

## **Wedding Policies**

First Baptist Church-Grapevine  
301 East Texas Street  
Grapevine, TX 76051

Congratulations!

The marriage ceremony is one of the most sacred and beautiful worship experiences of the church. The bride and groom are entertaining a new covenant relationship with each other much like their relationship with God; a relationship based on love, trust, and commitment.

In order that this ceremony may be a sacred and worshipful experience, the bride and groom are urged to make thorough physical and spiritual preparations. The staff and personnel of this church are willing to assist the wedding party in its preparation.

The bride and groom are encouraged to study the following material carefully and to cooperate in fulfilling the enclosed wedding policies. The bride and groom are responsible for explaining the wedding policies to everyone involved in the wedding.

Listed below are guidelines that have been carefully implemented at First Baptist Church Grapevine (FBCG) to help you reach the goal of a beautiful, Christ-centered wedding.

### **Reservations**

The date of the wedding must be requested in the church office by filling out an Event Schedule Form. The date must be cleared with the church calendar no later than two months and no earlier than one year prior to the wedding.

Church-Scheduled activities have a priority over wedding dates. A wedding date that has been confirmed will remain on the church calendar as scheduled. The facility will not be scheduled for more than one wedding on any given day. Priority will be given to members and their immediate families (parents and children). Weddings and rehearsals may not schedule on church holidays, Wednesdays, or Sundays. The bride or groom should contact the FBCG calendar secretary to schedule the date. Once the calendar secretary confirms an opening, the couple will be sent a copy of the wedding policies. At that time they should arrange with the FBCG wedding coordinator.

Weddings may not be scheduled later than 7:00 PM on weekdays or 6:00 PM on Saturdays. If the reception is held at the church, the caterer should be finished by 10:00 PM. Rehearsals are scheduled for one and one-half hours. Rehearsals and any rehearsal dinners at the church must be completed by 10:00 PM

Should the wedding party need to cancel or change their wedding date; the church will need to be informed at least two months prior to the confirmed date for non-members and one month for members.

**Weddings may be scheduled no later than 7:00 PM on weekdays or 6:00 PM on Saturdays.**

Deliveries by florists are to be made the day of the wedding, and all wedding decorations, candelabras, etc., must be picked up on the first working day after the wedding. The church is not responsible for articles belonging to the wedding party, florist or catering service, which are stolen or damaged. The church is not responsible for accidents occurring in the buildings or on the church property.

The rehearsal is traditionally scheduled on the evening preceding the wedding. The wedding rehearsal should begin promptly at the scheduled time. All members of the wedding party should be present and appropriately dressed. Should a question arise as to what is considered appropriate apparel, an officer of FBCG will then make the ultimate decision. If an officer of the church is not available, the officiating minister will make the decision.

If the rehearsal dinner is held at the church, that too must be scheduled and cleared with the church calendar at the time of reserving the church for the wedding.

The church does not provide a nursery.

## **Facilities**

### **The Ceremony**

Two areas in the church are available for weddings. The worship center seats approximately 1100 on the first floor and 750 on the sides and balcony. The Sanctuary seats approximately 550 on the first floor and about 125 in the balcony. Appropriate heating or cooling will be provided for the rehearsal and the wedding. Temperatures adjustments are to be made by the church personnel only.

Food and drinks are not to be taken in to the Worship Center or Sanctuary. All candles must have clear plastic placed underneath the candelabra to protect the carpet. Neither confetti nor live flowers petals may be dropped inside the facilities. Birdseed, not rice, is to be thrown outside the facilities only. Empty birdseed bags must be picked up. Tape should be used to affix decorations to pews or walls.

No alcohol or tobacco use is allowed on any church property. No animals are allowed inside facilities or in the wedding services. Seeing-eye dogs for the visually impaired are allowed.

## **The Reception**

There is one area in the church available for receptions. The Fellowship Center has a capacity of approximately 400. Tables and chairs are available for receptions. The church has 60-inch round tables and 96-inch by 36-inch rectangular tables. Both size tables are 29-inches in height. Any and all church furniture may be moved only under supervision of church personnel. Cream-colored tablecloths are available to members. A reference of \$50.00 damage deposit is required. A white canopy tent size 10' by 10' is also available with a refundable \$100.00 damage deposit required.

Silver tea service, silverware, punch bowl, glass plates, cups, and glasses are available for members of FBCG only. Non-members are to make arrangements for these items from a caterer or a rental service. The wedding party must provide all serving utensils for the reception, unless other arrangements have been made. The church does not provide paper or plastic goods. Tablecloths and the canopy tent must be checked out through the church hostess or a member of the kitchen staff. The cost to checkout tablecloths for the wedding is \$50, and the cost for the canopy tent is \$100. Restitution of the deposit will be made if all items are returned in the condition as received within five (5) days. The party checking out the items is to assume responsibility for any damages or lost items. A checkout form for tablecloths/canopy tent must be completed before items can be used.

Smocking, dancing, and drinking alcoholic beverages is not permitted in the church or on church property at any time. Damage to any part of the facilities will be assessed to the responsible party. The reception should be completed by 9:00 PM and finished by 10:00 PM.

## **The Rehearsal Dinner**

The same area available for the reception is also available for the rehearsal dinner. Making prior arrangements with the church hostess is essential. The church hostess is required to present, there is an additional fee for both hostess and custodial services. Food and utensils are to be provided by the wedding party unless other arrangements have been made. The church does not provide paper or plastic cups and plates, etc. Caterers must work with the hostess and must provide everything for a complete dinner or reception. They are responsible for leaving the facilities in a clean and orderly condition. Traditionally, it is the groom's obligation to pay for the rehearsal dinner.

## **Dressing Rooms**

Several designated rooms are available for both the bride and groom. The size of the wedding party will determine the specific dressing area. The wedding party must use only the designated areas. Wedding parties using areas not designated will be charged additional fees.

## **Wedding Attire**

Weddings at FBCG are sacred occasions; therefore, it is expected that each bridal couple will select attire for themselves and their attendants that are both tasteful and modest.

## **Personnel**

### **Minister**

The pastor or associate pastor will perform ceremonies upon invitation. At the same time of invitation, appointments should be made for three pre-marital counseling sessions.

Other ministers in the church are also available to perform wedding services. If the minister is a guest minister, he/she must be approved by the FBCG minister of education.

The honorarium for the minister is the groom's responsibility and is traditionally given to the minister by the best man prior to the ceremony. An appropriate honorarium would be \$200 minimum depending on the length of the rehearsal and ceremony.

Bring your marriage license to the minister at the time of the meeting with the minister.

### **Musicians**

Pianist, organist and soloist are the responsibility of the wedding couple. A list of persons qualified is available upon request. The honorarium for the musicians is dependent upon the number of songs and the length of the rehearsal. A suggested minimum is \$150-\$200 per individual. This should be agreed upon by the wedding couple and the musicians serving at the wedding/ and or reception.

Any sound equipment needed must be scheduled through the sound technician. If a guest organist is asked to play, his or her name and phone number should be listed on the Event Schedule Form. A consultation with FBCG Minister of Music is required prior to the rehearsal.

### **Custodians**

#### **Services covered by custodial fees:**

- A. Security of the buildings
- B. Heating/cooling of buildings
- C. Dressing and restroom maintenance
- D. General preparation of buildings
- E. General clean up of buildings and grounds after wedding and rehearsal. (Dish washing and cleaning of kitchen are not included.)
- F. Cooperation with florist, caterer, and bakery
- G. Set up of tables and chairs
- H. Monitoring of wedding policy

All facilities must be protected. They must be left clean and orderly. The church custodian is not responsible for the work of the caterer.

### **Church Hostess**

The church hostess must be present for all receptions. She supervises the catering service and the cleaning of the kitchen. Ice and refrigerator and freezer space is available through the hostess.

If the reception is not catered, the wedding party is responsible for the clean up of the kitchen and dishes under the supervision of the church hostess. Kitchen staff members are available to do dishes at a set rate. Ovens are to be under the supervision of the church hostess. Silver tea service, silverware, punch bowl, glass plates, cups, and glasses, which are available for church member couples only, must be requested through church hostess.

The church hostess will be present thirty minutes prior to the wedding unless other arrangements have been made.

The church hostess must be present for all dinners and other functions requiring the use of the kitchen. This rule also applies to the reception. Specific time for the hostess to be present must be arranged one week prior to the dinner or reception. The caterer or wedding party must provide all food and utensils.

### **Sound Technician**

If audio/visual equipment is needed, a church sound technician must be present. An appropriate fee for the sound technician's services would be \$100-\$200 depending upon the length of the rehearsal and wedding. The wedding couple must contact the sound technician four weeks prior to the wedding to determine the equipment needed and the fee.

### **Photographer**

Since the wedding is religious service, all photographers, amateur and professional, are asked to reverence the ceremony and the place. Photographers may take pictures freely before and after the ceremony in any part of the building. At no time and under no conditions shall flash photography be taken *while the ceremony is in progress*. Following the ceremony, the wedding party may, return for pictures. Flash and other lighting equipment may be used at that time. For specifics see "Guidelines for Photographers/Videographers #2 Ceremony."

Pictures of the wedding party may be taken in the aisle of the church just before and during the processional, providing the photographer stays in back of the congregation. Pictures may also be taken during the recessional.

Photographers are cautioned against marring furniture by standing or placing camera equipment on pews or other furniture in the church. They will be held responsible for any damage caused.

Wedding guests and family members with cameras may not take pictures until the wedding ceremony is over. It is the responsibility of the bride and the photographer to inform the guests about the appropriate time for them to take pictures.

It is the responsibility of the wedding couple to arrange for their photographer and to discuss church wedding policy with that individual.

1. The following are the fees: There is an initial Deposit of \$100  
(The purpose of this fee is to hold the reserved date and is refundable if the wedding is canceled within two months of the ceremony date for non-members and one month for members.)

Additional fees are charged for building usage, custodial services, services provided by the church hostess etc. *See pages 3-4 of this booklet.*

- A. Deposit: A separate deposit of \$100 will be required at the first meeting with the church hostess and will be held for return until after the wedding. The deposit will not returned if damage is done that requires excessive cleaning or repair (i.e. wax on carpet).
  - B. Wedding Fee: This building usage fee includes facilities, church sound system, and dressing rooms for the bridal party.
  - C. Reception: The building usage fee includes equipment use (tables and chairs) and maintenance set-up costs.
  - D. Rehearsal Dinner: This building usage fee includes equipment use (tables and chairs) and maintenance set up costs.
  - E. Rooms Available: Worship Center or Sanctuary is available for weddings, and the Fellowship Center and Fellowship Hall are available for receptions. An additional \$25 will be charged for any area that has not been mentioned above or previously scheduled.
  - F. If the Worship Center or foyer has been decorated for a church holiday, program or emphasis, the decorations must remain in place.
2. Caterers, Florist, Photographers, and Videographers: A specific set of guidelines is provided in the wedding packet. It is the responsibility of the bride to furnish the caterer, florist photographer, and videographer with a copy of these guidelines.

The caterer/florist/photographer/videographer will be allowed to participate in a wedding at FBCG when a copy of their signed agreement is on file in the church hostess' office. This agreement must be on file two weeks prior to the wedding!

3. Time: All scheduled rooms will be guaranteed two hours prior to the scheduled time of the wedding decorating. If the room is available, you may begin earlier with approval from the church hostess. All flowers and decorations must be removed from the building as soon as possible following the ceremony and pictures put back in order to facilitate set-up for Sunday morning. The reception and clean-up must be completed by 10:00 PM.
4. Music: The minister will help you plan the order of the service for your wedding ceremony. The FBCG minister of music must approve all music for the ceremony. The FBCG minister of music must be consulted if the organ is requested.
5. Rehearsal: The rehearsal is usually scheduled for one and one-half hours on the Friday prior to a Saturday wedding date. The minister will help you conduct the rehearsal and wedding. It is very important that all members of your wedding party attend the rehearsal and that they arrive on time. Your vocalist should schedule additional rehearsal time other than during the wedding rehearsal.

Based on years of experience, the church strongly recommends that children under five years of age not be permitted to participate as a part of the wedding party.

6. Reminder: This is God's House and we ask that you help us treat it with reverence and respect. Members of the wedding party and guests must abide by the following:
  - A. Use of inappropriate language is prohibited.
  - B. Proper dress is required at the rehearsal, wedding, and reception.
  - C. The use of alcoholic beverages, tobacco, drugs, or items resembling such is prohibited on the premises.
  - D. Only birdseed may be thrown outside of the building. Please keep the safety of your guests in mind and remember that even birdseed is very slippery and dangerous under foot in dress shoes.
  - E. No dancing
7. Final Scheduling: Weddings will move from a "tentative status" to a "final status" when the following have been completed.
  - A. The calendar date is confirmed by the FBCG calendar secretary.
  - B. The couple has met with the wedding coordinator to complete their application, receive their information packet, and schedule a tentative final appointment at least one month prior to their wedding.
  - C. The couple has confirmed the date and counseling scheduled with their chosen minister. If the minister is a guest minister, he must be approved by the FBCG minister of education.
  - D. The \$100 deposit has been paid.

8. Final Checklist must be completed at least one month prior to the wedding.
- A. Final meeting with church wedding coordinator
  - B. Approval from minister performing ceremony
  - C. Approval of music from FBCG music minister
  - D. Caterer/florist/photographer/videographer statement(s) are filed
  - E. All fees paid
  - F. Wedding worksheet completed and ready for rehearsal

We look forward to working with you. Please call if you have any questions.  
Wedding Coordinator: 817-488-8573

As a reminder, please remember damage to any part of the facilities will be assessed to the responsible party. The reception should be completed by 9 PM and cleaned up finished by 10 PM.