



Sunnyvale First Baptist Church



Wedding Policy

Congratulations!

Congratulations on your engagement and upcoming wedding! Thank you for thinking of Sunnyvale First Baptist Church as part of your plans.

The Importance of Marriage

Your wedding is the Christian celebration of your love and commitment to each other and to God. At Sunnyvale First Baptist Church we want to minister to you through your wedding service. The sacred ceremony, in which you enter into a covenant with God and one another, creates the foundation for your marriage. By choosing to use a representative of God, and God's Church, you are inviting God's presence in your wedding and purposely asking for God's blessing upon the marriage.

YOUR RESPONSIBILITY

It is your responsibility to review the following Wedding Guidelines and Policies. Discuss them with all members of your wedding party, as well as your florist, photographer, and caterer, so there will not be any misunderstandings or deviation from them.

SCHEDULING YOUR WEDDING

Our Wedding Coordinator will assist you with your wedding plans, will meet with you to reserve the wedding date and facilities needed, answer any questions you may have and collect all fees associated with the wedding. Tentative reservations for the wedding date may be made by telephone with the Wedding Coordinator. Confirmed reservations must be completed within thirty (30) days following tentative reservations. It is your responsibility to contact the Wedding Coordinator to set up the initial meeting.

The following criteria must be met to receive confirmed reservations:

1. Officiating Minister contacted, secured and approved.
2. Payment of the required deposits.
3. Wedding forms completed and returned to the Wedding Coordinator.

The Pastor will perform your ceremony only after you have attended a pre-marital class and one (1) counseling appointment with the Pastor. The Wedding Coordinator will conduct your one-hour rehearsal. Outside wedding coordinators/planners are welcome; however, the Wedding Coordinator assigned by Sunnyvale First Baptist Church will coordinate the rehearsal and wedding. Weddings **will not** be scheduled to begin later than 5:00 p.m. nor on Sunday. Rare exceptions may be considered at the discretion of the Wedding Coordinator. Weddings and Rehearsals starting thirty (30) minutes later than scheduled will be assessed a late fee of \$100. For each additional thirty (30) minutes we will add \$100 up to a maximum of one (1) hour. After one (1) hour the event will be cancelled and all refunds forfeited. Weddings, rehearsals and receptions will not be scheduled on New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Eve or Christmas Day. (If these holidays are adjacent to weekends, the weekend should be avoided. If the wedding is scheduled during the adjacent weekends, the Pastor, Wedding Coordinator, Sound Technician, and custodial fees are charged an additional fee.)

Weddings can be scheduled up to twelve (12) months in advance for members and nine (9) months in advance for non-members. Once your wedding date is confirmed, your rehearsal will be scheduled for 6:00 p.m. on the day prior to your wedding. You must be a member of Sunnyvale First Baptist Church at least six (6) months prior to reserving the church to receive "member" status.

Nursery or childcare facilities are not provided for weddings.

FACILITIES

Weddings and receptions may be scheduled in the following areas, subject to availability:

(Maximum seating of each is shown in parenthesis)

WEDDINGS

Sanctuary (3200)

Chapel (300)

Prayer Garden (30)

Lighthouse (300)

Pastor's Greeting Room (10)

RECEPTIONS

Lighthouse (300 or 176 w/tables)

Chapel 101 & 102 (100)

The Loft (50)

Tables (20 round & 5 rectangle maximum)

Tablecloths (round & rectangle)

Dressing rooms for the bride, groom and attendants are available for use at the discretion of the wedding party. The church will not be responsible for personal items such as wedding dresses, wraps, coats, purses, etc., which are brought to the church in preparation of the wedding, and, therefore, will not be held liable if such items are lost or stolen. All church facilities must be left in the condition in which they are found and care must be taken by the bridal party to protect the furnishings in these rooms.

COUNSELING COUPLES

We are a church and are here to minister to people. Our Pastor desires to help the couple understand the basic principles of a Christian marriage. One (1) pre-marital counseling session is required in addition to the attendance of the pre-marital classes. These classes are offered quarterly. It is the responsibility of the couple to enroll in these classes.

PASTOR

Guest Pastors from other like-faith churches may, at the invitation of the Senior Pastor, perform the wedding ceremony. Our Wedding Coordinator will oversee the rehearsal and wedding.

CONDUCT

The immediate wedding party will be responsible for the conduct of all participants and guests.

The following rules must be strictly complied with:

- Intoxicants, in any form, are not permitted in any of the building or parking areas. No one will be allowed to participate in any rehearsal or wedding while under the influence of intoxicants.
- Smoking or use of tobacco products is not permitted in any of the church buildings nor on any church property.
- Only birdseed may be used, and it may not be thrown inside any of the church buildings.

- Only artificial flower petals may be used in the Worship Center/Chapel by the flower girl.
- There will be no dancing in any of the church buildings, with the exception of a Bride/Groom, Father/Daughter or Mother/Son dance.
- Children are to be monitored by an adult at all times.

To avoid embarrassment, these policies should be reviewed with ALL members of the family and wedding party.

MUSIC

The music used in the wedding must be within the standards of worship and dignity of the ceremony. There is a wealth of beautiful and fitting music, both vocal and instrumental, suitable for the wedding ceremony. The Minister of Music is available for consultation for selection of music and/or qualified musicians. If the Church Organist or Church Pianist is engaged, there will be an additional fee for this service. Any request to move a piano will require the wedding party pay to have the piano tuned when properly relocated. The piano in the Worship Center may not be moved. Recorded music should be given to the Wedding Coordinator one (1) week prior to the ceremony.

COMMITMENTS AND RESPONSIBILITIES

Full cooperation from the wedding party, caterer and florist is expected in the observance of the following list of detailed regulations:

- We request that proper attire be worn during the rehearsal and ceremony.
- Every member of the wedding party should attend the rehearsal, so that each person is familiar with his or her role.
- The wedding party, caterer and florist are responsible for cleaning up the areas they use. The Worship Center/Chapel must be cleared immediately following the wedding ceremony.
- Drip-less candles **MUST** be used and a protective floor covering must be placed under the candelabra to protect the carpet. We encourage the use of encased candles.
- The use of nails, brads, or hot glue on any equipment or furnishings is prohibited. Chairs and/or hymnals are not to be used as supports for plants or other decorations.
- No portable platforms or structures are to be used unless approved by the Wedding Coordinator.
- The bridal party will give reasonable notice to the Wedding Coordinator of the date and times the florist and caterer will need to enter the buildings.

- The Worship Center, Chapel and Lighthouse will be cleaned before decorating or the arrival of the florist; therefore, any debris left on the carpet, altar etc., must be cleaned by the florist before the ceremony begins.
- All decorations shall be removed immediately after the ceremony. Any flowers, decorations, etc., left overnight by the florist, unless other arrangements have been made with the Wedding Coordinator, will become the property of the church.
- The Worship Center, Chapel, and Lighthouse MUST be left in their original state.

SOUND EQUIPMENT

The church sound equipment is available for use during weddings; however, a member of our Technical Services staff must operate the sound system. Audio-taping is available for an additional fee. Videotaping is permissible with your own equipment and personnel. Our church does not provide this service. The Wedding Coordinator is responsible for notifying the Sound Technician of sound equipment needed for the wedding. The Sound Technician will attend the wedding rehearsal and will be available one (1) hour prior to the time of the wedding for a sound check. This time is not to be used as a music rehearsal.

PHOTOGRAPHY & VIDEO TAPING

The wedding is a service of Christian worship when conducted by an ordained Pastor or held in a building devoted to Christian worship and study. While photographs of the wedding and wedding party are important to the couple and their families, the solemnity of the ceremony should not be marred by indiscriminate picture taking. Reverence for the Sanctuary and the wedding ceremony is expected. Photographs may be taken freely in the Sanctuary and in the bride and groom's dressing rooms. During the ceremony, time exposures may be made from the video booth in the Sanctuary, so that the noises will not be distracting. Most photographs related to the ceremony should be posed after the ceremony.

The following rules must be observed:

- Noise should be avoided in making time exposures, in changing film and film packs, by excessive moving, etc.
- Equipment should not be placed in pews, nor should the photographer stand in the pews.
- Videotaping is only allowed from the video booth.

- The bride and photographer should plan the poses for various photographs before the wedding day to conserve time of the wedding party, guests and church staff.
- The photographer should plan to have as many pictures as possible made prior to the hour of the wedding.
- Photographers will need to give reasonable notice to the Wedding Coordinator of date and times they will need to enter the buildings.

REHEARSAL DINNER

When the rehearsal dinner is held in the church Lighthouse, there will be an additional fee of \$150.00 to cover the maintenance services. This is available to church members only.

RECEPTION

Reservations for the reception must be made with the Wedding Coordinator at the same time the church is reserved. All evening receptions must be over by 8:00 p.m. for cleaning purposes. In the event an outside caterer is used, the church will provide the facility only; therefore, the caterer must provide all necessary supplies for the wedding. All church facilities must be left in the condition in which they are found.

CATERING

Wedding receptions are held in the Lighthouse, Chapel 101 & 102 or The Loft.

The following rules apply:

- Arrival time of caterers, decorators, etc., must be coordinated with the Wedding Coordinator.
- All table coverings, dishes, silver, etc., are to be provided by the caterer.
- Round tables are used for seating and 6 ft. rectangular tables are used for serving.
- No alcoholic beverages are permitted in the church building or on the church grounds.
- Caterers are responsible for removing everything belonging to them and for cleaning the kitchen preparation area immediately after the reception.

SCHEDULE OF FEES

Your fee* includes all expenses related to the wedding, except for pastors, flowers, additional musicians and photographer. Your final payment is due two (2) weeks prior to your wedding date (no exceptions). The initial deposit of \$200.00 will not be refunded if the wedding is cancelled within one (1) month of the wedding date.

**Fees do not include additional charges for holidays.*

CHECK LIST FOR THE BRIDE AND GROOM

GETTING STARTED

- Schedule a meeting with the Wedding Coordinator. During this initial meeting you will review the Wedding Guidelines and Policies, schedule the date for your wedding, fill out a Wedding Reservation Form and pay a deposit of \$200.00 to secure your reservation.
- Within two (2) weeks of reserving the church, you must contact the Officiating Pastor.
- Review the Wedding Guidelines and Policies with your wedding party, florist, photographer and caterer.

FOUR MONTHS BEFORE THE WEDDING

- Contact the Wedding Coordinator to confirm details for your wedding.
- Contact the pianist to schedule his/her services and select your music.
- Schedule second meeting with the Officiating Pastor to discuss details regarding your ceremony.
- Schedule pre-marital classes.

ONE MONTH BEFORE THE WEDDING

- Hand deliver or mail your final payment, payable to Sunnyvale First Baptist Church, 3018 N. Belt Line Rd., Sunnyvale, TX 75182.
- Contact the Wedding Coordinator to finalize rehearsal plans and wedding details.
- The Pastor can only perform weddings in full accordance with the laws of the state. The wedding cannot take place without a valid marriage license. Obtain a Marriage License from your county of residence and bring to the Pastor's office one week prior to the wedding.