

*Wedding Policies of First Baptist Church Pasadena
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We rejoice with you in your upcoming wedding and marriage! With the exception of your relationship with the Lord Jesus Christ, marriage is one of the most important relationships you will ever have.

First Baptist Church believes that God is the central and most honored guest at your wedding. Therefore, our policies reflect that by adhering to the same standards we hold for all worship services held in our facilities – reverent and honoring to the Lord. The following pages should answer many of the questions you have as you prepare for the “Big Day”!

If you choose First Baptist Church for your wedding, be assured we will be committed to making it the most memorable day of your life!

Procedures to schedule your wedding

1. Initial Contact

- The first person to contact is the Wedding Director to check the requested date for availability and to verify qualifying membership of First Baptist Church.
- Once these items are complete, the Wedding Director will schedule a meeting with the bride/groom and person(s) financially responsible for the wedding.

2. Application process

- When you meet with the Wedding Director, she will go over the Wedding Application, Wedding Policies and Agreement.
- If, after you have gone over the policies and decide to proceed with the wedding, the Wedding Director will calendar the wedding date and collect the deposit.

3. Deposit

- A \$400 deposit is due when you turn in your application.
- The deposit in part or whole will be forfeited if any of these church policies are not followed or there is damage to the facilities or furnishings.
- A portion of the deposit may be kept if you cancel inside one month of the wedding date.

4. Security

- First Baptist Church will provide a Pasadena Police Officer to ensure guests have a safe environment for this special event. There is no charge for this service.

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4. Meetings with the church Wedding Director

The bride and/or groom, as well as the person financially responsible for the wedding, will meet with the church Wedding Director at least 2 times but generally 3 times by appointment. During these meetings the church Wedding Director will assist you in the following areas:

- 1st meeting – discuss ceremony and reception plans, ceremony order of service, music, and timelines for items due.
- 2nd meeting - turn in all items requested from church such as order of service, music requested and equipment set up details
- 3rd meeting - as needed, 2-3 weeks before date to make sure all details are correct
- The Wedding Director can meet with your vendors as needed but they must call for an appt and the bride and or groom or the person financially responsible for the wedding will need to be present at this meeting.

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5. Premarital wedding/counseling meetings

You will have 2 meetings with our designated minister and at least 1 meeting with the minister who will be performing your wedding ceremony. It is the responsibility of the bride and groom to schedule the meetings and they should be completed at least **4 weeks before the date of your wedding**. You may use another minister or counseling program for your premarital counseling. If so, please provide the Wedding Director with a copy of the counseling information for her records.

Policies and Frequently Asked Questions for Weddings held at First Baptist Church Pasadena

Q. Who can reserve our facilities for a wedding at First Baptist Church?

The bride, groom, parents or grandparents of the bride or groom, who have met the following criteria may reserve our facilities:

- Members of First Baptist Church for at least 6 months prior to the wedding date
- Active and supportive members – attends *a Connection Group on a regular basis, or involved in a ministry area and/or supports the church monetarily*

Q. What is the price to have a wedding at First Baptist Church and what is included?

All weddings are unique and the fees may need to be adjusted accordingly for your event. Please see the fees page for the detailed information.

Q. What is the time line for booking my wedding?

You may book a wedding no more than 11 months in advance of your wedding date and not less than 3 months before your wedding date.

Q. How do we go about scheduling a wedding at First Baptist Church?

To schedule a wedding, you will need to contact Suzanne Green in the Church office to check the requested date for availability and your membership status. After these steps have been taken care of, Suzanne will contact you to set up a time to meet with the bride/groom and person financially responsible for the wedding to go over the policies in person, complete the wedding application, enter your date on the church calendar and collect the deposit. Once this process is complete, you will begin the wedding planning process!

Q. Do we have to turn in a deposit with the wedding application?

A \$400 deposit is due at the time you make your wedding date application. Part or all of this deposit may be forfeited if any of these policies are not followed or your wedding is cancelled within a month of the ceremony. The deposit will be processed in 7-10 days after your wedding. Please see the fees page for more details.

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Q. Do I have to use a minister on staff at First Baptist Church?

Our First Baptist ministers do wonderful wedding ceremonies, but we do permit ministers who are not on our staff to officiate weddings. However, all weddings performed at First Baptist Church must be hosted and presided over by a First Baptist Church minister. All outside ministers must be evangelical, ordained ministers of like faith and practice serving in a church or retired from service. The minister will need to be licensed or ordained. You will need to turn in a copy of his license or his ordination papers and his contact information to the Wedding Director *within 6 weeks of your request being approved.* The First Baptist Church host minister will then contact the outside minister to discuss our wedding policies and details. It is your responsibility to secure a minister to perform your wedding. **It is also your responsibility to properly compensate the participating ministers.**

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Q. How do I contact a minister on staff at First Baptist Church?

Please call the church office and ask for the minister you want to perform your ceremony. Each minister's calendar is different so their individual ministry assistants will be able to help you with getting them scheduled. It is the bride and groom's responsibility to obtain a minister for their wedding. Once the minister has confirmed with you, please let the Wedding Director know who will be performing your ceremony.

Q. Is premarital counseling required?

Yes. Once the Wedding Director contacts you, you will then make an appointment with a designated minister for premarital counseling. The Wedding Director will tell you which minister will help you. You should then contact this office **within 4 weeks of your date being approved.** This office will advise and schedule your appointments for counseling. All counseling **must be completed 4 weeks prior to your wedding date** or risk having your date removed from the church calendar and losing your deposit. Please contact the Wedding Director to let her know when you have completed your counseling. You may use another minister or counseling program for your premarital counseling. If so, please provide the Wedding Director with a copy of the counseling information for her records.

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Q. Where can I have my wedding at First Baptist Church?

We have 4 areas that you could use to have your wedding. The most common area is the Chapel (up to 450). The other areas are the Grace Center (up to 1000), the Fellowship Center (up to 200) and the Worship Center. The Worship Center may be reserved only if the wedding party is expecting over 1000 people in attendance. Please see the fees page for more details.

Q. Are there set times or dates for weddings to be held at First Baptist Church?

It is not our policy to schedule weddings on Sundays, Wednesdays, weekends surrounding a major holiday or during church-wide events. The latest time your wedding may be scheduled will be 7:00 pm, with the exception of the Worship Center which is 6:00 pm. **Due to room and time restrictions, only a wedding ceremony with no reception will be allowed on Friday evenings.**

Q. Is there a set amount of time allotted to be in the building for a wedding?

Yes. A **wedding only** service is allotted 5 hours - **3 hours** before requested ceremony time and **2 hours** after the start time to complete all wedding related activities. This time frame includes your set up, your clean up, the removal of all items both personal and from your vendors for a total of **5 hours** in the building. If your wedding and reception are both held here at the church, then you will be allotted 7 hours – **4 hours** before the requested ceremony time and **3 hours** after the ceremony start time will be allotted for your reception. The ceremony area will need to be cleaned up promptly after the wedding and pictures - not after the reception has ended. Because our facilities are used for many events, these times will be strictly adhered to. **Part of or all of your deposit may be forfeited if these times are not followed.**

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Q. Do we need to have a rehearsal for our wedding?

Yes. The wedding rehearsal is typically held the day before the wedding. Since a large number of people are involved, we must start the rehearsal on time. Please insist that everyone be prompt. It will be beneficial for all people in the wedding party to attend the rehearsal. The Wedding Director of First Baptist Church will be in charge of and oversee the rehearsal. The latest a rehearsal can be scheduled is 7:00 pm and **1 hour** is allowed for a rehearsal. There will be an extra charge if it goes over **1 hour**.

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Q. Does First Baptist Church have music & media policies for wedding ceremonies?

Yes, since a Christian wedding is a form of worship, only music that is suitable for a worship service may be used. Music used in your wedding ceremony should glorify and honor God and reflect the message of Jesus Christ and His love. **ONLY TRADITIONAL CLASSICAL MUSIC, HYMNS, AND CHRISTIAN SONGS ARE PERMITTED. This includes instrumental music and background music for videos.** A list of all songs (with lyrics) must be submitted to the Wedding Director **6 WEEKS before your wedding date** for approval. We have a list of preapproved wedding music available to help you in your planning. The IMAG screens will not be used for wedding videos. Slideshows/videos lessen the dignity and reverence of the wedding. Our desire is for weddings to be worshipful with the focus on Christ and the sacredness of the ceremony.

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Q. Does First Baptist Church have policies for soloist performing?

Yes. When having a soloist perform for your wedding, our media employee will be here **1 hour** before the wedding for the sound check. We **DO NOT** do sound checks or practice music during the wedding rehearsal. If there is a special request for a sound check on the night of the rehearsal, it will be scheduled before or after the rehearsal and an additional fee will be charged. If you would like to hire an organist, pianist or soloist for your wedding, please let the Wedding Director know **6 weeks before your wedding date** so that we can help you make those arrangements. There will be an extra fee to hire additional personnel. Please see the fees page for more details. Remember, as stated above, **ONLY TRADITIONAL CLASSICAL MUSIC, HYMNS, AND CHRISTIAN SONGS ARE PERMITTED.**

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Q. What happens if our wedding starts late?

If a wedding starts late, the agreed upon end time will not change. If a late start time results in extra time needed for the wedding personnel (sound, musicians, custodial crew, etc.), then the cost to compensate these employees will be deducted from the deposit.

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Q. What things are to be avoided when planning your wedding?

First Baptist Church does not allow dancing, the use of drugs, alcohol or smoking anywhere on our property. **This includes your wedding party and all contributors to your event.** Violation of any of these policies will result in immediate forfeiture of your deposit.

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Q. Does First Baptist Church have an area for a wedding reception?

Yes. We have 3 areas to offer for receptions, The Fellowship Center and The Grace Center are available for large receptions. The Commons Area in front of the Café is offered on a limited basis (guest attendance under 100). We allow an additional **2 hours** for your reception area but not in the ceremony area. All receptions will need to be catered by an outside food establishment and you must provide everything needed for the reception with the exception of tables and chairs. Please see the fees page for details.

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Q. Can we have a rehearsal dinner at First Baptist Church?

No. Our facilities will only be available for wedding ceremonies and receptions.

Q. Do I need to turn in an order of service?

Yes. A written order of service will need to be turned in **1 month before your wedding date.** This is to insure that the church Wedding Director and the bride and groom are all on the same page with the agenda for the rehearsal and wedding. You do not have to print a formal order of service for your wedding guests but you must turn in your order of service by email, flash drive or CD so the Wedding Director can prepare it for the minister and media department as necessary.

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Q. Where will the bridal party dress?

The Parlor is available for the ladies of the bridal party to dress and wait for the wedding to begin. The men will have access to a large meeting room in close proximity of the Chapel. Furniture is not to be moved in the Parlor. The restroom in the back of the parlor is the appropriate place for doing hair and makeup; **NOT** in the main sitting area of the parlor. Sandwiches, light snacks and drinks are allowed in the Parlor.

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Q. Can we use any of the church furniture or fixtures for our wedding?

No for the wedding ceremony - Yes for the reception. The pulpit furniture will be moved by the maintenance personnel for the wedding and rehearsal. No other furniture (sofas, chairs and tables etc.) or plants anywhere in the building are to be moved. The church staff will put out any tables and chairs that have been pre-requested for your wedding use. There is a beautiful table just inside the door of the chapel that may be used as a sign-in table for your wedding. A request for tables and chairs for your reception and a diagram for set up for use in the reception or rehearsal dinner area are due **1 month before your wedding date.**

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Q. Does First Baptist Church have equipment that can be used for a reception?

Yes. For all of the Fellowship Center and Grace Center, you may use up to 20 tables and 160 chairs. For ½ of the Fellowship Center, Grace Center and the Commons area you may use up to 10 tables and 75 chairs for your reception. The sizes of the tables we currently have are 6’ and 8’ long, 60” round and 4 - 30” round counter height tables and 2 – 36” round tables that may be used.

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Q. Can we do our own catering and decorating?

Yes. When doing your own catering or florist work, remember that you will need extra help. If you choose to do this the church may require that additional personnel be hired. Fees will be charged on an individual basis depending on your needs. Whoever is responsible for these jobs will need to meet with the Wedding Director 6 weeks before the wedding date to finalize their plans at the church. Remember, clean up is a big job. Please make sure you have plenty of help. If you do not have adequate help, additional fees will be charged and taken from your deposit if the wedding personnel has to assist in your clean up.

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Q. Does First Baptist Church offer any type of wedding services such as photography, video services, catering or decorating?

No. We can suggest vendors that have been here but we do not endorse any one particular.

Q. Are there specific policies regarding catering, florists, photographers & videographers?

Yes. Please see pages 8 – 11 for specific details. It is your responsibility to go over these policies with your vendors.

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Q. How can we celebrate our leaving at the end of the reception?

The throwing of rice, birdseed, confetti, potpourri, rose petals, sparklers etc. is prohibited on the property. All of these items can be hazardous, causing a safety risk. May we suggest the blowing of bubbles outside the building or giving out an item such as candy or other small trinket as your guests leave your reception? If you choose to do bubbles they cannot be passed out until the end of your reception when you announce your leaving. If this policy is violated, the cost of the clean-up and time used to clean up for the wedding personnel will be deducted from your deposit.

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Q. Do you have walk-in weddings at the church?

Yes, a separate policy for Walk-In Weddings is available if you would like to see that option.

Fees Page

We are happy for our members to use our church facilities for your wedding. We ask our members to pay the fees below to offset the costs involved in having your wedding.

Deposit

A deposit of \$400 is required when you turn in your application to secure your date on the church calendar. The deposit will be refunded to you within 2 weeks after your wedding if the policies of the church are followed in their entirety. If the wedding is cancelled inside of one month of the scheduled date, a portion of the deposit will be deducted to pay for the Wedding Director's time spent on the wedding preparations. **Final payment is due one month before the wedding date.**

Wedding Location

	<u>Fee</u>
Chapel	\$1,000.00
Worship Center (if over 1,000 in attendance)	\$1,500.00
Grace Center (previous Worship Center)	\$ 750.00
Fellowship Center*	\$ 350.00

These fees include:

- Wedding Director to facilitate the event
- Media Personnel (day of wedding)
- Maintenance and Custodial Personnel for entire event

**** Please note that the minister's fee is not included in the wedding fees.**

Additional Fees:

Fee for extra Media Technician (ceremony location on day of wedding)	\$ 100.00
Fee for Pianist or Organist (ceremony location day of wedding)	\$ 125.00
Fee for Media Technician or Musician (on day of rehearsal)	\$ 100.00
Fee for Media Technician (for reception)	\$ 75.00
Fee for extra hours needed beyond policy schedule	\$ 100.00 per hour

Reception Locations

Grace Center (all) seating capacity up to 500	\$ 350.00 (in addition to the wedding)
Fellowship Center (all) seating capacity up to 350	\$ 300.00 (in addition to the wedding)
Fellowship Center (1/2) seating capacity up to 200	\$ 250.00 (in addition to the wedding)

The fees include: (The wedding personnel work for First Baptist Church under the direction of the church Wedding Director.)

- Wedding Director to facilitate the event
- Maintenance and Custodial Personnel
- Kitchen Attendant

*Commons Area \$ 200.00 (in addition to the wedding)

- * seating capacity is limited to 100
- * No kitchen attendant will be on duty
- * Food service will be limited to food items that will not require use of the Café kitchen facility with the exception of ice machine.

Caterer/Decorator Policies

First Baptist Church is blessed with some of the finest facilities available anywhere. The caterer is welcome to use the kitchen facilities according to the following guidelines. Abuse of the facilities and/or guidelines will result in future restrictions of the caterer in coming to work at weddings here at First Baptist Church and forfeiture of the wedding deposit to the bride. We do not provide any special décor for your reception but supply use of table and chairs. The following policies will ensure that a wonderful wedding experience will be had by all.

1. The Wedding Director must be notified by the caterer or bride at least **1 month before the wedding** of their plans.
2. Standard equipment items for a wedding reception are:
Full Grace Center/Fellowship Center - *20 round tables with chairs, 30 extra chairs and 6 other tables*
Half Fellowship Center - *10 round tables with chairs, 15 extra chairs and 4 other tables*
3. The church reception area will be open to your caterer **4** hours prior to the scheduled time of your event. Any extra time needed will be an extra charge.
4. We need a general diagram of how you would like the tables and chairs set up **1 month before your wedding**. Our maintenance staff will put out the requested items as described on the request but your caterer or decorator may need to adjust them to your exact specifications once they arrive.
5. A church kitchen attendant is required for all wedding receptions to coordinate and oversee the use of the kitchen. This person does not work for your caterer. They are here to oversee the use of the kitchen and guide in clean up after the event.
6. A church custodian will be on the premises but will not be responsible for your reception clean up. They will be responsible for preparing the facility for church programs after the caterer or decorator has completed their clean up.

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Floral Decorator Policies

The flower arrangements and decorations that you pick for your wedding will add to the beauty of your special day. The following policies will ensure that a wonderful wedding experience will be had by all. Clean up of the ceremony area will need to begin immediately following the wedding pictures. Violation of any of these policies will result in forfeiture of the bride's deposit.

1. The ceremony facility will be open to your decorator 3 hours prior to the scheduled event. All decorations must be completed at least 1 hour before your event.
2. The florist must remove all decorations upon conclusion of the wedding pictures - not the reception. The church cannot store any wedding decorations.
3. No tacks, nails, glue or tape may be used to secure your decorations anywhere in the building. The use of plastic or fabric covered clamps can be used to attach items to the pews.
4. If using candles they must be in spring loaded metal-sheathed candle holders. No open candles may be used anywhere. The florist is responsible for putting down a sheet of plastic to cover the area below the candles to help prevent candle wax on the floor. It is your decorator's responsibility to clean up the candle wax from the area if necessary. No flammable materials may surround the candles.
5. Only silk flower petals may be used in the aisle and must be picked up by the wedding party upon completion of wedding ceremony.
6. It is understood that seasonal decorations will not be moved or disturbed for weddings. The decorator may add to these for the wedding, but are not allowed to move them.
7. It is the responsibility of the florist to clean up any debris once all the items are removed from the church.
8. First Baptist Church Pasadena or any of the staff of the church are not responsible for any loss or damage to any equipment. They are also not in charge of the cleaning up of decorations or the storing of the decorations.
9. The Wedding Director will be happy to meet with you and your decorator personally or by phone prior to the wedding date. Please call for an appointment.
10. If you are doing your own decorating, remember to have plenty of help. The church may require that additional personnel be hired when doing your own decorating. Additional fees will be charged on an individual basis depending on your needs.
11. Smoking or the consumption of alcohol is not permitted anywhere on the premises. Violation of any of these policies will result in forfeiture of the bride's deposit.

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Photography and Video Policies

The staff of First Baptist Church understands the importance of wedding photography and videos to have a lasting memory of your special occasion; the following policies will ensure that a wonderful wedding experience will be had by all. Violation of any of these policies will result in forfeiture of the bride's deposit.

Photography

Because a wedding is a religious service, all photographers (both professional and amateur) are asked to be respectful of the church and reverent during the ceremony. We ask that they be as unobtrusive as possible and that he/she be dressed appropriately for a wedding ceremony. The photographers may take pictures before and after the ceremony in other areas of our church such as the commons areas, outside and the dressing areas.

1. Pictures are permitted before and after your wedding in the designated areas. For a Chapel wedding, pictures are permitted in the lobby area just outside the Chapel. For a Worship Center wedding, pictures are permitted in the commons area just outside of the Worship Center.
2. Pictures are permitted in the aisle as the family and wedding party enters.
3. No flash pictures shall be taken during the ceremony.
4. No movement during the ceremony is permitted nor is the photographer allowed on the altar/pulpit/stage during the wedding ceremony.
5. The wedding party may reenter the wedding facility and regroup to take pictures. The wedding party is allowed no more than 30 minutes for additional pictures.
6. Please do not move any furniture or fixtures in the church.
7. Please don't stand on the pews or any furniture on the property.
8. The photographer may attend the rehearsal as long as they do not disrupt the flow of the rehearsal.

Videographer

If the wedding party hires a videographer (both professional and/or amateur), he/she must adhere to the following guidelines to ensure that a wonderful wedding experience will be had by all.

1. All of the above photography policies are applicable to the videographer.
2. Will use existing lighting only.
3. Videographer must use his or her own equipment.
4. Camera technicians must remain still during the ceremony. No movement during the ceremony is permitted nor is the videographer allowed on the altar during the ceremony.

Please have the photographer and/or videographer contact the Wedding Director prior to your wedding for additional questions or comments.

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