$_____)

Signature of Bride

Signature of Groom



Signature of FBW Wedding Coordinator

FINAL PAYMENT MUST BE MADE TO FBW AT THE MEETING WITH THE WEDDING COORDINATOR NO LATER THAN 30 DAYS PRIOR TO WEDDING/RECEPTION. In the event any wedding is canceled, all monies paid shall be refunded in full providing the church office and the person(s) involved are notified no less than 2 weeks in advance. If notification is made less than 2 weeks in advance, the monies paid minus the \$500 deposit will be refunded.

V. WEDDING MUSIC

1. A Christian wedding is a worship service; the music should reflect this.
2. The Worship Pastor is available by appointment to counsel with the bride and groom regarding the proper use of music.
3. If soloists or instrumentalists outside the membership of FBC Wylie are to be used, they must be approved by the Worship Pastor.
4. All music to be played or sung as a part of the wedding must be submitted to the Wedding Coordinator and approved by the Worship Pastor.
5. You are responsible for providing the Audio/Visual material to the AV technician three (3) weeks before your wedding. The Wedding Coordinator will get you in contact with the AV technician that will be working your wedding.

VI. AUDIO/VIDEO

1. You will be responsible for providing all video media to the A/V technician three (3) weeks prior to the wedding. The Wedding Coordinator will get you in contact with the A/V technician that will be working your wedding.



MUSIC FOR YOUR WEDDING WORKSHEET

PRELUDE MUSIC (20 or 30 minutes prior to ceremony.)

Please list any specific pieces you would like played, as well as the particular style of music you prefer. (i.e., Classical, Contemporary, Sacred, Blend of Styles.)

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Soloist(s) _____ Phone _____
_____ Phone _____

Entry of the Wedding Party & Bride (Traditional Bridal Chorus or other selection)

Exit of Bride, Groom & Wedding Party (Traditional Wedding March or other selection)

Special information for Sound, Lighting or Media:

Approved by: _____ Date: _____



VI. YOUR WEDDING PICTURES

It is **your** responsibility to instruct the photographer you have chosen in accordance with our church wedding policies. **A copy of this page should be given to your photographer.**

TO THE PHOTOGRAPHER

The wedding policies which concern the work of the photographer at weddings at First Baptist Church of Wylie are listed below. These requirements **must** have your cooperation. It is suggested that you arrange with the bride to take as many pictures as possible prior to the wedding.

1. Pictures may be made during the ceremony with no flash with the exception of the Bride entering and couple leaving). Time exposures of the ceremony itself may be taken unobtrusively. A video recording of the wedding is permitted as long as it does not disturb the service.
2. Remember that guests will be waiting for the reception. The photographer and bride should plan in advance the list of pictures to be made.
3. The Pastor will be available for pictures following the ceremony. Please see that those involving him are taken first.
4. The photographer **must not** stand on furniture.
5. Smoking or other use of tobacco is not permitted on church property.
6. The candles may not be rearranged for pictures to prevent wax from spilling on the furnishings and flooring.



VII. WEDDING FLOWERS

It is the responsibility of the Bride to instruct the florist she has chosen in accordance with our church wedding policies. **A copy of this page should be given to your florist.**

TO THE FLORIST

1. No tacks, nails, tape or other materials which may permanently deface the buildings or furnishings may be used in decorating.
2. Only dripless (with floor covering) or Chase candles may be used.
3. Smoking or other use of tobacco is not permitted on church property.
4. Flowers and decorations must be removed IMMEDIATELY following the wedding ceremony. The facilities must be left in the same order in which they were found.
5. The bride should have the florist's schedule for bringing the decorations to the church, so the Wedding Coordinator or custodian can arrange to be present to unlock the church.



VIII. YOUR WEDDING RECEPTION

It is the Bride's responsibility to instruct the caterer she has chosen in accordance with our church wedding policies. **A copy of this page should be given to the Caterer.**

TO THE CATERER

1. Wedding receptions may be held in the Fellowship Hall and/or Gym, and the Main Hall in the Event Center. A kitchen adjoins this area and may also be used. All arrangements for the reception must be cleared by the Caterer in advance with the Wedding Coordinator.
2. All Caterers using the church facilities will be expected to leave the areas in the order in which they were found.
3. All supplies (candelabra, punch bowls, plates, cups, serve items, table linens, etc.) must be furnished by the Caterers or the bride.
4. The Caterer must clear with the Wedding Coordinator the time when equipment and supplies are to be brought to the reception area.
5. Only authorized personnel may operate the dishwasher.
6. **Smoking or other use of tobacco and drinking of alcoholic beverages are not permitted on church property.**



Bride _____

Groom _____

Address _____

Address _____

Home Phone# _____ Mobile Phone# _____

Home Phone# _____ Mobile Phone# _____

Christian _____ Church Member _____

Christian _____ Church Member _____

Where _____

Where _____

Parents _____

Parents _____

Bride and Groom's address after marriage _____

Rehearsal Date _____

Time _____

Wedding Date _____

Time _____

Pastor _____

Phone# _____

Caterer (wedding) _____

Phone# _____

Caterer (rehearsal if at church) _____

Phone# _____

Pianist _____

Phone# _____

Vocalist _____

Phone# _____

Photographer _____

Phone# _____

Florist _____

Phone# _____

FBC Coordinator _____

Phone# _____

Sound/Media Tech _____

Phone# _____

Lighting Tech _____

Phone# _____

We have read the conditions provided with this application and agree to abide by these if we are permitted the use of these facilities. We will make every effort to ensure that our guest will do likewise.

Bride's Signature _____

Date _____

Groom's Signature _____

Date _____



CHURCH FACILITIES NEEDED FOR REHEARSAL AND WEDDING

Rehearsal _____

After Rehearsal Dinner _____

(Table set-up diagram must be provided to Wedding Coordinator two weeks prior to your wedding.)

Wedding _____

Reception _____

(Number of tables, arrangements of tables, number of chairs per table, etc.)

Time the Florist will arrive to decorate _____

Time the Caterer will arrive to begin preparations for reception _____

Time the Photographer will begin making pictures. _____



WEDDING PARTY

Maid/Matron of Honor:

Bridesmaids:

Flower Girl:

Best Man:

Groomsmen:

Ring Bearer

Groom's Parents:

Groom's Grandparents:

Bride's Parents:

Bride's Grandparents:
