

**First Baptist Church Murphy**  
**800 N. Murphy road**  
**Murphy, TX 75094**

**www.fbcmurphy.com**  
**972-424-1818**

## ***Wedding Policy***

First Baptist Church Murphy is committed to Christian Weddings honoring God's design for a man and woman to unite in holy matrimony.

The ceremony of Christian marriage is a sacred occasion when a man and a woman enter into solemn covenant with God and with each other. Church weddings are an occasion for worship and joy. Conduct of those in the wedding party, the music chosen and the wedding activities at the church must reflect the religious nature of this event. Only Christian weddings may be performed at FBC Murphy and like that of every worship service, is to praise and glorify God.

### **Officiating Pastor:**

Our, Pastor Dr. C. Don Cole, is available to officiate your wedding. His services include up to three wedding pre-marital counseling sessions, the rehearsal and the wedding service. You may use your own pastor for your wedding service; however, our pastor is required to call and invite him to officiate in our church.

### **Facilities:**

First Baptist Church Murphy's fellowship hall is available for receptions, and or rehearsal dinners. It has a capacity of 70 people. Our Sanctuary seats 160 people comfortably. Dressing areas will be set aside for the bride and groom.

### **Booking, Reservations and Fees:**

**A 50% deposit on the sanctuary is required to book a wedding date at FBC Murphy. The balance of sanctuary fee and all other fees are required 30 days prior to the wedding date.** Any changes to wedding dates or times should be made as early as possible to determine availability and coordinate with our wedding administrator. The deposit is refundable up to four months prior to date of wedding. After that, it can not be refunded unless the date is re-booked to another party.

**Sanctuary Wedding:** \$500

**Sound Technician:** \$75.00 Pay with separate check to sound technician

**Pastor's fee:** \$150.00 Pay with separate check to pastor

**Fellowship Hall:** Available for Rehearsal dinner and /or Reception \$150.00 for each occasion with sanctuary wedding. Add \$50.00 if we set up tables and chairs.

**Non-compliance/damage deposit:** \$250.00

**Small Wedding:** Consist generally of about 30 or less of friends and family in a home style ceremony. Contact the wedding administrator for details.

### **Auxiliary Personnel:**

Any third party vendors contracted to perform wedding services must coordinate their specific needs, timelines, etc. with our wedding administrator. The church requires these details to prepare the building for proper use, eliminate delays for the clean up and removal of vendor equipment, and manage church personnel's time during the wedding.

### **Rehearsal:**

Your wedding is a special day; It is important to rehearse the wedding prior to your wedding date. Rehearsals usually take place one day prior to the wedding. Your rehearsal will insure the wedding party will know exactly what is required of them during the ceremony. It will also assist your ushers in seating of family members and guests. This preparation helps minimize mistakes and confusion during the ceremony.

### Photography:

FBC Murphy welcomes both professional and amateur photography, provided it does not distract attention from the ceremony. At no time should they block the view of the guests. We recommend that the bride instruct the photographers as to her wishes. For example, she may want to limit the number of pictures and movement during the ceremony to keep distraction to a minimum. Pictures before the wedding ceremony are advised. This will help you get to your reception and not make your guests wait.

**Music:** Music should reflect the nature of a Christian wedding, and will need to be approved by the wedding administrator. The piano is available for the wedding ceremony. Because the keyboard requires special instructions, it can be used only upon request and can not be moved. Canned music (cd) will be played by our sound technician.

### Wedding Day Preparations:

The church wedding administrator will inform 1 of 3 members of your wedding party regarding dressing areas and waiting areas at the time of the rehearsal. After the wedding all clothes, shoes and valuables must be removed from the dressing areas. It is imperative to assign this task to someone other than the bride or mother of the bride. *All wedding decorations must be removed prior to the last member of the wedding party leaving the building.* It is suggested a different person be assigned to insure this task is complete. Allow enough time for this if you are having an off-site reception.

### Policies and Procedures:

- Only Christian weddings are allowed. Couples must be eligible for marriage as outlined by the state of Texas and within the guidelines of our church - one man to one woman.
- Our Church decorations must not be removed or altered. The pulpit, stage chairs and the Lord's Supper table will be removed prior to the wedding. No other furniture will be moved.
- Weddings must begin no later than 7pm. All wedding attendees, personal property and decorations must leave the building by 8:30 PM., 10:00 PM if reception is held at the church.
- Candles in the wedding ceremony can be used only on the platform. Drip-less candles allowed with carpet protection. Candles are not to be placed in the windows, piano, or aisles. Both florist and family are responsible for any candle damage to the carpet. No votive candles.
- No confetti, snowflakes, or materials of this nature allowed inside or outside of the building. Products used in out door send-off must be approved by wedding administrator.
- Keep children in hand. They are not allowed to roam or play in the church. Only rooms designated for dressing are allowed to be used. Nursery and class rooms are off limits.
- No alcohol or any other drugs allowed in the building or on the property. Failure to comply will result in the total forfeiter of your non-compliance deposit. Ignorance of policy is not an excuse.
- Smoking is not allowed in the building or on the property.
- No animals are allowed in the building except service dogs.
- Smoke machines or burning of incense or other strange fires will not be allowed.
- Decorations must be approved by the wedding administrator. Anything that requires nails, staples or other devices that deface the walls or furniture will not be allowed.
- No food or drink allowed in the sanctuary at any time.
- The kitchen may be used for food staging only. Use of cooking or utensils is not allowed. It will be left clean. All tables and chairs will be wiped down and left clean. All trash will be bagged.

# Wedding Contract

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

Time of Wedding: \_\_\_\_\_

Rehearsal Date: \_\_\_\_\_

Time of Rehearsal \_\_\_\_\_

Groom: \_\_\_\_\_

Phone # \_\_\_\_\_

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

Email \_\_\_\_\_

\_\_\_\_\_

Bride: \_\_\_\_\_

Phone # \_\_\_\_\_

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

Email \_\_\_\_\_

\_\_\_\_\_

Pastor: \_\_\_\_\_

Phone # \_\_\_\_\_

By signature, all parties agree to First Baptist Church Murphy's Wedding Policy, terms and conditions to reserve the church, and shall be responsible for making their people aware of our policies. **Failure to comply with the wedding policies can result in forfeiting part or all of your non-compliance deposit.** Ignorance of policies is not an excuse.

**A \$250 deposit is required at this time. The balance of sanctuary fee and all other fees are required 30 days prior to the wedding date.**

When the church facilities have been cleaned and **all policy-related issues have been followed**, your \$250.00 non-compliance/damage deposit will be returned to you within 30 days. Any charges incurred due to damage or usage of the facilities beyond the contracted time will be deducted from this deposit. Charges exceeding the \$250.00 non-compliance/damage deposit will be billed to the bride and groom.

The wedding party releases the church from all liability relating to the usage of the facilities or any of the church property, its officers and employees, from any suits, claims, complaints, damages, judgments, penalties, theft, fines, losses, costs and expenses of any kind and nature, at any time during the usage of the facilities and to include any and all items that may be left unintentionally.

Groom \_\_\_\_\_

Bride \_\_\_\_\_

Date of Contract \_\_\_\_\_

Check # \_\_\_\_\_ Amount \$ \_\_\_\_\_

Balance due date \_\_\_\_\_ \$ \_\_\_\_\_

Wedding Administrator. \_\_\_\_\_