

Decorating

Candles: The church floor, window and aisle candelabras may be used and decorated. You are responsible for purchasing dripless candles for all candelabras. If you use candelabra provided by the florist, aisle candles must be checked by the Wedding Coordinator to determine if they can be attached to the pews without damage.

Should damage occur, the party who has arranged the use of the facility will be billed. If the church is already decorated for a special church event (such as Easter, Thanksgiving, or Christmas), you are expected to use the existing seasonal decorations in your own decoration theme. It is necessary to inform your florist of these guidelines for decorating the Sanctuary or Chapel.

Rehearsal

The rehearsal is usually held on the day preceding the wedding and is conducted by the officiating minister. Promptness at rehearsal is expected. Members of the wedding party should conduct themselves at all times in a manner befitting the atmosphere of a place of worship, and it is the obligation of the bride and groom to make certain that this expectation is known to, and observed by, the wedding party.

Additional Guidelines

The following guidelines must be observed:

- Any refreshments/snacks/food for the wedding party before or after the rehearsal or before the wedding must be contained and consumed in the Parlor Kitchen. The church does not supply dinnerware, food or beverages. It is not permissible to have any refreshments in the Parlor or Atrium.
- No alcoholic beverages are permitted on church property.

- Children are not permitted to roam or run through the halls or destroy church property.
- Rice and/or rose petals are not permitted to be used in or outside the building.
- We recommend using birdseed and/or bubbles outside the building...absolutely nothing inside.
- As a courtesy to members of the church staff and clergy, the wedding party is requested to be on time for rehearsals and other appointments.
- Costs and fee information are available at www.fbcindy.org under information.

First Baptist Church of Indianapolis

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Wedding Policy

We welcome you to First Baptist Church of Indianapolis at this exciting time in your lives. Our staff is ready to assist with your wedding plans. The following guidelines will enable you to plan a ceremony that will be worshipful, beautiful and meaningful.

Preliminary Information

Initial contact for scheduling wedding ceremonies is through the church office at 317-846-5821. Upon receipt of the completed information sheet, a staff member will check to confirm that the date is open, contact a FBC minister, if requested to officiate, assign a church wedding coordinator, and arrange for the services of the organist.

A letter will be mailed with instructions on how to schedule appointments with the wedding coordinator, minister and organist. Any questions on the wedding arrangements should be referred to the church office.

Charges for the use of the church facilities and personnel will also be defined within the letter and a NON REFUNDABLE deposit check in the amount of \$200 to confirm the arrangements. The deposit should be made payable to and mailed to First Baptist Church.

Scheduling

Weddings will be scheduled in five hour blocks. You may have access to the Sanctuary/Chapel, Parlor, and Dressing Rooms three hours before the wedding time. The facilities must be vacated two hours after the wedding start time. Other activities could be taking place in other parts of the building or on the grounds during your wedding. Other weddings may be scheduled on the same day of your wedding. Early weddings on Saturdays must be no later than 1 p.m. and late weddings must be no later than 4 p.m. Weddings on Saturdays with receptions cannot be scheduled after 3 p.m.

Weddings will not normally be scheduled on the following days: Sundays, Maundy Thursday, Good Friday, the day before Easter, Memorial Day Weekend, July 4th, Labor Day weekend, the weekend before Thanksgiving, Thanksgiving Day, December 24 through January 1, and other holidays or days when the church is scheduled to be closed.

Wedding Receptions

Facilities and personnel for wedding receptions are available depending on the number of guests. To schedule a wedding reception, a Use of Facilities form is also required. Fees for church personnel and room rent are listed on the insert of the Wedding Policy for receptions. Note that the church does not provide food service. You are responsible to arrange for a caterer if food is to be served. Use of Facilities forms are available on-line or through the church office.

Planning the Ceremony

Liturgy – The spoken portions of the service are the responsibility of the officiating minister, the details of which will be discussed with the couple getting married. All elements of the liturgy must be approved by the officiating minister.

Minister – If the officiating minister is not on First Baptist's staff, a letter of invitation will be extended from the Senior Minister of First Baptist to the officiating minister. The minister's name and complete address must be included on the Wedding Information sheet.

Music – The wedding ceremony is viewed at First Baptist as a worship service. Only music uplifting God and the holiness of the wedding ceremony may be played at weddings. Our Director of Music will be happy to play the organ or piano for your wedding per availability of his schedule. By appointment, he will consult with you regarding your music selections. He does not attend the rehearsal. However, he will rehearse the day of the wedding with any other

participating musicians or soloists. If you wish to engage other musicians than First Baptist's organist, please feel free to do so. They need to schedule their rehearsal times through the church office.

Wedding Coordinator

All weddings held at First Baptist will be supervised by one of our wedding coordinators. The wedding coordinator can answer questions about church protocol and procedures and should be the first person contacted after the date as been approved. The wedding coordinator works out the details to insure a smooth wedding and will meet with the bride or couple six weeks to 30 days prior to the wedding to arrange final procedures. The wedding coordinator provides assistance to the officiating minister during the rehearsal and wedding ceremony and supervises the wedding party to insure a smooth rehearsal and ceremony.

Recording and Photography

Taking pictures and making audio and video recordings of the ceremony is expected; however the dignity of the service must be maintained. To facilitate this, please observe the following guidelines:

- Photographers are not allowed in the Sanctuary following the procession. Still pictures or video records may be made during the ceremony only from the back balcony of the main Sanctuary or the narthex for a Chapel wedding. This information needs to be printed in your wedding bulletin.
- All recording or photography equipment must be set up 30 minutes prior to the ceremony. If a microphone or sound equipment is needed during the ceremony, there will be a church sound technician assigned. The church's sound system is not adaptable to a VCR/DVD.
- Photographs should be planned so that they are completed within one hour after the wedding ceremony.