

Frequently Asked Questions Regarding Weddings at First Baptist Church Carrollton

Why do all weddings at FBCC require the services of the Wedding Coordinator?

A good wedding coordinator is invaluable. She will save you time and apprehension. Your FBC Wedding Coordinator is employed by the church, and is aware of the church's policies concerning the use of candles, appropriate music, photography, style of ceremony, and all of the facilities and equipment available for the wedding.

In addition to guiding you throughout the planning process of your wedding, the Wedding Coordinator directs your rehearsal and all activities on the wedding day. The wedding rehearsal is critical to insure that the ceremony goes as planned. The coordinator's responsibility is to instruct the wedding party in the actual physical movements involved (where to stand, when to turn, how to usher, and specific instructions to musicians, etc.). Because she is already familiar with the preferences and ceremony styles of the pastors at FBC, she will know what to tell you to expect in your ceremony. Even if you are having an approved guest pastor, the FBC Wedding Coordinator is still responsible for conducting the rehearsal. The guest pastor is welcome to attend and offer suggestions.

On the wedding day, your coordinator will arrive early and will be available to assist you in preparation for the ceremony and give last minute directions. Her role on this day is to direct the ushers as they seat the guests; to see that parents and other family members are seated on time; and to cue the music, the pastor, and the wedding party for entrances. As a result, the bride and groom can relax and feel confident that everything will go as planned.

What are the duties of the Wedding Coordinator?

The Wedding Coordinator will:

- ❖ Answer all questions concerning your wedding at FBC.
- ❖ Secure your wedding date, the Worship Center or Parlor, and any other needed rooms.
- ❖ Secure the pastor, pianist/organist, vocalist and additional church personnel as needed.
- ❖ Work closely with you throughout your planning process to insure that the church's policies are followed, and that pertinent information is provided to FBCC personnel in a timely manner.
- ❖ Direct the wedding rehearsal.
- ❖ Direct and coordinate the wedding ceremony.
- ❖ Direct reception activities at FBCC only, including photos of the cake cutting, garter/bouquet toss and the timing of the going away event.

When can weddings be scheduled?

Weddings may be scheduled up to nine months in advance. The Wedding Coordinator will keep a waiting list of wedding dates requested beyond nine months on a first-come, first-served basis except that church members will receive priority where a member and non-member have requested the same date. Please note that, although you can schedule FBC facilities nine months in advance, FBC pastors do not commit beyond six months.

The church is unavailable for weddings during these times:

- ❖ Sundays & Wednesdays
- ❖ New Year's Eve and New Year's Day
- ❖ Palm Sunday weekend through Easter Sunday
- ❖ Memorial Day
- ❖ Independence Day
- ❖ Labor Day
- ❖ Thanksgiving weekend through New Year's Weekend

If the church is decorated for special events, such as Easter, decorations will not be moved or disturbed.

How do I request a wedding?

- ❖ Contact the Wedding Coordinator at 972-512-3872 or by email at weddings@fbcc.org to inquire about available wedding dates. It is suggested that you provide a primary and alternative date. The Wedding Coordinator will advise you about the potential availability of each date.
- ❖ Complete and return the Request for Wedding Reservation form (Appendix A) along with a \$100 non-refundable deposit (exception – see ** below). Checks or money orders should be made payable to “First Baptist Church.” If mailed, use the address listed on the form. Mark the envelope, “Attn: Wedding Coordinator.”
- ❖ Priority will be given to members and children of members of FBC. For wedding purposes, membership of the prospective bride, groom, and/or parents includes membership to FBC whereby the prospective bride, groom, and or parents have been accepted as members of the church and have fulfilled all requirements of membership. Attendance alone does not fulfill this requirement.

- ❖ All requests for wedding dates must be approved by church staff. After the request and deposit have been received, the Wedding Coordinator will submit a request to the church staff for the church calendar. When the date has been approved, she will contact you by telephone or e-mail. *** If your primary or alternative date is not approved, your deposit will be refunded unless you request another date.*
- ❖ If you need to change the date and/or time of your wedding, contact the Wedding Coordinator. She will ascertain whether the new date and/or time are available. The change of date must go through the approval process as described above.
- ❖ In case of cancellation, all monies are refundable, except for the \$100 non-refundable deposit, if notice is given within 48 hours of the wedding hour. You must contact the Wedding Coordinator in writing in order to cancel your wedding.
- ❖ Schedule the initial appointment with the Wedding Coordinator as soon as you receive confirmation of your wedding date. She will meet with you and help you with questions regarding your wedding plans. Plan to meet with her several times, as the scheduled meeting dates provide.

What information should I know about a Worship Center wedding?

- ❖ The FBCC Worship Center seats approximately 1,700. There is no center aisle that traverses front to back. Instead, the center aisle, as it leads away from the front toward the rear, splits into a “Y” configuration. See Appendix I.
- ❖ FBCC does not own any wedding equipment. Therefore, you will need to rent or borrow your own candelabras, pedestals or other stage decorations. A drawing with measurements of the stage is provided, see Appendix J.
- ❖ The Wedding Coordinator **MUST APPROVE** all decorations for weddings and receptions.
- ❖ Choir loft chairs will not be moved or removed.
- ❖ Smoking, intoxication, alcoholic beverages, foul language, or any other behavior deemed inappropriate by the Wedding Coordinator will not be permitted on the campus. This is a zero tolerance policy. Please advise your family and guests accordingly. Offenders will receive a warning or be instructed to leave the church property.

- ❖ Should your reception be held at FBCC, dancing is not permitted during the reception activities.
- ❖ The Worship Center will normally be scheduled for a rehearsal on the evening prior to the wedding. If the Worship Center is not available, the Wedding Coordinator will make alternative arrangements with you for a rehearsal. The use of the building for rehearsal is part of the fee, and there is no extra charge. There is no discount if you choose not to use the building for rehearsal.
- ❖ In most cases, the Worship Center and Family Center (if requesting a reception on campus) can be reserved from noon on, on the day prior to the actual wedding ceremony. It is during this time that the decorating process will occur. Although the Coordinator must approve the decorations, she is not present or involved in the actual decorating process. You should plan to ask friends or family, or employee the needed individuals to help complete the decorating and clean up for your ceremony and reception. Arrangements should be confirmed with the Wedding Coordinator as to the time of arrival, so that entrance into the building can be coordinated.

Are there any special arrangements for a Parlor wedding?

Yes, refer to Frequently Asked Questions about Parlor Weddings on page 11.

How much time is allotted for my wedding?

- ❖ For a Worship Center wedding, the Worship Center can typically be reserved for the decorating process from 2:00 p.m. on, on the day prior to your wedding. For Parlor weddings, refer to information regarding Parlor weddings on page 11.
- ❖ Your Worship Center wedding rehearsal will typically occur on the evening prior to your wedding day. One hour is allotted for the rehearsal.
- ❖ On the day of the wedding, you may arrive up to two hours prior to the wedding hour.
- ❖ All Worship Center wedding activities, including removal and clean up of decorations, must be completed within two hours of the wedding hour.
- ❖ An extra charge of \$150 per hour will be applied for time requested beyond these limits.

How much time is allotted for my reception?

- ❖ For receptions held in the Family Center, the Family Center can typically be reserved for the decorating process from 2:00 p.m. on, on the day prior to your wedding. For Parlor receptions, refer to information regarding Parlor weddings on page 11.
- ❖ On the day of the wedding, the Family Center may be opened two hours before the wedding hour.
- ❖ All reception activities held at FBCC, including removal and clean up of decorations, must be completed within three hours of the wedding hour.
- ❖ An extra charge of \$150 per hour will be applied for time requested beyond these limits.

What should I know about the Pastor who will perform my ceremony?

- ❖ The Wedding Coordinator will secure a pastor from FBC to perform your ceremony. Be prepared to make 1st, 2nd, and 3rd choices. Please do not contact individual FBC pastors.
- ❖ FBC pastors will not commit beyond six months to perform a ceremony.
- ❖ FBC pastors will not attend the rehearsal.
- ❖ We welcome pastors other than those at FBC, but they must be approved in advance. To request a non-FBC pastor, complete the Guest Pastor Request form (Appendix B) and give to the Wedding Coordinator.
- ❖ While there is no set fee for the pastor, an honorarium is usually given. The Wedding Coordinator will be happy to assist you in determining the amount.

Should I have premarital counseling?

FBC requires premarital counseling as a condition of holding wedding ceremonies in FBC facilities. Requirements vary with each minister. One or more compatibility/personality tests may be required in addition to one or more counseling sessions. In addition, some ministers require the completion of a course designed for engaged couples or newlyweds. After a pastor has been secured by the Wedding Coordinator to perform the wedding, it is your responsibility to contact him immediately in order to arrange premarital counseling.

Are there special guidelines concerning the music for my ceremony?

- ❖ The music you choose for your wedding is a very important part of your special day and should reflect the spiritual nature of the occasion. Only music that is God honoring, and is consistent with our Christian beliefs, doctrines and practices will be permitted prior to and during the wedding ceremony. All music selections are subject to approval by FBC ministers.
- ❖ Read “Guidelines for Planning Music for Your Wedding” on page 18.

Are there special guidelines for Vendors?

A copy of the specific guidelines for each Vendor can be found as listed below. The following forms MUST be completed and given to the Wedding Coordinator at least two weeks prior to the wedding (a copy of the respective guidelines is provided for you to give to the vendors):

- ❖ Signed Policy Agreement for Florists (Appendix E)
- ❖ Signed Policy Agreement for Photographers (Appendix F)
- ❖ Signed Policy Agreement for Videographers (Appendix G)
- ❖ Signed Policy Agreement for Caterers (Appendix H)

When are fees due and who receives the payments?

- ❖ The \$100 non-refundable deposit is due at the time the Request for Wedding Reservation form is submitted. The balance of all fees is due two weeks before the wedding.
- ❖ For a more detailed description of fees contact the Wedding Coordinator.
- ❖ All fees, with the exception of the pastoral honorarium, should be made payable to First Baptist Church Carrollton and should be delivered to the Wedding Coordinator.

What happens if damage occurs?

- ❖ FBCC requires you to pay a refundable damage deposit of \$200.
- ❖ The bride and groom are responsible for any damage to floors, carpets, furniture, etc. It is your responsibility to see that all vendors also abide by the guidelines.
- ❖ When the church building has been cleaned and policy-related issues have been followed, your \$200 damage deposit will be returned within 30 days. Any charges incurred due to

damage or usage of the facilities beyond the contracted time will be deducted from the damage deposit. Charges exceeding the \$200 damage deposit will be billed to the bride and groom.

- ❖ FBCC is not responsible for items lost, stolen, or damaged. Please secure all valuables during the wedding and reception.

Frequently Asked Questions about Parlor Weddings

Are the special guidelines for a Parlor wedding?

- ❖ These guidelines are for non-members. FBCC Members should contact the Wedding Coordinator directly for member guidelines.
- ❖ No more than 3 months advanced booking.
- ❖ Maximum people in attendance:
 - Cake and Punch Reception in Parlor – 50 people.
 - No Reception in Parlor – 75 – 80 people.
- ❖ Room 108 is provided as the bridal dressing room for the bride only. All other participants should arrive fully dressed.
- ❖ All activities, including removal and clean up of decorations must be completed within two hours of the wedding hour.

What fees apply to a Parlor wedding?

- ❖ \$100 – Booking Fee (Non-refundable, to be applied to total costs)
- ❖ \$100 – Damage Deposit (Refundable)
- ❖ \$200 – Wedding Coordinator
- ❖ \$150 – Police Security
- ❖ \$ 75 – Custodial Services
- ❖ Pastoral Honorarium – at couple's discretion
- ❖ If Church provided Pianist or Vocalist are used, add \$150 per personnel

What are the Wedding Coordinator duties?

- ❖ One consultation meeting to provide church Wedding Guide and all additional materials.
- ❖ Securing date reservation, church personnel as needed, and room set up.
- ❖ Availability for phone and email contact.

- ❖ Providing church decorations if requested. Does not include doing the actual decorating for the ceremony or clean up after the ceremony. (*Note – FBCC does not own candelabras or other equipment, those must be rented by the bridal couple.)

Attendance on the day of the wedding includes:

- ❖ Arrival 3 hours before wedding hour, plus 2 hours following wedding hour.
- ❖ Directing the rehearsal during the 3 hours prior to the wedding hour.
- ❖ Directing the ceremony.
- ❖ Starting/stopping music on CD player, lighting candles and/or adjusting Parlor lighting.
- ❖ Directing reception including cake cutting, garter/bouquet toss and going away event.