

# **HELPFUL INFORMATION ON GETTING MARRIED AT FIRST BAPTIST CHURCH**

FBC WEDDING POLICY AND PROCEDURES (as of 3.26.18)

Thank you for considering First Baptist Church (FBC) for the formal beginning of your life as a married couple. Throughout the years, FBC has been blessed to host numerous wedding ceremonies and receptions in our facilities and, as much as possible, we want to continue to offer this same opportunity to couples today. We are encouraged when a man and a woman want to follow the mandate of Scripture by expressing their love and lifelong commitment to one another through marriage. And as a church, we want to be able to come alongside these couples by providing godly wisdom, accountability, and encouragement during this amazing time in their relationship. We hope you will find the following information helpful regarding your interest in getting married at FBC. Please feel free to contact the church office if you have any questions.

## **WHAT DOES FBC BELIEVE ABOUT MARRIAGE?**

We believe marriage is a sacred gift from God. And while marriage may be defined in a number of ways by our society today, we believe that it is God alone, in His Word, who has the ultimate authority to prescribe and describe the marital relationship (Gen. 2:24; Matt. 19:1-9; Mark 10:1-12). Because of this understanding, we will only recognize marriages that meet the biblical definition of marriage as the publicly pledged, permanent, exclusive, covenantal relationship between one gender-normative man and one gender-normative woman. The pastors, elders, and leaders of FBC will only officiate marriages that meet this definition, and the facilities and property of FBC will only host marriage ceremonies that meet this definition.

FBC also believes that the marriage union is established and designed by God to be a visible portrayal of Jesus Christ's love for His bride, the Church; therefore, we believe the relationship between a husband and wife is one which must be established upon each person's individual relationship with Jesus Christ. If you are confused or uncertain as to what FBC believes about marriage and/or what a personal commitment to Jesus Christ really means, we would be happy to talk about these things with you.

## **WHY HAVE A CHRISTIAN WEDDING INSTEAD OF A CIVIL CEREMONY?**

Since all of the pageantry, attire, decorum, and festivities (which we normally associate with weddings) can be present without the wedding actually being officiated by a minister of the Gospel in a church setting, what's the difference between a Christian wedding and a civil ceremony? The main difference between a Christian and civil ceremony is that the Christian wedding is essentially a worship service aimed at glorifying God. In a Christian wedding, the vows and promises a couple make to God are as important as the vows and promises they make to each other. It is a time when two believers intentionally express their desire and commitment to build their marriage on their personal faith in God and upon the teachings of His Word. This is why the pastors, elders, and leaders of FBC will not officiate marriages where one person is a believer in Christ and the other is not.

## **WHO CAN BE MARRIED AT FBC?**

FBC offers to rent its facilities for wedding ceremonies and/or receptions to couples:

- Where the bride and/or groom is an official and active member of FBC.
- Where the bride and/or groom is a regular attender who is known by one of the FBC elders, pastoral staff, or life group leaders, or has parents that meet the same requirements.

In addition, both the bride and groom need to meet the following:

- They have each expressed personal faith in Jesus Christ and are committed to growing as Christians.
- They complete a pre-marital counseling program together with an FBC pastor, elder, or marriage coach prior to their wedding date.
- They seek to live above reproach in their relationship by pursuing a lifestyle of godly behavior (i.e., they are not living together or are sexually active). And if sin has taken place in their relationship, through humility and repentance, they are willing to seek to pursue Christlikeness and accountability to grow in holiness, having a trajectory of godly behavior moving forward.
- They complete and return the FBC Premarital Questionnaire.
- They schedule their wedding at least 6 months prior to the requested date, but not more than 12 months in advance.

### **WHAT ABOUT PASTORS, OTHER THAN THOSE FROM FBC, PARTICIPATING IN THE WEDDING CEREMONY?**

Pastors from other churches can participate as long as they are pre-approved by FBC.

### **WHEN CAN WE SCHEDULE OUR WEDDING AT FBC?**

Marriages are conducted primarily on Fridays or Saturdays, provided that the facilities are available, and with only one wedding being scheduled per day. On either Friday or Saturday, the latest you can schedule your wedding ceremony is 7:00 pm and the church must be vacated by 11:00 pm. It is the responsibility of the bride and groom to arrange for volunteers to help assist the FBC facilities staff member(s) on duty clean up the church and return things back to their original state. Due to a full church calendar around the holiday season, it is less likely that weddings will be able to be scheduled between Dec 1 through Jan 15.

### **HOW DO WE GO ABOUT SCHEDULING A WEDDING?**

Here are some helpful steps to guide you in this process:

1. Read this information and carefully consider if our church's desires, motivations, and expectations regarding marriage match your own.
2. Complete the [Wedding Request Form](#) to indicate the day you want to have your wedding. You cannot schedule a wedding more than one year ahead of time and no less than 6 months from your desired date.
3. Our Wedding Scheduler will contact you to confirm availability. Confirming availability does not guarantee the date for your wedding. The date will only be held when we receive the Wedding Application and a \$50 deposit (which will be applied toward your refundable wedding damage deposit should your request be approved.)
4. Once we confirm your desired date, please complete the [Wedding Application](#). You will receive an email confirming that we received your application and will tentatively hold your date.
5. The Wedding Scheduler will then set-up a meeting to discuss the church's wedding policies and procedures. You will also need to sign and turn in the Wedding Agreement (page 7), along with paying a \$200.00 down payment towards the total wedding/reception fee costs and a \$300 refundable damage deposit. We will get back to you within 14 business days to let you know if the date you requested will work or not.
6. If your date is confirmed, the Wedding Scheduler will help you get in touch with an FBC Staff person regarding signing up for FBC's pre-marital counseling program. All couples must complete an approved premarital counseling course before marriage.

7. At least one month prior to your wedding, our Wedding Coordinator will meet with you to discuss final details, including ceremony specifics, decorations, and production needs. The remaining balance owed is due at this meeting.

#### **WHAT ARE IMPORTANT GUIDELINES COUPLES NEED TO KNOW REGARDING USING FBC FACILITIES?**

- Alcohol, smoking, and e-cigarettes are only permitted 75 feet away from the building in designated smoking.
- No tape, thumbtacks, or nails may be used to mount decorations in any area of the church. **All** decorations, in all areas, must be approved by the FBC Facility Staff.
- Rice, birdseed, glitter, sparklers, or any such like items, are not allowed inside or outside the facilities.
- Your fees do not cover the outside areas around the church. Cleanup of the outside of the building is your responsibility.
- Dancing is allowed (in the church gym area) with the following requirements: 1) The music does not contain swearing, obvious sexual or drug references, and does not denigrate people in any way; and, 2) The style of dancing must be non-sexual in nature.
- No food or drinks may be taken into the Worship Center (apart from the communion elements).
- Please care for and leave the church building in the best possible condition and have your guests do so also. It is best to ask your parents, ushers, or best man to see to these details for you.
- The church assumes no responsibility for the security of personal articles.

#### **WHAT FBC ROOMS CAN BE USED AND RESERVED?**

Once you have reserved the date for your wedding and established the fees, you will be limited to only the rooms and times you have reserved.

##### **ROOMS FOR WEDDINGS:**

###### Worship Center (or Main Auditorium)

- This space can be used for weddings of 200+ guests. The room is not configured to accommodate receptions.
- Fees include the use of the Worship Center for 2 hours for rehearsal, and 6 hours for set-up.
- All microphones are to be moved or rearranged by someone from the FBC Tech Dept only.
- Chairs cannot be moved and the number of chairs in the room cannot be reduced.
- No food or beverages are allowed in this room during the wedding.
- We will also provide a table for the guest book and/or unity candle, if needed.

###### Lobby Area (or Atrium)

- This space can be used for weddings with less than 200 guests or for receptions after the wedding ceremony has taken place in the Worship Center.
- Fees include 2 hours for rehearsals and 6 hours for set-up. Wedding and reception are to take place the day of the wedding only.
- Due to insurance liabilities, any staging (if needed) must be approved by the FBC Facility Team and may be available for an extra cost.
- Sound and lighting systems are limited to what is already in place.

###### Garden Room

- This space can be used for weddings with less than 50 guests.

- Candles are not allowed in this room.
- All decorations must be approved by FBC.

**ROOMS FOR RECEPTIONS:**

Lobby Area (or Atrium)

- This space will hold a maximum of 12 round tables (for max. of 8 people each) and chairs for a sit-down, buffet dinner.
- Candles are not allowed in this room.
- All decorations must be approved by FBC.

Garden Room

- This space is available for stand-up receptions only. Two 6-foot tables are allowed in this room and are provided by FBC.
- If weather permits, you may use the courtyard area.
- Candles are not allowed in this room.
- All decorations must be approved by FBC.

Gym (or High School Room)

- This space is available for receptions only.
- Tables and chairs can be provided.
- All decorations must be approved by the FBC Facility Team.

Outdoor Areas:

- Outdoor areas (e.g., amphitheater) may be available for use under certain circumstances and seasons.

Camp Harlow

- Also available for receptions (and weddings) – Please contact Camp Harlow Guest Services at 541-683-5416

**ROOMS FOR FOOD NEEDS:**

- All baking, cooking, food prep through FBC must be done by our Camp Harlow Kitchen Staff. Camp Harlow’s kitchen is a licensed kitchen and workers must possess a valid food handler’s certificate.
- Outside catering must be approved by our FBC Facilities Manager.
- Any food consumed by the wedding party prior to the wedding, must be done in our Café area and only if it reserved at the time you book your wedding. No food or drink is allowed in other locations in the building.
- Cooking or food prep is not allowed in the Café.

**WHAT WILL FBC PROVIDE (AND NOT PROVIDE) FOR YOUR WEDDING?**

1. Rooms for your rehearsal, changing, wedding, and reception.
2. Wedding/Reception Coordinator (required) - All weddings will be assigned an FBC Wedding Coordinator, which is included in your fees. The purpose of your FBC Wedding Coordinator is to come alongside you and your fiancé to ensure that your experience is enjoyable and your event runs as smoothly as possible.

3. FBC sound technician(s) and equipment (required when using FBC sound system/equipment)
4. Custodial staff (required)
5. FBC does not provide photographers or videographers.
6. FBC does not provide soloists or musicians.

#### **WHAT ABOUT DURING AND AFTER THE WEDDING CEREMONY?**

- **What about sound systems?**  
If a sound system is needed it is limited to what is already in place. In rare instances, an independent sound system may be brought in with the approval of FBC and at the work and expense of the bride and groom. No independent sound systems can be used in the FBC Worship Center (or Main Auditorium). Any FBC sound system and equipment used must be setup and handled by an FBC Tech Department staff person who will be provided by FBC.
- **What about music?**  
Music is to be arranged and provided by the bride and groom. Seeking to be God-honoring, FBC expects that the music not contain swearing, obvious sexual or drug references, or denigrate people in any way. The music list should be given to the Wedding Coordinator for approval one month before the wedding date. FBC retains the right to approve playlists, music, and DJs.
- **What about photographs and video?**  
Photographers (or family or friends) and videographers should not in any way detract from the sacredness of the ceremony in their effort to get the perfect shot. The photographer and videographer should perform their service with professionalism and discretion. The Wedding Coordinator will meet with your photographer prior to the ceremony to answer any questions they may have with regard to church policy concerning photography.
- **What about decorations?**  
It is best to keep your floral arrangements simple. Decorations used by your florist or someone helping you may not be attached to any part of the building in any way that will mar the finish or leave a lasting mark of any kind. No tacks, pins, nails, scotch tape, or glue may be used. All floral arrangements must be in place no later than one and one-half hours preceding the service. The wedding party is responsible for making arrangements for the removal of all floral decorations after the ceremony. If you wish to leave some of your wedding flowers for use in our worship services, please notify the Wedding Coordinator when your wedding is scheduled.

In addition, please observe the following regarding decorating for your wedding:

- No furnishings or church equipment should be removed from the Worship Center or any other space unless approved by the Wedding Coordinator.
- Only dripless candles may be used to prevent the spilling of wax on the stage.
- All decorations, equipment and personal items must be removed immediately following the service or reception.
- The church is not responsible for the security of personal items left unattended in the building.
- All couples married at FBC agree to cooperate with the Wedding Coordinator to ensure that the church can be properly cleaned before the next scheduled program.
- All facilities are to be left in the same condition and set-up arrangement in which they were found.

- What about after using the facility?  
While an FBC custodian is provided, it is also the responsibility of those using the facility to help clean up, and return the facility to the normal setup after the wedding and/or reception are over. These responsibilities include:
  - Help return all tables, chairs, and other equipment to their proper places.
  - Remove all decorations.
  - Help return all rooms used to their normal setup.
  - Help sweep floors and wipe up all spills.
  - Report any damage to equipment or property promptly to Wedding Coordinator. All decorations should be removed after your event.

### WHAT ABOUT COSTS?

Wedding			Reception	
Worship Center (Main Auditorium)	\$1250		Lobby (Atrium)	\$300 tables and chairs
Lobby (Atrium)	\$750		Lobby (Atrium)	\$200 chairs only
Garden Room	\$400		Garden Room	\$200
			Gymnasium (High School Room)	\$500 tables and chairs

What do these fees cover?

- Fees for weddings cover the use of the specified rooms, Wedding Coordinator, Custodian(s), Sound Technician, and Candles.
- Fees for receptions cover the use of rooms, tables and/or chairs, Reception Coordinator, and Custodian(s)

What are other costs you may incur beyond those listed above?

- Payment for the officiating pastor(s) – you will need to work this out with the pastor
- Payment for pianist, soloist(s), and musicians – you will need to work this out with the musicians
- Table linens (\$10 per table)
- Reception supplies and food
- Payment for damage and extra clean-up of the facilities, if required.
- Payment for services provided are to be paid on or before the day of the Wedding Rehearsal. A separate payment for each individual(s) providing a service is required. If writing checks for services rendered, the Wedding Coordinators will make available the names of those providing the service.

What deposit is required?

A \$300.00 refundable damage deposit is required for use of the Worship Center or Atrium plus a \$200.00 deposit must be paid before the wedding date can be officially reserved on the church calendar.

When is the full payment due?

The balance of the fee listed below is due a minimum of **one month prior to the wedding.**

**FURTHER QUESTIONS?**

Should you have any questions, please contact the FBC Wedding Scheduler at 541-345-0341 or 541-349-5895. You can also email her at weddinginfo@fbceugene.com. After you are assigned an FBC Wedding Coordinator, all questions concerning the ceremony can be directed to your Wedding Coordinator.

Thank you for carefully considering our policy.  
We wish you God's blessing as you prepare for your wedding.

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**AGREEMENT**

I have read "*Getting Married at First Baptist Church: Wedding Policy and Procedures*" and agree to all conditions, limitations, and fees for my wedding and/or reception at First Baptist Church. After assessing any damage, FBC will have up to 1 MONTH to mail a check for refund of the deposit, if applicable.

Signed: \_\_\_\_\_  
Bride

\_\_\_\_\_  
Groom

Date: \_\_\_\_\_

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