



## Wedding Request Form

Congratulations on your upcoming wedding! Your wedding is the Christian celebration of your love and commitment to each other and to God. At TBC we want to help you plan this sacred ceremony. To get started please read the attached wedding policy, then fill out these forms and return them to the church office. All couples must schedule an initial meeting with a member of our Pastoral Staff before the wedding request can be officially approved.

**Name of Bride:** \_\_\_\_\_ **Age:** \_\_\_\_ **Phone:** \_\_\_\_\_

**Name of Groom:** \_\_\_\_\_ **Age:** \_\_\_\_ **Phone:** \_\_\_\_\_

**Desired Date and Time of Wedding:** \_\_\_\_\_

**Will you have a rehearsal dinner?**  YES  NO

Date, Time, & Location: \_\_\_\_\_

**Will you have a reception?**  YES  NO

Date, Time, & Location: \_\_\_\_\_

**Number of guests expected to attend:** \_\_\_\_\_

**Requested Officiating Pastor:** \_\_\_\_\_

**Church Affiliation:** \_\_\_\_\_

**Have either of you been divorced?**  YES  NO

**Are you currently cohabiting?**  YES  NO

**Will you commit to six weeks of premarital counseling?**  YES  NO

*Sign below to indicate that you have read and agree with the church wedding policy:*

**Signature of Bride:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature of Groom:** \_\_\_\_\_ **Date:** \_\_\_\_\_

The following information has been prepared to give you details regarding the church's policy concerning weddings. Please read through these policies carefully before signing the wedding request form.

**A. Facilities and Fees** Our church auditorium is available for wedding ceremonies along with two dressing rooms and the use of the church fellowship hall for rehearsal dinners and/or receptions.

- The fee to use our auditorium for your wedding is \$350.00, including a refundable \$50 deposit. Our Fellowship Hall is also available for rehearsal dinners and/or wedding receptions for an additional \$200. These fees include the use of the facility, the cleaning of the facility, and the sound technician.
- The sound system, computers, and projectors are available for use in the auditorium; however, they may be used only by a church sound and media technician. In addition, a piano and keyboard are available for use on stage.
- The facilities at TBC are designed to provide a worshipful atmosphere for wedding ceremonies.
- No food or drinks may be taken into the auditorium.
- Any appearance of intoxication, the use of alcohol and/ or smoking in any area of the church will not be permitted.
- No nails, glue, staples, or tape are to be used to fasten any decorations to the furniture, walls or floors.
- The Church is not responsible for any loss or damage to clothing or other items left in the building. The Church cannot assume responsibility for the security of personal items.
- Birdseed may be used outside the building, but no rice is permitted.
- Caregivers and child care facilities will not be available for child care during weddings or receptions.
- It is the responsibility of the couple to review this wedding policy and discuss it with all members of the wedding party so there will not be any misunderstandings or deviation from them.

**B. Wedding Criteria** God ordained the marriage of one man to one woman at creation. We believe that one of the best ways to increase the odds of a happy ending is to have a proper beginning. It is our desire that your wedding be God-honoring in every way. Due to the great reverence that the Bible gives marriage the following criteria must be met before a couple may be considered for marriage by the Pastoral Staff of TBC:

- Only couples that profess faith in Christ, aren't sexually intimate, and commit not to live together before marriage will be considered candidates for marriage by the Pastoral Staff of TBC. Couples that are sexually active will be asked to abstain from a sexual relationship until after the wedding. Couples that are already living together will be asked to move into separate living quarters.
- Couples will be required to attend a minimum of six premarital counseling sessions at least 10 weeks prior to the prospective wedding date. The Pastoral Staff of TBC will help the couple understand the basic principles of a Christian marriage. Additional counseling will be required if either has been divorced.

**C. General Policies**

- The responsibility of the Pastoral Staff of Temple Baptist Church is to provide a wedding ceremony that expresses the religious significance of marriage and the importance of this commitment in the eyes of God. Those seeking to be married by one of our Pastoral Staff are asking specifically for a Christian marriage that will be within Biblical and theological boundaries.
- The officiating Pastor is the Administrator of the wedding and will be in charge of the rehearsal and the wedding ceremony. Wedding coordinators must work with the Pastor to organize and plan the wedding ceremony.
- The Pastoral Staff of Temple Baptist Church will not schedule weddings on Sundays or major holiday weekends. December weddings will be considered on a case-by-case basis.
- If a Saturday wedding is requested, the ceremony should begin no later than 4:00 p.m. This is to allow time for cleaning and resetting all facilities for regular services.
- The wedding is a service of Christian worship when conducted by an ordained or licensed Pastor. While photographs of the wedding are important, the solemnity of the ceremony should not be marred by

indiscriminate picture taking. During the ceremony only non-flash photography will be allowed.

- The Pastoral Staff can only perform weddings in full accordance with the laws of the state of Missouri. The wedding cannot take place without a valid marriage license. Obtain a Marriage License from your county of residence and bring it to the officiating Pastor's office one week prior to the wedding.
- The florist is responsible to see that The Church remains clean when decorating. The church is not responsible for storage of wedding decorations; all decorations must be removed on the day of the wedding.
- Only silk or cloth flower petals are permitted for use by flower girls on aisle runners. They may not be used for floor decorations.
- It is important to keep in mind that a church wedding is a service of The Church, and, therefore, music should be in keeping with the purpose, mission, and vision of TBC. All instrumental, live, and performance music must be approved before use. The couple is responsible for securing musicians and informing them of the music policy.
- It is a policy that no photographs be taken during the ceremony; however, with permission of the bridal party and officiating minister, professional no-flash photographs may be taken provided they are taken from behind the congregation. We ask that photographers and videographers be as unobtrusive as possible during the ceremony.

#### **D. Wedding Request**

- A request for a wedding should be made to the church office using a "Wedding Request Form."
- The couple must schedule an appointment with the Officiating Pastor for a premarital interview before wedding dates can be approved.
- While anyone may request a Pastor from TBC to officiate their wedding, not all weddings are approved. Each wedding request is decided on a case-by-case basis and is subject to the approval of the Pastoral Staff.