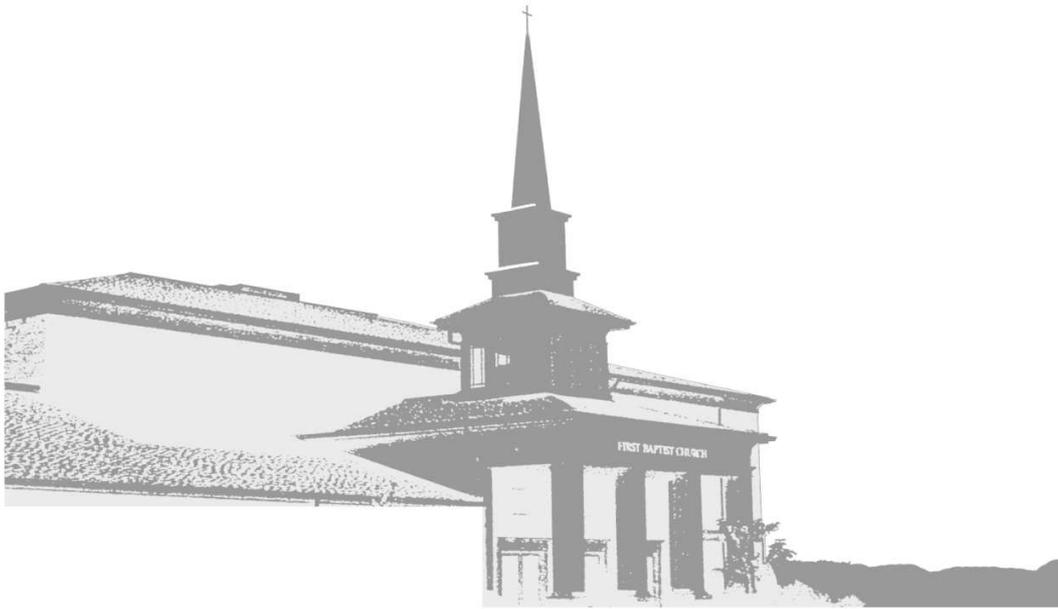


FBC Wedding Handbook

Committee Approval: January 24, 2008
Committee Revisions through May 24, 2012
Updated Pre-Marital Counseling Information January 2, 2014



**425 Eastern ByPass
Richmond, KY 40475-2325
www.fberichmondky.church**

**859.623.4028 (Office)
859.623.5978 (Fax)**

Weddings at First Baptist Church

We are delighted that you plan to be married at First Baptist Church (FBC). The church and the ministers want your wedding to be a holy and reverent event that you, your families, and your friends will cherish as you participate in it, and as you remember it in years to come. The church is pleased to participate in the establishment of a Christian home and welcomes the opportunity to join you in this commitment. Our hope is that your wedding day will be the first day of a long-lasting Christian marriage.

Statement on Christian Marriage: Christian marriage is a covenant between a man and a woman who are in covenant with God. This covenant is grounded in God's promise to be our God and God's claiming us as His people. God's covenant is a covenant of love and grace, of commandments and responsibilities.

Officiating Minister: Our pastor, any of our staff ministers, or another minister approved by our pastor conducts the wedding ceremony. You may ask any of our ministers to conduct the service. Any officiating minister is required to follow the policies set forth in this booklet. The ministers do not necessarily agree to marry every couple that asks to be married. It is their prerogative to accept or refuse the request for marriage. The basis upon which such a decision is made is determined by the church and the minister.

Pre-marital Counseling: Our pre-marital counseling is based on the Prepare/Enrich program. Prior to any wedding at First Baptist Church, the bride and groom are required to complete the premarital counseling which includes a pre-marital assessment and coaching with a mentoring couple.

- Contact information regarding the couple needing mentoring is sent to the Pre-Marital Mentoring Coordinators and the Mentoring Couple is assigned.
- Typically, eight (8) sessions are required to help facilitate the marriage event with deep Christian meaning and consists of conversation about many matters of significance in the marriage relationship. The officiating minister can require more if needed.
- Two (2) post-marital meetings are also scheduled with your mentoring couple.
- Complete the mentoring forms in the back of this booklet and return them to Director of Administrative Services with your wedding fee deposit.

Scheduling the date: Both members and non-members of the church may request to have their wedding ceremony here. Members and relatives of our church members receive first priority of available dates on the church calendar. Once the pastor approves the wedding you will need to meet with the Director of Administrative Services to confirm the date(s) on the church calendar for your wedding (rehearsal, wedding day, reception, etc.), pay your wedding deposit, complete the wedding application, and be assigned a Wedding Coordinator.

- Non-member weddings can be booked after March 1st for each calendar year.
- Weddings on Sundays, holidays, and during Holy Week (between Palm Sunday and Easter), weekend preceding/following Christian Family Home Week (end of May), Thanksgiving weekend, and New Year's weekend are not permitted.
- Weddings during the month of December are difficult to schedule, but may be considered on a case by case basis due to Christmas decorations and special programs throughout the month. The church will be decorated for Christmas. Brides are welcome to use decorations that are in place.

Wedding Fees: A wedding deposit of **\$150.00** is required to reserve a date on the church calendar. The wedding deposit is applied to the total fees due. See the Wedding Fee Schedule on page 7.

- All other fees are due 30-days prior to the night of the rehearsal.
- All fees are to be delivered and/or mailed to the church office.
- Make checks payable to First Baptist Church.

Wedding Coordinator: A First Baptist Church Wedding Coordinator is required at all weddings and assists the officiating minister with supervising the rehearsal and the day of the wedding.

- He/she is a liaison between families and First Baptist Church.
- After your wedding date is placed on the church calendar, please contact the Wedding Coordinator for an initial meeting. Another meeting should be planned for the week of the wedding.
- One of the FBC-trained Wedding Coordinators will direct the rehearsal.

Music: The music, whether instrumental or vocal, should be appropriate to a Christian marriage.

- The church organ must be played by our Organist or a guest Organist approved by the Minister of Music.
- You may provide your own vocalist, pianist or guitarist.
- All music is to be approved by the Minister of Music or officiating minister.

Sanctuary Wedding Decorations

- No nails, tacks, or tape may be used or driven into a wall, woodwork, pews, carpet, or floors of the church. No decorations that will mar the pews, walls, carpet, floors, or other property of the church are permitted.
- If candles are desired, mechanical candles must be used, and are available through the church. A clear-protective mat is required under the candles. Votive candles or pillar candles (2-inch diameter sitting in a 6-inch plate) may be used.
- Discuss with your assigned FBC Wedding Coordinator questions regarding seasonal decorations in the Sanctuary and Vestibules.
- Four tree candelabras, one fan candelabra, one unity candelabra two candle lighters, one unity candle lighter and pew clips are owned by the church, and are available for use. There are pew clips available for every other center aisle pew.
- Floral/foilage arrangements and/or equipment may be delivered on Friday between 9:00 AM and 3:00 PM, or Saturday between 10:00 AM and 2:00 PM. Please have florist contact the church office by Friday at 10:00 AM to confirm arrangements. Florists may speak with the Wedding Coordinator to arrange alternate delivery times.
- Wedding flowers may be left for the church's use during the Sunday morning worship service on the day following the wedding. If this is desired, please inform the Wedding Coordinator as far in advance as possible, so that the proper notation may be made on the flower calendar and church bulletin.
- Property belonging to the florist must be removed from the church immediately after the ceremony.

Other Items to Observe:

- The family of the bride/groom will be responsible for any property damage or cleaning expense incurred due to failure to comply with the rules of the church.
- Smoking is not permitted inside any of the church buildings.
- Alcoholic beverages are not allowed on the church premises. Anyone arriving in the wedding party with alcohol or under the influence of such provides reason and grounds for the immediate cancellation of the wedding. Please make sure all persons involved in your wedding are aware of this restriction.
- With the exception of a guide dog, animals are not allowed to participate in the church ceremony.
- The scattering of flower petals inside the building is allowed. If real flower petals are used an aisle cloth is required. Birdseed or bubbles are acceptable outside the building. Potpourri, rice, confetti, glitter, or anything else is not allowed inside or outside the church buildings.
- Flash photography is not allowed during any part of the wedding ceremony. Pictures may be taken before or after the ceremony.
- Videography may be undertaken with the permission of the officiating minister. Video cameras are not permitted in the choir loft, with the exception of remote-control cameras. Videographers are to remain in the balcony or side alcoves during the wedding ceremony.
- The ushers will begin seating guests at least 45 minutes prior to the hour of the wedding. One usher for every 50 - 75 guests is recommended.
- If you choose to provide a guest registry at the ceremony, a stand is available. Please designate a friend or family member to oversee this book and to take it to the reception.
- The church cannot be responsible for unattended personal items, and cannot be liable for such items should they be lost, stolen, or damaged.
- Slideshows/VHS presentations/DVD presentation must be approved prior to the rehearsal. The Sound and Lighting Tech must have a copy of the presentation one week prior to the rehearsal to verify that it will run on the church's equipment. It is the responsibility of the wedding party to provide the presentation in a manner that will run on FBC equipment (DVD/VHS compatible or MS PowerPoint).
- All wedding events must be completed by 9PM in order to prepare for Sunday services.

FACILITIES

Sanctuary:

The Sanctuary seats 900 on the main floor. It has one aisle (center) and eight side aisles.

Fellowship Hall:

Fellowship Hall accommodates 240 guests + wedding party seated at round tables, or approximately 500 standing guests.

The Fellowship Hall and church linens are available for a rehearsal dinner and/or for a reception when the wedding is performed at FBC. Contact the Director of Administrative Services to request your event in Fellowship Hall.

Rehearsal:

Wedding rehearsals should be conducted in a prompt and timely manner. It is essential that the entire wedding party be punctual for the rehearsal and the wedding. The bride should ask the wedding party to arrive 15 minutes prior to the rehearsal. A host/hostess must be present at the entry door at all times. One hour is scheduled for the rehearsal.

Bride's Room:

The bride's room is located in Room 201. It provides a place to hang the bride's dress, a space for her and her attendants to change their clothes, and a private bathroom. Room 201 is equipped with a steam iron, sewing kit, and mirrors.

Any clothes and items brought into the bride's room must be removed before departing the church on the day of the wedding.

Groom's Room:

The groom's room is located in the Music Suite, Room 217. It provides a place to change. A men's restroom is across the hall. This is the same room that the officiating minister will meet the groom prior to the wedding ceremony.

Any clothes and items brought into the groom's room must be removed before departing the church on the day of the wedding.

Child Care:

Neither childcare facilities nor childcare personnel are available at or through the church.

**INFORMATION REGARDING
MARRIAGE LICENSES
IN MADISON COUNTY, KENTUCKY**

A. Time Frame: You must apply for a marriage license in Madison County (the county in which the marriage ceremony will be held) at the County Clerk's office. The license is valid on the day it is issued and remains in effect for 30 days. Both the man and the woman must be present at the time of issue. Premarital physical exams are not required. You will need to give the license to the presiding minister so that it can be properly filed (see F below).

B. Fee: The marriage license fee is \$35.50, which must be paid in cash or by check.

C. Required Documentation: Regardless of age, both the man and the woman must present a picture id and their social security number.

- Those who are age 18 or older must present
 - a picture id, such as a driver's license,
 - social security number.

- If you have been married before, you must provide the date of the divorce.

D. The office of the County Clerk: Located in the Madison County Courthouse (Marriage License Office), Richmond KY 40475. The office is open from 8:00 AM to 4:30 PM on Monday through Friday, excluding county holidays.

E. Licensing process: For additional information, contact the Marriage License Office at 859-624-4707, ext. 772.

F. The marriage license must be in the hands of the officiating minister at least thirty (30) minutes before the wedding so it can be properly completed and executed.

Mandatory Wedding Facilities Fees (Make check payable to First Baptist Church)

	<u>Member</u>	<u>Non-Member</u>
Officiating Minister	No Charge	\$ 200.00
Pre-marital Counseling	\$ 35.00 (<i>per couple / paid online</i>)	
Use of Church	No Charge	\$ 250.00
Wedding Coordinator	\$ 150.00	\$ 150.00
	<u>Everyone</u>	
Sound & Light Technician	\$20/Hour	(<i>Minimum is 5 Hours</i>)
Custodian @ Rehearsal	\$16/Hour	(<i>Minimum is 3 Hours</i>)
Custodian @ Rehearsal Dinner*	\$16/Hour	(<i>Minimum is 4 Hours</i>)
Custodian @ Wedding	\$16/Hour	(<i>Minimum is 6 Hours</i>)
Custodian @ Reception*	\$16/Hour	(<i>Minimum is 6 Hours</i>)

***NOTE:** This fee applies if the dinner **or** reception is held at FBC.

Optional Wedding Fees (Make check payable to First Baptist Church)

	<u>Member</u>	<u>Non-Member</u>
Church Videography	\$ 600.00	\$ 800.00
	<u>Everyone</u>	
Organist*	\$25/Hour	(<i>Minimum is 8 Hours</i>)
Pianist	\$25/Hour	(<i>Minimum is 8 Hours</i>)
Piano Tuning	Contact Minister of Music	
Use of Church Linen(s)	\$10.00 each rectangle / round	
	\$12.00 each skirt	
Use of Candelabra & Lighters	No Charge	
Use of Candles	\$25.00	
Clear & Reset Sanctuary Platform (w/o Modesty Rail)	\$16/Hour (<i>Minimum is 3 Hours</i>)	
Sanctuary Platform (w/ Modesty Rail)	\$16/Hour (<i>Minimum is 6 Hours</i>)	
Custodian Extra Hours	\$16/Hour (<i>1 hour increments</i>)	

***NOTE:** If organ music is played in your ceremony, it must be provided by the church organist or a guest organist approved by the Minister of Music.

Informal Wedding or Wedding Vow Renewal

A reduced fee schedule is available for weddings which have 50 or less guests, or for a small gathering of 50 or less for a wedding vow renewal. See the Director of Administrative Services for details.

Cancellation Policy

If cancellation is received 45 days or more before the wedding date, all mandatory fees paid up to that time will be refunded, less \$150. If cancellation is received less than 45 days before the wedding, no mandatory fees will be refunded. Optional fees are refunded less the amounts already incurred.

**First Baptist Church
Marriage Ministry
Mentoring Consent Form**

We understand that the mentoring process consists of guidance pertaining to ideals, beliefs and scripture by the mentor couple.

We acknowledge and understand that we are not receiving psychiatric or psychological counseling. We understand and recognize that the mentors are not licensed mental health providers.

We acknowledge that any advice shared by the mentor couple regarding issues is not given in a professional capacity, but is offered solely in their recognized capacity as caring, Biblically based facilitators.

We acknowledge and understand that we take full responsibility for the decisions made by us regarding our relationship and do not hold our mentor couple liable in any way for those decisions.

We understand the role of the mentor couple as facilitators and that we have to make our own decisions as individuals and as a couple.

We understand that the information discussed during the mentoring sessions and the results of the inventory are confidential. We agree that when deemed necessary the mentors can share pertinent information with the clergy listed below.

Therefore, we consent to the terms as outlined.

His signature _____ Date _____

Her signature _____ Date _____

Clergy _____

(3 copies: The mentored couple, the mentor couple, the clergy)

*Copyright 2002, Marriage Savers, Inc.

Confidential Premarital Information Sheet – Bride*

Please follow these steps once you receive this form:

1. Fill out this form completely
2. Return completed form, along with the groom's form, to First Baptist Church, in the confidential envelope, to Bill Fort, Senior Pastor.
3. The date for your wedding cannot be finalized until these completed forms are returned to the church office and the date is approved on the church calendar

Name _____ Address _____

City _____ State _____ Zip _____

Home phone _____ Work phone _____

Age _____

Are you a member of First Baptist Church? Yes _____ No _____

If not, what is your church affiliation? _____

Previously married? Yes _____ No _____

If the previous marriage(s) ended in divorce, please answer the following:

Give reason for divorce(s) _____

What reconciliation efforts were made? _____

What is the date the divorce was finalized? _____

Any children? Yes _____ No _____

Have you and your fiancé lived together or are you presently living together?

Yes _____ No _____

How long have you dated? _____ How long have you been engaged? _____

Are you pregnant? Yes _____ No _____

Do you believe you are saved? Yes _____ No _____

Describe your salvation experience _____

Do you believe you will go to heaven when you die? Yes _____ No _____

What is the reason you believe this way? _____

Describe your relationship with Christ at this point in your life _____

Desired wedding dates and times: _____ (1st choice)

_____ (2nd choice)

Desired rehearsal dates and times: _____ (1st choice)

_____ (2nd choice)

Requested minister for wedding: _____ (1st choice)

_____ (2nd choice)

*This information will be shared with your pastor and your mentoring couple.

Confidential Premarital Information Sheet – Groom*

Please follow these steps once you receive this form:

1. Fill out this form completely
2. Return completed form, along with the groom's form, to First Baptist Church, in the confidential envelope, to Bill Fort, Senior Pastor.
3. The date for your wedding cannot be finalized until these completed forms are returned to the church office and the date is approved on the church calendar

Name _____ Address _____

City _____ State _____ Zip _____

Home phone _____ Work phone _____

Age _____

Are you a member of First Baptist Church? Yes _____ No _____

If not, what is your church affiliation? _____

Previously married? Yes _____ No _____

If the previous marriage(s) ended in divorce, please answer the following:

Give reason for divorce(s) _____

What reconciliation efforts were made? _____

What is the date the divorce was finalized? _____

Any children? Yes _____ No _____

Have you and your fiancé lived together or are you presently living together?

Yes _____ No _____

How long have you dated? _____ How long have you been engaged? _____

Is your fiancé pregnant? Yes _____ No _____

Do you believe you are saved? Yes _____ No _____

Describe your salvation experience _____

Do you believe you will go to heaven when you die? Yes _____ No _____

What is the reason you believe this way? _____

Describe your relationship with Christ at this point in your life _____

Desired wedding dates and times: _____ (1st choice)

_____ (2nd choice)

Desired rehearsal dates and times: _____ (1st choice)

_____ (2nd choice)

Requested minister for wedding: _____ (1st choice)

_____ (2nd choice)

*This information will be shared with your pastor and your mentoring couple.

First Baptist Church - Staff

Contact the FBC Staff at 859.623.4028.

Church Fax at 859.623.5978.

Church Website at www.fbcrichmondky.church



Clergy / Officiating Minister:

Senior Pastor

Rev. Bill Fort (bill.fort@firstbaptistnet.com)

Other Clergy / Officiating Ministers:

Minister of Education & Discipleship

Rev. Sam Newman (sam.newman@firstbaptistnet.com)

Minister to Youth & Families

Rev. Steve Coleman (steve.coleman@firstbaptistnet.com)

Minister of Music

Rev. Tim Wilson (tim.wilson@firstbaptistnet.com)

Other Contacts:

Director of Administrative Services (*for scheduling of all events*)

Roy Madden (roy.madden@firstbaptistnet.com or 859.623-4028 x202)

Pre-Marital Mentoring Coordinators

Roger & Pam Bartley (the_bartleys@yahoo.com or 859.623-8321)

Marriage & Family Director

Sam Newman (sam.newman@firstbaptistnet.com or 859.623-4028, ext. 203)

Front Desk Assistant

Debbie Kelley (debbie.kelley@firstbaptistnet.com)