



wedding Manual



Friendship Baptist Church

5301 Nebraska Ave.

P.O.Box 351687

Toledo, OH 43635-1687

419.531.3242

Bishop Duane C. Tisdale, Pastor

Congratulations on your engagement! Marriage is such an amazing and wonderful commitment.

Planning a wedding is an exciting, but often busy and overwhelming task. We're here to help you! It is our goal at Friendship Baptist Church to help you prepare physically, emotionally and spiritually for what extends far beyond your wedding day.

The following pages will help you organize and prepare for your wedding day. The manual includes information on church and wedding procedures, contact people, phone numbers, steps on getting started and an *Application for Use of Building and Property*.

Please read each section thoroughly and contact the Administrative Office with any concerns or questions.

We are so excited to work with you and may God bless you as you prepare for one of the greatest events of your life!

Steps to Take to Get Started

1. **Contact the Administrative Office, 419.531.3242, to check the calendar and reserve the facility.**
2. A non-refundable retainer of \$100.00 is required when the date you request is confirmed **and no date is secure without a deposit.**
3. Fill out an *Application for use of Building and Property*. This application is available in the church office, on the church website: [Building and Property use policy](#) and included at the end of this manual is the Church Agreement.
 - a. Members cannot reserve the facility for non-members.
4. Set up your pre-marital counseling sessions by calling the church office: 419.531.3242.
 - a. Guest ministers must be confirmed with Pastor Tisdale at least 30 days before your wedding date.
5. Contact one of the Friendship Baptist Church Wedding Coordinators listed below once you have confirmed your wedding date with the church office. She will set up a time to meet with you as a couple.
 - a. Elder Robin Gaines 419.215.6604
 - b. Sis. Pattie Poston 419.277.7091
6. **Get Married and Live Happily Ever After!!**

Church Facility & Wedding Procedures

1. Weddings are a service of the church and are done in accordance with the dignity and appropriateness of the theology and practices of the Friendship Baptist Church ~ Toledo, Ohio.
2. **Attire:** (1) Modest apparel. (2) Shoulders and backs should be covered during the ceremony (shawl, wrap or dress). (3) No splits beyond the knee. (4) Refrain from low cut necklines. (5) Should you have any questions regarding any dress, feel free to send a picture to one of the wedding coordinators.

3. **Music:** (1) All music must be pre-approved by the wedding coordinators. (2) Christian music is preferred. (3) The wedding coordinator will review each song selection on an individual basis.

4. **Programs:** (1) All programs must be pre-approved 4-6 weeks prior to the wedding. Please do not print your final copy until you get all approvals. (2) The church does not provide wedding programs.

5. Those using the church facility must accept full responsibility for any damage(s) to the building, grounds or equipment incurred during their use.

6. The church is not responsible for lost, damaged or stolen items.

7. The State of Ohio has designated the church building a non-smoking building.

8. Alcohol is not to be served on the church premises.

9. We ask that you do not throw: rice, birdseed or confetti inside or outside the church. Bubbles are acceptable for outdoor use only.

10. Animals are prohibited.

11. Only **dripless** candles may be used during the ceremony. You **must** provide a table covering for sand or candle ceremony.

12. No marriage will be conducted without an official license. The license is due by the time of the rehearsal.

13. The wedding party (or those otherwise designated) will be expected to take ALL personal belongings out of the dressing rooms promptly after the ceremony/wedding pictures. The bride and groom are responsible for tear down and clean-up of rentals and/or personal ceremony decor used during the ceremony.

14. All rehearsals are scheduled 6:00 p.m. – 8:00 p.m. the day before the wedding. In the event the church is not available the day before the wedding, other arrangements will be made with the church office and the FBC wedding coordinators. The cost of the rehearsal is included in the rental fee.

15. On your reserved wedding date you are allowed to use the facility two hours prior to the start time of the wedding and two hours after the start time of the wedding (example: Wedding start time: 2:00 p.m. Facility Use Time: 12:00 p.m. – 4:00 p.m.).

16. Independent wedding coordinators and vendors should follow all rules and regulations of the Friendship Baptist Church and the Friendship Baptist Church wedding coordinator(s).

Fee Schedule

1. All charges must be paid in the form of cash, money order or check. **Final payment must be made in the church office at least one month prior to the ceremony.**
2. The wedding charges do not include the fees for musicians and soloists. These fees are left solely to the individuals who will be providing the services for your wedding.
3. The church facility is available to both church members and non-members. See fee schedule below for reference.

ITEM	MEMBER (in good standing)**	NON-MEMBER
Sanctuary Fee + 1 small room	150***	\$600
Chapel Fee + 1 small room	Love Offering	\$250
Pastor's Honorarium	\$150***	\$150
*Security (minimum of 2 required)	Love Offering	\$13/hour
Wedding Coordinator	\$100	\$150
Small Room	Love Offering	\$75
Large Room	Love Offering	\$125
Kitchen	Love Offering	\$125
Choir Room	Love Offering	\$175
Narthex	Love Offering	\$300
Wedding Rehearsal	Included	Included

*This charge will be assessed if the event takes place after normal business hours.

**Must also be a member of FBC for at least one year and fulfill the member in good standing policy.

***This fee is non-refundable

Agreement

Friendship Baptist Church ~ Toledo, OH reserves the right to cancel any wedding for non-compliance of the above rules and regulations.

I, _____ and _____ Agree to abide by the

rules and regulations governing weddings at the Friendship Baptist Church ~ Toledo, OH.

Signed on this _____ day of _____ in the year of our Lord _____

Name of Bride (please print)

Name of Groom (please print)

Signature of Bride

Signature of Groom

Signature of Church Representative _____

FOR OFFICE USE ONLY: FBC Wedding Policy Revised 5/01/2016

Wedding Date: _____ Total Cost: _____ Deposit Paid: Date _____ Amount _____

Method _____ Check # _____ Initials _____

Balance Paid: Date _____ Amount _____ Method _____ Check # _____

Initials _____

Contact Coordinator: Date _____ Name _____ Initials _____

Counseling Sessions Scheduled: _____

Services: