

Dear Prospective Bride and Groom,

Congratulations to both of you! I rejoice with you and commend you for your desire to join together as husband and wife. It is my desire, and the desire of Westside Baptist Church, for you to have a long and happy life together. Personally, I am delighted that you desire to be married in our church facility. That decision reflects your desire to invoke the blessing of God upon your union. It is my prayer that your wedding ceremony will bring honor to God, and point others to Jesus.

For these reasons, the following guidelines have been established for weddings conducted at Westside Baptist Church:

1. The Bible teaches in Ephesians 5:22-33 that the marriage relationship is a picture of the relationship of Jesus Christ to the body of believers, His church (the bride). The marriage relationship between believers is a holy and pure covenant that cannot be broken. Therefore, if either the bride or groom has been previously married, every effort must have been made to restore their previous marriage.
2. The Bible teaches in Genesis 2:24 that marriage is a covenant relationship with Christ between a man and a woman for life, becoming one flesh. Therefore, same sex marriages are not allowed in our facility.
3. The Bible teaches in 2 Corinthians 6:14-18 that a born again believer should not marry an unbeliever. Christian marriage is a covenant relationship entered into by two believers who desire God to be honored in their union. Therefore, both the bride and the groom must have a personal relationship with Jesus Christ that is evident in their lives. (John 15:8).

My desire, and the desire of all our pastors, is for your wedding ceremony to be honoring to God, a blessing to your families, and a testimony of God's grace and goodness to those who attend. And, of course, we desire that God will richly bless both of you as you begin your new life together.

In service to Christ,

Keith Russell and the Staff Pastors

PRE-MARITAL COUNSELING

Marriage is sacred. It is the oldest and most basic element in the human family. In the creation event recorded in Genesis 1 and 2, we discover that God established it as the social order for mankind. For this reason, our Church requires those who wish to be married in our church to make careful preparation for this worship event.

The following material is provided to those couples who are making plans for marriage and is designed to assist them in that process. Let it be understood at the outset, pre-marital counseling does not guarantee success in marriage, but it does provide individuals the opportunities to mature in their relationship with their prospective mate. It is also the beginning of the bonding process which is essential to a happy relationship and a harmonious home.

Our society is extremely complex, with many tremendous pressures placed upon us at every phase of our life cycle. The years during which we usually identify our mates and commit ourselves to marriage are particularly stressful because it is during these years that we (1) leave our homes and parents; (2) discover our own identity as a person; (3) establish our personal values; (4) decide about our career and (5) set goals for our future.

It is for these reasons that our Pastor and the church require the following commitments from you in order to be married at Westside Baptist Church:

1. Complete a minimum of four hours of pre-marital counseling with our pastoral staff. The cost will be \$50 for materials used in the counseling process.
2. Pre-marital counseling will qualify you to receive a discount on your marriage license by turning in the completed form provided by the counselor when you apply for your marriage license. The three day waiting period is also waived.

It is our prayer that each couple married in our church will discover the exciting and wonderful experience of serving the Lord Jesus Christ through their home and family relationships. It is our desire to provide the needed guidance to assure that this goal is achieved.

CHURCH WEDDING POLICY

1. Any minister who is **not** on the Westside Baptist Church staff must be approved by the Pastor.
2. Church facilities can be used for weddings and related functions subject to the church calendar of activities. Church facilities can be used only by church members and their children.
3. Weddings or rehearsals will not be allowed on Sundays or holidays, or from Thanksgiving through New Years. They will be scheduled according to availability of the church calendar and approved by the calendar coordinator and staff.
4. The bride and her family are responsible for all personal items of the wedding party brought to the church. If rented or borrowed property has been used, it is the responsibility of the bride's family to see to its return immediately after the wedding. No equipment will be stored at the church.
5. The church will not be responsible for personal items such as wedding dresses, wraps, purses, silver and glassware. Nor will the church be liable for such items that are lost, stolen or damaged.
6. No tobacco, alcoholic beverages or containers, illegal substances or coarse language is allowed on the church property. Also, no dancing is allowed. Weddings will not be allowed on campus if alcoholic beverages will be served at the rehearsal dinner or reception, even if they are off campus.
7. No Pastor on the Westside staff will perform weddings anywhere when alcoholic beverages will be served.
8. All fees are due two weeks prior to the wedding. Checks should be made out to Westside Baptist Church and given to the Wedding Coordinator.
9. The Wedding Coordinator will meet with you after your wedding is on the calendar. She will go over every aspect of your wedding and answer any questions you may have concerning the Wedding Manual.
10. Signed Agreement

I have read and discussed this wedding manual with the Wedding Coordinator. I understand that the wedding will not be placed on the church calendar until I have signed this agreement. I agree to all of the guidelines, restrictions and fees as presented in this manual.

Signed _____

Date _____

IMPORTANT THINGS TO REMEMBER

1. If you want your announcement printed in the bulletin, please turn in a copy of the invitation to the Wedding Coordinator three weeks prior to the wedding.
2. If you want your wedding announcement published in the Times Union, information must be in The Times Union office by 5 PM, Wednesday, 11 days prior to publication.
3. Bring your marriage license to the rehearsal.
4. The Wedding Coordinator will give you a list of all costs. Make your check payable to Westside Baptist Church.
5. Schedule an appointment to meet with the Pastor performing the ceremony...this is a must!!! This has to be done before the wedding date is reserved on the church calendar.
6. There are several marriage counseling sessions that both you and your fiancé will be required to attend. Contact the church office to schedule with the Pastor who will be doing the counseling. It is also necessary for you to get your wedding date set and reserved on the church calendar before setting up your first counseling session. Both can be done by calling the church office. Your first session must be scheduled at least 2 months before your wedding.
7. Schedule your appointment with the Wedding Coordinator after your wedding is on the church calendar.
8. If you have a change of plans about your wedding arrangements and do not want to use the church facilities, please notify the church office immediately and let the Wedding Coordinator know.

WEDDING FEES

TEACHEY CHAPEL Service Provided	Fee Amount	Your Total
Custodial for Chapel	100	
Custodial for Mall	50	
Custodial for each additional room (Bride's room, Groom's room, etc)	50	
Wedding Coordinator	150	
Sound Technician (over 2 hrs additional \$35 per hour)	100	
Pre-Marital Counseling	50	
TOTAL		

*Suggested fee for Musician/Soloist \$50 (payment is your responsibility)

WORSHIP CENTER Service Provided	Fee Amount	Your Total
Custodial for Worship Center	100	
Custodial for Mall	50	
Custodial for each additional room (Bride's room, Groom's room, etc)	50	
Wedding Coordinator	150	
Sound Technician (over 2 hrs additional \$35 per hour)	100	
Pre-Marital Counseling	50	
TOTAL		

*Suggested fee for Musician/Soloist \$50 (payment is your responsibility)

WEDDING FEES (CONTINUED)

GARDEN Service Provided	Fee Amount	Your Total
Custodial for Garden	100	
Custodial for each additional room (Bride's room, Groom's room, etc)	50	
Wedding Coordinator	150	
Sound Technician (over 2 hrs additional \$35 per hour)	200	
Pre-Marital Counseling	50	
TOTAL		

*Suggested fee for Musician/Soloist \$50 (payment is your responsibility)

*For all Garden Weddings only the sound equipment is provided. All chairs, tables, tents, etc. must be rented

We have three rooms available for rehearsal dinner and/or wedding reception.

Fellowship Hall (max 64 people)	Fee Amount	Your Total
Custodial fee	100	
Sound Technician (over 2 hrs additional \$35 per hour)	100	
Set-up includes 4 long tables 6 round tables		
TOTAL		

WEDDING FEES (CONTINUED)

Bridge (max 150 people)	Fee Amount	Your Total
Custodial fee	100	
Set-up includes 4 long tables & 8 round tables		
If you need more than the allowed tables there will be a set-up fee of \$5 per table with 8 chairs. The max is 20 tables any combination.	5	
Sound Technician (over 2 hrs additional \$35 per hour)	100	
TOTAL		

Family Life Center (max of 240 people)	Fee Amount	Your Total
Custodial fee	100	
Fee for kitchen control person	11 per hr	
Set-up includes 4 long tables and 10 round tables		
If you need more than the allowed tables there will be a set-up fee of \$5 per table with 8 chairs. (any combination)	5	
Sound Technician (over 2 hrs additional \$35 per hour)	100	
TOTAL		

DIRECTOR'S INFORMATION

Bride _____ Address _____ Phone _____

Groom _____ Address _____ Phone _____

Date of Wedding _____

Location of Wedding _____ Time of Wedding _____

Officiating Minister _____

Pianist _____

Soloist _____ Phone _____ Soloist _____ Phone _____

Names of Songs (Live, CD,
Cassette) _____

Location of Reception _____

Sound Technician _____ Photographer _____

Florist _____ Caterer _____ Bakery _____

WEDDING PARTY

Best Man _____

Groomsmen _____

Matron of Honor _____

Maid of Honor _____

Bridesmaids _____

Junior Bridesmaid _____

Flower Girl _____

Ring Bearer _____

Date of Rehearsal _____ Time of Rehearsal _____

Location of Rehearsal Dinner _____ # of Guests _____

Information into the Bulletin (Date) _____ Call Church _____

SET-UP SHEET – CEREMONY

Wedding of _____ and _____

Date _____ Time _____

Arrangement for Stage Area

STAGE AREA	

STEPS	
SEATING (front pew not used)	SEATING (front pew not used)
_____	_____
_____	_____
_____	_____
_____	_____

SET-UP SHEET - REHEARSAL DINNER (BRIDGE ~ FLC ~ FH)

In order for things to run as smoothly as possible, this form must be turned in to the Wedding Director two weeks prior to the wedding.

Wedding of _____ and _____


Rehearsal: Date _____ Time _____

Rehearsal Dinner: Date _____ Time _____

Number of tables needed: (8 feet long) _____

Number of chairs needed: _____

ARRANGEMENT FOR REHEARSAL DINNER



SET-UP SHEET - RECEPTION (BRIDGE ~ FLC ~ FH)

Wedding of _____ and _____

Wedding Date _____ Time _____

Number of tables needed: 8 feet _____ Round _____

Number of chairs needed _____

ARRANGEMENT FOR RECEPTION AREA



BRIDAL TIPS

These are things you may need for your reception:

- Bubbles to see the Bride and Groom off
- Basket for bubbles
- Napkins - printed or plain
- Throw-away bouquet
- Glasses for Bride and Groom's punch toast
- Knife and server
- Wedding guest book
- Roll of foil
- Zip lock bags
- Roll of plastic wrap
- Rubbermaid Lettuce container is perfect for freezing cake top
- Plastic bag - 13 gal. size with bakery name on bag, for all items to be returned to bakery
- Picnic basket - get-away pack for Bride and Groom

People to help with your reception:

- 2 for cutting and serving the wedding cake
- 1 for cutting and serving the groom's cake
- 2 for serving the punch
- 1 for the guest book
- 1 to announce Bride and Groom and others in the following order:

- Attendants
- Best Man and Maid of Honor
- Ring Bearer
- Flower Girl
- Groom's Grandparents (Dad's first then Mom's)
- Bride's Grandparents (Dad's first then Mom's)
- Groom's Parents
- Bride's Parents
- Bride and Groom

- 1 for taping cards to gifts and putting them in designated vehicle
- 1 for taking leftovers to designated vehicle

RULES FOR FLORISTS, DECORATORS AND CATERERS

1. The facilities scheduled to be used will normally be available after 1:00 p.m. on the day of the rehearsal. Exceptions to this must be approved.
2. No rice, confetti, birdseed or any other materials may be thrown anywhere in the church or on church property. Bubbles may be used outside - never in the Mall.
3. Any decorations used must not damage the floors, walls, carpets or furniture. Nails, screws and tapes of any kind will not be used in any part of the building. You will be required to remove all decorations from the building immediately following the wedding. It is not permissible to put any type of lights in the trees or foliage that belongs to the church.
4. The wedding party will be held responsible for any damages or disfiguring of the church buildings. **ONLY CHASE CANDLES ARE PERMITTED.**
5. If pew markers are used they should be attached with ribbons or by some other means that will not mark the pews. **SCOTCH TAPE MAY NOT BE USED** on any painted or varnished surface. Pew candles are not allowed.
6. Runners may be used. They must be provided by florist or rental company.
7. Only silk flowers may be used in the flower girl's basket. No petals from live flowers may be used.
8. The florist should contact the Wedding Coordinator in regard to the time of delivery of the wedding flowers.
9. Any church promotional materials or displays **CANNOT BE REMOVED** from their locations anywhere in the Mall area.
10. There will be a rehearsal of all weddings and all changes in the ceremony must be rehearsed. There will be no changes made after the final rehearsal.
11. Our facilities are available for rehearsal dinners and receptions. All arrangements must be made through the Wedding Coordinator before the wedding is added to the church calendar.
12. All food and containers to store or prepare the food must be provided by the caterers. These items must be removed immediately after the rehearsal dinner or reception so that the housekeeping staff can clean the facility.
13. Sit-down meals are not allowed in the Mall, and must be set up in the Fellowship Hall, Bridge or Family Life Center.

RULES FOR THE PHOTOGRAPHER

1. It is suggested that you arrange to take as many pictures as possible before the hour of the wedding.
2. Pictures may not be taken during the ceremony except for the bride and bridal party entering and exiting the Chapel. If you can take pictures without flash, then do so quietly without disturbing the ceremony from the back of the Chapel/Worship Center. Photographers MAY NOT walk down or stand in the aisle preceding the bride or bridal party. However, you may position yourself off to the side in order to take frontal shots. Opening film boxes, switching cameras, excessive whispering and moving around is prohibited.
3. An appropriate time for posed pictures must be established so that:
 - a. It does not interfere with the wedding or reception.
 - b. It does not leave guests waiting for more than 20 minutes.
4. Video recordings must be made from a fixed position.
5. The Pastor will be available for pictures immediately following the ceremony. PLEASE SEE THAT THOSE PICTURES INVOLVING HIM ARE TAKEN FIRST.
7. The candelabra must not be rearranged for pictures (this causes hot wax spillage on the furnishings.)
8. Photographers must not damage the finish of church pews by placing cameras and other abrasive equipment on the pews in a careless manner. Photographers are also requested not to stand on pulpit chairs, pews or other furniture in making pictures. All discarded materials are to be removed by the photographer and placed in the trash receptacles.
9. The Bride and Groom are responsible to spread the word among family members or place an announcement in the wedding bulletin (if one is used) that **no flashes are allowed** during the ceremony.

MUSIC AND SOUND

Music

Because a church wedding is a sacred service, the music that is used should be conducive for the worship of God. All music (including processional, recessional, pre-wedding music and vocal music) should be in keeping with the reverence and spiritual nature of the service and must be approved prior to the wedding date by the Minister of Music. No secular songs may be used without prior approval.

Because our pianist is a trained musician and has a thorough working knowledge of our piano, you are encouraged to use her. The Musicians and Soloists' gratuity is your responsibility.

Instrumental Musicians.....	\$50
Soloist.....	\$50

If someone other than the church pianist is used, then he or she must be approved by our Minister of Music/Instrumental Music.

It is the responsibility of the bride to consult with the Minister of Music concerning all of the wedding music. The Minister of Music will be glad to help select appropriate music, when requested.

SOUND

Only a Westside Baptist Church Sound Technician can be used. His services include setting up all sound equipment, controlling sound board with microphones, as well as providing a CD recording of the wedding ceremony.

VIDEO

If you would like your ceremony professionally videotaped (Worship Center only), arrangements and fees must be discussed with our Minister of Media.