

^FIRST BAPTIST CHURCH of PLANO WEDDING GUIDELINES

First Baptist Church of Plano wants your wedding to be a wonderful occasion. The ceremony is a service of worship, and therefore, intended to be both joyous and sacred. The Wedding Guidelines provide for a worshipful service which is appropriate for this important event and our facilities.



WEDDING COORDINATOR

The First Baptist Plano Wedding Coordinator will be your point of contact at First Baptist Plano.

Duties include: consultation, securing your wedding and rehearsal dates, scheduling facilities and personnel, availability by phone or email to answer all of your questions, and insuring that the church's policies and guidelines are followed.

The First Baptist Plano Wedding Coordinator will direct and coordinate the rehearsal and the wedding ceremony, even if the bride has retained an outside wedding coordinator.



RESERVING A DATE

First Baptist Plano facilities are available for weddings for members only.

**For the purposes of these guidelines, Members are defined as individuals who publicly (during either worship service) requested to join First Baptist Church at least 3 (three) months prior to submitting a wedding reservation request, and have been approved in business meeting.*

For non-members whose parents are Members, special consideration will be made.

The date for your wedding must be confirmed by the Wedding Coordinator.

- 🔑 Reservations can be made a maximum of up to six months in advance.
 - The times available for Saturday weddings are 8:00 a.m.–noon and 2:00-6:00 p.m.
 - Sunday weddings will be considered only if the previous Saturday time slots are filled, and will be billed at double the normal rate.
 - The time available for Sunday weddings is 2:00-6:00 p.m.
 - December weddings must not conflict with music programs, concerts and other related church activities.
 - December weddings are scheduled to begin no later than 5:00 p.m. regardless of day of the week.
- 🔑 HOLIDAYS - Weddings are not scheduled on the following weekends:
 - Easter, Memorial Day, July 4, Labor Day, Thanksgiving, Christmas, and New Year's.
 - During Easter and Advent, the church's decorations must remain in place.

The application and non-refundable deposit of \$250.00 must be received by the Wedding Coordinator in order to reserve the wedding date on the church's calendar.

Once the reservation is approved, in order to avoid scheduling conflicts, any changes to the reserved date or time must be submitted for approval, and will not be effective unless and until you receive written confirmation from the Wedding Coordinator.



FEES

Members* of First Baptist Plano **\$1200**

Includes the use of the Sanctuary or Chapel, Dressing Rooms, Wedding Coordinator, one Sound Technician, one Security Personnel, and one Custodian.

An honorarium for the minister is not included in this fee and is left solely to the discretion of the person(s) handling the wedding finances.

Other fees are applicable only as requested (includes rehearsal and wedding):

Organist	\$200.00
Pianist	\$200.00
Soloists	\$200.00 (each)
Video Technician	\$200.00

The balance of all fees is due to the Wedding Coordinator no later than 30 days prior to the event.

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NOTE: If for some reason you must cancel your wedding, refund will be made in the following manner, based upon the date that your written cancellation notice is confirmed as received by the Wedding Coordinator.

- Within 90 days of wedding date \$250 non-refundable deposit will be retained
- Within 60 days of wedding date One half (minus \$250 non-refundable deposit)
- Within 30 days of wedding date NO refund will be made



FACILITIES

Smoking, drinking alcoholic beverages and use of illegal drugs is not permitted on Church property, including the buildings, grounds, and parking areas. Anyone with alcohol or drugs in their possession and/or under the influence of alcohol or drugs will be escorted off the property. Thank you for communicating the absolute importance of this to all members of your wedding party.

The Chapel can seat up to 140 people; the Worship Center can seat up to 750.

Dressing Rooms for the wedding party are included. You are responsible for removing all personal items immediately following the ceremony.

Wedding rehearsal is typically held on the evening prior to the wedding day. One hour is allotted for rehearsal (entry to exit time).

On the day of the wedding, you may arrive up to two hours prior to the wedding.

All wedding activities, including removal and cleanup of decorations, must be completed within two hours of the wedding hour. After that, an extra charge of \$150 per hour will be applied.

Childcare is not available through the church for weddings, nor can any room be used for the purpose of providing childcare, paid or unpaid, by members or non-members.

First Baptist Plano does not include wedding receptions as part of the wedding event. IF interested, you should discuss submitting a separate Facility Use Request with the Wedding Coordinator. Be aware that a wedding request may be approved but a reception request may not, as they are treated as separate events.

NO musical instruments or equipment in the Chapel can be moved from the places they occupy.

First Baptist Plano is not responsible for items lost, damaged or stolen. It is your responsibility to secure valuables during the rehearsal and wedding.



MINISTERS

You are welcome to invite your own minister to perform the wedding ceremony if you choose not to use a First Baptist Plano Minister. Your minister must be approved by our Senior Pastor by sending the Wedding Coordinator his resume or bio. All outside ministers must be Ministers of the Gospel and in agreement with First Baptist Plano Confession of Faith as outlined under "What We Believe" at <http://www.fbcplano.org/whatwebelieve/> and as stated below:

(from the CONSTITUTION OF FIRST BAPTIST CHURCH OF PLANO, TEXAS, adopted 2010, amended 2017)-

ARTICLE III – STATEMENT OF FAITH

We affirm the Holy Bible as the inspired word of God and consider the Scriptures authoritative for our beliefs and practices. We affirm as our confession of faith "The Baptist Faith and Message" as adopted by the Southern Baptist Convention in 1963.

Marriage – Marriage is a biblical institution established by God as described by Scripture. We believe biblical marriage can only occur between one man and one Woman (Genesis 2:22-24, Ephesians 5:21-33, Mathew 19:4-6, 1 Corinthians 7:1-16, Mark 10:6-9). This church recognizes that marriage is the uniting of one man and one woman in covenant commitment. Accordingly, this church's pastors and staff will not officiate any form of marriage ceremony other than the union of one man and one woman, nor will its property or resources be used for such purposes.

Human Sexuality – The Bible teaches that legitimate sexual relations are exercised solely within marriage between a man and woman. Hence, this Church opposes all forms of sexual immorality, including premarital sex, extramarital behavior, homosexual behavior, and pornography.

Pre-Marital Counseling - It is the church's expectation that each couple will participate in a program of pre-marital counseling with a minister of this congregation. This usually consists of a minimum of two one-hour meetings. If necessary, alternative premarital counseling can be arranged with the Senior Pastor's approval.



MUSIC

- 🔔 Music is an important part of the wedding ceremony and should be in keeping with the sacredness and dignity of the wedding ceremony.
- 🔔 The wedding coordinator will arrange for a Sound Technician to be available for your rehearsal and wedding.
- 🔔 Only First Baptist Plano authorized personnel may operate A/V equipment.
- 🔔 All CDs/DVDs must be brought to the music office at least one week (7 days) before the wedding. These will be returned to you immediately following the event.
- 🔔 Secular music must have prior approval of the Minister of Music.
- 🔔 Sound levels will be set one (1) hour prior to the Wedding Ceremony. This is not a rehearsal time.
- 🔔 The Sanctuary and Chapel have both piano and organ. If an organist other than one of our Church Organists is used for the wedding, that person must be approved by the Minister of Music at least thirty days prior to your wedding.
- 🔔 It is possible to have other instruments (i.e. string quartet or violin), but this should be discussed with the Wedding Coordinator.
- 🔔 Please be sure that the vocalist attends the rehearsal. *Note: Rehearsal does not take place the day of the wedding; however, the vocalist may prefer to schedule separate rehearsal times with the instrumentalists.



REHEARSALS

Usually held on the day before the wedding between 5:00 p.m. and 7:00 p.m, the rehearsal should include all persons taking part in the ceremony. This includes parents, grandparents, stepparents, bridesmaids, flower girls, ring bearers, groomsmen, ushers, vocalist and accompanist. Approximate time of rehearsal is one hour.

The wedding license should be given to the Wedding Coordinator at the rehearsal.



FLOWERS AND CANDLES

1. Flower petals dropped by the flower girl must be silk.
2. Pew bows must be attached with ribbons only.
1. Flower arrangements are permitted, provided that protective material is used to prevent water damage to church property.
2. Candles or holders may not be attached to the pews.
3. All candelabras and candleholders MUST have cellophane or other protective material underneath.
4. All candles MUST be drip-less. The "Mother" tapers to the Unity Candle are the only exception: they may be regular tapers but there MUST be a protective material under the arrangement.
5. Candelabras, candles, and the protective cellophane to place under all arrangements and candles are to be furnished by the florist or the Bride.
6. Following the wedding ceremony, all stands, candelabras, and other equipment brought in for the wedding are to be removed from the premises immediately following the ceremony.



VENDOR AGREEMENTS

All vendor agreements must be signed by both bride and vendor and returned to the wedding coordinator no later than 30 days before the wedding date.

The bride and groom are responsible for any damage to floors, carpets, furniture, etc. It is your responsibility to see that all vendors abide by the guidelines.

Florists

When your wedding date is confirmed, we will furnish a printed copy of the guidelines above pertaining to the Florist. Please be responsible for communicating these clearly with the florist you select.

The Florist is responsible for making arrangements with the Wedding Coordinator for a delivery time. Set up should be completed 1.5 hours ahead of the wedding. Allow ample time to set up. Please be prompt as the photographer is scheduled after the flowers have been set up, and must finish 30 min. prior to wedding time.

Photography and Videography

Weddings are worship services. For this reason, photographers and videographers must adhere to these rules:

1. Once the officiating minister begins speaking and until the recession begins, there are to be **NO flashes**.
2. The photographer is to remain behind the guests at all times – no guest's view of the ceremony and the participants should be blocked. During the processional and recessional the photographer may be in the aisle near the back of the Chapel or Sanctuary, but should be considerate of the guests as well as the bride and her attendants and not interfere with the pace of the ceremony.
3. Time can be scheduled with the Wedding Coordinator prior to the ceremony for photographs to be taken. The last photographs taken in the Sanctuary/Chapel should be completed 30 minutes prior to the ceremony.
4. If using a manually operated camera, the videographer **MUST REMAIN IN PLACE** throughout the ceremony. Remote or unattended operation is preferred.
5. When your wedding date is confirmed, we will furnish a printed copy of the guidelines pertaining to photography/videography for you to share with your chosen professional. You are responsible for communicating these clearly with the person you select.



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