

## First Open Bible

1911 E Ave NW  
Cedar Rapids, IA 52405  
319.363.3117  
info@firstopenbible.com



**Date**

[Date]

**Services Performed By:**

First Open Bible  
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Cedar Rapids, IA 52405  
319.363.3117  
info@firstopenbible.com

**Services Performed For:**

[Client Address]  
[City, ST ZIP Code]

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### First Open Bible Wedding Guidelines

Congratulations on your upcoming marriage! Marriage was ordained by God in the original creation, prior to the fall of man. Marriage is viewed by the Christian church as a sacred institution between a man and a woman that is to be honored and held in the highest esteem. It was divinely created by God for man's wellbeing and blessing.

"For this reason a man will leave his father and mother and be united to his wife, and they will become one flesh." – Genesis 2:24

As a First Open Bible minister it would be my pleasure to come along side you in planning this very special day. May God bring you much joy and happiness as you plan this wonderful journey together!

### Where do I start?

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1. Contact the church secretary as soon as possible to determine the availability of the desired date for the ceremony. Call 319-363-3117 or email [speiffer@firstopenbible.com](mailto:speiffer@firstopenbible.com). Please mention if you'd like a specific staff member to perform your ceremony.
2. The secretary will make sure you have this wedding packet to look over with your fiancé. **Your date is not guaranteed until you return the completed contract.**
3. You will need to contact the church Wedding Director, Susan Gail, at 319-210-1127. Because of her expertise and knowledge of our facilities, we require the use of her services, or one of her substitutes if she's unavailable. She is very experienced and will do everything possible to help make your wedding day as special as it can be.

She will need to meet with you prior to the wedding and will direct your rehearsal and wedding ceremony.

4. Set up an appointment with the staff member performing the ceremony for pre-marital counseling and to discuss specific plans. This can be set up through the church secretary.

## Policies & Procedures

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The following policies and procedures for weddings at the First Open Bible have been drawn up with the approval of the Board of Elders.

1. To be married at the First Open Bible, you must either be a member or a regular attendee of the church. If not, we ask that you attend the church regularly for at least six months prior to your wedding.
2. All music and lyrics for the ceremony will need to be pre-approved, as early as possible, by the pastor performing the wedding. It is strongly encouraged that the music be glorifying to God and Christian in content. We prefer the weddings held at our church use Christian music; however, there is a lot of good music, that does not contradict the Christian standard of romance and marriage that may be used.
3. It is encouraged that the bride's and the attendants' attire be in good taste for use in a Church setting and for a Christian wedding. The cut and length of the dresses should be in good taste.
4. No smoking, alcoholic beverages, or profanity are allowed on Church property.
5. If the couple is living together prior to the wedding, we strongly encourage them to separate until after the wedding.
6. The type, extent, and placement of decorations used in the sanctuary and fellowship hall must be pre-approved by the wedding director. Please seek this approval prior to making purchases. The arrangement of the platform for the ceremony must be approved by the wedding director, as well. All candles must have some material underneath them to catch any wax drippings.
7. All procedures and decisions for the wedding ceremony are to be decided by the bride and groom in consultation with the staff member performing the wedding. The wishes of the family are secondary to those of the bride and groom. The staff member performing the ceremony will defer to the bride and groom for any final decision.

8. Church property is to be treated with respect and kept as clean as possible. Materials should be removed from the building as soon as possible, following the ceremony, and the building itself be left in good condition. There are standard fees charged for clean up after weddings, but you are responsible for making arrangements with the wedding coordinator to pick up all of your things. Please make sure the sanctuary and fellowship hall are cleared out so they can be cleaned and set up for Sunday morning service.
9. Special permission must be obtained for the use of an outside minister to conduct a wedding at the church. The wedding must still be done in accordance with this wedding manual and fee schedule.

## Financial Information

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**All fees are due 60 days prior to the wedding, and can be paid in cash, check or online, payable to the “First Open Bible,” and given directly to the church secretary or wedding director.**

Wedding Director (required): \$100

Sound Room Technician(required): \$50

Musician (we will provide, if needed): \$50

Sanctuary/Foyer/All Restrooms Cleaning (required): \$50

Sanctuary Fee (required) : \$200

Fellowship Hall usage: FREE

Kitchen usage: FREE

Fellowship Hall/Kitchen cleaning (required if used): \$50

Pre-Marital Counseling Fee (if required by minister): \$100 (Minimum three sessions)

Officiant/Minister (may be paid directly to minister): \$200 is a suggested amount.

# First Open Bible Wedding Contract

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Please complete and sign this form and turn it in to the church secretary in order to secure your wedding date.

Bride \_\_\_\_\_ and  
Groom \_\_\_\_\_ are to be wed  
on \_\_\_\_\_ (date) at the First Open Bible.  
Reverend \_\_\_\_\_ has agreed to perform  
our wedding ceremony and Rev. \_\_\_\_\_  
will do the pre-marital counseling beginning on \_\_\_\_\_ (date).

We agree to pay the following fees:

**Wedding Director** (required): \$100

**Sound Room Technician** (required): \$50

**Musician** (we will provide, if needed): \$50

**Sanctuary/Foyer/All Restrooms Cleaning** (required): \$50

**Sanctuary Fee** (required) : \$200

**Fellowship Hall** usage: FREE

**Kitchen** usage: FREE

**Fellowship Hall/Kitchen cleaning (required if used):** \$50

**Pre-Marital Counseling Fee:** \$100 (If required by minister/Minimum three sessions)

**Officiant/Minister** (may be paid directly to minister): \$200 is a suggested amount.

**Total Due:** \_\_\_\_\_

**TOTAL due 60 days prior to wedding**

**We agree to abide by the guidelines as stated in this wedding contract and to pay all fees due, prior to rehearsal.**

**Bride** \_\_\_\_\_ **Date** \_\_\_\_\_

**Groom** \_\_\_\_\_ **Date** \_\_\_\_\_