

CONGRATULATIONS

Greetings in the name of the one who is soon to return: Jesus Christ!

I am happy to hear that you are taking such an important step in your life! Your wedding is a sacred occasion. The marriage ceremony conducted in the church is to be considered as a worship experience. It is one of the most sacred duties that a minister is privileged to be a part of. We believe it to be “instituted of God, regulated by our Lord Jesus Christ, and to be in honor of among all men.” It will be most meaningful to you and your families when there is careful concern is given. For that reason our church has developed these guidelines for weddings at First Baptist Church of Glenpool, Oklahoma.

You are responsible for the contents of this material. We ask that you review and agree to comply with these requests. Should you have any questions please feel free to call on me. I pray you have a blessed day!

Expecting an Encounter,

, Pastor

PREPARING FOR MARRIAGE

FBC, GLENPOOL Wedding Policies and Procedures

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One copy of this manual is available for each wedding scheduled at First Baptist Church.

CHURCH WEDDING POLICY

1. Any couple who desires one of our Ministers to perform the ceremony will meet the following basic criteria:
 - A. Both must be Christian or desire to be prior to the ceremony (II Cor. 6:14).
 - B. They will agree to the premarital counseling requirements of FBC, Glenpool. The Premarital Counseling Course must be completed before a wedding can be calendared. The Minister may also see a need for additional counseling if there are extenuating circumstances or issues that arise during the course that need clarification.
 - C. Any couple whose marriage cannot be performed for reasons of Christian principle (**i.e., II Cor. 6:14 - living in adultery, divorce without Biblical basis, etc.**) may not use the FBC, Glenpool facility for their wedding.
2. Any couple desiring to use the facility and a Minister who is not on staff at FBC, Glenpool must meet the following basic criteria:
 - A. Both must be Christian.
 - B. They must desire to have a Christian ceremony (not Mormon, Christian Science, Unitarian, Bahai, Jehovah's Witness, or any other non-Christian group).

In addition, the Minister not on staff at FBC, Glenpool must perform the following duties:

He must state in writing at least 60 days prior to the wedding ceremony the family's desire for him to perform the ceremony in the FBC, Glenpool building. This letter must include: (1) when he was ordained and licensed; (2) the name of the church that ordained and licensed him; and (3) where he is serving now. **(Upon receipt of the letter and approval by the FBC, Glenpool ministerial staff, the wedding will be entered on the church calendar.)**

3. The Minister in charge will enforce all wedding policies.
4. If one Minister declines to perform the ceremony for scriptural reasons, no other Ministers on FBC, Glenpool staff will perform the ceremony.
5. In the case of divorce and remarriage, it will be up to the Minister approached as to whether or not his conscience and Biblical conviction will allow him to perform the ceremony.

PREMARITAL COUNSELING AND WEDDING DATE

Setting The Time Of Your Wedding

Careful planning is necessary for all weddings. You will want to plan at least six or more months in advance, if at all possible, so that the use of church space can be arranged without conflict.

Premarital Counseling Prerequisite

The Premarital Counseling Course *must* be completed before a wedding may be calendared. Counseling arrangements will be made for those out of town. Since the course is taught on an as needed basis, you will need to call the church office to set an appointment while you are in the early stages of planning.

You can confirm the date of your wedding by:

1. Checking for an open calendar date with the secretary. You may select a tentative date she will pencil it in on the calendar, however, it will be removed if you are not attended the Premarital Counseling Course during the quarter preceding your tentative date. The date will be confirmed when you bring evidence of completion of the course to the secretary (use the form below). This will schedule *only* our facilities, *not* the Minister.
2. Meeting with the Minister to see if he can perform your wedding on the date you have selected.
3. Returning your application with deposit to the secretary/receptionist.
4. No weddings are scheduled after 4:00 PM on Saturdays.

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Memo To Secretary/Receptionist:

Please be advised that _____ and _____

have completed the requirements for the above prescribed Premarital Counseling Course.

Instructor's Signature _____

Date _____

USE OF CHURCH BUILDINGS AND GENERAL REQUIREMENTS

The Wedding

Weddings may be held in the Auditorium which seats 400 people.

Wedding Reception

Church receptions may be held only in the Youth Annex Building. Arrangements for the reception are to be made with the custodian. The caterer or person responsible for the reception must contact the custodian to ensure that the reception area will be open when needed for decorating and setup. The reception area should be reserved at the time the Auditorium is reserved through the secretary/receptionist.

We suggest you enlist enough friends who will pick up cups and plates and replenish the refreshments during the reception. The number of helpers needed can be determined by the size of your wedding.

The Church has punch bowls and ladles. All other utensils, cups, flatwares, and linens will need to be provided by the bride.

Dressing Rooms

Facilities are such that the bride and her attendants may dress at the church. The same courtesy will also be extended to the groom and groomsman upon request. Several rooms are available, and you may choose those that you need.

Setup

The pulpit and pew benches will be moved before the rehearsal by the Church Custodian. The modesty rail and choir chairs will not be moved (exceptions will be made for large weddings).

Responsibilities of the Wedding Party

It is expected that members of the wedding party will recognize the fact that the church buildings are dedicated to the worship of God and will conduct themselves at all times in a manner befitting the atmosphere of a place of worship. No wedding rehearsal or wedding will be performed if any member of the wedding party is under the influence of alcohol or illegal drugs. No alcoholic beverages or illegal drugs may be served on the church premises at any time. Smoking is not permitted anywhere in the buildings or anywhere on the grounds at any time.

The throwing of rice, confetti, or bird seed, etc., is not permitted in the buildings. Only bird seed (in lieu of rice) may be thrown on the church property as the bride and groom leave.

It is the obligation of the bride and groom to make certain that these rules are made known to the members of the wedding party.

Audio

The Church Audio Technician must be used for weddings in the Auditorium.

You must fill out the form in the back of this booklet to make arrangements for the Audio Technician to be at the rehearsal and wedding.

If you need audio for the reception, you will need to make special arrangements with the Technician.

Photographers

It is the responsibility of the bride to instruct the photographers that *no flash pictures* are permissible in the Auditorium once the ceremony begins. Flash pictures may be made of the wedding party during the Processional and Recessional only.

A time exposure of the ceremony itself may be taken unobtrusively from the balcony area.

Video

Video equipment may be used, but *must* remain stationary during the ceremony. Camera locations *must be approved* by the Minister or Wedding Director.

Photographers and video personnel are to be properly attired for a wedding (coat and tie for men and dresses for ladies) so as not to distract.

Wedding Decorations

Please remember that the setting for your wedding should be that of a sacred service that is both dignified and beautiful. Many feel that black and white weddings are very dramatic and formal. However, black is a predominate color with the occult. In a church, that which is predominately black in decor represents our enemy, Satan. Therefore, black pew bows, candelabra bows, carnations, candle sleeves, etc. are not acceptable in a church wedding. It is the responsibility of the bride's family to arrange with a florist for decorations. The florist will need to make arrangements with the custodian for decorating the Auditorium and reception area.

For the protection of our building, certain policies regarding the use of candles, flower containers, etc. are rigidly enforced. All candles used must be the non-drip kind to protect the carpets, floors, and furniture. We cannot allow fresh flowers or petals to be dropped in the aisle.

Air conditioning and heat will be turned on only as long as necessary to cool/heat the Auditorium for the wedding. Please keep this in mind when using fresh flowers.

The florist, family, or whoever decorates shall remove all decorations from the building following the wedding ceremony or reception as soon as possible.

Music

Music is a very important part of the wedding ceremony and should at all times be music that is suitable for a sacred occasion. The purpose of music in a church wedding is to glorify God and to lift up the heart and the thoughts of those present as the marriage vows are spoken. Please keep this in mind as you select your music. The music that you select should be sacred in nature both in text and style. The text should speak obviously to the holiness of marriage and the purity of love as described in scripture. We discourage the use of secular love songs which speak only of physical love. Realizing that music style is a personal preference we do ask that your selections be in keeping with the musical standards set by the Music Ministry of First Baptist Church. These guidelines apply to both prerecorded and live vocal music. **All music will need to be approved by the Minister at least thirty days prior to the rehearsal.** A list of appropriate selections will be provided upon request.

We have Organists and Pianist in our church who have thorough knowledge of our instruments, and we encourage you to use one of them. We will be happy to supply you with their names upon request.

Gratuity for Organist and/or Pianist

If you use one of our Instrumentalists, the suggested gratuity is \$75.00. This gratuity is not covered in the church fee.

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Music Notes:

WEDDING FEES

Non-member Wedding

Unless either the bride or groom, parent or guardian of the bride or groom is a member of First Baptist Church prior to the date the wedding is scheduled, the wedding is regarded as a non-member wedding. No non-member weddings can be scheduled in excess of six months prior to the date desired.

Fees

(Effective for weddings scheduled after June 26, 2003)

Wedding fees are divided into two categories, depending upon whether or not the participants are members of the church. Unless otherwise specified, the fees are the responsibility of the bride. Wedding fees are as follows:

Member:

Auditorium (deposit)	\$ 50.00
Sound Technician (includes technician fee & a cassette of ceremony)	\$ 50.00
Instrumentalist (suggested gratuity)	\$ 75.00
Cleaning Fee	\$ 200.00

Non-Member :

Auditorium	\$ 150.00
Sound Technician (includes technician fee & a cassette of ceremony)	\$ 50.00
Instrumentalist	\$ 75.00
Reception Area	\$ 75.00
Cleaning Fee	\$ 200.00

All wedding fees/deposits must be given to the secretary/receptionist two weeks prior to the wedding date. The bride and groom are required to sign the wedding application form in the appropriate place stating they agree with the church rules and regulations and are responsible to inform their wedding party of stated policies.

It is the responsibility of the bride and groom to provide payment to the Sound Technician, Instrumentalist, Minister, etc. This needs to be paid directly to the individuals. Please address sealed envelopes to the appropriate person and deliver to the individuals the night of rehearsal. Additional fees are charged for the use of rooms for showers and rehearsal dinners. Please check with the secretary/receptionist when scheduling events not listed in *Preparing for Marriage*.

A NOTE FROM THE MINISTERIAL STAFF

List of Given Assumptions

1. That both partners either are Christians or want to become Christians prior to the date of the wedding.
2. That both intend to be active in a church and serve the Lord through a local church after they are married.
3. That they are not presently living together under one roof as if they were married.
4. Because of the number of marriages that end in divorce or are in crisis, our desire is to prepare couples with a strong Biblical foundation for marriage. If there has been a previous marriage, this will be discussed with the Minister to determine if the couple is ready for remarriage.
5. That they are willing to complete the Premarital Counseling Course prior to calendaring the wedding.
6. That they agree to follow the guidelines that are laid out by our church for use of the facilities.
7. That they clear all dates for rehearsal and the wedding itself with the secretary/receptionist prior to talking about dates and times with the Minister.

Additional Information

1. In the area of finances and budget planning, check your local Christian book store or library for any article written by Larry Burkett. He has a series of tapes as well as workbooks that you will find very helpful. Other authors that could assist you in establishing strong financial principles are Ron Blue and John Morgan.
2. Several good books dealing with marriage in general are available. Some authors we would suggest to you are James Dobson, Tim & Beverly LaHaye, and Gary Smalley.
3. Watch for opportunities to attend marriage retreats and men's and/or women's retreats.

We have tried to cover every aspect of the wedding experience to preclude as many questions as possible. We recognize, however, that you may have questions about the material or about something not specifically covered. Please feel free to contact us for any clarifications. We want your wedding to be spiritually blessed and aesthetically memorable. We covenant with you to do all we can to make it so. God bless you in this exciting and marvelous undertaking.

CHECKLIST FOR WEDDING

6 Months (or more) before Wedding:

Familiarize yourself with Wedding Policies of your church

Schedule Premarital Counseling Course

Set tentative date for Wedding

4 Months before Wedding:

Complete Premarital Counseling Course

Meet with Minister

Set Wedding Date and Rehearsal Date

Select Wedding Party (Attendants/Groomsmen)

Reserve all facilities needed & pay deposit

Contact Musicians, Florists, Caterer, Photographer, Etc.

6 Weeks before Wedding:

Mail invitations

Arrange for Reception Servers

Go over final plans with Florist, Caterer, Photographer, Etc.

During the 2 Weeks before Wedding:

Pay remaining fees to church

Get blood tests

Get marriage license

Wedding Week

Be sure all wedding attire is properly fitted (men should try on tuxedos before wedding day).

Attend rehearsal - ENTIRE WEDDING PARTY ON TIME!

Wedding Day: Enjoy the Day!!!!

**FIRST BAPTIST CHURCH
146TH & BROADWAY
GLENPOOL, OKLAHOMA
918/322/5229**

Wedding Application:

Date of Application: _____

Return form to the Secretary/Receptionist . All fees must be paid in full 2 weeks before the wedding.
Effective for weddings scheduled after June 26, 2003.

WEDDING DATE _____ **Member of FBC?** _____ **Member's Name** _____

BRIDE ELECT _____

Address _____

City _____

Home Phone _____

Work Phone _____

Parent's Name _____

Phone _____

GROOM _____

Address _____

City _____

Home Phone _____

Work Phone _____

Parent's Name _____

Phone _____

TIME OF WEDDING _____

Time to open church _____

MINISTER _____

Phone _____

REHEARSAL DATE _____

Time of rehearsal _____

Church _____

Florist _____ Phone _____

LOCATION OF RECEPTION _____

SPACE DESIRED: Auditorium _____ Youth Annex (for reception) _____ (for rehearsal dinner) _____

COSTS:	FBC MEMBERS	NON-MEMBERS	AMOUNT DUE
<i>(See page 7 in Preparing for Marriage: FBC, Glenpool Wedding Policies and Procedures)</i>			
Auditorium	\$50.00 (deposit)	\$150.00	\$ _____
Sound Technician	\$50.00	\$ 50.00	\$ _____
<i>(Includes Technician fee and a cassette tape of ceremony)</i>			
Organist, etc.	\$75.00	\$ 75.00	\$ _____
<i>(Suggested gratuity)</i>			
Youth Annex	(For reception)	\$ 75.00	\$ _____
Youth Annex	(For rehearsal dinner)	\$ 75.00	\$ _____
Cleaning Fee	\$200.00	\$ 200.00	\$ _____
TOTAL FEES			\$ _____

It is the responsibility of the Bride and Groom to provide payment for the Sound Technician, Organist, Pianist, etc. This needs to be paid directly to the individuals. Please address sealed envelopes to the appropriate person and deliver to the church office prior to the wedding rehearsal. Payment may be made by cash or check. All other fees are paid directly to the individual providing the service as outlines in *Preparing for Marriage: FBC, Glenpool Wedding Policies and Procedures.*

I the undersigned, do affirm that I have read *Preparing for Marriage: FBC, Glenpool Wedding Policies and Procedures* pertaining to the use of church facilities and hereby agree to comply with the rules and regulations governing the use of the church buildings and agree to be responsible for any damages that may occur to the building of the equipment during use.

Bride's Signature

Groom's Signature