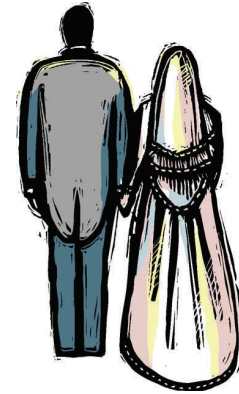


God Bless  
Your Wedding Planning!



Wedding Planning Guide  
and church policies  
for the  
Bride and Groom



From this day forward  
Our thoughts and actions  
Will be for each other ...  
Our plans mutual,

our joys and sorrows shared ...  
As we become One in Christ.

**FBC CONTACT INFORMATION:**

700 E. Olive St., Marshalltown  
Office hours: (M-F) 8 a.m.--4 p.m. (closed 12-1)  
Office: 753-3528  
Church e-mail: [carrie@fbcmarshalltown.com](mailto:carrie@fbcmarshalltown.com)  
Web site: [www.fbcmarshalltown.com](http://www.fbcmarshalltown.com)

FBC  
A Faith Building Community  
700 E. Olive Street  
Marshalltown, Iowa 50158  
641-753-3528  
[www.fbcmarshalltown.com](http://www.fbcmarshalltown.com)  
Pastors: Richard Sipe, Blair Benefield

Dear Bridal Couple:

This planning guide will explain the church policies, and give you important information to assist you plan your wedding.

Please fill out the Wedding Application Form and Wedding Fee form, and return them to the office Secretary ASAP.

You will note a deposit is due immediately to secure your date and all remaining fees are due at least one month prior to your wedding.

After all paperwork is turned in, we will have a Wedding Consultant contact you. She will set up an appointment to meet with you to go over details.

If Pastor Sipe or one of our other pastor's is performing your marriage ceremony, you will need to call to set up your counseling sessions with him. You are required to take a Marriage Inventory, for which there is a \$35 charge.

## **WEDDING POLICIES**

### **IT IS WRITTEN . . .**

*"Marriage is an honorable estate, instituted by God, regulated by His commandments, blessed by our Lord Jesus Christ, and to be held in honor among all men."* Those, or similar words, are a part of almost every marriage ceremony. While marriage outside the Church is recognized by society, the marriage rite solemnized within the Church is, in itself, recognition of the Divine authority over life. **FBC of Marshalltown** would encourage all couples who sincerely desire to have God's blessing upon their union, and who intend to establish a Christian home, to enter into this sacred relationship under the auspices of and within the precincts of this church.

The pulpit stand and the communion table may be removed, as well as all decorative items, including floral arrangements, in the sanctuary and the chapel. However, this must be done only by church maintenance personnel.

### **AUTHORITY GIVEN:**

The above wedding policies have been issued after consultation and with the authority of the Board of Deacons and the Board of Trustees of First Baptist Church, Marshalltown, Iowa. They were updated in February 2006.

### **THE WEDDING PARTY:**

It is expected that members of the wedding party will recognize that the church is the House of God and that they will conduct themselves at all times in a manner befitting the atmosphere of the place of worship. Prior to both rehearsal and wedding it is expected that members of the wedding party will refrain from using alcoholic beverages. No wedding rehearsal or wedding will be performed if any member of the wedding party is under the influence of alcoholic beverages. No alcoholic beverages may be served on the church premises at any time. Smoking is not permitted anywhere in the building. Confetti and rice are not to be thrown in the church building, and the ushers shall be responsible for carrying out all the above policies. It is the obligation of the bride and groom to make certain these rules are made known to the members of the wedding party and guests.

### **FLOWERS AND DECORATIONS:**

Please inform the florist of the following procedures.

Whenever candles are used, they must be dripless and must be in candelabra which will catch and contain all drippings. The floor must be thoroughly protected. Florists will be held directly responsible for the cleaning of wax from all floor coverings and furniture when their products have been used.

When facilities are used on Saturday night, flowers, palms, and other equipment shall be removed from the church building immediately following their use.

Air conditioning or heating will be turned on only at a reasonable time before any scheduled event (not more than four hours in advance). Florists should note this and should not bring flowers too early. The bakery should also be notified so they don't bring the cake too early.

### **WEDDING POLICES (CONT.)**

Christian marriage is basically described in the New Testament as a uniting of the lives of a Christian man and a Christian woman *"till death do they part"*. We look upon the wedding ceremony as a sacred rite (but not a sacrament) to be conducted with all the dignity and reverence of a service in the House of God. The marriage ceremony will be planned by the bride and groom in consultation with the Pastor. The ceremony will be in keeping with the spiritual goals of the Church, *"to honor Christ in all things"*.

The courtesy of allowing a pastor-friend of the bridal couple to participate with one of our pastors in the marriage service can prove spiritually enriching. See application for guidelines.

### **SETTING THE TIME OF YOUR WEDDING:**

Careful planning is necessary for all weddings. You will want to plan as far in advance as possible so that premarital counseling and the use of the church can be arranged without conflict. The date of the wedding is set in consultation with the officiating pastor and the church secretary. The telephone number is 753-3528, and the office hours are from 8:00 a.m. till 12:00 noon and 1:00 till 4:00 p.m. Monday through Friday.

It is extremely important that the exact time indicated for the rehearsal and wedding be observed. Weddings may be held in the sanctuary, which seats 650, or in the chapel, which seats 100. Please plan Saturday night weddings so that the ceremony starts no later than 6:00 p.m., allowing time for all parties to have left the building by 9:00 p.m. If you would like your rehearsal on Friday it must be at 4 pm due to our Hispanic Service at 6 pm.

## **YOUR WEDDING MUSIC:**

Please contact Chris Alley, our Music & Media Minister here at the church to discuss your Musical/Sound needs at least 1 month prior to your wedding.

It is most important to keep in mind that a church wedding is a service of the church. In all cases, music, soloists, musical groups, instrumental accompanists and organists are to be approved by the officiating pastor. It is recommended that you contact them when you set your wedding date.

It is the responsibility of the bride to secure the organist, soloist, etc. and all others involved in the service.

Fees for the soloist and/or instrumentalist should be discussed with them and are also to be paid directly to them at the rehearsal.

In choosing music, remember the wedding service is a sacred service and there is much beautiful religious music suitable for a Christian wedding ceremony. All music to be used during the ceremony is to be of obvious Christian nature. Popular wedding music is better suited to the wedding reception. Music should be selected and planned to create an atmosphere of worship, and your musicians should be capable of creating this atmosphere. Consult with them well in advance of the wedding about music to be used.

### **Optional items available by Chris Alley:**

#### **Photos**

The Basics - \$400

Includes: 150+ Photos & 4 x 6 Proofs

4 Hours of Coverage - Group photos, Wedding Ceremony & Reception

\$50 print credit - you choose size and type

4 special edited photos

#### **Video**

Video of Ceremony - \$300 (includes 2 DVD's, addl DVD's \$5 each)

#### **Extras**

DVD with Wedding Photos & Slide Show set to music - \$100

Wedding Album w/20 pages - \$75

Additional prints. Ex. Large prints, canvas prints, photo books - A La Carte

## **PHOTOGRAPHS:**

If pictures are desired, it is the responsibility of the bride to instruct photographers that no flash pictures are permissible in the sanctuary or chapel once the ceremony has begun. A time exposure of the ceremony itself may be taken only from the balcony or the narthex.

## **YOUR WEDDING BULLETIN:**

The church secretary will be happy to type and print a bulletin for your wedding ceremony. The finalized program and other information must be submitted to the secretary at least two weeks before the wedding date.

## **DRESSING ROOMS:**

Facilities are such that the bride and her party may dress at the church. A like courtesy will also be extended to the groom and his attendants upon request. It is the responsibility of the bride and groom to arrange for the care of the property of the wedding party before, during, and after the wedding, and for the transportation of such items.

## **BORROWED OR RENTED ARTICLES:**

Arrangements must be made for the prompt return of borrowed or rented articles after the wedding and reception. While every reasonable effort is made to ensure their safety, the church cannot be responsible in this regard.

## **REHEARSALS:**

The contracting parties are responsible for the punctual attendance of all participants. The officiating minister will be director of the rehearsal.

## **CUSTODIAL ASSISTANCE:**

The custodian will arrive one hour before the service. He remains in the building to assist until the wedding and reception are concluded. Work to be done prior to this time will be arranged in your conversations with the Church Wedding Consultant. In the event extra help is required by the church to put the facilities back into their usual condition, the amount will be assessed from the bride and groom.

## **WEDDING ACCESSORIES AVAILABLE:**

The church has, for your use, two sets of candelabra (require fourteen 14" dripless candles) and a unity candle. If you prefer, these items could also be rented from a florist. If an aisle cloth is desired, consult your florist.