

**FIRST BAPTIST CHURCH
TROY, TEXAS
Wedding Policies**



The church wedding ceremony is one of the most sacred moments in the life of any couple. It is not a gala social event, rather, a religious ceremony in which two persons invoke the blessings of God in holy wedlock. The First Baptist Church of Troy desires to render every possible service at this important sacred time. In order to establish a uniform and regular practice with regard to weddings in this church, the following procedures have been instituted. The items in this policy are to remind you of some of the details that need attention in order to minimize stress. This will help make your wedding a time of joy for the bride, groom, parents, wedding party, relatives, and guests.



SCHEDULING YOUR WEDDING:

The date of the wedding should be set as soon as possible. The date and time of the wedding and the rehearsal should be determined and put on the church calendar. No date or time should be announced until the wedding party has confirmed these with the church secretary and the pastor.

No weddings are permitted to interfere with regularly scheduled church services. Sunday weddings are discouraged. Members of First Baptist Church of Troy are given precedence over non-members.



FACILITIES:

The sanctuary of First Baptist Church seats approximately 400, and is equipped with an organ and a piano. The bride's dressing area is downstairs, in the Sunday school wing and the groom's dressing area is on the main floor, in the Choir room. There are bathrooms close to each dressing area and there is plenty of space for hanging wedding attire. We usually suggest that the wedding party bring all of their attire to the church on the night of rehearsal. Both areas used by the wedding party for preparation are to be cleaned and all personal items removed after the wedding. Failure to do so may result in the loss of some, or all, of your deposit.

If the fellowship hall and kitchen are used, the guidelines for kitchen use as outlined by the Hospitality Committee will be observed. The church Hospitality Committee may be consulted in regards to your reception. (Please see the attached policy for building use)

Because of the reverence we feel for our House of Worship, no alcoholic beverages or tobacco products are permitted on church property, INCLUDING the parking lot. The bride, the groom, and their families will be responsible for informing the wedding party and guests of this policy.

Birdseed or bubbles may be made available to the guests OUTSIDE the buildings at the time the bride and groom leave. All containers for these items must be cleaned up and removed from the church property. **NO** rice, confetti, sparklers or other materials are permitted due to the difficulty in removing it from the grounds and safety risks.

The church custodial staff will be in charge of removing and replacing furniture for decorating purposes. If there are specific pieces of furniture that you prefer to be moved, please speak with the Wedding Facilities Coordinator to see if possible. None of the furniture or floral arrangements in the foyer will be moved or rearranged. All floral arrangements are to remain intact. Disassembly of any floral arrangements will be grounds for FBC-Troy to retain your security deposit for replacement of these arrangements.

At **NO** time will food or beverages be taken into the sanctuary. All food and beverages that are consumed in the wedding party dressing areas must be cleaned up and disposed of properly (all liquids poured down the drain).

Use of the building is with the express understanding and agreement that the users are responsible for the repair and/or replacement of any item of equipment, furnishings, or fixtures damaged during their use, or any damages to the building.

The First Baptist Church of Troy will not be responsible for personal items such as wedding dresses, wraps, purses, silver and glassware, etc., brought to the church for use in a wedding or a wedding reception nor will the church be liable for such items if lost, stolen, or damaged. However, it will use every reasonable effort to assist the wedding party in protecting such property.



FLORAL DECORATIONS:

NO nails, tacks, staples, pins, masking tape, or anything that would mar our woodwork may be used. Only specially designed pew clips are to be used to secure bows, flowers, and signs to pew ends. Pew clips can be borrowed, and used, by contacting the Wedding Facilities Coordinator

The placing of flowers, ferns, candles or anything decorative on either the piano or organ is **NOT** permitted.

All flowers, decorations, etc., are to be removed as soon as the wedding activities are over so that the building can be made ready for normal upcoming scheduled church events. Please plan ahead and schedule specific guests as your “clean up crew” to help pack up decorations and clean the sanctuary of personal belongings after the ceremony.

Only artificial flower petals may be used for flower girls. **NO** live flower petals may be used to prevent any damage to carpeting. If live flower petals are used, your security deposit will be retained.



CANDLES:

Candelabras may be used having votive or metal encased paradise variety candles. **NO** dripless or any other type of taper candles may be used. Plastic **MUST** be under the stand to make sure the carpet is not damaged by candle wax. If candles are used on any other surfaces (cabinets, window sills, tables), the surface **MUST** be protected with a candle plate. If candle wax is found on floors or other surfaces, your security deposit will be retained.



MUSIC

Music used in connection with the ceremony shall be in keeping with the sacredness and dignity of the wedding service. The minister of music or pastor shall be available to counsel with any who desire guidance in the selection of music.

The sound is controlled from the sound console in the balcony. One of the trained sound technicians from the church will be available to operate the sound system.

Tape Recording of Wedding Ceremony

If you wish to have the wedding ceremony recorded by the Sound Operator, contact the current Minister of Music, FBC Troy, and supply him with a tape cassette of proper length and quality three weeks prior to the date of the rehearsal.



PHOTOGRAPHY

Lighting in the sanctuary is controlled from the sound console. It is preset and cannot be changed. The sound technician will work with the wedding party in setting the lights to meet their needs.

The photographer may utilize the balcony for taking photographs of the ceremony. NO other guests are permitted in the balcony area. Please keep in mind our large stained glass windows, and direction of sun when consulting with your photographer. You may want to mention that he/she come to the church prior to the wedding for test shots.

**FIRST BAPTIST CHURCH
TROY, TEXAS
Wedding and Wedding Rehearsal Information**



Dear Bride and Groom,

Your wedding day is one of the most important days in your lives. The actual wedding service, whether simple or elaborate, is important. You should prayerfully plan the ceremony so that you and the ceremony itself bring honor to the institution of marriage. Your vows will be spoken in the presence of God. The ceremony will take place in the house of worship. Marriage is first and foremost a Christian institution. Therefore, these factors must be kept in mind as you plan all the matters related to this sacred occasion.

In order that our minister and our church can be of the most assistance to you during this sacred event, it is very important that you accurately plan, ***complete this questionnaire and return it to our church no later than 15 days prior to the wedding rehearsal.***

Your Information Packet Return Date: _____

Bride's Full Name Groom's Full Name

Bride's Parents' Names Groom's Parents' Names

Bride's Address & Telephone:

Groom's Address & Telephone:

Bride's Work phone: Groom's Work phone:

Bride's Home phone: Groom's Home phone:

Time and Day of Wedding: _____

Time and Day of Rehearsal: _____

Time and Day of Decoration: Sanctuary _____ Fellowship Hall _____

Place of Wedding Reception:

Minister/Ministers

List Presiding Minister First – Include address and phone number of Minister if other than Pastor of FBC, Troy.

Minister: _____

Double Ring ___ or Single Ring ___ ?

Unity Candle? ___ Yes ___ No (check one)

WEDDING PARTY: (Please name.)

Maid of Honor _____ Best Man _____

Matron of Honor _____

Bridesmaids _____ Groomsmen _____

How will your attendants enter the church?

___ Groomsmen together from side of church and bridesmaids single file down center aisle.

___ Groomsmen and bridesmaids paired together down center aisle.

Flower Girl _____ Head Usher _____

Ring Bearer _____ Ushers _____

Florist Name: _____ Date/Time of Delivery: _____

Florist Address & Phone Number _____

Photographer Name _____ Phone _____

Organist: _____

Pianist _____

Other Instrumentalists: _____

Soloist(s) _____ Soloist(s) _____

Music Selections:

(Stated where in the service you wish these songs to be sung. If non-religious music is sung, it is preferable that it be sung first, before the minister enters the service. Music in keeping with worship and the sacredness of the occasion will enhance the meaningfulness of your ceremony.)

_____	_____
Title	Where in Ceremony
_____	_____
Title	Where in Ceremony
_____	_____
Title	Where in Ceremony
_____	_____
Processional Title	Recessional Title

Name of Parents to be Seated:

Bride's Side:

Groom's Side:

Name of Grandparents to be Seated:

Bride's Side:

Groom's Side:

Who will give the Bride away _____

Please explain any special requests or provide any additional information that would be helpful for the minister/ministers to know so as to insure that your wedding is the sacred ceremony it is intended to be:

For an orderly and meaningful wedding, a rehearsal is necessary. The wedding rehearsal should begin promptly at the stated time and must proceed in a quiet, dignified and reverent manner. The rehearsal is an integral part of the wedding preparation and is held in a place set aside and dedicated to the worship of God.

**PLEASE RETURN NO LATER THAN 15 DAYS BEFORE YOUR
WEDDING REHEARSAL**

