

Your Wedding at . . .

SECOND BAPTIST CHURCH



"... But the greatest of these is love."
(I Corinthians 13:13).



SECOND BAPTIST CHURCH

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Our Wedding Facilities Coordinator

Michele Peck
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Church Office: 816. 781.2824



Wedding Policy

Congratulations and Best Wishes from Second Baptist Church

Congratulations and best wishes on your wedding. Now that you are considering Second Baptist Church as the site for your special day, the information in these pages will be of help to you as you make decisions.

The wedding ceremony is sacred. It is a rite in which two people pledge themselves to each other with the blessing of God. Second Baptist's Sanctuary and Chapel are places of Christian worship. These guidelines are intended to assist you in planning your wedding so that it is a service of worship, meaningful to you, and honoring and appropriate to the worship centers of our church.

Second Baptist Church has existed since 1843, and many weddings have been celebrated within its walls. We desire to continue this tradition of service to our congregation and community who want their wedding ceremony conducted in a Christian setting.

Who May be Married at Second Baptist Church?

Second Baptist Church welcomes both members and non-members to be married in our facilities. For purposes of the wedding policy, an active church member shall be defined as those who currently worship with us, are engaged in a small group, and regularly contribute through giving or service. Non-members, whose parents or grandparents are active members of Second Baptist Church, will be considered members with respect to the wedding policy. Non-member weddings may not be scheduled for more than one year in advance of the desired wedding date.

Selecting the Minister to Perform Your Wedding

The congregation of Second Baptist Church is a diverse group of people united in Christ. It is not a requirement that you have a member of our ministerial staff officiate at your wedding. However, they are available and ready to conduct premarital counseling and to perform your ceremony should that be your desire. You are welcome to have a guest Christian minister, whose ordination is recognized by their denominational body to conduct the ceremony. We do ask that a guest minister contact the Wedding Facilities Coordinator in writing stating their intention to officiate and where and when they were ordained. They will need to provide contact information for verification.

Selecting the Worship Center for Your Wedding

Weddings at Second Baptist Church may be scheduled for either Tutt Memorial Chapel or the Sanctuary. Tutt Chapel offers a small intimate setting accommodating approximately 90 guests, while the Sanctuary will seat 500 comfortably, on the main floor. The balcony is not open for seating. Both worship centers have a piano and a sound system. The Sanctuary also has an organ.

Selecting the Music for Your Wedding

Music is an integral part of a Christian wedding. All music selected for weddings celebrated at Second Baptist Church should be in keeping with the sacred nature and





dignity of the occasion and the worship setting. Classical or sacred music is appropriate for weddings at Second Baptist Church. Some contemporary selections may also be appropriate. Our Worship and Music Pastor should approve your musical selections at least six weeks

in advance of your wedding rehearsal. He is available to assist you in making appropriate musical selections. It is recommended that you set up a consultation with him regarding musical selections at least three months prior to your wedding. The Wedding Facilities Coordinator will provide you with contact information.

Using Our Organ for Your Wedding

If you choose to use the organ for the music portion of your ceremony, our church organist, or one from an approved list of organists for our church, must accompany your ceremony.

Setting the Time for your Rehearsal and Wedding

The wedding party may have the use of Second Baptist Church for the wedding rehearsal for three hours on the day before the wedding. With approval from the Wedding Facilities Coordinator, you may begin decorating for your wedding. Rehearsals may be scheduled to start between 5:00 p.m. and 6:30 p.m. Any rehearsal extending over three hours must be arranged with the Wedding Facilities Coordinator and will result in a \$50.00 fee per half hour.

The wedding party may have the use of Second Baptist Church on the day of the wedding for four hours prior to the wedding in the worship center with an additional hour for the ceremony. Additional rooms must be reserved with the Coordinator. If available, these rooms can be reserved from 9:00 a.m. until 30 minutes following the conclusion of the ceremony. It is not possible to extend the use of the building past 7:30 p.m.

Making Your Wedding Reservation

Wedding reservations are made through the church Wedding Facilities Coordinator. After your initial inquiry as to the availability of Second Baptist Church, the Coordinator will verify the availability of your requested dates and times on the church master calendar. The Coordinator will then notify you of the availability. Rehearsals and weddings at Second Baptist Church may be scheduled for Friday and Saturday (must be clear of the building by 7:30 p.m. on Saturday).

Second Baptist Church does not schedule weddings from the weekend before Palm Sunday through Holy Week (Palm Sunday through Easter), on Memorial Day or Labor Day weekends, on Fourth of July when the holiday falls on a weekend, Thanksgiving weekend, New Year's if it falls on a weekend. Special permission and additional fees will apply to weddings requested from the beginning of Advent through Christmas. The Pastoral Staff must grant approval.

Securing Your Wedding Reservation – Initial Payment and Acknowledgment Form

To secure your wedding date and time, payment of a \$300.00 deposit is necessary. Until such payment is received, the date will remain open on the church calendar, and other events may be scheduled. This deposit is also used to cover any damages that could occur. Please see the Cancellation Section.

Checks are made payable to Second Baptist Church and should be given to the church receptionist in person or may be mailed to the church. Please write the last names of both wedding parties on the memo line (bride-groom last names). Any additional fees are due in full prior to the wedding. Payments may be arranged with the Coordinator if needed. If the amount in full is not made, your wedding could be removed from our facility. An explanation of all damage deposits and fees is included elsewhere in this policy.

The Wedding Reservation Acknowledgment Form should be completed and given to the Coordinator as a part of the reservation process. This form indicates that you have received, read, and will fully abide by the wedding policies of Second Baptist Church.

Canceling Your Wedding Reservation

If the church has not incurred any expense related to this reservation, and the bride and groom must cancel their reservation, a full refund will be made. Any expenses incurred on the part of the church will be deducted from the refund and the remainder returned to the person who initially paid it.

Cancellation of a Wedding Reservation by Second Baptist Church

In the unlikely event that Second Baptist Church should have to cancel a wedding reservation, all deposits and fees will be refunded unless the wedding party chooses to reschedule with Second Baptist Church for another date and time. Cancellation would be necessary in any situation rendering our facility unsafe for occupancy or unusable due to physical or systems damage not repairable in time for the scheduled wedding to take place.

Chapel and Sanctuary Considerations

Sound System: Second Baptist Church will provide a wireless microphone for the minister, microphones for a soloist(s) and reader(s) and will provide a sound technician. Only Second Baptist Church authorized personnel may operate the sound system. You are responsible for making all your sound needs known to the Coordinator.

Lighting: Only Second Baptist Church authorized personnel may operate the light board.

Decorations: Should not do any damage to the building or furnishings. Tacks, pins, tape, staples, plasti-tack, or adhesives of any kind may not be used to secure decorations to walls, windowsills, pews, or furnishings. No decorations may be placed on the piano or the organ. The custodial staff will discard any decorations left at Second Baptist Church, and additional custodial fees may be incurred.

Window Decorations: The windowsills may be decorated, but no candles may be used unless they are enclosed in glass or metal.

Liturgical Decorations: Generally, Second Baptist liturgical banners and decorations will not be removed from the Chapel or the Sanctuary for a wedding. It would be best if you ask the Coordinator what might be present during your wedding. If you request their removal and the Pastoral Staff agrees to have them removed for your wedding, there will be an additional custodial fee.

Furnishings: It will be important to arrange the approval of the Wedding Facilities Coordinator before moving or removing furnishings within or from the Chapel, the Sanctuary, or either of the dressing rooms. Risers and choir chairs may not be removed





from the choir loft in the Sanctuary. Pews may not be removed from the Sanctuary or chairs from the Chapel. The pulpit and platform pews may be removed from the Chapel and the Sanctuary. The Communion Table may be removed from the Sanctuary. The moving of furniture requires the hiring of custodial staff to do so.

Candles: Only tube candles may be used. Second Baptist has these candles, lighters, and candelabra available if not provided by your florist. No candles of any kind may be attached to the pews or be placed in the aisles.

Tabletop candles, such as those used in a unity candle ceremony, must be dripless and must be placed on a transparent plastic sheet so that there is no damage from melting wax to table or furnishings. Candles may not be placed on the modesty rail.

Flowers: Real or silk flower arrangements may be used. However, only silk petals may be thrown by flower bearers. Flowers and greenery may be attached to the ends of the pews using ribbon.

Aisle Runners: Aisle runners may not be used per advice from our insurer.

Building and Property Considerations

Handicap Accessibility: Please notify the Wedding Facilities Coordinator if you are expecting guests who will need handicap access to the building. The coordinator will inform you of the best access for those guests. Both worship centers are ADA compliant.

Building Security: All entry doors will be locked thirty minutes after your ceremony begins for the safety and security of those in the building. Entry doors near your chosen location will open thirty minutes prior to your wedding.

Only the east (Lighthburne Street) or south (Kansas Street) doors are open during your set-up dressing times.

Outside Decorations: No decorations may be attached to the outdoor structures of the church.

Celebratory Items: No rice, confetti, or birdseed may be thrown or used in any way by the wedding party or their guests. All types of sparklers or firecrackers are prohibited.

Food and Beverages: No food or beverages, including bottled water, are permitted in the Chapel or the Sanctuary or the hallways and foyers. If these items are found in these areas, additional custodial fees will be incurred.

Alcohol and Drugs: No alcoholic beverages or illegal drugs are permitted in the buildings or on any properties of Second Baptist Church. Any person arriving at the church for either the rehearsal or the wedding while under the influence of alcohol or illegal drugs will be asked to leave the premises immediately. Should any difficulty arise related to this request, the proper law enforcement authority will be called.

Tobacco: Second Baptist Church is a smoke-free property, including e-cigarettes. No smoking or use of any tobacco product is permitted inside the buildings or on any properties of Second Baptist Church. There are no outside containers on church property for the disposal of these items. Any tobacco use will forfeit your deposit.

Rehearsal Considerations

The rehearsal is a significant time in preparation for the wedding ceremony. Many times, persons other than those involved in the ceremony are also in attendance during the rehearsal. In consideration of those rehearsing, and in the best interest of the safety and welfare of any children in attendance, it is required that those children be in the company of a parent or other responsible adult at all times during the rehearsal. Neither the Wedding Facilities Coordinator nor the custodial staff on duty will be expected to be responsible for the activity, safety, and whereabouts of children.

Before the Ceremony

Decorations: Decorating policies were defined earlier in this document. Second Baptist will not make any exceptions to this policy.

Clothing and Personal Items: Clothing to be worn by the wedding party may be brought to the church at the time scheduled for the rehearsal. The wedding party is responsible for the security of all personal items and clothing.

Photography Session: Photos of the wedding party may be taken before the ceremony inside the worship center or at other locations in or around the church building. Photography sessions in the worship center should end 30 minutes before the start of the ceremony. No furnishings may be moved during the session. Photographers are not to stand on pews or other furniture unless shoes are removed.

Photography During the Ceremony: No flash photography is permitted during the wedding ceremony. It is the responsibility of the bride and groom to inform the photographer when his/her services are engaged. It is the responsibility of the ushers to remind wedding guests with cameras that flash photography during the ceremony is not permitted.

Following the Ceremony

Decorations: Please be aware that there are no storage areas available for non-Second Baptist Church decorations, candelabra, or floral arrangements. All of these items should be entirely removed from the worship center no later than thirty minutes after the conclusion of the ceremony. Items not removed by the florist or family will be discarded by church custodial staff to allow preparation for Sunday services.

Clothing and Personal Items: All clothing and personal items should be removed from the worship center and dressing rooms no later than thirty minutes after the conclusion of the ceremony. Their safekeeping cannot be guaranteed.

Photography Session: Photos of the wedding party may be taken prior to or following the ceremony inside the worship center or at other locations in or around the church building. Photography sessions in the worship center should end 30 minutes after the conclusion of the ceremony or prior to the beginning of the ceremony. Keep in mind that the buildings should be completely vacated one hour following the conclusion of the ceremony.





PHOTOGRAPHERS / VIDEOGRAPHERS

Before the Ceremony

Photos of the bride and groom and the wedding party may be taken inside the worship center before the ceremony or at other locations in or around the church building. No furniture may be moved during a photo session.

Photography sessions held inside the worship center before the service must end at least 30 minutes before the ceremony is scheduled to begin. Photographers are not allowed to stand on pews or other furniture unless shoes are removed.

During the Ceremony

No flash photography or artificial lighting is permitted inside the worship center during the ceremony. While the ceremony is in progress in the sanctuary, photographers and videographers may be admitted only to the sanctuary balcony or to one corner of the choir loft. Moving around in the choir loft during the ceremony is not permitted. For weddings held in Tutt Chapel, photographers and videographers may be admitted to either side of the platform.

Cameras with flash will not be allowed in the worship center any later than thirty (30) minutes prior to the ceremony or any earlier than the dismissal of guests. Photographs may be made in the foyer of the sanctuary before the ceremony, as long as no flashes are aimed toward the interior of the worship center. The wedding party may return to the altar for photographs after the ceremony should they so desire, following the conclusion of the recessional music. All photos and equipment, personal items, or other belongings must be removed during the allotted one hour following the wedding ceremony.

A single flash-photograph may be made from the aisle toward the rear of the sanctuary or chapel during the entrance of the wedding party and at the Bride's entrance. Time exposures may be made during the ceremony and only from the balcony out of the view of the congregation, provided they create no noise or other distractions.

A video of the wedding may be made using cameras from either or both of two vantage points: from the sanctuary balcony, or one corner of the choir loft. Video may use only available light. No additional lighting is permitted.

NOTE TO VIDEOGRAPHERS: Should you wish to use your own wireless microphones, you should contact the Associate Pastor of Worship & Music from Second Baptist Church. The Wedding Facilities Coordinator will provide contact information.

Second Baptist Church reserves the right to deny the privilege of access, present or future, to anyone who does not comply with the above guidelines. The bride and groom are responsible for ensuring that family, friends, and professional photographers observe these policies in detail. Additional copies are available on request. Ignorance of these policies will not be considered a valid excuse for failing to abide by them.

We appreciate your cooperation on this sacred and memorable occasion. If you have further questions, please contact the church Wedding Facilities Coordinator at 816-781-2824.

PROFESSIONAL FLORISTS AND DECORATORS / DESIGNERS

Chapel and Sanctuary Considerations

Decorations: The time booked for the wedding rehearsal may be used for decorating the worship center with prior approval. Decorating may begin/continue on the wedding day within the allowed time before the ceremony. Second Baptist is unable to make any exceptions to this policy.

Decorations should not do any damage to the building or furnishings. Tacks, pins, tape, staples, plasti-tack, or adhesives of any kind may not be used to secure decorations to walls, windowsills, pews, or furnishings. No decorations may be placed on the piano or the organ.

Window Decorations: The windowsills may be decorated, but no candles may be used unless they are enclosed in glass or metal.

Liturgical Decorations: Second Baptist liturgical banners and decorations may not be removed from the Chapel or the Sanctuary for a wedding without pastoral staff approval.

Furnishings: It will be important that you secure the approval of the Wedding Facilities Coordinator before moving or removing furnishings within or from the Chapel, the Sanctuary, or either of the dressing rooms. Choir chairs and risers may not be removed from the choir loft in the Sanctuary. Pews may not be removed from the Sanctuary or Chapel. The pulpit and platform pews may be removed from the Chapel and the Sanctuary. The Communion Table may be removed from the Sanctuary. Furniture is only moved by or under the supervision of church staff.

Candles: Only tube candles may be used in candelabra. No candles of any kind may be attached to the pews or be placed in the aisles. Table-top candles, such as those used in a Unity Candle ceremony, must be dripless, and the candelabra must be placed on a transparent plastic sheet so that there is no damage from melting wax to tables or furnishings. Candles may not be placed on the modesty rail.

Flowers: Real or silk flower arrangements may be used. However, only silk petals may be thrown by flower bearers. Flowers and greenery may be attached to the ends of the pews using ribbon.

Aisle Runners: Aisle runners may not be used per advice from our insurer.

Clothing and Personal Items: Clothing to be worn by the wedding party may be brought to the church at the time scheduled for the rehearsal. Gowns or tuxedos to be delivered to the church on the day of the wedding may arrive no earlier than two hours before the ceremony.

Building and Property Considerations

Outside Decorations: No decorations may be attached to the outdoor structures of the church.

Celebratory Items: No rice, confetti, or birdseed may be thrown or used in any way by the wedding party or their guests. All types of sparklers or firecrackers are prohibited.

Following the Ceremony

Please be aware that there are no storage areas available for decorations, candelabra,





or floral arrangements. All these items should be entirely removed from the worship center no later than thirty minutes after the conclusion of the ceremony. Items not removed by the florist or family may be discarded by church custodial staff to allow the preparation of the facility for Sunday services.





Wedding Policy

RESERVATION ACKNOWLEDGEMENT FORM

Second Baptist Church
Liberty, Missouri

I acknowledge that I have received and read the Second Baptist Church policies and that I understand and agree to abide within the terms and conditions set forth therein.

I further agree to be responsible for instructing those providing services for the wedding (the florist, photographer, videographer, and non-staff musicians) to likewise adhere to the applicable terms and conditions. Ignorance of these policies will not be considered an excuse for failing to abide by them.

NOTE: New policies may be in effect since your vendor(s) last performed services at Second Baptist Church. It is the responsibility of the Bride and Groom to provide all vendors with copies of our policies applicable to their services. I understand that alcohol and tobacco are not allowed inside the church or on the properties outside at any time before, during or after the rehearsal and wedding. The officiating minister may refuse to perform a wedding at which a member of the wedding party is under the influence of alcohol. It is the responsibility of the bride and groom to see that all members of the wedding party are informed of this policy.

I understand that Second Baptist Church is a Christian church and the ceremony performed will be done so by a church ordained/licensed minister.

I UNDERSTAND THAT THE DATE AND TIME I HAVE SELECTED FOR MY WEDDING WILL NOT BE PLACED ON THE CHURCH CALENDAR, EVEN ON A TENTATIVE BASIS, UNTIL THIS FORM, PROPERLY EXECUTED, IS SUBMITTED WITH THE INITIAL WEDDING DEPOSIT. ALL PAYMENTS MADE AS PRESCRIBED BY THE SECOND BAPTIST CHURCH WEDDING POLICY ARE NONREFUNDABLE EXCEPT AS STATED WITHIN THE POLICY.

Scheduled Rehearsal Date: mm/dd/yy _____ a.m. p.m.

Scheduled Wedding Date: mm/dd/yy _____ a.m. p.m.

Signature of Bride Date Daytime telephone Evening telephone

Bride's Parent's information Name: _____
Daytime Ph: _____ Evening Ph: _____

Signature of Groom Date Daytime telephone Evening telephone

Groom's Parent's Information Name: _____
Daytime Ph: _____ Evening Ph: _____



..... Accepted and Approved by Second Baptist Church
For Second Baptist Church Date



SECOND BAPTIST CHURCH

300 E. Kansas
Liberty, Missouri 64069

2bcliberty.org
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