



# Wedding Information & Policies

First Baptist Church  
1112 E. Broadway Columbia, MO 65201  
[churchinfo@fbc-columbia.org](mailto:churchinfo@fbc-columbia.org)  
573-442-1149

Senior Pastor  
Rev. Carol McEntyre

Pastor of Families & Spiritual Formation  
Rev. Brittany McDonald Null

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# First Baptist Church

## Wedding Policy & Application

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A wedding ceremony within a place of Christian worship is a religious service. It's also a fiscal, managerial matter. Both dimensions have been considered in the policies outlined below. Sometimes the reason for a certain policy is a matter of proper use of facilities and labor, other times the concern is theological. We trust that these policies, which have been developed through decades of experience, will assist you in planning the kind of wedding you desire.

According to church policy, weddings are not scheduled during the month of December. Holiday weekend weddings are not normally available, but will be considered on a case by case basis, for an additional fee.

Thank you for your consideration,  
First Baptist Church (FBC) Staff

## Process

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### Application

- Arrangements for your wedding begin by securing this policy and application form.
- Once you have received this information, contact our main office, 573-442-1149, to determine the availability of the facilities on your desired date.
- If the date you prefer is available, please complete the application portion of the packet, and return it, along with \$50 non-refundable reservation fee, to the church office.
- Applications are then approved by the staff; you will have verbal confirmation of your reservation day within the week. Should the application not be approved, the reservation fee will be returned to you.

### Wedding Rehearsal/Ceremony

The week before the ceremony, a keycard will be checked out to you from the main office. This will grant the couple access to the church the entire day of the ceremony, allowing time for decorating, meeting vendors, etc. The doors will be scheduled by the main office to open at an appointed time before the ceremony, allowing guests to freely enter the building. Please confirm the timing of the doors with the administrative assistant in the main office.

### After the Wedding

The keycard is to be turned back into the church no later than one-week after the wedding ceremony. Your security deposit will not be returned until the keycard has been returned. If it is turned in later than one week, \$20 will be withheld from your security deposit.

# Facility Information

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- Length and width of aisle: 90 feet long, 5 feet wide
- Number of pews on each side of center aisle: 26
- Capacity of Sanctuary: 350
- The communion table is extremely difficult to move, and we request that it be left in place. Since we believe that the cross is central to our identity and purpose, it shall remain on the communion table. The candlesticks should also remain on the table.
- The Pulpit and Lectern are also very difficult to move. Moving these items tends to cause damage to the furniture and the flooring. For this reason, we prefer not to move them. If you find it necessary for your wedding, the pulpit and lectern will be removed for a fee of \$100. Please note that occasionally these items are moved on behalf of church staff for worship services. It is possible that you will tour our facility and not see both pulpit and lectern in place, however, it should be assumed that they will be in place during your wedding, unless otherwise requested.
- If the church is decorated for religious holidays and you do not want the decorations that are already up, they will be removed for a fee of \$100.
- If the church or Child Development Center have displayed any outdoor signage on the front lawn/columns that may interfere with your photography, they can be removed for a fee of \$50.
- In decorating, we ask that you not deface or mar any of the furnishings (no thumb-tack holes, candle wax drips, tape marks, etc.). No lighted candles in the windows.
- The church has no jurisdiction over the parking on Broadway or Waugh St. The couple is responsible for calling the City of Columbia to arrange for special parking.

## Non-Compliance with the following policies will result in the forfeiture of the Building Use Deposit

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1. Only drip-less candles may be used.
2. No smoking in building or on church grounds.
3. Absolutely no alcoholic beverages anywhere in the building.
4. No rice, confetti, or fireworks inside or outside the building.
5. No real rose petals dropped in the aisle; silk petals can be used.
6. No birdseed or bubbles in the building; they may be used outside.

## Facility Tours

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Contact Brenda Rice, On-site coordinator, to schedule a tour.  
Email Brenda at [brice@fbc-columbia.org](mailto:brice@fbc-columbia.org)

# Ceremony Information

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## Time Frame

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Wedding rehearsal time should be between 4:30 pm and 6:30 pm. Wedding Ceremony times should be between 11:00 am and 7:00 pm, unless otherwise approved by a First Baptist minister.

## Music and Instruments

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Music is to be selected in consultation with the Minister and/or church organist. The following should be kept in mind:

- a.) The pipe organ here is a very delicate and expensive instrument. Only the First Baptist Church organist(s) - or members of the American Guild of Organists (with approval of the First Baptist Church organist) may use the organ for the service. The Trustees have made him/her responsible for its care.
- b.) The sound system will be taken care of by the custodian or a member of First Baptist Church only.
- c.) Music selections should be appropriate for a place of worship.

## Photography

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Please ensure that the photographers are respectful of the sanctity of the marriage ceremony, and do not move about in a distracting manner.

## Ministers

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A minister of First Baptist Church will usually officiate at weddings in our sanctuary. The couple will be required to participate in two marital readiness sessions, scheduled with our minister(s).

Outside officiants will be allowed.

# Fees - retain for your records

The Non-Refundable reservation fee is due at the time of application. All other payments are due no later than 45 days prior to the wedding date. Checks should be made payable to First Baptist Church, which will in turn pay the minister, custodian, organist, coordinator, as applicable. These fees are fully refundable until ten days prior to the wedding. After that, 50% will be refunded.

## Required Fees:

|  |       |
|--|-------|
| Non-refundable reservation fee   | \$50  |
| <i>Due at time of application. This fee is to hold your wedding date only, this does not go toward other fees and will not be refunded if the wedding is canceled.</i>   |       |
| Building Deposit   | \$300 |
| <i>The building deposit will be refunded, upon approval that the facility is left as it was found and policies were followed. We reserve the right to retain any portion of the damage deposit should damage occur and/or policies are not followed.</i>   |       |
| Sanctuary Use  | \$750 |
| <i>Rehearsal and Wedding. There is no charge for use of the building if the bride or groom or either of their parents have been active members of First Baptist Church six months immediately prior to the calendaring of the wedding.</i>   |       |
| Custodian Fees   | \$175 |
| <i>Weddings are not considered part of normal job duties, nor do they occur during normal working hours. The church's custodian must be used as he alone is fully knowledgeable of and responsible for church facilities and equipment.</i>  |       |
| On-site Coordinator  | \$150 |
| <i>This person is a First Baptist staff member, who will be present during the rehearsal and ceremony, to ensure lights are on, doors are unlocked and that things run smoothly in the church building. This person will be familiar with the building and will be available to assist with any needs that arise in our facility. Maximum hours: 4</i> |       |

## Other Expenses:

|   |       |
|---|-------|
| Organist Fee (when using First Baptist's organist)  | \$175 |
| Minister Fee (when using a First Baptist clergy member)   | \$300 |
| Rehearsal Dinner  | \$200 |
| Cake and Punch Reception  | \$175 |
| <i>When dinner and/or reception services are requested, the use of the kitchen is included for serving purposes only. Cooking will not be allowed. Training and clean-up required.</i>  |       |
| Additional Custodian Fees   |       |
| Rehearsal Dinner  | \$100 |
| Cake and Punch Reception  | \$100 |
| Pulpit and Lectern Removal  | \$100 |
| Removal of Religious Holiday Decorations  | \$100 |
| <i>Please check with the church 7 days before your wedding to learn if there is any holiday decor present at that time. Decor may be different than they were at time of application/facility tour, and we must have 1 week's advance notice prior to the wedding rehearsal in order to remove any decor.</i>     |       |
| Removal of Outdoor Signage  | \$50  |
| <i>Please check with the church 7 days before your wedding to learn if there is any outdoor signage present at that time. Signs may be different than they were at time of application/facility tour, and we must have 1 week's advance notice prior to the wedding rehearsal in order to remove any signage.</i> |       |

# Application

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Date of Application \_\_\_\_\_

Date of Wedding \_\_\_\_\_ Time \_\_\_\_\_

Minister to Officiate \_\_\_\_\_ Do you request an FBC minister? \_\_\_\_\_

Bride/Groom \_\_\_\_\_

Email Address \_\_\_\_\_

Street Address \_\_\_\_\_

Phone \_\_\_\_\_

Member of FBC? \_\_\_\_\_ If not, where? \_\_\_\_\_

Bride's Parent(s) \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Member(s) of FBC? \_\_\_\_\_ If not, where? \_\_\_\_\_

Bride/Groom \_\_\_\_\_

Email Address \_\_\_\_\_

Street Address \_\_\_\_\_

Phone \_\_\_\_\_

Member of FBC? \_\_\_\_\_ If not, where? \_\_\_\_\_

Groom's Parent(s) \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Member(s) of FBC? \_\_\_\_\_ If not, where? \_\_\_\_\_

Rehearsal Date \_\_\_\_\_ Time \_\_\_\_\_

Anticipated Number of Guests at Wedding \_\_\_\_\_

Will the rehearsal dinner be held at FBC? \_\_\_\_\_

Will the reception be held at FBC? \_\_\_\_\_

Coordinator \_\_\_\_\_

Organist \_\_\_\_\_

Florist \_\_\_\_\_

Photographer \_\_\_\_\_

Other Vendors \_\_\_\_\_

Applicant agrees to comply with church wedding policies and to be responsible for damage to premises or equipment

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Church Official \_\_\_\_\_ Date \_\_\_\_\_

# Fee Statement

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## Required Fees:

|                                |       |                 |
|--------------------------------|-------|-----------------|
| Non-refundable reservation fee | \$50  | Date Paid _____ |
| Building Deposit               | \$300 | Date Paid _____ |
| Sanctuary                      | \$750 | Date Paid _____ |
| Custodian Fees                 | \$175 | Date Paid _____ |
| On-site Coordinator            | \$150 | Date Paid _____ |

## Dependent on Ceremony:

|  |       |                 |
|--|-------|-----------------|
| Organist                                 | \$175 | Date Paid _____ |
| FBC Minster Fee                          | \$300 | Date Paid _____ |
| Pulpit and Lectern removal               | \$100 | Date Paid _____ |
| Removal of religious holiday decorations | \$100 | Date Paid _____ |
| Removal of Outdoor Signage               | \$50  | Date Paid _____ |
| Rehearsal Dinner                         | \$200 | Date Paid _____ |
| Cake and Punch Reception                 | \$175 |                 |
| Additional Custodian Fees                |       |                 |
| Rehearsal Dinner                         | \$100 | Date Paid _____ |
| Cake and Punch Reception                 | \$100 | Date Paid _____ |

*Attach Receipts Here:*



*Keycard Issued* \_\_\_\_\_  
*Date Returned* \_\_\_\_\_  
*Deposit Refunded* \_\_\_\_\_  
*Payment Requested for staff* \_\_\_\_\_  
*Additional Notes* \_\_\_\_\_

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