



Wedding Policy

For Members of First Baptist Church, Woodward

I. **Cost**

There is a charge of \$100.00 for cleaning. This will help defray custodial expense.

All fees must be paid when wedding is put on the calendar. This includes the cleaning fee, organist fee and sound/light technician fee. (\$200.00 total)

II. **Special Procedures**

Policy governing the Sherry Bengs Parlor is included.

Policy governing "ordained" ministers is included. Please detach and give to the minister performing your wedding ceremony.

III. **Pastor and Staff**

1. It is not the policy of the Pastors to perform weddings of those they do not know or those that are not regular in attendance at this church.
2. There must be sufficient time allowed for counseling by the Pastor and the staff of the church for those to be married.
3. There will be extra counseling if one or both parties is divorced, if one or more is not a Christian, or if the man or woman have different religious faiths.
4. The Pastor and staff will not say they will perform the wedding until after he has counseled with the couple.
5. Because marriage is a sacred union between two families, the pastor and staff will not perform any wedding that is not blessed by the parents of both parties.

Our Convictions Regarding Church Weddings

1. We believe that both persons must be Christians and have the assurance of their salvation (2 Corinthians 6:14). We do not advocate non-Christian marriages.
2. We believe both persons should serve the Lord together in the same church (Amos 3:3). Those who are split on church preference will run into conflict in making life decisions.
3. We believe a couple must view divorce as God views it, and promise each other never to divorce.
4. We believe a couple's plans for marriage should receive the permission and blessing of both sets of parents.
5. The couple should know they can Scripturally marry and have a definite word from the Lord to do so.



IV. Music

1. If an organist is desired, the bride and groom will need to make personal contact with the organist. The church office will be happy to recommend an organist to you. To use instruments, the musician must be cleared through the Minister of Music.
2. If an organist outside First Baptist Church is used, the church office must know who is to play and if they are acquainted with the type of organ in our building. The organist playing for the wedding must be responsible for the organ while it is being used.
3. Organist fee and pianist fee: \$50.00 each.
4. Music must be approved by Minister of Music before the wedding.
5. A trained light and sound technician from First Baptist Church of Woodward must be used for all equipment. You are responsible for contacting the sound technician. A list of names can be obtained from the church office. The fee for the sound technician is \$50.00.
6. If the video projection system is used, a trained technician from First Baptist church of Woodward must be used. Fee: \$50.00 per person.



V. Arrangements

1. Those people of sister Baptist churches or other denominations must contact Tony Barros, Administrator of First Baptist Woodward.
2. Arrangements must be made well in advance and reservations made on the CHURCH calendar for weddings, rehearsals and receptions.
3. No Saturday weddings will be permitted after 4:00 p.m. that involve the Worship Center and/or Fellowship Hall.
4. RESERVATIONS CANNOT BE MADE until after the Pastor or other staff has confirmed that they will minister the wedding and the fee is paid.
5. Weddings, rehearsals and receptions cannot be held during regular services, or at times of other conflicts.
6. A custodian must be available to open and close the building for wedding, rehearsal and reception.
7. Arrangements must be made for the use of the organ and/or piano and approval from the Church Administrator must be given for practice time.
8. Arrangements must be made for use of the sound equipment. Only qualified FBC sound men will operate the sound system. A list of technicians can be obtained from the church office.
9. The "set-up" or decorating for a wedding may begin on Thursday (providing the church schedule permits) or the day before the rehearsal. Any set-up time that is not within normal church hours must be coordinated with the Church administrator.
10. The rooms available for use are as follows:
 - A. Worship Center or Chapel
 - B. Parlor (Bride's Dressing Room)
 - C. Two Baptismal Dressing Rooms (One for bridesmaids and one for groomsmen.)

The Library, Choir Rooms, class rooms, nor any other room of the church is to be used for dressing, storage or eating.

11. The Family Life Center is not available for use for the wedding, including for a reception.
12. The Organ, Piano and other instruments of worship will not be moved. The choir chairs will also not be removed. The stage thrust and the podium can be moved to make the center aisle accessible.
13. All ministers must be registered in the State of Oklahoma and be of like faith, polity, and male in gender, thus respecting the doctrinal beliefs of the First Baptist Church of Woodward. The visiting minister must be approved by the building administrator or the senior pastor five weeks in advance of the wedding date.

VI. General Information

1. No rice is permitted inside the building.
2. NO smoking or drinking of any sort is allowed in any part of the church building at any time. You have the responsibility to instruct all parties and participants of this rule.
3. It is understood that the couple being married and their entire wedding party shall conduct themselves in keeping with Christian ideals.
4. All weddings require a rehearsal and all who participate in the wedding are expected to be present and on time. Appropriate clothing should be worn to the rehearsal.
5. If you desire the pastor to wear formal attire you will need to make arrangements with the rental agency.
6. If a reception is to be held in the Church Fellowship Hall, you are responsible for setting up and cleaning up the Fellowship Hall. (Trash, washing dishes, etc.)
7. You are responsible for leaving dressing rooms clean, with the understanding that it is your responsibility to see to it that all wedding items are removed.
8. Candles used in the service must have a protective plastic shield at the base to protect carpet. Party will be charged if carpets need cleaning due to candles. Candles must be a "non-drip" variety.
9. If using the church's table cloths, they must be checked out through the office. They must be laundered and returned promptly.
10. All cloth kitchen towel that were used must be laundered and returned promptly.
11. No "Silly String" or similar product may be used in the building.

First Baptist Church
202 E. Hanks Trail
Woodward, Oklahoma 73801
(580) 256-2837 www.fbcwoodward.org



Policy for Showers for Church Members

Scheduling

We request that all showers involving our members be scheduled on the church calendar to avoid conflict with other church activities. (This includes showers scheduled at other locations.)

- No showers will be scheduled on Monday evenings because of our church-wide visitation.

Building Usage

- The building, if used for the shower, must be scheduled through the church office.
- Policies governing the Sherry Bengs parlor must be picked up prior to the date of the shower. (A copy is included in this booklet.)
- If the building is to be used other than during normal office hours (9:00 - 5:00, Monday-Friday), key for opening and closing can be picked up from our administrator in the church office (Monday-Thursday).

Invitations

- Due to the volume of work that must be done in our church office, and the number of showers that are held for people in our church, the church secretaries are not able to type invitations, run labels, address invitations, etc.
- The church's return address should not be used on the invitations since the church is not able to give personal showers.
- Secretaries will help in running invitations off on the copier if assistance is needed.
- If church equipment is to be used a phone call, to schedule a time when it would be least used by the office personnel, would be appreciated. Also, the person using the equipment needs to be knowledgeable of how to use it.
- Church cardstock for the invitations may be used for showers for church members, but postage will not be paid by the church.

Policies for Sherry Bengs Parlor

It shall be the policy of the church concerning the Sherry Bengs Parlor:

1. Any church organization or church member who wishes to use the parlor must reserve it through the church office. Use of the room for weddings and funerals must follow existing policies. The parlor will accommodate only small groups.
2. The fine furnishings of this room were purchased with a designated gift and should be treated as if you were a guest. No furnishings or accessories are to be removed from the room. No objects shall be taped or nailed to the walls. There are 12 padded folding chairs for use in this room only. The room shall be locked when not in use.
3. The person who reserves the parlor shall be responsible for supervising its care and cleaning as follows:
 - a. The janitor shall be responsible for vacuuming and special care. All other cleaning must be done by those using the room.
 - b. All spills or mishaps that require special further attention shall be reported to the office.
 - c. Children should be supervised.
 - d. Wooden furniture is not mar or heat resistant; therefore, coffee pots, etc., shall be kept on serving cart and coasters shall be used. Care of dining table top includes cleaning with a wet cloth, followed immediately with a dry cloth.
 - e. The room shall be left clean and arranged as found.
 - f. Door shall be locked when leaving.

Wedding Plans

for _____ and _____

Date of Wedding _____ Time _____

Date of Rehearsal _____ Time _____

About the Bride

Full Name _____ Age _____

Complete Address _____ Phone _____

Where Employed _____

Parents' Names _____

Parents' Complete Address _____

Church _____

About the Groom

Full Name _____ Age _____

Complete Address _____ Phone _____

Where Employed _____

Parents' Names _____

Parents' Complete Address _____

Church _____

Couple's Address Following the Wedding _____

Maid of Honor _____

Bride's Maids _____

Flower Girl _____

Ring Bearer _____

Candle Lighter _____

To Give Bride Away _____

Vocalists _____

Vocal Selections _____

Place of Reception _____

Wedding Coordinator _____

Best Man _____

Groomsmen _____

Ushers _____

Photographer _____

Sound Technician _____

Video Camera _____

Organist _____

Number of Rings _____

Unity Candle Yes No

Vows on Platform Yes No

Introduce Couple Yes No

Other Pertinent Information

- Please bring license to the rehearsal.
- All members of the wedding party are required to attend the rehearsal
- Any member of the wedding party using alcohol or drugs prior to or during the rehearsal or the ceremony will be excused from the wedding.

The Visiting Minister and the Wedding

(Please carefully detach this sheet and give it to your visiting minister.)

Dear Pastor:

Welcome to First Baptist, Woodward. It is our hope and prayer that you will thoroughly enjoy your visit to our church to conduct a wedding.

Let us know if there is any way we can be of help to you. We are anxious that your stay be a pleasant one.

May we ask your cooperation in several items:

1. The person in charge of a wedding at First Baptist Church is always a minister. The person in charge is never a hostess, a consultant, a bride and groom, or a wedding family - but always the person in charge is the minister.
2. You are the person responsible for the wedding, for conduct during the wedding, and conduct of the wedding party. They have chosen you and have asked you to be in charge. Therefore, our minister who ordinarily has this responsibility has withdrawn his services, and left you as the person responsible until the wedding party leaves and the building is empty of guests. Our custodians take care of their duties and see after the buildings, but they do not have the responsibility of being in charge of the wedding party or wedding guests.
3. The buildings of First Baptist Church were built and dedicated to the glory of God. The bride and groom have been notified that there is not to be a usage of alcohol - including wine, or tobacco in any of our buildings, or on our grounds, at any time.
4. A bride and groom leave the auditorium thinking only of each other. An usher frequently forgets to see that candles are extinguished. Since this is very dangerous, please help us see that all candles are extinguished right after the picture taking.
5. All ministers must be registered in the State of Oklahoma and be of like faith, polity, and male in gender, thus respecting the doctrinal beliefs of the First Baptist Church of Woodward. The visiting minister must be approved by the building administrator or the senior pastor five weeks in advance of the wedding date.

Again, let us know if we can be of any help to make your stay more pleasant. It is our prayer that God will wonderfully bless you and your ministry.

First Baptist Church
Woodward, Oklahoma

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February, 2006