

**First Baptist Church of Murphy  
106 W. FM 544  
Murphy, TX 75094**

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

## ***Wedding Policy***

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

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 should reflect the religious nature of this event. Only Christian weddings may be performed at our church. **The cost to use First Baptist Church of Murphy for a wedding is \$500.** We do not offer services for receptions in our facility.

### **Officiating Pastor:**

First Baptist Church of Murphy's pastor is available to officiate your wedding. **His fee is \$100, which includes one wedding pre-marital counseling session, the rehearsal and the wedding service.** You may use your own pastor for your wedding service, however our pastor must call and invite him to officiate in our church.

### **Auxiliary Personnel:**

All 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.

### **Booking and Reservations:**

**A 50% non-refundable deposit is required to book a wedding date at First Baptist of Murphy. The balance of the fee is 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 coordinated with our wedding administrator.

### **Rehearsal:**

Your wedding is a special day and therefore it is important to rehearse the wedding prior to your wedding date. Rehearsals usually take place one day prior to the wedding. Please coordinate any schedule challenges with our wedding administrator. 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. Please plan on one hour to complete the rehearsal.

### **Wedding Day Preparations:**

The church wedding administrator will inform you and 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 helpful 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.

## **Wedding Receptions :**

**First Baptist Church of Murphy does not have adequate facilities for receptions.** Please allow enough time between the wedding ceremony and the off site reception to insure all wedding party and family members have enough time to remove all decorations and personal items from the church and travel to the reception location. You don't want the parents of the bride or groom to miss the entrance of the new couple into the 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. However we will remove the pulpit, stage chairs and the Lord's Supper table 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.
- Candles used in the wedding ceremony candelabra will be allowed with carpet protection. Drip-less candles preferred.
- Except for the unity candles and candelabra, open flames are not allowed. They will be placed in appropriate candleholders or hurricane globes to cover the flame.
- No candles will be placed on the choir rail or piano.
- No confetti, snowflakes or materials of this nature allowed inside or outside of the building.
- The piano at the church is available for the wedding ceremony. Because the keyboard requires special instructions, it can be used only upon request.
- The church sound system may be used for CD music (player available) and microphone. No additional amplifiers or music boards may be added.
- Hand carried musical instruments may be brought into the facility as needed for the ceremony.
- Our education building is provided for restrooms and changing rooms for the bridal party.
- No alcohol is allowed in the church or on the property.
- No smoking is allowed in the building.
- No animals are allowed in the building.
- No burning of incense or other strange fires will be allowed
- No decorations that require hammering will be allowed in the church especially on walls or pews.
- No food or drink allowed in the sanctuary except for use in the Lord's Supper.
- No smoke machines allowed.

## Scheduled Wedding Contract

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

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

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

Rehearsal Time: \_\_\_\_\_

### Wedding Party:

Groom: \_\_\_\_\_ Phone # \_\_\_\_\_

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

Number of Attendants: \_\_\_\_\_

Bride: \_\_\_\_\_ Phone # \_\_\_\_\_

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

Number of Attendants: \_\_\_\_\_

Pastor: \_\_\_\_\_ Phone # \_\_\_\_\_

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By signature, all parties agree to First Baptist Church of Murphy's Wedding Policy, terms and conditions to reserve the church, and shall be responsible for making their people aware of our policies. A 50% deposit is made at this time to book the wedding date. The balance of wedding fees is due 30 days prior to wedding date.

\_\_\_\_\_  
Groom Signature

\_\_\_\_\_  
Printed Name of Groom

\_\_\_\_\_  
Bride Signature

\_\_\_\_\_  
Printed Name of Bride

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

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

Wedding Contact: Becca Beckham info@fbcmurphy.com

Church: 972-424-1818