



*First Baptist Church of Lumberton
Wedding Policy Manual*

*For this reason, a man will leave his father
and mother and be joined to his wife,
and the two will become one flesh.*

Mark 10:7, 8

What is Marriage?

“This is now bone of my bones and flesh of my flesh; she shall be called woman, because she was taken out of man.”

Genesis 2:24

This is God’s view of marriage. When it is the result of the will of God, marriage is the closest relationship that can exist between two human beings. It is so perfect a union that it is the one illustration that Paul uses to describe the relationship of the church (the Bride) to Jesus (the Bridegroom). No wonder the Word of God adds, *“What God has joined together, let no man put asunder.”*

A threefold unity is produced by a Christian marriage. We are joined together spiritually by our God, legally by the contract we enter into with the State, and physically when our marriage is consummated.

When properly approached, marriage sets influences in motion that have eternal consequences. Let us be sure that those consequences honor our God and further His work in our lives and in His world.

It is our respect for marriage that underlines all the wedding policy that is contained in the following pages. As you read it, we will add our prayers to yours in asking God for perfect guidance for your lives together.

Wedding Procedures

I. Secure a Wedding Request packet from the church office.

II. Wedding Request Form

A. Reserving a date for your wedding

1. All dates reserved on first come, first serve basis. At least three months' notice is required to provide adequate time for premarital counseling and wedding preparation.
2. The dates are not considered reserved until all forms are completed and turned into the church office, the couple has met with the minister, and all fees have been paid.
3. Sundays, Wednesdays, Holidays, and Holiday weekends, will not be available.
4. The use of the sanctuary for Saturday evening weddings is discouraged. Saturday weddings are recommended to begin no later than 5:00 pm.
5. All facilities will be closed no later than 9pm except for special circumstances at the discretion of the pastor. Please schedule your wedding, reception, rehearsal, etc., appropriately.

B. Alternate ministers

1. The pastor wants to be available for your wedding, but in the event his schedule will not allow him to be available, please list a second and third choice on the form.
2. Only ministers on staff at First Baptist Church Lumberton may conduct weddings unless other arrangements are approved by the pastor.

III. Bride and Groom Forms and Music Forms.

Please complete these forms in detail.

IV. Return completed forms to the office

- A. At this time, the requested wedding, reception and rehearsal dates are considered tentative on the church calendar.
- B. The pastor or assigned minister will meet with the couple to:
 1. Screen the Wedding Request and Bride & Groom forms.
 2. Explain the Church Wedding Policies.
The First Baptist Church Lumberton Wedding Information Packet will serve as a guideline for weddings and use of facilities, scheduling, music, etc.
 3. Once a wedding is approved by the assigned minister, and the necessary deposits are paid to the church office, the dates of the wedding, reception and rehearsal will be reserved on the church calendar.

Wedding Costs and Fees

1. When the bride, groom or parents are members of the church in *good standing, there will be **NO CHARGE** for the use of the buildings. The person responsible for making the decision of *member in good standing* would be the pastor with information supplied by church records.
2. If the bride, groom or parents are **NOT** members of the church in *good standing, the fee for the use of the facilities will be \$600.00 for both the Sanctuary & the Fellowship Hall. The cost for the Sanctuary ONLY will be \$500. The cost for the Fellowship Hall ONLY will be \$200.
3. **Deposits:** \$150 Security Deposit for Sanctuary
(includes use of Fellowship Hall) **
\$100 Security Deposit for **ONLY** the Fellowship Hall **
\$100 (non-refundable) Date Booking Deposit

** Upon completion of the event, if the facilities are left in good condition (as determined by the Pastor and Chief Custodian), the security deposits will be refunded.

4. **Personnel Fees** (Applicable to **ALL** weddings)

A. **Custodial Fee**

- | | |
|-------------------------------|----------|
| C. For wedding only: | \$125.00 |
| D. For rehearsal dinner: | \$75.00 |
| E. For wedding and reception: | \$175.00 |
| F. For reception only: | \$100.00 |

B. Sound Tech: \$150.00

C. Instrumentalist: \$50.00

D. Ministerial Honorariums are left to the discretion of the couple, with the suggested minimum fee of \$100.00.

E. Music Fees (soloist, other instruments, etc.) should be arranged and paid for by the couple. A typical fee would be \$50.00 each.

F. Media Technician Fees: \$50

Any additional services @ \$25 an hour

Please note: With the exception of the ministerial honorariums, **ALL FEES** described are to be paid to the church office **TWO (2) WEEKS** prior to the wedding.

WEDDING POLICIES

I. Conditions for Reservation of Facilities

- A. In order to be married by a minister on staff or to have use of the church facilities at no cost, the bride, groom, or either set of parents must be a member in *good standing of First Baptist Church Lumberton.
- B. If the bride, groom or their parents are not members in *good standing of the church, the facilities may be reserved for a wedding if the date is available and approved. A fee will be charged for the use of the facilities. (See Wedding Costs and Fees).
- C. Only ministers on staff at the First Baptist Church Lumberton may conduct weddings unless other arrangements have been approved by the pastor.
- D. The couple must commit to premarital counseling. If the couple chooses not to participate in premarital counseling, the wedding will not be held at the First Baptist Church Lumberton.
- E. The bride and groom are to be committed to the principles of a Christian marriage. If the bride or groom is not a Christian, a presentation of the Gospel during the initial interview can be expected.
- F. No wedding date is considered reserved until:
 - 1. All forms have been completed in detail and returned to the church office.
 - 2. The couple has met with the pastor and other minister to be involved and have agreed to perform the services.
- 4. All fees have been paid.

II. Music & Musicians

- A.** A wedding is a service of the church. All music should be in keeping with the Christian nature of the church.
- B.** All music must be pre-approved by the Minister of Music before a reservation can be finalized. If help is needed in making music selections, the Minister of Music will be available for consultation.
- C.** Musicians (instrumentalists and soloist) should be enlisted at least two months prior to the wedding.
- D.** All music should be given to the musicians (instrumentalists and soloist) at least one month prior to the wedding (after approval has been received).
- E.** It is the couple's responsibility to make sure the soloist contact the instrumentalists. This must be done at least two weeks in advance. One rehearsal prior to the Wedding Rehearsal may be arranged with the instrumentalist at this time.
- F.** If the soloist is using taped accompaniment, he/she must make contact with the Sound Technician two weeks in advance to set up a rehearsal time.
- G.** If the instrumentalists are other than our church accompanists, they must be approved by the Minister of Music.
- H.** Arrangements for live music to be played at the reception in the church Fellowship Hall must be approved by the Minister of Music.
- I.** The carpet and furniture must be protected from candle drippings. Dripless candles only to be used.
- J.** The florist, decorator, or bride will be responsible for cleaning and for repairing any damages to property or furnishings.

III. Facilities Available

A. For Weddings

- 1. Sanctuary** (Seating capacity: 500)
- 2. Fellowship Hall** (Seating capacity: 125)
- 3. Bridal & Groom's Room**

Facilities are such that the Bride and her attendants may dress at the church. A like courtesy is available to the Groom and his attendants. Dressing areas are to be left clean. First Baptist will not be responsible for any items left in dressing rooms.

B. For Receptions: Fellowship Hall

C. For Rehearsal Dinner: Fellowship Hall

IV. Policies Regarding Use of Facilities

- A.** No alcoholic beverages are allowed on the church property. The minister may cancel the wedding ceremony if the bride, groom or anyone in the wedding party is under the influence of alcohol.
- B.** No smoking is allowed in any of the church buildings, hallways, foyers, or restrooms.
- C.** No rice is to be thrown either inside or outside the buildings. If something is thrown, birdseed will be permitted outside only.
- D.** No food or drinks will be allowed in the sanctuary or outside of the Fellowship Hall.
- E.** Air conditioning or heating will be regulated by the church staff and wedding coordinator. It will be turned on only at a reasonable time before any scheduled event (in any case, not more than four hours in advance). Florists should note this and not bring flowers too early. If it is desired for earlier operation of air conditioning, it may be provided at an extra charge of \$40.

*Explanation of member in good standing as explained in Articles of Constitution of First Baptist Church of Lumberton under Fellowship.

“We, therefore, recognize all members to be in good standing and fellowship with the Church:

- I. Who loyally attend the regular services of the Church.
- II. Who willingly and voluntarily support the financial obligations of the Church, as the Lord may prosper them.
- III. Whose attitude and behavior evidence the most cordial spirit of willing cooperation toward the execution of the whole program of the Church as it may be set forth from time to time.
- IV. Whose conduct, both privately and publicly, is worthy of their profession of faith and honoring to the name “Christian” which they bear.”



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