

First Baptist Church Oklahoma City

Wedding Policies 2026
Non-Members

1201 N. Robinson
Oklahoma City, 73103

405.232.4255 Main Office

FBCOKCweddingcoordinator@zoho.com

At First Baptist Church, it is our privilege to help you craft a wedding day that overflows with happiness and reflects the sacred covenant of marriage. It is our desire to extend every courtesy that is practical and in accordance with our church's purpose. We believe this handbook will be of help as you make your plans.

A wedding at our church is a cherished time of worship, praise and thanksgiving to God. The ceremony is one of the most sacred and beautiful of services as a man and woman pledge themselves to each other as husband and wife asking God's blessing as He unites them in holy marriage. We look forward to working together with you to ensure this sacred time of worship becomes a lasting and cherished memory.

The Location

Our cherished **Chapel** invites couples to step into a world of timeless grace and beauty for their wedding ceremony. Bathed in radiant light from its collection of beautiful stained glass windows, the space glows with warm ambiance. Rich mahogany pews line the center aisle beneath soaring vaulted ceilings adorned with wood trusses and arched supports. Every detail speaks of generations of reverence and craftsmanship. The Chapel seats 275 guests and feels both profoundly intimate and unforgettable. Weddings in the Chapel must begin no later than 7:00pm on Saturday evenings.

The **Sanctuary** is a grand and elegant offering for larger ceremonies. Bathed in the soft glow of golden stained glass windows that have graced this sacred space for over 100 years, the Sanctuary exudes an atmosphere of quiet reverence and enduring romance. Rich historic woodwork, soaring ceilings, and the backdrop of our beautiful altar create an elegance that no modern venue can replicate. The Sanctuary seats 875 and is a truly wonderful setting for a larger event. Weddings in the Sanctuary must begin no later than 5:00pm on Saturday evenings.

The Church **Parlor** offers a warmly inviting space perfect for a small wedding or reception following your ceremony. Wrapped in rich wood paneling, elegant lighting, and anchored with a beautiful fireplace, this space exudes timeless sophistication. A wall of stunning arched windows

front a small outdoor patio for a completely unique and homelike setting. This room blends old world charm with comfort and grace and holds 150 guests for a small wedding or event.

The Date

Contact our office as soon as possible to get your wedding and rehearsal dates on the calendar. If the calendar is clear, a written agreement must be filed along with a \$500 deposit. Non-member weddings may not reserve the facilities earlier than twelve months before the date is needed.

Because of the time, effort and expense involved with planning and scheduling a wedding, once the application is approved and the date is on the church calendar, the deposit is non-refundable. Should the date of the wedding change, the deposit may be credited to the revised agreement and date. The deposit is applied to the total cost for the wedding services.

Public announcements should not be made or invitations mailed until the date has been confirmed, placed on the calendar and deposit has been paid. Weddings and rehearsals cannot be scheduled on days the church is closed for holidays or when worship services or other functions are being held. Only one wedding will be booked per weekend and Sunday wedding dates are not available.

Officiating Pastor

It is the responsibility of the bride and groom to secure a minister. You may request a minister from First Baptist Church to officiate your wedding. The bride will need to communicate to our Wedding Coordinator who the couple has chosen to perform the wedding ceremony at least 60 days prior to the wedding. It is customary to provide the Minister who performs your ceremony an honorarium to compensate him or her for the time involved with your wedding. It is appropriate to discuss this with your minister beforehand.

Marriage License

A Marriage License can be obtained in your county of residence. In Oklahoma County, a license is obtained through the Oklahoma County Clerk's Office. Both parties must appear in person at the Court Clerk's Marriage License Department. No online or mail in applications are permitted. The Oklahoma County Courthouse is located at 320 Robert S. Kerr, Room 421, Oklahoma City, OK 73102. Hours are Monday-Friday 8:00am - 4:00pm (excluding Holidays). It is highly recommended to book an appointment by calling 405-713-1705 to avoid long waits. You must provide a valid ID and the cost is \$50 payable by cash, check or card. To receive a reduced rate of \$5, please provide an original certificate showing successful completion of a premarital counseling program from your pastor or church. The license is issued on the spot and is good for 30 days. After the ceremony, the officiant returns the signed license to the issuing county clerk for recording. If obtaining a license in another County, please check their licensing requirements beforehand.

Wedding Assistance

The church requires each wedding to be directed by our Wedding Coordinator. This person will help to ensure that every ceremony runs smoothly, allowing couples to focus on their special day.

Families may retain their own wedding consultant who will work with and under the direction of our Wedding Coordinator.

Our Wedding Coordinator will communicate with the prospective couple regarding details of the ceremony and reception. These details will be discussed through email to ensure we have a written understanding of your wedding plans. Special elements during your wedding ceremony should be discussed prior to your wedding rehearsal as they may involve extra audio or personnel.

The Wedding Rehearsal

The wedding rehearsal is an integral part of the preparation for a wedding and should proceed in a reverent manner. The purpose of a rehearsal is to familiarize the wedding party with the procedure for the wedding, to enable them to be as comfortable as possible with the arrangements, and to enhance the beauty of the ceremony. Our Wedding Coordinator will work with your officiant during the wedding rehearsal. If at all possible, have everyone who will be escorted and those who will be a part of the ceremony present.

It is important that the rehearsal begin promptly at the scheduled time. One hour is reserved for the rehearsal the day before your event, and will be under the direction of our Wedding Coordinator.

Wedding Details

- The church custodial staff is responsible for disposal of trash, vacuuming carpet, and setting rooms back to their original arrangement.
- Chairs, decorative items or other equipment may not be moved from one area to another.
- Due to insurance requirements, we ask that LED battery operated candles be used in your ceremony and reception.
- The church does not provide decorative items such as candles, arches, runners, or kneeling rails.
- Any decor added to pews must be done in a way that does not cause damage to the wood finish. Ribbon or tulle bows are acceptable. Please make sure if flowers are attached, that they do not cause moisture or wood damage.
- Rice, potpourri, and paper streamers are not to be used to shower the bride and groom during their exit. Birdseed or bubbles are allowed. If you are considering any other option, please make sure you have approval from the Wedding Coordinator.
- It is the responsibility of the wedding party to secure their belongings during the wedding. First Baptist Church is not responsible for lost or stolen articles.
- Church staff cannot accept delivery of the brides or attendants dresses. The church cannot be responsible for personal items that may be left at the church.
- Rental items may be delivered on the day of the rehearsal or the wedding and must be received by the wedding party.
- The bride, groom and their attendants should arrive at the church at least one hour in advance to be fully prepared for the wedding.
- Preschool facilities are not available for childcare during rehearsals or weddings.
- All Saturday weddings must be concluded with the wedding party and personal property removed from the premises by 9:00pm.

Wedding Party

The Wedding Coordinator will need the names of your wedding party before the rehearsal. This information will be helpful in staging the rehearsal and is necessary to make sure we know who you want involved and how they will be included during your ceremony. Children are welcome to participate in your wedding, and we trust that the decision is being made with consideration to their maturity and ability to take part. If they are younger than five years old, it is recommended to have someone outside the wedding party to be their guardian after the wedding party is in place.

Music

Music used in weddings, whether vocal or instrumental, must be in keeping with the worshipful nature of the wedding ceremony and the dignity of the Church. You may enlist the services of soloists and musicians if you desire. Church musicians are not provided but the Ministers of Music and Worship on staff may be able to provide a list of possible musicians. Any fees for live performance musicians must be paid directly to them.

Most couples choose to use modern music, streamed over the sound system, for their event. It is customary to have twenty to thirty minutes of music for guests to enjoy as they enter and are seated. Depending on the number of escorted family members and attendants, you should have two to three songs for the processional. The bride may choose a separate song to make her entry, another song might be played for any special elements during your ceremony, and then a song for the couple announcement and recessional of your wedding party.

This playlist should be provided to our Wedding Coordinator at least 10 days before your ceremony. All songs must be approved by the Church for your ceremony, and for any songs that may be played during your reception. The church has a streaming platform that will eliminate any commercials running during your ceremony.

A PDF form to fill out for your music is available here: [Music Form](#)

Sound

A sound technician will be provided for your rehearsal and your event. They will place any microphones needed during your ceremony. If you are having a reception on site, they will be available for the duration of that event.

Florists

The Building will be opened for your use two hours before the scheduled service for any deliveries. Special arrangements may be made by consulting your Wedding Assistant. Floral setup may be arranged for Fridays during regular office hours providing it does not interfere with other church activities.

Careful use and placement of flowers should be taken. Please be considerate of moisture as to not damage wood tables or railings. If you have any questions or concerns, please consult our Wedding Coordinator.

Guidelines for use of flowers:

- No pins, tape, tacks, staples or nails may be used to secure any items.
- Flowers must be placed in containers so that no water damage results. No flowers may be placed on musical instruments.
- Any candles for your event should be battery operated. No live flames are allowed.
- All decorations and equipment must be removed from the premises immediately following the ceremony. No arrangements are available for storage of these items. This is the responsibility of the wedding party or florist, not custodial staff.
- Special decorations used by the church, such as Christmas decorations, will not be removed for weddings.
- The wedding party will be held responsible for damage resulting from careless placement of decorations.
- Flower girls may carry baskets with petals, but real flower petals may not be strewn in the aisle. Please use silk petals to protect the carpet.
- If using red roses in floral bouquets, we request that you use an aisle runner to protect the carpet.

A PDF of these guidelines can be printed here for your florist: [Floral PDF](#)

Photography/Videography

Guidelines for use of Photography/Videography

- No flash pictures should be taken during the ceremony. The last flash picture should be of the entrance of the bride. The next flash picture should be of the exit of the bride and groom. Following the ceremony, you will want to take as many pictures as possible, but limit the time for this session to about 20 minutes. It is recommended that you provide a list of the photos you would like taken with your photographer before the event. A sample schedule is available here:
- The photographer should not obstruct the view of any invited guest.
- Videographers must use the available light during the ceremony. Any camera in the balcony during the ceremony should be in a fixed position.

A PDF of these guidelines is available for your photographer here: [Photography Guide](#)

Our Church Facilities

We are the inheritors of a beautiful, historic building that has been cherished and preserved for many generations. Our responsibility to those who come after us includes careful preservation and stewardship of these spaces.

Guidelines for the care of church facilities:

- Do not use furniture in a manner for which it was not designed, such as standing in chairs and sitting or standing on tables, including on instruments, railings, etc.

- No food or beverages are to be served in any area without prior arrangement. Only certain areas of the church are approved for the consumption of food. Food is never allowed in the Sanctuary or Chapel, except for Communion.
- Do not attach any extra ornamentation of notices to walls, woodwork, furniture or ceilings by any method that may harm or mar that surface.
- Birdseed, rice, confetti or other such items are not to be thrown inside the building.
- No smoking or tobacco products are allowed inside the building.
- Alcoholic beverages are not permitted on the premises. No one under the influence of alcohol will be permitted to participate in the rehearsal or wedding.

It is the responsibility of the bride and groom and their families to see that all members of the wedding party are informed concerning these policies. A PDF of these guidelines is available to print or forward here: [Facilities PDF](#)

The Reception

Most non-member brides choose to host a reception in another location. Arrangements for a reception at First Baptist Church must be discussed with our Wedding Coordinator. Possible locations for a reception are the Church Parlor, the Commons, and the Fellowship Hall.

Guidelines for receptions:

- Only outside caterers are used.
- Arrangements must be made with the Food Services Director should there be a need for any use of the kitchen beyond the use of refrigeration.
- No alcoholic beverages may be served.
- The caterer is responsible to provide help for serving, carrying in food and equipment, and cleaning up what is brought in. No equipment or utensils may be used from our kitchen without prior approval of the Food Services Director.
- The church custodial staff is responsible for air-conditioning, heating and disposal of trash, vacuuming carpet, and setting the room back to its original arrangement.
- The church will furnish the following for a reception: the room, tables and chairs.
- Furnishings may not be moved from one room to another or rearranged without express permission of the Wedding Assistant.
- No refrigeration is available to caterers without prior approval of the Food Services Director.

Reception set-up requirements and Catering information should be given to our Wedding Coordinator 10 days prior to the reception.

Questions?

Should you have any questions after reading this packet, contact our Wedding Coordinator. We are here to help with details so you can be present for what truly matters.

[Wedding Agreement](#)

Non-member fees

As of 5/27/26