

***First Baptist Church
Oklahoma City***

***Wedding Policies
Non-Members***

***1201 N. Robinson
Oklahoma City, OK 73103***

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We at First Baptist Church want to assist in making your wedding one of the happiest and most sacred days of your life. It is our desire to extend every courtesy that is practical and in accordance with our church's purpose. We believe this handbook will be of help as you make your plans.

A wedding at our church is a time of worship, praise and thanksgiving to God. The ceremony is one of the most sacred and beautiful of services as a man and a woman pledge themselves to each other as husband and wife asking the blessing of God as He unites them in holy marriage. We want to work with you to make that time of worship memorable.

The Location

The **Chapel** has been the most frequent site for weddings. With its center aisle, it seats 275 and is warm and beautiful with lovely stained glass windows casting a rosy glow on afternoon services. Weddings in the Chapel must begin no later than 7:00 p.m. on Saturday evenings.

The **Sanctuary** is grand and elegantly styled with magnificent stained glass windows. Seating 875, it dwarfs a small gathering but is a truly wonderful setting for a larger event. Weddings in the Sanctuary must begin no later than 5:00 p.m. on Saturday evenings.

The **Church Parlor** will provide an intimate wedding for 150 guests. The homelike setting is especially romantic and the efficient use of the space is charming.

The choices of locations for a reception are the **Church Parlor**, **Fellowship Hall** (seats 200) or **The Commons**.

The Date

Contact Toni Adams as soon as possible to get your wedding and rehearsal dates on the church calendar. If the church calendar is clear, a written wedding agreement must be filed along with the deposit of \$250. Non-member weddings may not reserve the facilities earlier than twelve months before the date is needed.

Because of the time, effort and expense involved with planning and scheduling the wedding, once the application has been approved and your date placed on the calendar, the deposit is non-refundable. Should the date of the wedding change, the deposit may be credited to the revised agreement and date. The deposit is applied to the total cost for the wedding services.

Public announcements should not be made or invitations sent until the date has been confirmed on the church calendar and the deposit has been paid. Weddings and rehearsals cannot be scheduled on days when the church is closed for holidays or when worship services or other church functions are being held. Only one wedding will be booked per weekend.

Wedding Assistance

The church requires each wedding to be directed by one of our Wedding Assistants. This person will help the bride coordinate many aspects of the wedding. Families may retain their own wedding consultant who will work with and under the direction of the Church Wedding Assistant.

The Wedding Assistant will meet with members of the wedding party to discuss the ceremony and other details of the wedding. The Wedding Assistant will be available to answer questions about the wedding and church policy. This may be done by phone or email. The Assistant will make arrangements to have the facilities unlocked for decorating, for the rehearsal and for the wedding.

The Church Wedding Assistant will direct the rehearsals for staff ministers and will attend rehearsals to assist non-staff ministers.

Pre-Wedding Items

Pre-marital Counseling: We require that you have at least three sessions of pre-marital counseling during the wedding planning process. These sessions may be with a minister on our staff or a minister/professional counselor of your choice.

Minister: It is the responsibility of the bride and grooms to secure a minister. You may request a minister from First Baptist Church to officiate your wedding. The bride will need to communicate to the Wedding Assistant which minister has agreed to perform the ceremony at least two months prior to the date of the wedding. It is customary to provide the Minister who performs the ceremony an honorarium to compensate him or her for the time involved with your wedding. It is appropriate to discuss this with the minister beforehand. See recommendation on page 7.

Every effort is made for your wedding to be the special event that you desire, keeping in mind the sacred nature of the ceremony. Please understand that the Wedding Assistant and staff minister retain control of the wedding service and approval of the vows.

Marriage License: A marriage license obtained from the Oklahoma County Court Clerk at Suite 409, Oklahoma County Courthouse, 320 Robert S. Kerr Blvd., (713-1705) is your responsibility. Their office hours are Monday through Friday from 8 am to 5:00 pm. The marriage license costs \$50 cash (no checks) or \$5 with proof of premarital counseling. The written proof of counseling must include the state license number of the psychologist or social worker or be on Church letterhead if obtained through your minister. Only the original is accepted. Please confirm this information to make sure no changes have been enacted since this handbook was printed. Oklahoma law does not require a premarital blood test.

<http://www.oklahomacounty.org/courtclerk/marriage.asp>

The Wedding Rehearsal

The wedding rehearsal is an integral part of the preparation for a wedding and should proceed in a reverent manner. The purpose of the rehearsal is to familiarize the wedding party with the procedure for the wedding, to enable them to be as comfortable as possible with arrangements, and to enhance the beauty of the ceremony.

It is very important that the wedding rehearsal begin promptly at the scheduled time. One hour will be reserved for a rehearsal. The rehearsal will be under the direction of the Wedding Assistant and/or the staff minister.

Wedding Details

- The church custodial staff is responsible for disposal of trash, vacuuming carpet, and setting the rooms back to their original arrangement.
- Chairs, decorative items or other equipment may not be moved from one area to another.
- The church does not provide decorative items such as candles, candelabra, archway, kneeling rail.
- Birdseed is acceptable to use in showering the bride and groom in the parking lot only. Rice and potpourri are not permitted.
- It is the responsibility of the wedding party to secure their belongings during the wedding. First Baptist Church is not responsible for lost or stolen articles.
- Church personnel cannot accept delivery of the bride or attendants' dresses. The church cannot be responsible for personal items that may be left at the church.
- Rental items (candelabra, archway, kneeling rail, etc.) may be delivered on the day of the rehearsal or wedding and must be received by the wedding party.
- The bride, groom, and their attendants should arrive at the church at least one hour in advance to be fully prepared for the wedding.
- Preschool facilities are not available for childcare during rehearsals or weddings.
- All Saturday weddings must be concluded with wedding party and personal property removed by 9:00 p.m.

Music

The Music used in weddings, whether vocal or instrumental, must be in keeping with the worshipful nature of the wedding ceremony and the dignity of the church. You may enlist the services of the soloists and musicians you desire. Church musicians are not provided, but the Ministers of Music and Worship may be able to supply a list of possible musicians.

Organist: The Centennial Organ in the Sanctuary and the Chapel Organ are expensive and sensitive instruments that require special knowledge and experience. If those instruments are to be used, the Ministers of Music and Worship must approve using an outside organist. See page 7 for organist and fee recommendations.

All fees for musicians should be paid directly to them.

Sound

The Sound Technician provides technical setup and service if you need microphones or use pre-recorded music.

Set-up/Clean-up

The Custodial Staff provides setup and cleanup service and prepares the room for the next worship service. Because our purpose is to worship God, preparation of the facilities to that end is paramount.

Florists

The building will be opened for your use two and one half hours (2 1/2) before the scheduled service for deliveries. Special arrangements for Saturday morning delivery may be made by consulting your Wedding Assistant. Floral setup may be arranged for Fridays during the regular office hours, providing it does not interfere with other church activities.

Careful use and placement of flowers and candles are permitted, providing the guidelines for their use is followed. Keep in mind that the beauty of our Sanctuary and Chapel provides a lovely setting with very minimal extra ornamentation and that anything that mars or damages our beautiful facility is to be avoided.

Proposed decorations should be discussed with the Church Wedding Assistant.

Guidelines for use of Flowers/Candles:

- No pins, tape, tacks, staples or nails may be used in any way to secure any items.
- Flowers must be placed in containers so that no water damage results. No flowers may be placed on musical instruments.
- Candles may be used in candelabras on the stage area only. Dripless candles may be used. There must always be a protective drip cloth under candles to protect carpet. Candles may not be placed on the choir rails or at the ends of pews.
- All decorations and equipment must be removed from the premises immediately following the wedding. No arrangements are available for storage of these items. This will be the responsibility of the wedding party or florist, not the custodial staff.
- Pulpit furniture and equipment will be removed from the platform by custodial staff. Other furnishings, including choir chairs, will not be moved.
- Special decorations used by the church, such as Christmas decorations, will not be removed for weddings.
- The wedding party will be held responsible for damage resulting from the careless placing or handling of candles or other decorations.
- Flower girls may carry baskets with petals, but real flowers or petals may not be strewn in the aisle.
- When using red roses in floral bouquets we request that you use an aisle runner to protect the carpet.

Please provide a copy of these guidelines to your florist.

Photographers/Videographers

In making arrangements with the photographer of your choice keep in mind the worship aspect of the service.

Guidelines for use of Photography and Videography:

- No flash pictures should be taken during the ceremony. The last flash picture should be of the entrance of the bride. The next flash picture should be of the exit of the bride and groom.
- The photographer should not draw attention by taking pictures other than at the rear or far back sides of the room during the ceremony.
- The photographer should not obstruct the view of any invited guest.
- Videographers must use the available light during the ceremony. The camera(s) should be in a fixed position from the balcony during the ceremony.

Please provide your photographer with a copy of these guidelines.

Our Church Facilities

We are the inheritors of a beautiful, historic building that has been cherished and preserved for many generations. Our responsibility to those who come after us includes careful preservation and stewardship of these buildings.

Guidelines for the care of church facilities:

- Do not use furniture in a manner for which it was not designed, such as standing in chairs and sitting or standing on tables, including on instruments, railings, etc.
- No food or beverages are to be served in any area without prior arrangement. Only certain areas of the church are approved for the consumption of food. Food is never allowed in the Sanctuary or Chapel, except for Communion.
- Do not attach any extra ornamentation of notices to walls, woodwork, furniture, or ceilings by any method that may harm or mar that surface.
- Birdseed, rice, confetti or other such items are not to be thrown inside the building.
- No smoking or tobacco products are allowed inside the building.
- Alcoholic beverages may not be served or permitted on the premises. No one under the influence of alcohol will be permitted to participate in the rehearsal or wedding.

It is the responsibility of the bride and groom and their families to see that all members of the wedding party are informed concerning these policies.

The Reception

Most non-member brides choose to host a reception in another location. Arrangements for a reception at First Baptist Church must be discussed with the Wedding Assistant. Possible reception locations are the Church Parlor, The Commons and the Fellowship Hall.

Guidelines for receptions:

- Only outside caterers are used.
- Arrangements must be made with the Food Services Director should there be a need for use of the kitchen beyond the use of refrigeration.
- No beverages containing alcohol may be served.

- The caterer is responsible to bring help for serving, carrying in food and equipment, and cleaning up what is brought in. No equipment or utensils may be used from our kitchen without prior approval of the Food Services Director.
- The church custodial staff is responsible for air-conditioning, heating and disposal of trash, vacuuming carpet, and setting the rooms back to their original arrangement.
- The church will furnish the following for a reception: the room, tables, chairs.
- Chairs, tables and decorative items or equipment may not be moved from one area to another or rearranged in the room without express permission from your wedding assistant.
- No refrigeration is available to caterers without prior approval of the Food Services Director.
- Birdseed is acceptable to use in showering the bride and groom ONLY in the parking lot. Rice and potpourri are not permitted.
- It is the responsibility of the wedding party to secure their belongings during the wedding and reception.
- Rental items (chairs, tables, candelabra, etc.) may be delivered the day of the rehearsal or wedding and must be received by the wedding party.
- Set-up requirements need to be discussed with the Wedding Assistant at least 10 days prior to the reception.
- A maximum of 3 hours is reserved for the reception and all Saturday weddings and receptions must be concluded with wedding party and personal property removed by 9:00 p.m.

Recommendations:

Florist:

Morrison Floral Company (405-789-1622) morrisonfloral@sbcglobal.net
 4801 N Meridian
 Oklahoma City, OK 73112

Suggested Honorarium for Ministers:

Wedding ceremony only	\$150
Wedding ceremony with Premarital Counseling sessions	\$250

Organists:

Steven McConnell (405-371-4814) stevenmac67@gmail.com or stevenm@weokie.org

Steve Thompson (405-476-0690) steveokc@gmail.com

Fees for wedding and the wedding rehearsal	\$200
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Questions?

Should you have any questions after reading this booklet, contact your Wedding Assistant. We want to make this day as special as you do. Remember that a wedding is an experience, not a performance. Relax, experience your wedding and enjoy it!

Wedding Fees

Non-Refundable Deposit: This is due with the signed wedding agreement.	\$250
The Wedding	
Chapel:	\$1500
Sanctuary:	\$2500
Church Parlor: Fee covers building usage, custodial service, Sound Technician and Wedding Assistant	\$750
This is due 45 days prior to the rehearsal date.	
The Reception	
Church Parlor	\$500
Fellowship Hall	\$750
The Commons	\$400
Food Services Director (required for outside caterers if kitchen is used)	\$200
This is due 45 days prior to the wedding date.	

Please pay by check made payable to First Baptist Church with the Bride and Groom's names on the memo area of the check.

In case the wedding is canceled or postponed a Full Refund (except the non-refundable deposit) will be given if the Church Office Administrator is notified 45 days before the Rehearsal date. After that date, certain expenses have been incurred and cannot be refunded. A Partial Refund will be made and the amount refunded will be figured on an individual basis, determined by the cost to the Church. Cancellations later than 2 days before the rehearsal are evaluated individually to determine the amount of refund, if any.

Wedding Agreement
for First Baptist Church
Oklahoma City, Oklahoma

Date: _____

Name: _____ Relationship bride/groom: _____

Address: _____

Home #: _____ Cell #: _____ Email: _____

Date of Wedding: _____ Time: _____

Date of Rehearsal: _____ Time: _____

Wedding Location: ___ Chapel ___ Sanctuary ___ Parlor

Reception Location: _____

Officiating Minister: _____

We have read the Wedding Policies Handbook and agree to abide by the guidelines contained therein.
We request approval to use the church facilities as outlined above for our wedding.

Signature of Bride-Elect Date

Signature of Groom-Elect Date

For Office Use

Approved by: _____ Date: _____

Total Amount Due: \$ _____ Deposit: \$ _____

Balance Due: \$ _____ Date Balance is Due: _____ Date Paid in full: _____