

Wedding Policy

Updated: August 2015

Dear Bride and Groom:

On behalf of FBW, we would like to express our congratulations on your decision to join God in a covenant relationship with your future spouse. Our prayer is that you will have a God-centered marriage and that the blessings of our Lord will accompany you both always.

This packet has been designed to assist you with the planning and organizing of your wedding day. Should you have any questions regarding a wedding at FBW, please email a Wedding Coordinator at weddings@FBWwylie.org

In order to schedule a wedding at FBW, a bride and groom must affirm and adhere to the FBW Statement of Basic Beliefs and Statement of Faith: Marriage and Human Sexuality. (See Appendix A)

## planning

In order to schedule a wedding with FBW, a bride must complete a Wedding Request Form. Upon a review of the request, a Wedding Coordinator will contact you to confirm if the date and requested options are available.

Before making any public announcement of your wedding plans, wait for a confirmation from your Wedding Coordinator. This will include a confirmation of your date and a down payment. This will help to avoid any scheduling conflicts or misunderstandings.

FBW has developed a Wedding Packet to guide Bride’s through the process. Please download this packet and be prepared to discuss and complete during your initial meeting with your Wedding Coordinator. Keep a copy of all papers.

## available facilities

The Sanctuary, Chapel, Mall, or Event Hall, may be used for church weddings. Please be aware that during extremely hot weather, the Chapel may be difficult to cool down to a comfortable temperature.

The Sanctuary, Chapel, Mall, or Event Hall may be used for weddings at most times except Saturday evening, Sunday mornings, and Wednesday evenings; providing such use does not conflict in any manner with previously scheduled services, events or meetings at the church.

The Fellowship Hall, Gym, Mall, or Event Hall are available for after-rehearsal activities and receptions for an additional fee. (Please see fee schedule.)

Weddings will not be scheduled during holiday periods to avoid conflicts with church activities.

## general wedding policies

All weddings will be conducted under the direction of the FBW Wedding Coordinator. The Wedding Coordinator will be the sole point of contact between the wedding party and FBW.

All weddings will be scheduled on a first come, first served basis. Either the Bride or Groom (or parents of the Bride or Groom) must be Members of FBW. Weddings for non-members must be approved by the FBW Pastoral Staff.

Approval by FBW Executive Staff is required when using a non FBW Pastor to officiate the wedding ceremony.

## general facility policies

All weddings are subject to the Facilities Usage Agreement. Please take the time to review prior to requesting your wedding date. It is the responsibility of the bride and groom to familiarize the members of the wedding party, attendees, and vendors, with all FBW guidelines, requirements, restrictions and other provisions set forth there in.

Breakage, damage or theft of any kind of FBW property, equipment or supplies will be invoiced at replacement cost.

All personal items must be removed from the dressing areas within one hour after the ceremony or before leaving for the reception (if not held at FBW facilities).

Only Dripless (with floor covering) or Chase Candles may be used in any area of the FBW facilities.

Birdseed or rice is prohibited inside or outside the buildings, due to the safety hazard it might cause.

## code of conduct

A wedding is a worship service. Members of the wedding party are expected to recognize this and conduct themselves at all times in a manner befitting the atmosphere of a place of worship.

Smoking or other use of tobacco is not permitted on FBW property.

Alcoholic beverages are not permitted on FBW property. Members of the wedding party must refrain from using alcoholic beverages prior to and during any activity held at the church. No alcoholic beverages may be present or served on the church premises at any time. This includes the reception. It is suggested that these rules be called to the attention of all members of the wedding party.

Dancing is not permitted on premises with the exception of Bride/Groom, Father/Daughter, and Mother/Son dance.

Provocative attire or clothing depicting drugs/alcohol, satanic, or sexually explicit materials are not to be worn on the premises. Users violating dress code will be asked to change in order to remain on premises. Explicit or blasphemous language or music will not be permitted on premises. No firearms permitted on premises with the exception of law enforcement officers.

## financial policies

Deposits: A $500.00 minimum deposit is required to schedule your date. A higher deposit may be required after a review of your Wedding Packet details. Your initial consultation to review the wedding packet should take place within 30 days following your deposit.

Fees: All fees are outlined in the Wedding Fees Schedule. Additional fees for optional services may apply. All fees are *estimated* until your Wedding Packet is finalized. Changes in set-up, clean-up, optional services or actual damages from your event could impact your final invoice.

Payments: FBW accepts cash, credit cards, checks and online payments. FBW office hours are: Monday-Thursday are from 8:30-4:00p.m.

**Online payments** can be made at: <https://pushpay.com/pay/fbcwylie/YQEk9jaPnMzE7phklBvSMA>

**Please change the ‘Giving Type’ to ‘Other’ and enter THE NAME OF YOUR EVENT in the ‘Memo’ line**

Final payment is due 30 days prior to your wedding date. If full payment is not received 30 days in advance of your wedding date, your date may be cancelled.

Refunds: Deposits are refundable at a rate of 75% if cancellations are received 30 days prior to the date of your event. Cancellations occurring less than < 30 days but greater than > 10 days of the wedding date will receive 50% of the minimum deposit back. Cancellations less than < 9 days from the wedding date will forfeit their minimum deposit.

## role of wedding coordinator

The Wedding Coordinator is the church liaison who will be assisting you in making this a memorable experience. She is also responsible for seeing that church policies and procedure are followed during the rehearsal and wedding. As soon as your Wedding Packet is complete, the Coordinator will schedule one of three meetings to help plan your special day. The Coordinator will be responsible for directing the rehearsal and the actual wedding ceremony.

Another important role of the Wedding Coordinator is directing communication within the Pastoral and Campus staff the day of your event. She will coordinate any special requests and preparations that need to be made for the event (i.e., personnel, special equipment, etc.). Any special instructions for audio/video, stage, custodial, flowers, pictures or decorations should first be discussed with the Wedding Coordinator.

## optional services

**Officiating Pastor**

FBW is honored to officiate your wedding if needed. Fees vary and can be discussed during your initial consultation. You may request a Pastor online when you complete your Wedding Request Form below.

**Sound/Media/Lighting Technician**

A church-approved technician(s) will arrive one and one-half hours prior to the time of the wedding to set up sound equipment needs and to meet vocalists for a sound check. Arrangements for necessary personnel should be made by indicating needs in the Wedding Packet. Fees vary according to type of A/V, length, and venue. These needs will be assessed by the Wedding Coordinator and appropriate personnel enlisted.

**Instrumentalist/Vocalist**

Arrangements for an accompanist or vocalist can be requested in the Wedding Packet. Fees vary depending upon the need.

**Music**

All music to be played or performed for your ceremony (prelude, music during ceremony, postlude), must be approved by FBW. You will be requested to provide the Wedding Coordinator a list of the music to be played and/or performed for your wedding. Provocative, explicit, or blasphemous music is not allowed to be played at receptions held at FBW.

**Event Set-Up and Cleaning**

Wedding and/or Reception event rental fees include set-up and take down of tables and chairs; setting heat and cooling system and making minor adjustments in stage set-up. (Minor stage adjustments must first be approved by the Worship Pastor. Full stage clearings are typically not approved. Fees begin at $1,000.) Changes to the set-up of the wedding or reception area less than 72 hours before the event will be invoiced a $250.00 surcharge.

The custodian will be available one hour before the wedding to open doors and will be responsible for locking the building following the ceremony and/or reception. Cleaning is included in the rental of the facility. Excessive cleaning, or damage to the facility following an event, will be invoiced to the Bride at a rate of $50.00 an hour or actual cost of damages, whichever is greater.

**Please note:** FBW is a Church whose function is to proclaim the gospel of Jesus Christ. As such, any request which is deemed inappropriate or contrary to biblical doctrine can and will result in the denial or cancellation of your event. Failure to abide by the FBW Wedding and Facilities Usage Agreement may result in forfeiture of the deposit and loss of rental privileges in the future.

FBW reserves the right to change this Wedding Agreement at any time, for any reason, without advance notice.

## premarital counseling

FBW would like to partner with you for preparation of your marriage as much as the wedding. A strong, biblical foundation is the best investment a couple can make in their new marriage.

FBW would like to encourage couples to review premarital resources together prior to their wedding. In addition, a couple being married by an FBW Pastor will be required to complete premarital counseling and/or resources. The purpose of the premarital counseling includes a review of the meaning of a Christian marriage and the biblical pathway to a lasting marriage. In addition, this will be a time to discuss and plan in detail the actual wedding ceremony.

Typically three sessions are required, lasting two hours in length. Brides and Grooms who are re-marrying, and may have children they are bringing into a marriage, may be requested to complete additional counseling or resources to ensure these situations are foundationally ready for a biblical marriage. All sessions should be completed at least two weeks prior to the wedding. Childcare arrangements will need to be made. No children will be allowed to attend any pre-marital counseling sessions.

The Bible teaches that marriage is a divine union between a man and a woman. In Matthew 10: 7 Jesus said “For this reason a man will leave his father and mother and will be united to his wife, and the two will become one flesh. So they are no longer two, but one flesh. Therefore what God has joined together, let no one separate”. These are the principles of the marriage covenant you and your fiancé will enter into with God at your wedding. Likewise, we also believe Marriage is sacred, “Let marriage be held in honor among all, and let the marriage bed be undefiled” Hebrews 13:4. Couples who may have taken the step to live together prior to marriage will be asked to separate in the time leading up to their wedding. This will allow a time of repentance and restoration to obedience in the Biblical principles of life God has given to His children.

FBW is excited to partner with Marriage Mentors to offer *I Promise* to engaged couples as part of your premaritial resources. ***A look at I PROMISE:***

**Fearfully and Wonderfully Made for Each Other:**   
Explore the results of the Uniquely United personality assessment in an effort to value the unique way God has created each individual and how a person’s personality impacts the way they approach their relationships.

**Covenant Commitment:**   
Understand God’s design for marriage and what that means for husband and wife. How do thoughts drive actions? What can couples do to remain committed to their marriage?

**Roles and Responsibilities:**   
Avoid unmet expectations and unrealistic entitlements by discussing roles and responsibilities through Biblical lenses. Discover what the Bible has to say about the roles of husband and wife. Understand how your God-given personality equips you best to handle various responsibilities within your marriage.

**Communication:**   
Unpack more of the Uniquely United personality assessment in order to fully understand your future spouse’s keys and barriers to communication. How can you communicate with your partner in a God-honoring way with understanding of how their personality impacts the way they hear and speak.

**Conflict Resolution and Forgiveness:**   
How does your ability to forgive impact your ability to resolve conflict? We tend to look at conflict as a negative interaction, but what if you were to see conflict as a way to grow together through mutual resolution? Learn healthy ways to approach and resolve conflict.

**Wise Stewards:**   
A Biblical look at Finances and Sexuality: The world has twisted two of God’s greatest blessings. Reclaim a Biblical view of stewardship, understanding God’s true design for our finances and sexual relationship. Uncover past experiences and patterns that may prevent you from honoring God in these areas.

**FBW prays that you considering adding *I PROMISE* to your important wedding “checklist”. It may be the most important thing you do for your new marriage.**

[**http://www.marriagementors.org/premarital**](http://www.marriagementors.org/premarital)

## 

## **main campus - 100 n. first st. wylie, tx 75098**

## **event center - 200 n. ballard wylie, tx 75098**

## **Ceremony fees**

|  |  |  |  |
| --- | --- | --- | --- |
| **Facility** | **Capacity** | **Members Cost** | **Non-members Cost** |
| Sanctuary\* | 800-900 | $1,000 | $1,600 |
| Chapel\* | 75 w/o use of 2 front rows and 95 with use of 2 front rows | $700 | $1,000 |
| Event Hall\* | Depends on set-up \* | $1,000 | $1,600 |
| Mall Area\* | Depends on set-up \* | $700 | $800 |
| Gazebo\* | 15-20 | $300 | $500 |
| Office\* | Immediate family only | N/C | $100 (pastor) |
| Pipe & Drape backdrop $150 $150 | | | |
| \*Depends on set-up as to max number of people to accommodate. Please review set-up plans with the FBW wedding coordinator. Basic set-up is chairs. Tables are an additional fee. | | | |

**Wedding Fees Include:** Wedding coordinator, facilities for wedding, facilities for rehearsal (excluding gazebo and office wedding), basic set-up (chairs) and clean-up. **NOTE: A/V, sound and lighting technicians, stage changes, and extensive set-ups will incur additional charges.**

Bride and Groom are welcome to use facility for rehearsal for one hour, the day prior to the wedding.

Stage changes for the Sanctuary and Event Hall are not permitted without prior approval from the FBW Worship Pastor. Partial stage changes begin at $50.00 an hour per person needed, with a $250 minimum charge. Full stage clearing has a minimum charge of $1,000. Stage set ups are generally determined 4 weeks or less by FBW staff and will typically not be available in advance.

## **additional options**

|  |  |  |
| --- | --- | --- |
| **Additional Ceremony Fees** | **Member cost** | **Non-member cost** |
| FBW Pastor officiating (counseling, rehearsal, and wedding) | $200 | $300 |
| Advanced lighting/media-tech\*\* | $30 hour $150 min | $30 hour $100 min |
| Instrumentalist/Vocalist\*\*  Stage changes\*\* (6 weeks advanced notice  required) | $150 each | $200 each |
| \*\* Cost is approximated based on actual services needed. Specific needs should be discussed with  FBW wedding coordinator.   * Fees for Officiating Pastor and Instrumentalist/Vocalist include one hour at rehearsal and wedding. | | |

## **reception facility fees**

|  |  |  |
| --- | --- | --- |
| **Main Campus** | **Member** | **Non-member** |
| Fellowship Hall w/Kitchen | $400 | $500 |
| Gym | $500 | $700 |
| Fellowship hall/Kitchen/Gym | $800 | $950 |
| Mall | $500 | $600 |
| **Event Center Campus** | | |
| Event Hall \* | $1,000 | $1,600 |
| Recreation Area | $500 | $600 |
| Kitchen (including refrigerators or ice) | $100 basic /$200 | $150 basic /$250 |

**Reception Fees Include:** wedding coordinator, facilities for reception, basic set-up (chairs) and clean-up. **NOTE: A/V, sound and lighting technicians, stage changes, and extensive set-ups will incur additional charges.**

Outside musical entertainment must be approved by FBW Worship Pastor in advance.

|  |  |  |
| --- | --- | --- |
| **Additional Ceremony Fees** | **Member cost** | **Non-member cost** |
| Tables | $10 each | $12 each |
| Table Cloth Rental (round) | $13 each | $13 each |
|  | | |

FBW reserves the right to change Wedding fees at any time, for any reason, without advance notice.

## **wedding information sheet**

Date of Wedding: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Bride’s Name Groom’s Name

Address Address

Home Phone# Mobile Phone# Home Phone# Mobile Phone#

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Christian

Church Member

Christian \_\_ Church Member\_\_

Where\_ \_ Where

Parents

Parents \_

Bride and Groom’s address after marriage\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Rehearsal Date

Time

Wedding Date\_ \_

Time

Officiating Pastor/Church

Phone#\_

Caterer (wedding)

Phone#\_

Caterer (rehearsal\*) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone#\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*Required only if Reception is at FBW

Pianist

Phone#\_

Vocalist

Phone#\_

Photographer

Phone#\_

Florist \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone#\_

For FBW Staff to Complete

FBC Coordinator

Phone#\_

Sound/Media Tech

Phone#\_

Lighting Tech

Phone#\_

## **WEDDING COST WORKSHEET**

**WEDDING CEREMONY FEES: COST**

Officiating Pastor (Counseling, Rehearsal & Wedding) $ \_\_

Pre-marital Planning (e.g*. I Promise* approx. $80) $ \_\_

Facility(s) \_\_\_\_\_\_\_\_\_ $ \_\_

Advanced Lighting/Media/Sound Tech ($30.00 hr. each evening) $ \_\_

Tables or Additional Set-up Charges $ \_\_

Instrumentalist/Vocalist per person $ \_\_

Stage Changes\* $ \_\_

Additional Charges $ \_\_

**TOTAL DUE FOR WEDDING CEREMONY FEES: $\_\_\_\_\_\_\_\_\_\_**

**RECEPTION FEES: COST**

Facility(s) \_\_\_\_\_\_\_\_\_ $ \_\_

Advanced Lighting/Media/Sound Tech ($30.00 hr.) $ \_\_

Tables or Additional Set-up Charges $ \_\_

Stage Changes\* $ \_\_

Kitchen/Cafe $ \_\_

Additional Charges $ \_\_

**TOTAL DUE FOR RECEPTION FEES: $\_\_\_\_\_\_\_\_\_\_**

**GRAND TOTAL DUE:**  $\_\_\_\_\_\_\_\_\_ \*STAGE CHANGES: Submitted 4 weeks before wedding AND requires Worship Pastor’s approval.

## **FBW Wylie wedding/reception rental agreement**

**No part of the rental contract or terms and conditions may be altered without agreement by both parties. Full payment must be received no later than 30 days prior to your Event. Your event date will be reserved upon receipt of this contract and the deposit.**

**Renters Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fiancé: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**City, State & Zip: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**E-mail:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Mobile Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Type of Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date of Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Fees Total Due**

**Wedding Fee: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Reception Fee: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Total Fee: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Payments**

**Down Payment $750 min $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Paid \_\_\_\_\_\_\_**

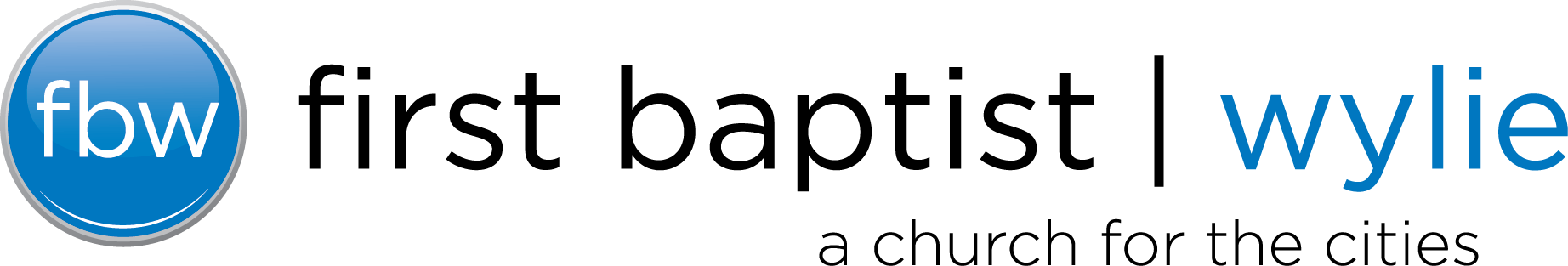
**(Due at time of reservation. Includes $250 refundable deposit)**

**2nd Installment 50% of balance $\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Paid \_\_\_\_\_\_\_**

**(due 90 days before wedding)**

**3rd and final Installment balance $\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Paid \_\_\_\_\_\_\_**

**(due 30 days before wedding)**

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**WEDDING RENTAL AGREEMENT**

I have received, reviewed and agree to adhere to all First Baptist Wylie’s policies, including but not limited to the Written Statements of Faith.  I have read and fully understand the Wedding Policy and the Facility Use Agreement and hereby expressly agree to adhere to all guidelines, requirements, restrictions and other provisions set forth therein.

I request to use the church facilities for the express purpose indicated above and will utilize said facilities in a manner consistent with these stated purposes.  To the best of my knowledge, I am not aware that the reserving individual, group, or organization holds, advances, or advocates beliefs that conflict with the church’s faith or moral teachings.

It is agreed and understood that this contract shall remain in force only for the term in which I comply with First Baptist Wylie’s policies, as set forth herein, and as long thereafter as I comply.  I understand that all facilities privileges automatically terminate if I engage in any conduct or avocation of conduct that stands in contradiction to First Baptist Wylie’s Written Statements of Faith as set forth herein.  I agree to notify First Baptist Wylie’s authority immediately upon the knowledge that church facilities or properties are being utilized in a manner inconsistent with church policies.  I submit to the designated authority of First Baptist Wylie to resolve any disputes relating to church property or facility use.

The renter, and fiancé, along with event guests and any contracted labor, will hold First Baptist Wylie, a church for the cities, harmless for any loss, damage or injury to person or property resulting from the use, occupancy, or possession of the premises. Renter agrees to payment schedule set forth in this rental agreement. Final payment must be made to Wedding Coordinator no later than 30 days prior to Wedding/Reception. In the event of default on payment schedule, wedding is subject to loss of reservation and deposit is subject to refund policy.

Cancellations occurring more than 30 days from the event date will be refundable 50% of their minimum deposit (excluding refundable deposit). Cancellations occurring 30 days or less from the event date will forfeit their minimum deposit back (excluding refundable deposit).

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Renter Date

## **event layout**

(must be approved by Wedding Coordinator a minimum of 4 weeks in advance of wedding)

**For each event, indicate number of tables, chairs at each table, arrangement of tables, and layout of tables in the room. Indicate any special requests. Tables are available in 5’ round or 6’ rectangle.**

Rehearsal \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_**A/V Requests**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Rehearsal Dinner \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_ **A/V Requests**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Wedding \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_ **A/V Requests**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reception \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_ **A/V Requests**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other special requests\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Time the Florist will arrive to decorate

Time the Caterer will arrive to begin preparations for reception

Time the Photographer will begin taking pictures.

## **wedding party**

Maid/Matron of Honor:

Bridesmaids:

Flower Girl:

Best Man:

Groomsmen:

Ring Bearer:

Groom’s Parents:

Groom’s Grandparents:

Bride’s Parents:

Bride’s Grandparents:

## **music worksheet**

A Christian wedding is a worship service; the music should reflect this.

The Worship Pastor is available by appointment to counsel with the bride and groom regarding the proper use of music.

All music to be played or sung as a part of the wedding must be submitted to the Wedding Coordinator and approved by the Worship Pastor. If soloists or instrumentalists outside the membership of FBW are to be used, they must be listed on the wedding information sheet for approval by the Worship Pastor.

**PRELUDE MUSIC (20 or 30 minutes prior to ceremony.)**

Please list any specific pieces you would like played, as well as the particular style of music you prefer. (i.e., Classical, Contemporary, Sacred, Blend of Styles.)

Soloist(s) \_Phone

\_Phone Entry of the Wedding Party & Bride (Traditional Bridal Chorus or other selection)

Exit of Bride, Groom & Wedding Party (Traditional Wedding March or other selection)

Special information for Sound, Lighting or Media.

(Please provide the Audio/Visual material to the AV technician four (4) weeks before your wedding. The Wedding Coordinator will coordinate with the AV technician that will be working your wedding.)

FBW Use ONLY: Coordinator initials \_\_\_\_\_\_\_ Worship pastor \_\_\_\_\_\_\_ dir of media \_\_\_\_\_\_

## **wedding photography**

An exciting part of any Wedding are the photos. Please instruct the photographer to adhere with FBW Wedding and Facility policies while on property. It is suggested that you arrange to take as many pictures as possible prior to the wedding ceremony.

# TO THE PHOTOGRAPHER

In order to assist the Bride and Groom in having a joyful and enjoyable ceremony, we ask that you cooperate with the following:

* 1. Pictures are to be taken during the ceremony with no flash with the exception of the Bride entering and couple leaving. Time exposures of the ceremony itself may be taken unobtrusively.
  2. A video recording of the wedding is permitted as long as it does not disrupt the service.
  3. The photographer and bride should plan in advance the list of pictures to be made, respecting the time of guests waiting at the reception.
  4. The Pastor will be available for pictures following the ceremony. Please take any photos involving the Pastor as expeditiously as possible.
  5. The photographer **must not** stand on furniture.
  6. Smoking or other use of tobacco is not permitted on church property.
  7. The candles may not be rearranged for pictures to prevent wax from spilling on the furnishings and flooring.

**A copy of this page should be given to your photographer.**

## **wedding flowers**

Flowers add beauty and elegance to your occasion and we welcome them in our facility. Please instruct your florist to adhere to FBW Wedding and Facility policies while on property.

# TO THE FLORIST

1. No tacks, nails, tape or other materials which may permanently deface the buildings, furnishings or flooring may be used in decorating. Blue painters tape is the only tape allowed to be used in the facility.
2. Only dripless (with floor covering) or Chase candles may be used.
3. Flowers and decorations must be removed IMMEDIATELY following the wedding ceremony. FBW facilities should be left clean and free of debris. Flowers and petals that have not been removed will be charged an excess cleaning fee.
4. Please communicate the floral delivery schedule with the Wedding Coordinator. This will ensure the building is available for deliveries.
5. Smoking or other use of tobacco is not permitted on church property.

**A copy of this page should be given to your florist.**

## **wedding reception**

FBW is excited to host your reception. Please instruct all vendors and caterers to adhere to FBW Wedding, Facility and Kitchen policies while on property.

# TO THE CATERER

1. Wedding receptions may be held in the Fellowship Hall and/or Gym, and the Main Hall in the Event Center. A kitchen adjoins each area and is available for rental. All arrangements for the reception must be reviewed at least (4) four weeks in advance with the Wedding Coordinator.
2. All Caterers using FBW facilities will be expected to leave the areas cleaned. On-site dumpsters are located outside of the fellowship hall in the Main Campus as well as outside the Event Center. All trash must be removed from the property following the event.
3. All supplies (candelabra, punch bowls, plates, cups, serving items, table linens, etc.) must be furnished by the Caterers or the bride.
4. Promptly remove any food or drink from the refrigerator, microwave and oven. Food cannot be stored or left overnight at FBW (for the wedding) without approval. All food left after your event will be thrown out and charged a cleaning fee. FBW is not responsible for any items left at our facility in preparation for the reception.
5. Please schedule the equipment and supply deliveries for the reception with the Wedding Coordinator.
6. Please sweep and spot mop the floors and thoroughly wipe down the counters and sink after usage.
7. Kitchen usage requires approval and training. Please review needs with Wedding Coordinator prior to reception.
8. Smoking or other use of tobacco is not permitted on church property.

**A copy of this page should be given to the Caterer.**

Please consider the following policies and procedures regarding the usage of FBW Kitchens. It is intended that these policies will direct the use of the kitchen facilities in a manner that glorifies God and serves to minister to His people. It is our hope that you find and leave the Kitchen Facilities in a manner that is honoring to God’s church.

scheduling events

Before scheduling an activity requiring use of an FBW kitchen, a request for the space will need to be made by completing an Event Request Form. Requests will be reviewed and approved by the Facilities Administrator. Due to multiple rentals in a day, your reservation is for a specific time period.

## rates

Members, Growth Groups, and members of the community are eligible to reserve the Kitchen Facilities. Rates for Kitchen Facility Rentals are as follows:

**Main Campus Kitchen**

Members/Growth Groups $25.00

Non-Members/Community $50.00

Cleaning Fee All $25.00

**Event Center Kitchen**

Members/Growth Groups $50.00

Non-Members/Community $150.00

Cleaning Fee All $50.00

All rates listed are for 4 hours (1/2 day). Rates double for full day rentals. A general cleaning fee is charged for all kitchen rentals. Excessive cleaning following an event will be invoiced at a rate of $50.00 an hour, in additional to any actual damages to the facility.

## care and use

Cleaning: It is expected that the kitchen will be left in the same clean condition as provided. A general cleaning fee is charged for all rentals in order to help offset the rising cost of waste maintenance, water, and energy. The food service area should be completely clean. Trash should be removed after all events. Dumpsters are located outside of the Main Campus kitchen, and/or outside the Event Center back doors.

Equipment: Kitchen equipment and materials are for church use and are not to be removed from the kitchen area. Renters who remove equipment, materials, or supplies will be directly responsible for the care and return of such. Unreturned items will be invoiced at replacement costs.

Hygiene: Wash hands thoroughly before working in kitchen. Use plastic disposable gloves when handling food. Hairnets are available for use. Hairnets are strongly suggested for food service events.

Laundry: Towels, dishcloths, potholders and aprons are to be left in the green laundry basket under sink. These will be picked up, washed and returned after each event. Please do not remove from kitchen.

Labeled Food: The food in the refrigerators and freezers are designated for various FBW ministries. Please do not use the food in the refrigerators or freezers without prior approval. Unlabeled food will be discarded.

Storage: Do not leave leftover food in the refrigerator or freezers. Unfortunately FBW does not have the capacity to store food for events or caterers. Any food left overnight following an event will be discarded.

## CONSUMABLES

All users are expected to provide consumable items such as plates, napkins, plastic ware, tea, coffee, sugar, punch, etc. Tea and coffee are not provided as part of your event fee without additional consideration. Please request this at the time of your reservation if needed.

Growth Group classes, Bible study groups, choirs, etc. are expected to provide their own equipment and refreshments served in their classrooms/gathering areas. Borrowed kitchen items must be returned immediately to the kitchen after each use. Items taken from the pantry must be marked on the check-out list for proper accounting and reordering. Tea and coffee are generally not provided for growth group and bible study gatherings, with the exception of Sunday worship. If needed, please email the Facilities Administrator audrey@churchforthecities.org.

## kitchen training

First Time Users: First time kitchen users must contact the Facilities Administrator audrey@churchforthecities.org prior to your kitchen event. Food Handlers licenses may be required.

Users: If kitchen equipment or materials are used, a responsible, trained individual within the group using the kitchen must be present at all times. This individual will be accountable for the cleanliness, security, and use of the facility and equipment.

If meals are to be prepared in the church kitchen, an individual specifically authorized and trained to operate the kitchen equipment will demonstrate the equipment that will be used to prepare the meal.

## catering

FBW welcomes caterers for your events. All policies and procedures contained in this document, as well as the FBW Facilities Usage Agreement, apply to your caterer while on our premises. **Please note:** due to reservations being confirmed with you, the renter, and not the caterer, renters will be responsible for caterers in the kitchen and invoiced appropriately for any damage, missing items or excessive cleaning.

QUESTIONS

Assistance: Should you need assistance on the day of your event, please contact our Facilities Administrator at 214-971-9815.

Training: Should you need assistance with kitchen training, please contact the Facilities Administrator audrey@churchforthecities.org.

## kitchen cleaning checklist

Below is a helpful checklist to review before exiting the Kitchen after your event. This checklist is also posted in the Kitchen Facilities.

* Dining tables and café counter cleaned, washed and dried.
* Dishes, glassware, silverware, all cooking utensils, pots and pans washed thoroughly, rinsed, dried and returned to proper storage areas. Dishwasher is turned off and water is drained from it.
* Serving trays washed and dried thoroughly, before stacking.
* All counter area tops cleared, cleaned and sanitized (2T Clorox per gallon of water) or Clorox wipes. Sanitizers may also be used. This includes backsplashes. Any appliances (mixers, etc.) cleaned and returned to original/designated area. Make sure food and/or drippings have not fallen on the shelves below the prep tables. If so, wash as needed.
* Sinks drained, cleaned and rinsed out.
* Equipment turned off (stove/ovens, warmers, dishwasher, etc.). Clean any spills on stove tops or in the oven or griddles/grill. Make sure the “grease trap/catcher” on grill is cleaned if you use the grill. Pull out the pans under the stove top to be sure there are no spills on them, wash as needed.
* Coffee and/or tea canisters unplugged, emptied, rinsed and dried. Serving coffeepots emptied, washed and dried and stored properly.
* Doors to refrigerators and freezers properly closed.
* Floor cleaned of any spills, swept, and/or mopped. Empty mop buckets in utility room area. Rinse and wring out mop. Do not leave mop in mop bucket. Place on hanging rack in storage area.
* The pantry area should be kept orderly and neat. Nothing placed on the floor. Make sure any paper goods are closed or wrapped so that they may be used in the future. Items should be returned to designated labeled areas.
* Used towels, dishcloths and aprons are to be left in the green laundry basket under sink.
* Remove all leftovers and clean up spills in the refrigerators. Remember any food left in refrigerators or freezers will be discarded by staff. Excessive cleanup will result in additional charges.
* Trash cans emptied and trash liners put back in. Trash taken to the dumpster.
* Fans turned off, lights off and all doors closed.
* Sign out checklist in Kitchen MUST be signed by renter and dated.

Thank you for keeping the FBW Kitchens in the condition you would like to find them.

**APPENDIX A**

STATEMENT OF BASIC BELIEFS

We affirm the Holy Bible as the inspired infallible word of God and the basis of our sincerely held beliefs. This Church subscribes to the doctrinal statement of The Baptist Faith and Message as adopted by the Southern Baptist Convention in 1963 and 2000, and changes which may be made later and approved by the Church. We voluntarily band ourselves together as a body of baptized believers in Jesus Christ personally committed to sharing the good news of salvation to lost mankind and to minister to all. The ordinances of the Church are Believer’s Baptism and the Lord’s Supper.

The Baptist Faith and Message (2000) does not exhaust the extent of our sincerely held beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the property conduct of mankind, is the sole and final source of all that we believe. For purposes of the Church faith, doctrine, practice, policy, and discipline, the Lead Pastor, in conjunction with the Pastoral Staff, Deacons and Standing Teams of First Baptist Church of Wylie, Texas shall function as the final interpretive authority on the Bible’s meaning and application.

STATEMENT OF FAITH: MARRIAGE AND HUMAN SEXUALITY

# Preamble

We believe that all matters of faith and conduct must be evaluated on the basis of Holy Scripture, which is our infallible guide (2 Timothy 3:16–17). Since the Holy Bible does speak to the nature of human beings and their sexuality, it is imperative that we correctly understand and articulate what the Bible teaches on these matters.

We are committed to the home and family as set forth in Holy Scripture. We believe God has ordained and created marriage to exist between one man and one woman, with absolute marital fidelity. The Bible sets forth specific home and family values, which include the distinct roles of husbands and wives, fathers and mothers, and children. It is our firm conviction that we uphold the dignity of each individual as we embrace the unchanging and longstanding principles of scriptural truth.

Religious Beliefs

Based on Holy Scripture and the constant moral teaching of First Baptist Church Wylie, we believe:

* **Marriage** — First Baptist Church Wylie defines marriage as the permanent, exclusive, comprehensive, and conjugal “one flesh” union of one man and one woman, intrinsically ordered to procreation and biological family, and in furtherance of the moral, spiritual, and public good of binding father, mother, and child. (Genesis 1:27-28, Genesis 2:18-24, Matthew 19:4-9, Mark 10:5-9, Ephesians 5:31-33)
* **Sexual Immorality** — First Baptist Church Wylie believes that sexual acts outside marriage are prohibited as sinful. Consequently, First Baptist Church Wylie members must resist and refrain from any and all sexual acts outside marriage — including but not limited to adultery, fornication, incest, zoophilia, pornography, prostitution, masturbation, voyeurism, pedophilia, exhibitionism, sodomy, polygamy, polyamory, sologamy, or same-sex sexual acts. (Exodus 20:14, Leviticus 18:7-23, Leviticus 20:10-21, Deuteronomy 5:18, Matthew 15:19, Matthew 5:27-28, Matthew 15:19, Romans 1:26-27, 1 Corinthians 6:9-13, 1 Thessalonians 4:3, Hebrews 13:4, Galatians 5:19, Ephesians 4:17-19, Colossians 3:5)
* **Sexual Identity** — First Baptist Church Wylie believes that God created mankind in His image: male (man) and female (woman), sexually different but with equal personal dignity. Consequently, First Baptist Church Wylie members must affirm their biological sex and refrain from any and all attempts to physically change, alter, or disagree with their predominant biological sex — including but not limited to elective sex- reassignment, transvestite, transgender, or non-binary “genderqueer” acts or conduct. (Genesis 1:26-28, Romans 1:26-32, 1 Corinthians 6:9-11)
* **Sexual Orientation** — First Baptist Church Wylie believes that God created and ordered human sexuality to the permanent, exclusive, comprehensive, and conjugal “one flesh” union of man and woman, intrinsically ordered to procreation and biological family, and in furtherance of the moral, spiritual, and public good of binding father, mother, and child. Consequently, First Baptist Church Wylie members must affirm the sexual complementarity of man and woman and resist any and all same-sex sexual attractions and refrain from any and all same-sex sexual acts or conduct, which are intrinsically disordered. (Genesis 1:27, Genesis 2:24, Matthew 19:4-6, Mark 10:5-9, Romans 1:26-27, 1 Corinthians 6:9-11, Ephesians 5:25-27, Revelation 19:7-9, Revelation 21:2)
* **Sexual Redemption** — First Baptist Church Wylie believes that all have sinned and fall short of the glory of God and should seek redemption through confession, repentance, baptism, and faith in Jesus Christ. Consequently, First Baptist Church Wylie members welcome and treat with respect, compassion, and sensitivity all who experience same-sex attractions or confess sexually immoral acts but are committed to resisting sexual temptation, refraining from sexual immorality, and conforming their behavior to First Baptist Church Wylie’s Statement of Faith. (Matthew 11:28-30, Romans 3:23, Ephesians 2:1-10, I Corinthians 10:13, Hebrews 2:17-18, Hebrews 4:14-16)
* **Celibacy** — First Baptist Church Wylie believes that Holy Scripture grants two life-enhancing options for human sexual behavior: (1) the conjugal “one flesh” marital union of one man and one woman, and (2) celibacy. Either is a gift from God, given as He wills for His glory and the good of those who receive and rejoice in His gift to them. Celibacy and faithful singleness is to be celebrated and affirmed within the First Baptist Church Wylie. (Genesis 1:27-28; 2:18, 21-24; Matthew 19:4-6; Mark 10:5-8; Hebrews13: 4; 1 Corinthians 7:1-8; Matthew 19:12; 1 Corinthians 12:12-13; Romans 12:10; 1 Timothy 5:1-2)

**Holy Scripture**

|  |  |
| --- | --- |
| Marriage and Human Sexuality |  |
| * Genesis 1:26-28 | * 1 Thessalonians 4:3 |
| * Genesis 2:18-24 | * Hebrews 13:4 |
| * Genesis 19:5-10 | * 1 Timothy 1:8-10 |
| * Exodus 20:14 | * Jude 1:7 |
| * Leviticus 18:7-23 | * Revelation 19:7-9 |
| * Leviticus 20:10-21 | * Revelation 21:2 |
| * Deuteronomy 5:18 |  |
| * Judges 19:22-24 |  |
| * Matthew 5:27-28 |  |
| * Matthew 15:19 |  |
| * Matthew 19:4-9 |  |
| * Mark 10:5-9 | **Pastoral Care** |
| * Romans 1:26-27 | * Matthew 11:28-30 |
| * 1 Corinthians 6:9-13 | * Romans 3:23 |
| * 1 Corinthians 5:21 | * Ephesians 2:1-10 |
| * Galatians 5:19 | * 1 Corinthians 10:13 |
| * Ephesians 4:17-19 | * Hebrews 2:17-18 |
| * Ephesians 5:25-27 | * Hebrews 4:14-16 |
| * Ephesians 5:31 |  |
| * Colossians 3:5 |  |

Application

All of our members, employees, and volunteers must affirm and adhere to this Doctrinal and Religious Absolute statement on marriage and human sexuality to qualify for involvement with the ministry. This is necessary to accomplish our religious mission, goals and purpose. Behavior or counter-witnessing that does otherwise will impede and burden our integrity and religious mission. We believe that God’s grace can wipe the slate of guilt and sin, though the consequences are still incurred.

Authority

The Bible is the inspired and infallible Word of God, acting as the source of authority over morality, our beliefs, Christian lifestyle and conduct. The Lead Pastor, in conjunction with the Pastoral Staff, Deacons and Standing Teams are charged with the ministerial responsibility of Biblical interpretation and promulgating religious policy. The Lead Pastor, in conjunction with the Pastoral Staff, Deacons and Standing Teams will determine life application as well as final matters relating to First Baptist Church Wylie theology, philosophy, Christian practice, faith, divine truth, morality, and theological and doctrinal resolutions.