

First Baptist Church San Antonio Wedding Policies

Any **church member** desiring to use church facilities for a rehearsal and/or weddings is required to make arrangements through the church Wedding Coordinator. Confirmation of the dates is made upon receipt of the necessary deposits and completed paperwork.

The required deposit will be refunded when all equipment used by the wedding party has been returned in good and clean condition, and all church policies have been fulfilled.

A portion of the deposit may be withheld if equipment is damaged or if custodial help is required for extra cleanup inside or outside the buildings.

Smoking and alcoholic beverages are not permitted on the church premises.

Church Membership is required to be married at First Baptist Church and established when the bride or groom, their parents or grandparents have been member of the church for at least six months.

Holy Matrimony We believe the scripture mandates that sexual activity is to be enjoyed exclusively between a man and a woman who have been joined together in holy matrimony. All other sexual activity violates this Biblical standard. As a result, FBC ministers are prohibited from participating in (and FBC facilities from being used for) any marriage ceremony which contradicts this Biblical depiction of holy matrimony.

The Minister The Senior Pastor/Associate Pastor or another minister of First Baptist Church will provide the required pre-marital counseling for all prospective couples, and will officiate the ceremony.

- Approval must be granted by the Senior Pastor if you wish to use a Baptist minister not on First Baptist Church staff to officiate your wedding, or if you wish to invite a non-Baptist minister to assist in your ceremony.
- You are required to make your own arrangements with the Pastor.
- The Pastor will request all couples to participate in premarital counseling as early as possible in the calendaring process. Both the bride and groom will be required to attend all sessions.

Facilities for Weddings

Wilson Chapel: A lovely setting. Seating capacity 300, organ and piano.

Unity Hall: Atrium setting. 80-120 max, piano

Guthrie Courtyard: Wonderful outdoor setting facing outdoor baptism fountain. Outdoor speakers.

Church Parlor: Used for smaller, private weddings with seating capacity 25-35 with a piano.

Bowles Chapel: Intimate prayer chapel, seating capacity 20. No musical instrument

Wolfson House: Historic 1888 Victorian residence, small and intimate, piano.

Sanctuary: Only for extremely large weddings.

4th Street Crossing – Our newest, most high-tech setting. Modern, stage available, seating for 400

Payment for Services The fees for the Wedding Coordinator and Custodians are included in the wedding fee. All other fees (Ministers, Soloists, Instrumentalists, etc.) are determined according to time involved and are to be paid directly to the people involved, due by the rehearsal date.

Sound Technician The fee for a church Audio Ministry Team member (Sound Tech) to operate sound and lights for a wedding on either Friday evening or Saturday during the day or evening is \$150. and is included in the wedding fee. This fee includes the Sound Technician's presence at the rehearsal and at the church 1½ hours prior to the start of the wedding, and until the end of the ceremony. This includes setting up of microphones and monitors for soloists and musicians, and a wireless microphone for the minister (and the groom if so desired). Sound checks will be done during this pre-ceremony time. Sound requirements for receptions must be separately arranged with the Director of Media Service and may involve additional fee.

If the wedding is scheduled at an unusual time, an additional fee may be charged. The normal start times for weddings are between 6:00 and 8:00 p.m. on Fridays and between 10:00 a.m. and 8:00 p.m. on Saturdays.

Rice, Bird Seed, Etc. No rice, rice pouches, bird seed, bird seed pouches, bubbles or confetti are to be thrown in connection with weddings in any part of the church or facilities (including outside steps or walkways). Please observe this rule! Failure to comply will result in the loss of the deposit and/or additional billing.

Photographs are a most important part of your day; they will enhance your memories for years to come. You will probably want some pictures taken both before and after the ceremony. If you choose to have

photographs made during the ceremony itself, the utmost care must be taken to protect the sacred nature of the hour. Please instruct your photographer that flash pictures, or movement within the room for repositioning the camera, are not allowed.

Videotaping is permissible, provided no movement of either photographer or equipment is required. Cameras and equipment should be inconspicuously placed.

Church Responsibility The church cannot assume responsibility for the security of personal articles or equipment belonging to florists or any other contractor. Please remove all items as soon as possible following the wedding/reception.

Hours of Operation Reserved areas of the church will be opened 30 minutes prior to the rehearsal and 2 hours prior to the wedding ceremony unless requested in advance through the Wedding Coordinator.

- If the area you reserved is available, decorating may be done on Friday, between 8:30 a.m. and 5:00 p.m. Decorating may be done in the Chapel one (1) hour prior to the wedding rehearsal. Church-wide special event decorations cannot be rearranged or removed for your wedding or rehearsal.

Music The music you select will reflect the sacred character and appropriate dignity of your wedding service. Members of the church music staff are available to guide you in your choices. The music form should be turned in to the Wedding Coordinator for approval no later than one month prior to the wedding.

- Arrangements for musicians may be made through the Music Office. You are at liberty to engage the service of non-staff musicians, if you prefer, but they must be approved by the Associate Pastor of Worship and Music. Non-staff organists must be approved by the Church Organist.

Receptions The reception is a time of happy celebration of the beginning of a Christian marriage. Receptions are permitted following your wedding at First Baptist Church in Cooper Fellowship Hall, Blanchard Lounge, Unity Hall or Wolfson House, and should last no more than two hours past the wedding ceremony, or no later than 8:00 P.M.

- Outside caterers must contact the Food Service Director no less than two weeks prior to the reception. Church dishes, equipment, supplies etc., are not available for use by an outside caterer; he must provide his own. His required conversation with the Food Service Director will answer his questions in this area.

- Tablecloths may be reserved for receptions held in the church by contacting the Food Service Director. The cleaning fee for each tablecloth is \$4.00 and may be paid when the facilities use fees are paid. Floor length skirting is not available through the church.

Decorations and Set-ups First Baptist does not supply or set-up candles or decorations. Wedding party is responsible for procuring such items from outside suppliers.

- Metal taper covers are highly recommended for candles, and only dripless candles may be used. All other candles must be in glass enclosures (Ex. hurricanes or votives). Provisions must be made to protect the carpet and floor. It will be your responsibility to remove any dripped wax from floors or furniture.
- Decorations may not be attached to any of the pews, furniture, lattices, or screens with tacks, pins, staples, tape or nails, nor to any of the glass, woodwork, light fixtures, ventilators, balcony, or ceilings.
- All decorations must be removed immediately by the florist and family unless previous arrangements have been made with the church office for the flowers to be used in Sunday worship. The church cannot assume responsibility for the security of articles belonging to florists.
- A white aisle runner and/or kneeling bench, provided by the florist may be used.
- Seasonal or special church event decorations may not be moved and are not to be moved or relocated for any wedding or reception. Furnishing may only be rearranged under the supervision of the Facilities Manager.
- Elaborate decorations are discouraged. Decorating may be done during times when the custodial staff is regularly on duty. Flowers must be placed in containers which prevent water damage. No flowers may be placed on musical instruments. (If you wish to donate floral arrangements following your wedding or reception please inform the church office).

General Policies All activities during the rehearsal and the wedding should abide by principles in keeping with the highest Christian standards.

- All buildings will be locked thirty minutes after conclusion of the rehearsal, wedding ceremony, or reception.
- Arrangements must be made for the prompt removal of borrowed or rented articles. The church cannot assume responsibility for loss or theft of items left behind.
- Security is NOT provided by the church. Please see that all personal belongings incident to the wedding are removed immediately after the event.
- Scheduling All weddings, rehearsals and receptions must be scheduled through the Wedding Coordinator's office.
- These dates are not ever available for weddings: New Year's Eve, New Year's Day, Good Friday, Easter weekend, Memorial Day weekend, Independence Day, Labor Day weekend, Thanksgiving Day or weekend, Christmas Eve or Christmas Day. Additionally, the Sanctuary is unavailable during the 4 weekends of Advent through the first weekend in January.

- Due to a full church schedule weddings and rehearsals are not scheduled on Wednesdays or Sundays.
- Weddings and receptions must conclude by 9:00 p.m.
- Reserved areas will be opened 30 minutes prior to rehearsals and 2 hours prior to wedding ceremony, unless requested in advance.

The appropriate deposit is required to schedule a wedding or reception.

Fees - Ceremony

Wilson Chapel – \$900

Unity Hall - \$900

Guthrie Courtyard - \$900

Sanctuary - \$1,100

4th Street Crossing - \$1,250

Bowles Chapel - \$150

Wolfson House - \$150

Problems or Questions If you have any questions or if any problems arise, please contact the Wedding Coordinator, or the church office at 210-226-0363.