

*First Baptist Church  
Moss Bluff*

276 Old Hwy 171

Lake Charles, LA 70611

(337)855-9067



**WEDDING MANUAL**

Updated 9/7/10



## *Wedding Manual*

### First Baptist Church Moss Bluff

First Baptist Church Moss Bluff gladly offers her staff and facilities for use in ceremonies of Christian marriage. Marriage ceremonies may take place in many different locations, and by a wide variety of administrators - ministers, justices of the peace, and ship captains. If a couple chooses to marry in a local church, it should mean that they are committed to Christian standards for their marriage, and want to glorify God in their ceremony. It is our hope that following the guidelines in this manual will help each wedding performed at First Baptist Church to honor God in every way.

Couples who wish to schedule a marriage ceremony should take the following steps:

1. Read the First Baptist Church marriage manual and guidelines.
2. Consult with the ministerial staff member they desire to perform the ceremony. This meeting must take place before the date will be scheduled on the church calendar, or any other arrangements with the church can be made. (Ceremonies performed by ministers other than from First Baptist Church must be approved by the pastor of First Baptist Moss Bluff.)
3. Following a successful consultation with the staff member, make formal application for the date to be placed on the church calendar.
4. Attend a series of premarital counseling meetings with the minister(s) of First Baptist or counselors they may designate.
5. Meet with the church wedding director to take care of the details of the ceremony.
6. Adhere to the guidelines outlined in this manual.

If you have any other questions regarding wedding policies or procedures, please call the church office (855-9067).



## Guidelines

Marriage in a Christian church is a religious ceremony. It should reflect one's belief that marriage is not only a commitment of a man and a woman to each other, but also a covenant made before God. The ceremony, participants and related activities should be consistent with this religious commitment.

Thus, *ceremonies will not be conducted in the following situations:*

1. Wedding ceremonies for non-members will not normally be scheduled at First Baptist Church. Ideally, couples should marry in the church where they are members and are accountable spiritually. The demands of scheduling for the staff and facilities of FBC Moss Bluff also leads to this limitation. Individuals or couples who desire to know more about a relationship with Christ, or church membership, may contact one of the ministerial staff members.
2. For couples who are living together prior to marriage. This lifestyle is inconsistent with the Christian picture of marriage portrayed in a church ceremony.
3. For couples who plan to serve alcoholic beverages, have dancing, or any other activities inconsistent with a Christian marriage ceremony. Receptions should generally be scheduled in the church fellowship hall. Receptions in other locations will be considered, with the understanding that they will not include drinking, dancing, or other activities inconsistent with a Christian marriage ceremony. A good rule of thumb: plan nothing in the alternative reception hall that would not be appropriate in a church fellowship hall.



## Getting Started . . .

### *Application*

It will be necessary to fill out an application in the church office in order to finalize the date on the church calendar. A \$50.00 security deposit will be payable at this time. This deposit will be returned the week following the wedding if policy guidelines are followed, all supplies are returned and areas of use cleaned to wedding director satisfaction.

### *Rehearsal Director*

An approved wedding and rehearsal director for all weddings is required. The name of this person will be given through the church office. A fee of \$125.00 is charged for this service. The director will meet with the couple after the first meeting with the minister.

### *Musicians*

It is the responsibility of the bride to secure her own musicians (pianist, organist, soloist, etc.) However, the bride might consult with the wedding director for suggestions of those in our church who perform these services.

### *Music*

Musical selections should be appropriate for use in a ceremony held in a church worship center. All music should be approved by the minister performing the ceremony. The wedding director or minister of music can be consulted for assistance in selecting appropriate music.

### *Nursery*

Nursery is optional and is provided only for children birth thru 2 years. To keep child/teacher ratio at a safe proportion, a fairly accurate count must be submitted in writing 2 weeks prior to wedding date. There will be a minimum of 2 workers per room, per age group. \*Nursery workers are guaranteed a minimum of 2 hours pay even if they are not needed when wedding begins.

### *Photographer*

The bride and groom are encouraged to have pictures made. Any other questions about photography should be directed to the wedding director.

### *Decorating*

Specific plans will be made through the wedding director. Typically, the reception area is available on Thursday for decorating and the Worship center on Friday.

### *Florist/Caterer*

Please see pages 5-7 for specific instructions. It is the bride's responsibility to insure that the caterer and florist receive a copy of the written instructions. If you have any questions concerning the florist or caterers, please contact the wedding director.

### *Legal*

A marriage license must be obtained from the parish clerk of courts office. Both bride and groom must go to the court house to obtain a marriage license. For your convenience, information and a copy of the form is included in this packet. All questions should be directed to the clerk of Court.

### *Clean-Up*

Receptions in the church must be cleared through the wedding director and scheduled on the church calendar. The caterer or the bride's family is responsible for cleaning the fellowship hall and kitchen of all food, dishes and decorations. The bride's family is responsible for removing all personal belongings from the dressing rooms immediately following the ceremony, and for cleaning the worship center including vacuuming the carpets.



## *To all caterers*

The caterers who have been employed in the past by wedding parties for receptions held in the church were usually cooperative in every way. Occasionally, however, there have been times when we have had difficulty because of failure on the part of the caterer to understand what is expected by the church. Therefore, we take this means to advise you concerning the following:

1. All caterers using any facilities in the church will be expected to leave the kitchen and reception area in a presentable condition. Clean up arrangements should be made with the bride prior to day of wedding.
2. All caterers shall clear with the church office (855-9067) the time when equipment, supplies, decorations, etc., for a reception are to be brought to the reception area, in order to avoid a scheduling conflict.
3. Please observe the following church rules:
  - There will be **no smoking** in our buildings or on church grounds.
  - Intoxicants are not permitted in any of the church buildings or on church grounds.
  - Neither rice, confetti, nor other material may be thrown inside the building.
4. Please read and observe the following page on usage of the Family Life Center.

**The failure of any caterer to cooperate with these requirements will necessitate the church advising the parents involved in any future wedding that such caterer is not acceptable to First Baptist Church, Moss Bluff.**



## *Use of Family Life Center (Gym)*

### **TABLES AND CHAIRS**

There are adequate round (30) and rectangle (12) tables as well as chairs (200-250) for use at most church or community events. Additional tables and chairs are available and should be reserved on calendar request form when making reservation. Custodian is available to set up and remove tables and chairs for an additional fee of \$50.00. Tables and chairs are stored in area with roll up doors. After use, please store them in the manner in which they were removed.

### **PLEASE OBSERVE THESE DON'TS**

- Tables and chairs must be picked up and moved, not slid across floor.
- No red colored drinks or liquids may be used or carried on floor - these cause stains.

### **TEAR DOWN AND CLEAN UP**

1. Break down all tables and chairs and place in proper storage areas (unless custodian has been contracted.)  
Sweep entire floor with clean dust mop and mop spills, dirt, etc. as necessary with hot water and Pulastic solution using a 30-1 water-to-cleaner ratio. *\*Dust mop, brooms and mop accessories are located near back kitchen door.*
2. Remove all trash from trashcans and replace trashcans with new liners. (located in kitchen)
3. Turn off all thermostats and lights.
4. Secure all doors.

*These are general guidelines and are intended to prolong the use of the gym floor, not prohibit any use or purpose. Please direct questions or comments to the wedding director.*



## *To all florists*

The florists of the city who have been employed in the past by wedding parties to decorate the church were usually most cooperative in every way, and we are delighted to participate with you in a service of dignity and beauty for the bride. Occasionally, however, there have been times when we have had difficulty because of failure on the part of the florist to understand what is expected of him by the church. Therefore, we take this means of advising you concerning the following:

1. All florist decorating for any wedding, in any room of the church, will be expected to leave the room in the same order in which they found it when beginning their decorating. This is to be done immediately after each wedding. Also, every florist decorating for a wedding in the church shall clear with the church office the time when decorations are to be brought into the rooms to be used for the wedding to avoid scheduling conflicts. (This should be done two or three days before the wedding.)
2. Please observe the church rule that there will be **no smoking** in our buildings or on church at any time.
3. There are to be no nails, tacks, etc., driven into the woodwork, walls or furniture.
4. Proper care must be exercised in protecting the carpet and pews from dripping candle wax. Thin tissue paper, wax paper, or thin plastic covering is not sufficient for this - as has been proven in the past.

### **THE FLORIST WILL BE HELD RESPONSIBLE FOR ANY DAMAGE TO THE CHURCH.**

5. If arrangements have been made for leaving any of the flowers for our worship service, please leave the flowers out or let the church wedding director know when you leave.
6. If it is necessary to leave equipment until the next working day, arrangements should be made with the wedding director prior to the day of the wedding. Otherwise, all equipment will be expected to be removed immediately following ceremony.



## Wedding Fees

### *Mandatory Fees*

Application /Security Fee	\$ 50.00
Wedding Director	\$125.00
Sound Men- <i>includes stage clearing and reset</i>	\$ 90.00
Custodial Fee	\$ 75.00
<i>-includes moving limited furniture for worship center and set up and break down of tables and chairs in reception area.</i>	

Application fee must be paid when finalizing the date of the wedding for securing a date on the church calendar. This fee will be returned the week following the wedding if policy guidelines are followed, all supplies are returned and areas of use cleaned to wedding coordinator satisfaction.

All other fees may be handled through the wedding director and are payable 30 days prior to wedding rehearsal.

### *Optional Fees*

Instrumentalists	\$100.00
Soloists	\$ 50.00
**Nursery Fee	\$ 30.00/2 workers
Lattice	\$ 25.00/set or \$1.00/sheet

\*\*See Nursery Section under “Getting Started” for nursery requirements.

Note: Most ministers do not charge a fee to perform a wedding ceremony. However an financial gift is generally given to him.



# Wedding Information Sheet

## The Parties:

Bride \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Parents' names \_\_\_\_\_

Groom \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Parents' names \_\_\_\_\_

Future Address \_\_\_\_\_

Names to be used in ceremony:

Bride \_\_\_\_\_ Groom \_\_\_\_\_

## Legal Matters

You must obtain a marriage license from county clerk at Court House located at 1000 Ryan Street in Lake Charles, less than 30 days before wedding date. For your convenience a form is included in this packet.

## The Ceremony

Formal                      Semi-Formal                      Informal

Wedding Date \_\_\_\_\_ Time \_\_\_\_\_ Place \_\_\_\_\_

Reception at \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Rehearsal Date \_\_\_\_\_ Time \_\_\_\_\_ Place \_\_\_\_\_

Rehearsal Dinner \_\_\_\_\_

Maid/Matron of Honor \_\_\_\_\_ Best Man \_\_\_\_\_

Brides Maids

Groomsmen

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____



## Wedding Information Sheet

Flower girl \_\_\_\_\_ age \_\_\_\_ Ring Bearer \_\_\_\_\_ age \_\_\_\_

Unity Candle: Yes No Music or Song \_\_\_\_\_

Signing marriage license during the ceremony Yes No Music \_\_\_\_\_

Candle lighters: \_\_\_\_\_

Ushers: Bride's mother \_\_\_\_\_

Groom's mother \_\_\_\_\_

Who will give the bride away? \_\_\_\_\_

Instrumentalist \_\_\_\_\_ Soloist \_\_\_\_\_

Songs requested \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name of Photographer \_\_\_\_\_

Name of Florist \_\_\_\_\_ phone \_\_\_\_\_

Name of Caterer \_\_\_\_\_ phone \_\_\_\_\_

*Please e-mail or fax a detailed wedding ceremony plan to the wedding director 1 week prior to the wedding, including all song titles, special requests cleared with the minister such as unity candle or signing of the marriage license. E-mail: [kids@fbcrossbluff.org](mailto:kids@fbcrossbluff.org) fax: 337-855-4636 attention Margaret.*



# Calendar Request Form

Date Submitted \_\_\_\_\_ by \_\_\_\_\_

Rehearsal Date \_\_\_\_\_ Time - from: \_\_\_\_\_ to: \_\_\_\_\_

Wedding Date \_\_\_\_\_ Time - from: \_\_\_\_\_ to: \_\_\_\_\_

Is reception to be held in Fellowship Hall? \_\_\_\_\_  
*(if not please state where reception is to be held)*

Reception Time - from: \_\_\_\_\_ to: \_\_\_\_\_

Resource (circle those that apply)

sanctuary      gym      fellowship hall      kitchen

Comment \_\_\_\_\_  
\_\_\_\_\_

Contact \_\_\_\_\_ Phone Number \_\_\_\_\_

Bride \_\_\_\_\_ Bride's Church \_\_\_\_\_

Groom \_\_\_\_\_ Groom's Church \_\_\_\_\_

Minister Performing Ceremony \_\_\_\_\_

Fee paid amount \_\_\_\_\_ check number \_\_\_\_\_

Staff Approval      Yes      No

Signed \_\_\_\_\_ Date \_\_\_\_\_

Date Added to Calendar \_\_\_\_\_

