

**STOP! GO THROUGH THIS CHECKLIST BEFORE YOU GO ANY FURTHER!**

Have: You...

1. Completed and returned your calendar request form, with money, to the FBC Sapulpa office?
2. Made a list of pictures that you want taken, at the rehearsal, rehearsal dinner and wedding; or have you visited with your photographer and chosen from their list of pictures?
3. Made a sketch of where you want everyone to stand during the wedding ceremony?
4. Written a list of what order you want family members escorted in and where you want them to sit?

**A WORD FROM OUR PASTORAL STAFF**

Congratulations on your decision to get married. We are praying for the very best for the two of you as you start your lives together. At FBC Sapulpa marriage is taken very seriously. The church wants to partner with couples to build strong, God-honoring relationships.

We hold marriage in high regard, just as God does in His Word, the Bible. We believe that marriage is a life-long commitment between one man and one woman, and we want to do our part in helping you start your lives together on the right track.

You do not have to have a preacher or church to get married. When a couple request the use of a building dedicated to the worship of God and the leadership of a man dedicated to the service of God, we assume they are asking for the church's instruction and intercession for God's blessings on their efforts to build a Christian home in which Jesus is honored as Lord.

It is our sincere desire that your wedding day be one of the most special days of your life. This set of policies is designed to help make that day as smooth, trouble-free and pleasant as possible. We believe that the marriage ceremony is more than just a social occasion; instead, it is a worship celebration wherein we come into the presence of God Almighty, to rejoice in the life long commitment that this couple is making to each other and to God. Every aspect of this worship service, from the songs sung and vows recited, to the flowers you choose and where the bridesmaids stand should be well designed, and chosen in such a way to recognize what a memorable and sacred event the wedding ceremony is.

Please don't hesitate to consult our pastoral, administrative or custodial staff for guidance or help in preparing for this most special day. Our church hopes that if you are not currently attending a local church, or are looking for a new church home, that you might consider our church family as your new church family. For more information about our church, please consult with one of our pastors or administrative staff.

**STATE OF OKLAHOMA LEGAL GUIDELINES**

Any unmarried male or female of the age eighteen years or upwards, and not otherwise disqualified is capable of contracting and consenting to marriage. No person at least sixteen years of age and under eighteen years of age shall enter into a marriage relation, nor shall any license issued be therefore, except upon the consent and authority expressly given, either in person or in writing, by a parent or guardian. If such consent be given in writing, the written instrument must be acknowledged before a County Judge or Court Clerk. Any person under the age of sixteen years is expressly forbidden and prohibited from entering into the marriage relationship except with the consent of the court because of pregnancy or illegitimate children.

A marriage license is valid for ten days from date of issue. Also, a legal document showing full name and date of birth must be presented at time of application (i.e., driver's license, certified copy of birth certificate, etc.). There is a three day waiting period for all applicants under the age of eighteen. Both the bride and groom must be present when making application for a marriage license.

### **PASTORS**

The pastors of FBC Sapulpa consider it a privilege to participate in your wedding. One of the pastors of FBC Sapulpa, except where special arrangements have been made with the Pastor, shall be in charge of all wedding ceremonies. The pastor, or representative of the church is always in complete charge of the service and facilities.

### **WEDDING COORDINATOR**

All weddings taking place at FBC Sapulpa will require the services of our Wedding Coordinator. This individual will be available for assistance in regards to needs in the facilities, equipment and other questions. In many instances this individual will also conduct the wedding rehearsal and assist behind the scenes during the wedding.

### **PRE-WEDDING CONFERENCE**

Before the ceremony, the Pastor or pastor performing the ceremony will meet in conference(s) with the couple. The following is a list of our requirements for couples who desire to hold their marriage ceremony at FBC Sapulpa and/or have their ceremony performed by a pastor on staff at FBC Sapulpa.

1. Couples will both have a personal relationship with Jesus Christ.
2. Couples will participate in pre-marital counseling sessions with a pastor from FBC Sapulpa.
3. Couples will attend church on a regular basis.
4. Couples will abstain from all sexual activity until after the wedding.
5. Couples will live in separate residences until after the ceremony.
6. Couples who desire a minister from outside FBC Sapulpa to perform the ceremony at FBC Sapulpa, must use a minister who is a licensed and ordained minister of the Gospel of Jesus Christ.

It is not our desire to dampen your relationship together. In fact, this church and her leadership are committed to supporting and developing strong marriages and families that honor Christ and thereby experience the joy, intimacy, love and happiness God desires for every home. We believe these are healthy, Godly guidelines for the start of a great life together.

It is advisable that the couple and the pastor performing the ceremony meet in the facility where the wedding ceremony will take place, previous to the time of the rehearsal. During this meeting the couple and pastor should walk through the order of service, placement of equipment (candelabra, unity candle, etc.) and placement of members in the wedding party.

In order to schedule your ceremony, you will need to fill out an application regarding the facility usage and our wedding form, have at least half (1/2) of the wedding charges down to hold your date on the church calendar. As well as a Covenant regarding these expectations. If you have any questions or concerns regarding the expectations, please contact one of our pastors.

## **THE REHEARSAL**

The wedding rehearsal shall begin promptly at the scheduled time. The rehearsal is an integral part of the wedding preparation. It is held in a holy place dedicated to the worship of God. At certain seasons, because of the number of weddings scheduled in the church, rehearsals are arranged very close together. The bride and groom should expect all members of the wedding party to be as prompt for the rehearsal as they should be for the wedding.

The pastor or church representative will be in charge of the rehearsal. It will be his responsibility, his and his alone, to conduct the rehearsal in order that the wedding itself may be all that you plan for it to be. Your wedding consultant is invited to be present as a guest. Both sets of parents should be present for the rehearsal.

## **MUSIC**

The wedding service is a worship service celebrating the union of two individuals in love and commitment to each other. Therefore, the music should be in keeping with the reverence that is observed upon entering God's house. The bride should discuss any music used in the wedding service with the pastor, and any secular music to be used should be first approved by the pastor performing the ceremony. Final selections for music should be made no later than ten days before the wedding, and approved by the officiating pastor.

When a vocalist or group of vocalists will be singing as a part of the wedding service, it is the responsibility of the bride to ensure that the accompanist and vocalist(s) contact each other and have adequate time to rehearse.

## **FLOWERS AND DECORATIONS**

Florists are required to clear with the church office prior to decorating any portion of the facilities. All decorations must have the approval of the staff member in charge.

Only dripless candles may be used and they must be placed in a candelabra. Floors and furniture including musical instruments must be covered appropriately to protect them from was damage.

Decorations shall not be placed on the pulpit stand, pews, railings or any other woodwork by pinning, tacking, taping or in any other manner which could damage the church property.

Preservatives shall not be used in water for flowers. When flowers in containers holding water are used, the carpet beneath them shall be covered to prevent water damage. Vessels containing water shall not be placed on musical instruments. Any water spilled shall be reported immediately to the custodian.

All floral decorations will be removed immediately following the ceremony unless previous arrangements have been made with the staff member in charge. Church premises shall be left as clean as possible after use. The church shall reserve the right to restrict the use of facilities by florists who violate the regulations above.

## **PHOTOGRAPHS**

We request that no photographs or video taping requiring flood lights or flash lighting be taken during the ceremony (except the picture of the wedding party entering and leaving). During the ceremony, video taping equipment and still photography should be stationary, unless shot from the balcony. If video taping is to be done, it must be discussed with the pastor in charge of the ceremony. After the recessional, the wedding party may return for as many pictures as are desired. Where a reception is planned, it is advisable for the wedding party to come back immediately following the ceremony to the platform for any additional pictures that need to be taken. This will enable the wedding party to join the guests at the reception as quickly as possible.

## **FACILITIES**

The following areas are available: Sanctuary, Chapel, Bride's Room, Cloak Room, Music Suite, Kitchen, Parlor and Fellowship Hall. Other rooms may be available if requested when reserving the facility. All arrangements for use of any church equipment should also be made at this time. Please respect the church facilities and equipment by leaving these in the original condition. Any damage should be reported to the custodian immediately.

## **CUSTODIAL SERVICE**

Custodial services will be furnished by the church. They will be responsible for turning off lights, adjusting heating and cooling systems, returning furniture to appropriate places and clean-up. They will be available to assist the family in setting up tables and chairs for the reception. A custodian will be present in the facility at all times during the rehearsal, wedding ceremony and reception.

## **RESTRICTIONS**

We require that the following activities or items not be a part of the wedding experience in the FBC Sapulpa facilities:

- No tobacco, alcoholic beverages or illegal drugs will be allowed at any time.
- No food or drink is permitted in the sanctuary.
- No rice, confetti or any other food or decoration items should be thrown in the church's buildings.
- No halter tops, bathing suits or any other inappropriate clothing should be worn in the church's buildings.

## **AVAILABILITY OF FIRST BAPTIST CHURCH FACILITIES**

The use of our Sanctuary, Fellowship Hall, Parlor or Chapel for weddings and wedding receptions will be allowed at times that do not conflict with the needs of our ministries. Due to the preparation of our buildings for Sunday morning Worship and Sunday School, we have developed a time schedule that we feel is workable for everyone.

Weddings that include a reception in our Fellowship Hall must be scheduled to begin no later than 2:00 p.m.

Weddings that do **NOT** include a reception must be scheduled to begin no later than 4:00 p.m.