



# WEDDING POLICIES



**FIRST BAPTIST CHURCH OF KALAMAZOO**  
315 W. Michigan Ave.  
Kalamazoo, MI 49007  
269-345-2195  
[office@fbckazoo.org](mailto:office@fbckazoo.org)

**Office Hours: Weekdays 10:00 a.m.-12:00 p.m.  
1:00 p.m.-4:00 p.m. Mon-Thurs. Closed Friday**

Thank you for considering First Baptist Church for your wedding. May God bless you as you continue to grow together. We are happy to share our building and staff with you. We will work with you to make it a joyful occasion. To assist in your preparations, we provide the following information.

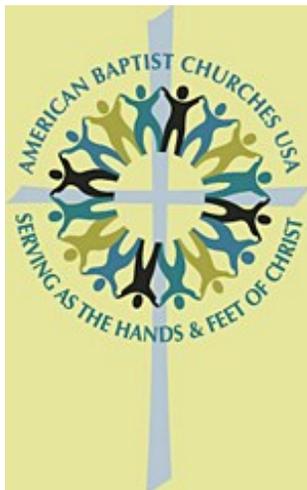
## **THE SERVICE**

A wedding in a church is the ceremony by which two people make sacred vows to one another in the presence of God. The purpose of a Christian wedding is to worship before God, to acknowledge God's gracious love in which the marriage of two persons might grow, to hear words of guidance from the Scriptures, to pray for this marriage, and to make a public promise of faithfulness to each other. Couples desiring a wedding in First Baptist should be willing to affirm these religious purposes when making arrangements with the officiating pastor.

The current pastor also officiates at interfaith wedding ceremonies.

## **THE OFFICIATING PASTOR**

You are invited to have the current pastor of the church officiate at your wedding or you can bring your own pastor to officiate. The current pastor is willing to co-officiate with another pastor. If you want the current pastor of the church, premarital counseling is required. The honorarium listed in the First Baptist fee schedule doesn't pertain to other clergy, so you should make separate arrangements with that person.



Questions:

Please contact the First Baptist Church office  
269-345-2195  
[office@fbckazoo.org](mailto:office@fbckazoo.org)

# WEDDING FEES

## First Baptist Church of Kalamazoo

### ARRANGING A WEDDING DATE

You should contact the office administrator to determine the availability of the church facilities and staff at least six - nine months in advance. The office administrator can tentatively schedule your wedding pending approval by the pastor. No wedding location should be announced until arrangements are confirmed with the Pastor. Weddings are not scheduled on Sundays or holidays, during the two weeks prior to Easter, or on December 24 or 31.

### FACILITIES

Ceremonies normally take place in the sanctuary, which comfortably seats 400. It is air conditioned. Integral parts of our sanctuary that may not be removed are the Lord's Table, the Cross, and chancel candelabra. Small weddings can also take place in the Fourth Floor Chapel, which seats a maximum of 50. Informal weddings may be held in the Clough Room, which seats up to 200, or in the Founders Room, which seats 100. A couple may use the church for four hours. This includes photography (before and/or after the service), sanctuary decorating, wedding service, and receiving line. Any damage to church property by the wedding party or guests will be paid for by the wedding party.

### DECORATIONS

Please discuss your decorating wishes with the minister during planning. For special holidays, our Flower Guild decorates the building well in advance. If your wedding occurs during a holiday season you may need to adjust your decorating plans accordingly. The office administrator will be able to assist you if any questions arise. If you engage a florist, please arrange for flowers and/or decorations to be delivered when the office administrator is present 10-12, 1-4 weekdays. Last minute decorating is strongly discouraged and may not be possible.

Room	Seating	Member	Relatives of Members	Non-Member
Sanctuary*	400	no charge	\$600	\$900
Fourth Floor Chapel <del>not available currently</del>	50	no charge	\$50	\$100
Clough Room	200	no charge	\$200	\$300
Founders Room	100	no charge	\$100	\$200
Nonrefundable Deposit		--	\$100	\$200
<b>Other Expenses</b>				
Pastor		\$300	\$300	\$300
Organist		\$250	\$250	\$250
Custodian/Security		\$75-\$150	\$75-\$150	\$75-\$150
Sound Technician		\$50	\$50	\$50
<del>Wedding Host/Hostess</del>		<del>\$50</del>	<del>\$50</del>	<del>\$50</del>

**\*Sanctuary fee includes, the use of the Founders Room and the Friendship Hall for the wedding party.**

- Receptions are generally held only for church members.
- For relatives of members and non-members, the nonrefundable deposit is required to confirm a reservation. It is applied towards room fees. There will be a charge of \$50 for each extra rehearsal with the organist.

(Adopted by the Diaconate, May 3, 2006)  
(Some fee changes adopted by the Cabinet, June 27, 2007)

### **SECURITY PERSONNEL**

A church employee will serve as security personnel while you and your wedding party and wedding guests are in the building. There is a non-negotiable fee of \$15./hr for this service.

### **FEES**

- Receptions are generally held only for church members.
- For relatives of members and non-members, the nonrefundable deposit is required to confirm a reservation. It is applied to wards room fees.
- There will be a charge of \$50 for each extra rehearsal with the organist.

All fees must be paid at the church office at least one month prior to the rehearsal.

### **OTHER INFORMATION**

You are welcome to make First Baptist Church your church home and to attend services regularly. Our worship service is at 10:30am.

*“What greater thing is there for two human souls, than to feel that they are joined for life - to strengthen each other in all labour, to rest on each other in all sorrow, to minister to each other in all pain, to be one with each other in silent unspeakable memories at the moment of the last parting?”*

*Adam Bede*

Candles should not be abusive to the furnishings. You are responsible to bring candle holders for the tapers and any other candles. Nails, thumbtacks, tape, or any decoration which would mar the sanctuary in a permanent way may not be used.

### **MUSIC**

Music can greatly enhance your wedding. If you plan to include music, the wedding couple must discuss their music plans with the FBC Organist at least three months before the wedding.

Congregational hymns for weddings are available in the pew hymnal. Vocal solos may be included during the service or prelude time. It is the couple’s responsibility to provide a soloist, should they want one. The Organist’s honorarium does not include teaching music to a vocalist. Use of photocopies of copyrighted music is prohibited by law. All musicians, including vocalists, who are not known by the Organist, must meet with the Organist at least two months before the wedding.

A Fazioli grand piano is available in the sanctuary and may be used, if selections are cleared with the Organist. Live music can be included from a wide variety of instruments. Recorded music may be used.

If our Organist is unavailable, you need to arrange for a substitute. He/she will need to be approved by our organist. Consult with the Director of Music/Organist if you know an organist you would like to have involved in your wedding.

### **SOUND AND LIGHTING SYSTEM**

The sound and light board must be used by a trained church member, for whom a fee applies.

### **REHEARSAL**

A rehearsal is usually desirable. Detailed arrangements can be made with the minister during planning time and should be confirmed on the church calendar in the office. All wedding attendants and immediate members of the family should be present if possible. Please make sure that all participants are available and ready to start the rehearsal at the scheduled time.

### **THE WEDDING PARTY**

Prior to both the rehearsal and the wedding, it is expected that the members of the wedding party will refrain from using alcoholic beverages. **NO alcoholic beverages** may be served on the church premises at any time. Smoking is not permitted anywhere on the church grounds. Throwing rice or birdseed and the releasing of live butterflies is not permitted. Bubbles may be blown outside the church. The church cannot be responsible for personal items such as purses, clothing, jewelry, or wedding gifts brought to the church. It is suggested that you designate someone to be responsible for them.

### **GUEST PARTICIPATION**

It is often desirable for those attending a wedding to actively participate in the service. Hymns, prayers, and responsive readings are among the possibilities for family members, attendants, or the whole congregation. Often a printed order of service is used. Consult with the minister if you are interested in congregational participation during the service. Wedding bulletins should not be printed until details of the service have been arranged with the officiating pastor.

### **PHOTOGRAPHS**

We require that photographers limit their pictures to the processional, recessional and wedding kiss. If you have a photographer and/or videographer, have them check with the minister before the service. Non-flash pictures may be taken from the rear balcony of the sanctuary or the back of the chapel.

The wedding party and family may reassemble for a relaxed sanctuary photography session following the service. Video filming is appropriately done from the balcony or narthex. Time lapse photography may be done, by professionals or guests, during the ceremony from the balcony or narthex. It is the responsibility of the couple to communicate these guidelines to friends or relatives who may wish to take photographs or videos during the service.

### **CHURCH RECEPTION**

Church members may use church facilities for their wedding reception. Fork food may be served in the Clough Room, which accommodates larger groups. Finger foods may be served in the Founders Room, sized for smaller groups and comfortable for a receiving line. Custodial services are required for all receptions.

### **DRESSING ROOMS**

Rooms are available if the bride, groom, or wedding attendants desire to dress at the church prior to the service. Notify the church office or the minister when making your arrangements.

### **THE MARRIAGE LICENSE**

The wedding couple is responsible for delivering the Michigan Marriage License to the officiating minister at the rehearsal. You can get it at the County Clerk's office where you reside. Two witnesses must be designated to sign the document following the service.

### **PARKING**

Parking meters are in effect weekdays 8:00 a.m.—5:00 p.m., but are free after 5:00 p.m. on weekdays and on weekends. Check with the church office for procedures for using parking space in front of the church on Michigan Avenue. The small Church Street parking area on the east side of the sanctuary must be kept open and is not available for the wedding party, family, or guests.