

First Baptist Church Muncie Wedding Contract

309 East Adams Street, Muncie, IN 47305-2406

Coordinator: Debbie Gregg
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Pastor: Wade Allen
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This wedding contract is an agreement between the wedding party and the First Baptist Church in Muncie, Indiana. If there are questions or concerns regarding this contract, please contact the Wedding Coordinator.

Timing: After reading and signing this contract, please submit the contract along with the damage deposit to the wedding coordinator or bring them to the church office. Once the signed contract and damage deposit are submitted, your date is guaranteed. Weddings dates will be tentatively placed on the church calendar until these items are submitted. Tentative dates will remain on the calendar for no more than 2 weeks.

Fees: Our building is a resource that is given to us by God. We desire to make it available to the community for weddings. However, there are some costs associated with having your wedding at First Baptist. There is no usage fee, only a refundable damage deposit, but there are fixed costs associated with individuals involved in your wedding as follows:

Damage deposit	\$300	(Refundable pending hostess report)
Premarital sessions (materials)	\$50	(Check payable to First Baptist)
Hostess fee	\$200	(Check payable to hostess)
Organist/Pianist	\$100	(Check payable to organist/pianist)
Sound technician	\$75	(Check payable to Ward Head)
Custodian	\$75	(Check payable to Mitchell Cleaning)
Officiating minister	\$250	(Check payable to minister)

The only checks written to First Baptist Church are the the damage deposit and counseling materials (total of \$350). All other checks must be written to the individuals providing the service. The organist/pianist is optional, but all other services are required. The damage deposit will be returned or withheld after the building is inspected and the hostess have reported on any incidents that may violated the contract. All fees must be paid before or at the time of the wedding rehearsal.

You may contact Rebecca Roland at 765-284-5142 or bryantsis2@att.net if you are interested in using an organist. You may contact Heather Headley at 256-454-0506 or hdheadley@gmail.com if you are interested in a pianist.

Minister: You may use a minister from another church. However, premarital counseling is required. We believe that you will be better equipped for the complexity of marriage with counseling.

Our ministers are trained in the PREPARE/ENRICH Program. The program enables facilitators to identify a couple's specific strengths and growth areas, to teach them communication and conflict resolution skills, and to help them resolve key relationship issues. Outside ministers must be approved by the wedding coordinator and/or pastor. It is expected that the minister performing the ceremony will provide premarital counseling.

Wedding License and Wedding Certificate: You must bring the wedding license and wedding certificate to the wedding rehearsal. Please fill out the sections pertinent to you on the license as completely and legibly as possible.

Decorations: If you wish something removed or relocated in the sanctuary until your wedding is over, you must discuss this with the hostess. All decorations you provide must come down following the ceremony before leaving the building.

Hostess: A wedding hostess will be assigned to you. The hostess will be available to unlock/lock the building, answer questions about building usage, coordinate the wedding rehearsal, and assist you on the day of the wedding. She will serve you on this special day in any way possible.

Time of Rehearsal/Wedding: Please indicate the time of your wedding and rehearsal on the following forms. There will be no weddings scheduled after 6:30 p.m. to assist the custodian.

Usage Restrictions: Smoking and alcoholic beverages are not permitted in or around the facility. No rice, seeds or such substance is to be thrown inside the church building. Please make this clear to your wedding party and guests. It is important that your wedding party and guests respect and care for the facility. Our hostess will report any violation of this guideline and your damage deposit will not be returned if there are any contract violations or if damage to the building occurs.

Signed: _____ Date: _____

Wedding Questionnaire

please fill out online and print

Note: If you click beside each question, you can fill this form out on your computer. When you are done filling out the form, you can print or email the form.

Contact Information

Church Information

We would like to serve you in the best possible way.

Please let us know more about your church relationships.

Are you currently active in a local church? Yes No

If so, what is the name of your church?

If not, would you like info on FBC? Yes No

Will you reside in the Muncie? Yes No

Minister Information

Will you be using an outside minister? Yes No

What is the minister's name?

What is the minister's church?

Wedding Information

Date of Rehearsal:

Time of Rehearsal:

Date of Wedding:

Time of Wedding:

Do you have a secondary date? Yes No

If so, what date?