



# Faith Baptist Church

## Wedding Policy and Manual

## **Policy for Hosting Weddings**

**A wedding ceremony at Faith Baptist Church is first and foremost a worship service. We ask that only couples who understand and affirm the basic tenets of the Christian faith represented by our congregation seek to hold their wedding ceremonies at our church.**

**In this spirit, the wedding service is to be performed either by one of Faith Baptist's ministerial staff, an ordained or licensed member of our congregation, or a visiting minister who can provide documentation demonstrating they are ordained or licensed by a recognized Christian congregation or denomination. No online ordinations will be accepted.**

**While more festive decorations may be used and furniture may be rearranged, the sanctuary should always remain a place that reflects our respect of God. At times during the year, especially around Christmas, there might be liturgical decorations that must remain in place.**

**The couple is permitted to incorporate communion into the wedding ceremony. Due to the inclusive nature of communion as practiced at Faith Baptist, if communion is to be shared with wedding guests it must be open to all guests regardless of denomination or religious affiliation.**

**Faith Baptist Church does not consider marriage to be an ordinance and does not guarantee anyone, including members, the right to be married in the church. Our trustees and ministers may elect to not host or officiate a wedding per their discretion. However, prior marriage status, sexual orientation, gender identity, race, and ethnicity will not disqualify anyone from using our space.**

## Planning the Wedding

### Picking a date:

- Contact the office as soon as possible to check availability for a date.
- Please communicate all dates and times needed including for ceremony, reception, rehearsal, and set-up.
- All events scheduled for Saturdays must be completed and the building vacated by 9 p.m. so that the custodial staff may clean the building prior to use on Sunday.
- Do not make public announcements or distribute invitations until the wedding date is approved by the church office.

### Officiant:

- If you desire to have one of Faith Baptist's ministers or ordained members officiate your wedding ceremony, contact them directly to discuss willingness, availability, and requirements.
- If you desire to have someone not associated with Faith Baptist Church officiate your wedding ceremony, they must be ordained by a recognized Christian congregation or denomination. No online ordinations will be accepted. The officiant's name and contact information must be provided to the office so that credentials can be obtained if necessary.
- We strongly encourage all couples to participate in premarital counseling prior to the wedding. This should be arranged with the officiating minister, a minister of Faith Baptist, or through a reputable premarital counselor.

### Music:

- The sanctuary piano and organ are available for use. If those using them are not regular accompanists at Faith Baptist, we ask that they be familiar with proper and responsible use of the instruments to prevent damage.
- Other instruments may be utilized, but will not be provided by the church.
- Prerecorded music may be used. It should be provided in advance.
- A Faith Baptist Church audio/video technician is required for all weddings. They will assist with microphones, sound, lighting, and media playback.

### Decorations:

- Church furniture, equipment, and decorations are not to be moved by those renting the space. If anything needs to be moved a request should be made in advance so that we can have it moved.

- The use of decorations or furnishings shall be done in a fashion not to damage the walls or furniture.
- The use of glitter is prohibited. No petals or other things that might stain the floor or damage the carpet should be dropped or laid in the aisle.
- All decorations and/or signs not belonging to the church should be removed promptly at the completion of the event.
- No equipment with sharp edges should be placed directly on the floor.

#### **Reception:**

- It is not required to have your reception at the church to use the sanctuary for the ceremony. If you desire to use church facilities for your reception the Reception Area (RA) and Family Life Center (FLC) are available for use.
- Alcoholic beverages and drugs are prohibited on church property.
- Smoking is prohibited in the church building, and any debris left from the group smoking outside the building must be cleaned up.
- The use of any portion of the property shall conform to city, fire, and safety ordinances.
- If the kitchen is used, all equipment and space must be cleaned after usage and items properly stored. No dishes or utensils belonging to the church are to be used.
- All refreshment spills must be cleaned immediately. No red colored drinks, red gelatin, etc. are allowed in the building.
- The sound equipment belonging to the church in the Reception Area may only be used if a Faith Baptist Church audio/video technician is present.

#### **Room Capacities:**

- The sanctuary can comfortably hold 250-300 people.
- The RA can comfortably hold 80 people without an area for dancing.
- The gym can comfortably accommodate 150 people.

## **Fees**

**A deposit of \$250 must be provided to officially schedule the date of the wedding. Payment for musicians, officiant, and others involved will be made directly to them and not to the church. For member of Faith Baptist Church, the usage fee for the space will be waived, but the custodial and sound system operator fees must still be paid (if applicable).**

### **Wedding:**

- **Sanctuary Usage (includes rooms for wedding party to get ready) - \$200**
- **Custodial Fee - \$150**
- **Choir Loft Dismantling - \$50**
- **Sound System and Operator - \$75**

### **Reception:**

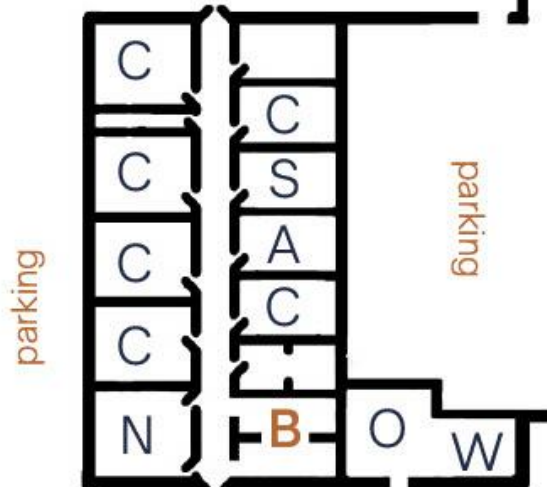
- **Reception Area - \$150**
- **Custodial Fee for RA - \$50**
- **Gym Area - \$240**
- **Custodial Fee for Gym - \$75**
- **Sound System and Operator - \$75**



# Welcome

## Building Map

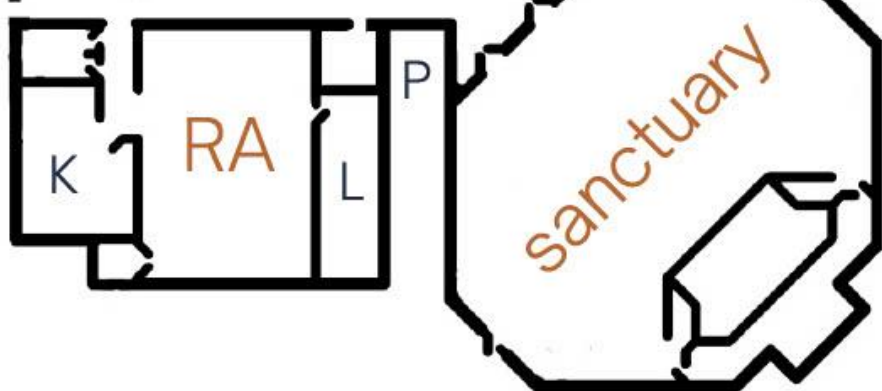
playground and green space



parking

parking

- B - Bathrooms
- C - Children Rooms
- E - Classrooms
- K - Kitchen
- L - Library
- N - Nursery
- O - Main Office
- P - Prayer Garden
- Y - Youth Rooms
- A - Pastor Amanda's Office
- S - Pastor Sharon's Office
- W - Pastor William's Office



*To request facility use, fill out this form and return it to the church office*

**Name:**

**Desired Date:**

**Contact Phone:**

**Email:**

**Name and phone number of desired officiant:**

*Circle Y for Yes or N for No*

- |   |          |          |
|---|----------|----------|
| <b>Are you a member of Faith Baptist Church?</b>            | <b>Y</b> | <b>Y</b> |
| <b>Would you like to have your reception at Faith?</b>      | <b>Y</b> | <b>N</b> |
| <b>Will you need the choir loft dismantled?</b>             | <b>Y</b> | <b>N</b> |
| <b>Do you agree to abide by the rules for building use?</b> | <b>Y</b> | <b>N</b> |

**What are your anticipated audio/media needs?**

**Is there anything else we should know?**