

First Baptist Church of Murphy
800 N. Murphy Road
Murphy, TX 75094

weddings@fbcmurphy.com
972-424-1818

Wedding Policy

The ceremony of Christian marriage is a sacred occasion when a man and a woman enter into solemn covenant with God and with each other. 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 must reflect the sacred nature of this event. Only Christian weddings may be performed at FBC Murphy and like that of every worship service, is to praise and glorify God.

Minister: The pastor of FBC of Murphy is available to officiate your wedding. His services also include up to four pre-marital counseling sessions. You may use your own minister for your wedding ceremony; however our pastor is required to call and invite him to officiate in our church.

Our wedding staff is made up of, but not limited to, a Wedding coordinator, sound technician, and musicians.

Facilities: The Sanctuary will seat 170 people. Dressing areas will be set aside for the bride and groom.

BOOKINGS- RESERVATIONS - FEES

A **50% deposit** on the sanctuary fee plus the **\$250.00 non-compliance/damage fee** is required to book a wedding. The balance of all fees is due **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 coordinate with our wedding coordinator. The deposit is refundable up to 90 days prior to the date of wedding less a **\$50 booking fee**.

Formal Sanctuary Wedding :

Wedding Fee	\$ 800.00	Pay to FBC Murphy, Includes three (3) hour wedding & 1hr Rehearsal
Wedding Coordinator:	\$ 275.00	Pay with separate check to coordinator
Non-compliance/damage:	\$ 250.00	Pay with separate check to FBC Murphy. (The deposit is refundable assuming there are no violations or damage to the church or its property)
Sound Technician	\$ 100.00	If required
Pianist's fee	Open	Pay with separate check
Officiates fee:	Open	Pay with separate check

Informal Weddings: Groom/Bride/Bride's Maid/Best Man ONLY

Wedding Fee:	\$ 400.00	Pay to FBC Murphy Includes 90 Minute Wedding & NO Rehearsal
Wedding Coordinator:	\$ 175.00	Pay with separate check to coordinator
Non-Compliance/damage:	\$ 250.00	Pay with separate check to FBC Murphy (Deposit is refundable assuming there are no violations or damages to the church or its property)
Sound Technician	\$ 100.00	If required
Pianist's fee	Open	Pay with separate check
Officiates fee:	Open	Pay with separate check

(Restrictions Apply to this type of wedding – no dressing at the church, time for ceremony is limited, etc.)

Pastor Only Wedding:

Wedding Fee: A donation to the church for use of the Sanctuary and a fee for the Pastor.
The Pastor sets the fee for his services.

The Pastor Only Wedding is for the couple who would like to be married in a church with family and few friends present but without the formalities (i.e. music, candle lighting, and ceremony is limited). The ceremony is limited to the giving of the wedding vows by our pastor on the main floor of the sanctuary. The number of people in attendance is very limited. The timeframe for this type of wedding is approximately 45 minutes.

FBC MURPHY POLICIES AND PROCEDURES:

All Weddings must abide by all guidelines and policies of FBC Murphy and are not in conflict with the Baptist Faith and message – One man to One woman.

Ceremony Coordinator: The bride is required to use the church's coordinator. The coordinator will work with you in planning and directing the ceremony at FBC of Murphy up to where the minister takes charge. The reception and decorations remain the bride's responsibility. A set time for planning the ceremony with the bride will be made by the coordinator. FBC of Murphy reserves the right to reject any music or any part of the ceremony that we deem not within the guidelines and policies of FBC Murphy.

Informal weddings are limited to the bride, groom, bride's maid and best man only in the wedding party. Your guests need to arrive 30 minutes prior to the ceremony. Informal weddings do not get a rehearsal but the wedding coordinator will organize the pre-wedding process and post wedding process for you. If you add additional wedding party, want a rehearsal or need additional time for the ceremony you will need to book a formal wedding.

Music / Sound system: Our church pianist is available and preferred because she is accustomed to working with our coordinator. However you may use your own pianist. The music chosen must reflect the sacred nature of this event. The wedding reception is a more suitable setting for pop, country, western and most of your secular music. Our microphones and stands are available for the wedding ceremony. **The use of personal CD's of music must be approved by our wedding coordinator.**

If the bride goes outside the church to hire an orchestra or other instrumentalist, it is her responsibility to contact, pay their fee, and make arrangements. Rock or country-western bands are not acceptable and will not be approved.

Formal Wedding Rehearsal: Plan one (1) hour for the rehearsal. This will insure the wedding party will know exactly what is required of them during the ceremony and helps to minimize mistakes and confusion. The wedding coordinator will set up a separate time for the rehearsal prior to the wedding. **Informal weddings do not include a rehearsal.**

Your allotted time on day of the wedding is three (3) hours for the formal wedding or **90 minutes** for the informal wedding. This includes time for decorating, dressing, pictures, ceremony, and time to remove all decorations and personal items from the dressing areas after the wedding. Decorating time, other than on day of wedding, must be approved in advance by the wedding coordinator and will be subtracted from your allotted time. **Additional time can be purchased if required at \$125 per hour but must be approved by the wedding coordinator in advance.**

It is advised that you assign the supervision of removing decorations and personal items to someone other than a person in the wedding party, the bride, or mother of the bride so that they may all arrive at your off-site reception together and on time.

Vendors contracted to perform services will coordinate their specific needs, delivery, set-up, pick up, within the allotted time frame on the day of the wedding. An additional fee may apply if vendors schedule a time when the church is not normally open or fail to pick up their equipment on time.

Photography: Photographers shall not block the view of the guests or be moving about during the vows. No flash photography during the vows unless approved by officiate and bride.

Our Church decorations and furnishings must not be removed or altered, including posters and holiday decorations. No other furniture will be moved except to clear the stage.

Decorations: Anything that requires nails, staples, tape or other devices that deface the walls, carpet or furniture is not allowed. No decorations requiring the use of a ladder. Our center aisle is only wide enough for the bride and her escort (5'). Therefore, only bows or bows with flowers can be placed on the ends of the pews.

Exits cannot be blocked or inhibited. Instrumentalists may assemble in either wing of the sanctuary.

Aisle runners present a safety hazard and are **not permitted**.

Candles in the wedding ceremony can be used **only on the platform**. Only drip-less candles are allowed. Unity candles may be exempt from this rule if carpet protection is used. Except for the unity candles and candelabra, open flames must be placed in appropriate candleholders or hurricane globes. Both florist and family are responsible for any candle damage to the carpet. No candles will be allowed on the piano or on the windowsills.

No food or beverages allowed in the sanctuary at any time. (Includes snacks or candy for children). Refreshments for the wedding party may use the fellowship hall. It must be left clean. The kitchen is not to be used or its utensils, supplies (cups, napkins etc.). No food or beverages outside the fellowship hall.

Only bubbles may be used outside to send-off the newlyweds. No confetti, snowflakes, bird seed or materials of this nature are allowed inside or outside of the building.

Keep children in hand. They are not allowed to roam, run or play in the church. Only rooms designated for dressing are allowed to be used. Nursery and class rooms are off limits and subject to an additional fee if used.

No alcohol or any other drugs allowed in the building or on the property.

People who are obviously on drugs or drunk will not be allowed in the building.
This includes anyone in the wedding party.

Smoking is allowed only on the back sidewalk of the building.

No animals are allowed in the building except service dogs.

Date of Contract _____

FBC Murphy Wedding Contract

Date of Wedding: _____

Time of Wedding: _____

Time church will open on wedding day: _____

Rehearsal Date: _____

Time of Rehearsal : _____

Groom: _____

Phone # _____

Address: _____

Email _____

No. of Groomsmen _____

Bride: _____

Phone # _____

Address: _____

Email _____

No. of Bridesmaids _____

Minister: _____ Phone # _____ Email _____

I acknowledge that I have received and read the First Baptist Church of Murphy's wedding policies and agree to abide within the terms and conditions set forth therein. I understand that failure to comply with the wedding policies may result in forfeiting part or all of my non-compliance deposit.

Fifty percent of the sanctuary fee plus the deposit is due at this time to hold your date. The balance of the sanctuary fee and all other fees are required on due date set below.

Provided the church facilities have been cleaned and all policy-related issues have been followed, the church will refund your **\$250.00** non-compliance/damage deposit. Any charges incurred due to damage, cleaning, other than normal, or use of the facilities beyond the contracted time will be deducted from this deposit. Charges exceeding the **\$250.00** non-compliance/damage deposit will be billed to the bride and groom. Refunds of the non-compliance/damage deposits are completed with **14 business days**.

The wedding party releases the church from all liability relating to the use of the facilities or any of the church property, its officers, employees, and members of the wedding staff from any suits, claims, complaints, damages, judgments, penalties, theft, fines, losses, costs and expenses of any kind and nature, at any time during the use of the facilities and to include any and all items that may be left unintentionally.

Terms of contract are binding when signed by one or both parties below. (Preferably by both)

Groom _____
(date)

Bride _____
(date)

Type of Wedding Booked : Sanctuary Wedding _____ Informal Wedding _____ Pastor Only _____

\$ _____	Check # _____	Date _____	50% Wedding Deposit made out to FBC Murphy
\$ _____	Check# _____	Date _____	Damage/Noncompliance made out to FBC Murphy
\$ _____	Check # _____	Date _____	Coordinator Fee payable to Becca Beckham due _____
\$ _____	Check # _____	Date _____	50% Balance Wedding Fee Due _____
\$ _____	Check # _____	Date _____	Church Pianist or Sound Tech made out to individual

Wedding Coordinator _____ Phone 469/878-4668

Becca Beckham becca.beckham@hotmail.com

First Baptist Church Murphy 800 N. Murphy Rd. Murphy TX 75094 972/424-1818