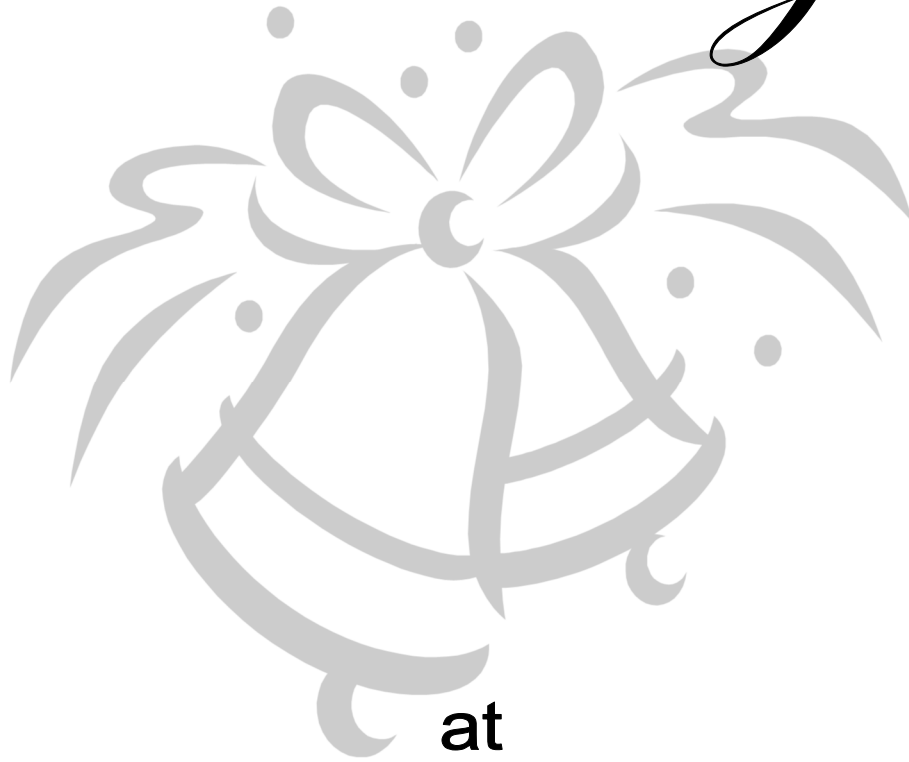


A Guide to Your *Wedding*



at *Spotswood Baptist Church*

We are happy that you contemplate being married in our church. We desire to serve you and do our best to make your wedding day one that is God-glorifying and a joyous occasion for family and friends.

A smooth and memorable celebration is one that is carefully and prayerfully organized and planned. We sincerely hope that the following guidelines serve to help you prepare for your wedding.

If, after carefully reading this guidebook, you have any questions, please call the Church Office and someone will be happy to help you. Fill out and return the wedding application as soon as possible in order that we may assist you by providing the facilities and services you desire. We cannot confirm your wedding date on our church calendar until this application is returned to the Church Office and approved.

A Word About Marriage

A wedding conducted at Spotswood Baptist Church is more than a marriage ceremony. Based on the Word of God, it is the uniting of two people who have Christ at the center of their relationship. Not only is marriage a covenant between the bride and groom, but also a covenant between the bridal couple and Almighty God.

According to Scripture, God ordained only two institutions—the church and the home. Therefore, marriage is a sacred institution, described this way in the book of Ephesians (chapter 5, verses 21-33).

“Submit to one another out of reverence for Christ. Wives, submit to your husbands as to the Lord. For the husband is the head of the wife as Christ is the head of the church, his body, of which he is the Savior. Now as the church submits to Christ, so also wives should submit to their husbands in everything.

Husbands, love your wives, just as Christ loved the church and gave himself up for her to make her holy, cleansing her by the washing with water through the word, and to present her to himself as a radiant church, without stain or wrinkle or any other blemish, but holy and blameless. In this same way, husbands ought to love their wives as their own bodies. He who loves his wife loves himself. After all, no one ever hated his own body, but he feeds and cares for it, just as Christ does the church—for we are members of his body. ‘For this reason a man will leave his father and mother and be united to his wife, and the two will become one flesh.’ This is a profound mystery—but I am talking about Christ and the church. However, each one of you also must love his wife as he loves himself, and the wife must respect her husband.”



Scriptural Convictions

Because at Spotswood we believe in the inerrant Word of God, and strive to be pleasing through obedience to Him, the policies concerning weddings conducted in our facilities are based on the following Scriptural convictions. We ask that you read these prior to submitting your application for a wedding.

1. Our pastors will marry those people who have personally accepted Jesus Christ as Savior and can give adequate testimony of their experience with Him. Outside of Christ, marriage is—at best—a human struggle and, according to statistics will probably be doomed to failure. Only in Christ can a marriage ever be what it was intended to be. If one or both persons desiring to be married is not a Christian, one of our pastors would be thrilled to explain how to ask Christ to be their Savior and why it is such an important decision. An appointment may be scheduled for that purpose.

“Therefore if any man is in Christ, he is a new creature, the old things are passed away; behold, new things have come.” - 2 Corinthians 5:17

“Moreover, I will give you a new heart and put a new spirit within you ..” - Ezekiel 36:26a

2. Our pastors will not marry a believer with an unbeliever. The two will not be able to have one purpose, one mind (“the mind of Christ”) and one life-style. It is a direct violation of Scripture to marry a Christian with a non-Christian. As stated above, if the “believer” would desire to bring the “unbeliever” to the pastor so that the gospel may be shared, the pastor would count it a privilege to schedule an appointment.

“Do not be bound together with unbelievers; for what partnership have righteousness and lawlessness, or what fellowship has light with darkness? Or what harmony has Christ with Belial, or what has a believer in common with an unbeliever?” - 2 Corinthians 6:14-15

3. The question of divorce is perhaps the most difficult and complex question regarding a new marriage. Many believers in Christ have been divorced for obvious reasons. Divorce is a matter which most churches have chosen to ignore. Many pastors refuse to minister to the formerly married, especially if the marriage ended in divorce. Our pastors are under no obligation to marry anyone, but we are open to counsel those who choose to marry. Every situation will be treated individually and with compassion.
4. Spotswood’s pastors will not marry couples who are living together prior to the marriage ceremony. Sexual relations without marriage are in direct opposition to God’s teaching and desire for His creation. Persons living together are participating in a rebellious lifestyle, and as God’s representatives we cannot condone what God condemns and we cannot bless what God will not bless.

Any couple living together who is willing to ask God’s forgiveness and repent (change from what they are doing), which will involve moving out of the living arrangement and practicing sexual abstinence until the marriage ceremony is performed, will be in obedience to the Word of God. At that time, our pastors will be more than happy to work with the couple and talk with them about scheduling the marriage ceremony.

If you find yourself involved in this type of relationship and would like a clear perspective from the teaching of God’s Word, our pastors would be happy to speak with you. An appointment can be made simply by calling the church office at 540-898-0757.

General Policies

1. Only Christian marriages will be performed at Spotswood Baptist Church. Both parties are to be committed to Christ and to the principles of Christian marriage. If one or both parties are not Christian, every effort will be made to lead them to a saving knowledge of the Lord Jesus Christ.
2. All couples to be married at Spotswood will be required to attend and complete the premarital counseling class *Saving Your Marriage Before It Starts*. This class lasts for six weeks and will meet Sunday evenings. The couple must contact the church to register for the class, which has weekly assignments that must be completed for each class meeting. Meeting dates and location fluctuate according to need. Each couple will also complete the PREPARE inventory. Cost for both the counseling class and the PREPARE inventory is \$40.00 per couple.
3. No remarriages after divorce will be performed until a reasonable amount of time has elapsed from when the divorce is finalized, and then only if the divorce was according to Biblical guidelines.
4. This SBC guidebook will serve as your source for information concerning the use of facilities, scheduling, fees and deposits, music, and policies. If you need additional information you may call the Church Office at 540-898-0757.
5. It is required that the wedding be on the church calendar three (3) months prior to the wedding ceremony. However, the church will not calendar a wedding more than nine (9) months prior to the ceremony.
6. If you or any member of your immediate family are members of Spotswood Baptist Church (have come forward publicly and joined by transfer of letter, profession of faith and baptism, or statement of salvation and baptism by immersion elsewhere) you may be married at Spotswood.
7. While ordained ministers at Spotswood are available to perform weddings, schedules may preclude a particular pastor from performing your wedding. If this should occur, you may choose another pastor. Should you wish to have a pastor from another church (relative, former pastor) participate in your wedding, you will have to discuss this possibility with your chosen SBC pastor.
8. You must have a Wedding Coordinator present at the rehearsal. The Wedding Coordinator must also be present the day of the wedding to supervise the wedding party and processional. You may contact the church office for names of possible Coordinators, or ask a trusted family member or friend - someone who has some experience with weddings.

Facilities

1. The portions of the Spotswood building which may be accessed for a wedding are the Auditorium, the Choir Rehearsal Room (for the groom and groomsmen to prepare), the Fellowship Hall and Kitchen, Room E108 (for the bride and bridesmaids to prepare), the foyer in the Children's Building (for pictures only) and the Foyer. No other areas of the church building are available during the rehearsal or wedding time. *It is the responsibility of the bride and groom to see that guests and family members stay within these areas.*
2. The church Preschool Department is NOT open for use during weddings. Please make arrangements for small children accordingly.
3. Smoking is not permitted anywhere in the church building, including the restrooms and dressing areas.
4. Alcoholic beverages may not be served, nor are they allowed on the church property. Any wedding party or family member found to be under the influence of alcohol or drugs will not be permitted to participate in the rehearsal or wedding. Further, the church reserves the right to cancel any ceremony should alcohol be found to be in use or on the premises.
5. Bird seed, rather than rice or confetti, may be thrown outside the building as the bridal couple departs. Bubbles and/or flower petals may also be used - outside the building only - to wish the departing couple well.
6. During special celebrations or seasons the Auditorium may already be decorated. It is understood that these decorations will not be removed for weddings. Church-owned floral arrangements and supplies are not available for wedding use.
7. The podium will be moved from the front of the Auditorium for weddings. The Custodian will be responsible for removing and replacing it. All choir chairs and side orchestra seating will remain in place during the ceremony (the center orchestra seating will be removed for the ceremony).
8. Any and all breakage or damage occurring to church property must be reported to the church office on the first business day following the ceremony, and reimbursement made to the church.
9. To insure that no damage is done to church property, no objects may be stapled, tacked, nailed, taped or pinned to the pews or any other Auditorium furnishings, walls or stage.
10. No food or drink is allowed anywhere other than the Fellowship Hall.
11. Tracking (aisle runners) may not be tacked or nailed to the floor or steps.



Scheduling

1. Dates for rehearsals, weddings and receptions will be considered in the order in which requests are received in the church office, and will be granted with the approval of the pastors. *It is advisable to call the church office and check your desired date with the church calendar to see if that date is available.*
2. Weddings and rehearsals will not be scheduled to conflict with any Worship Service or church-wide event. Weddings will not be scheduled on Sundays or holiday weekends. No weddings will be scheduled during the month of December. Weddings may not be scheduled to begin after 7:00 p.m. Weddings with a reception at the church may begin no later than 6:00 p.m., and the Fellowship Hall must be cleared by 9:00 p.m., including removal of all borrowed or rented items, flowers and decorations.
3. It is required that the wedding be on the church calendar three (3) months prior to the wedding ceremony. However, the church will not calendar a wedding more than nine (9) months prior to the ceremony.
4. The bride/groom must complete and return the Wedding Application (pg 13) and Preliminary Wedding Information (pg 14) included in this guidebook to the church office. Once these are submitted, the date will tentatively be put on the church calendar, and the pastor will contact the couple for their initial interview.
5. A deposit of \$100.00 must accompany the Wedding Reservation Application (this deposit will be refunded should the wedding be cancelled).

Counseling

1. Each couple must meet with the officiating pastor for an initial interview, and to discuss wedding plans.
2. Each couple is required to complete pre-marital counseling with a pastor, the Spotswood Christian Counseling Center, or through the church.
3. Each couple must meet with the officiating pastor to complete the PREPARE Couple Feedback Evaluation.
4. Each couple must meet with the officiating pastor to discuss results of the PREPARE Evaluation.
5. All pre-marital classes and counseling and the PREPARE evaluation must be completed one month prior to the wedding.



Flowers

Beautiful flowers and arrangements contribute to making your wedding special. We appreciate the talent and time involved in this undertaking. *We encourage the bride to consider the existing color scheme in the auditorium when choosing colors for the wedding party and the floral arrangements.* It is the responsibility of the bride's family to arrange with the florist for decorations. We ask that you provide your florist with a copy of these policies so they will be better prepared to provide service within our guidelines.

1. The florist must be apprised by the bride of the time she has arranged for the church to be opened for decorating. Decorating must be completed at least two (2) hours prior to the time of the ceremony. The florist is welcome to come to the church prior to the wedding, if needed, to obtain measurements, observe sanctuary layout, etc. Office hours are 8 a.m. to 4 p.m. daily.
2. All decorations must be removed by the florist (or designated person) immediately after the wedding. If a bride desires to leave the flowers for Sunday worship, please indicate on wedding application.
3. To insure that no damage is done to church property, no objects may be stapled, tacked, nailed, taped or pinned to the pews or any other Auditorium furnishings, walls or stage.
4. Only Spotswood-owned candelabrum may be used. (*Fees charged for the rental of these items may be found under the "Fees" section of this guidebook.*) The florist is welcomed to visit Spotswood to view the candelabrum if necessary to determine how desired decorations may be attached.
5. The placing of flowers, ferns, and candles or anything decorative on either the piano or organ is strictly prohibited.
6. The florist will provide all necessary equipment for decorating the auditorium and candelabrum.
7. All rules pertaining to the use of church facilities observed by the photographer / videographer and others are to be observed by the florist—they are not to move furniture; they are to observe the "no smoking" rule; they are not to use furniture as a ladder; there is to be no consumption of any food/beverage in the auditorium; they are to be courteous at all times.
8. As there is no available storage space in the church, all florist equipment must be picked up immediately after the wedding.

Photography

We appreciate the importance of preserving the memory of your wedding ceremony, and are grateful for the cooperation of professional photographers and videographers. We welcome them to Spotswood and desire to aid in making their task easier, and to please the families involved in the marriage ceremony and reception. Therefore, we respectfully request their cooperation in the following ways:

1. The photographer / videographer should arrive at the church no less than 30 minutes prior to the time of the ceremony.
2. If pictures are to be taken before the wedding, all pre-wedding photography **must be completed 30 minutes prior** to the time of the ceremony. It is the responsibility of the bride to schedule accordingly with the photographer.
3. Available-light photographs during the ceremony may be taken provided the photographer confines his/her presence to the rear of the auditorium. Floodlights, flashbulbs, electronic flash units or other types of artificial light cannot be used during the ceremony.
Photographs of the bridal procession are exceptions.
4. The videographer may set up equipment in the balcony.
5. Pictures in the Auditorium after the ceremony should be kept to a **maximum of 30 minutes**. This allows the bridal couple to appear at the reception within a reasonable amount of time, being considerate of guests and family members who have come to celebrate with them.
6. All rules pertaining to the use of church facilities observed by the florist and others are to be observed by the photographer / videographer—they are not to move furniture; they are to observe the “no smoking” rule; they are not to use furniture as a ladder, etc.
7. It is the responsibility of the bride to make clear to the photographer / videographer these policies of Spotswood Baptist Church regarding wedding photography.
8. Remember that the photographer / videographer works for **you**, and **you** are in control. Tell him what you need and the time frame you wish to spend accomplishing it.



Music

It is important to keep in mind that a church wedding is a service of the church and the music should reflect the sacred marriage covenant in an attitude of worship. Please keep these guidelines in mind when selecting music and musicians for your wedding.

1. Musical selections should be discussed with the officiating Pastor at least four weeks before the wedding. This will provide ample time for your musicians to prepare for your special day.
2. You may choose to have special friends, family members or professionals perform for your wedding, or you may contact those church members whose names and numbers are listed within these guidelines for instrumental or vocal services. (*Fees charged for these services may be found under the "Fees" section of this guidebook.*) Should you use a guest pianist, they must understand that the keyboard must remain where it is—it may not be moved.
3. When there is to be a soloist, it is the responsibility of the bride to see that the soloist contacts the organist/pianist to arrange a rehearsal. This rehearsal shall be planned for a time agreed upon by the soloist and the musician—a time other than the rehearsal for the wedding ceremony.
4. The auditorium sound system may be utilized by contacting the sound technician listed in these guidelines. It is the responsibility of the bride to contact and negotiate a time to meet with the sound technician, if necessary, prior to the wedding, especially if pre-recorded music will be used during the ceremony. If no pre-recorded music is used, the technician will be present for the wedding only—not for the rehearsal. It is the responsibility of the soloists to make arrangements with the sound technician for a sound check (up to but no less than one hour) prior to the ceremony.
5. Pre-service music is usually played by the organist/pianist for about 20-30 minutes before the scheduled time for the wedding.
6. There will be no music rehearsal during the wedding rehearsal time. The soloists and accompanists will receive an order of service one hour prior to the wedding, showing their position in the ceremony. Soloists are welcome to attend the rehearsal if they desire.



Receptions

1. Spotswood Baptist Church will schedule receptions in its Fellowship Hall for weddings with fewer than 150 guests. Request for Fellowship Hall use must be indicated on the Wedding Application. No smoking, no dancing, and no alcoholic beverages are permitted in the Fellowship Hall or on the church property.
2. Receptions are to last no longer than three (3) hours beyond the scheduled time of the wedding ceremony (i.e., if the wedding is scheduled at 11:00 a.m., the reception should be finished by 2:00 p.m.)
3. Receptions scheduled for Friday or Saturday evening weddings must be cleared by 9:00 p.m., including removal of all borrowed or rented items, flowers and decorations.
4. The Kitchen and its equipment are under the supervision of the Food Services Director. Any questions about equipment and its use should be directed to that individual. You may call the church office (898-0757) to obtain the telephone number.
5. All food items for the reception must be provided by the Wedding Party and/or Caterer. No food items are to be taken from the refrigerator or freezer.
6. Spotswood does not provide decorations or food service articles for the reception. These items are the responsibility of the Wedding Party and/or Caterer and Florist.
7. No food or drink is permitted outside the Fellowship Hall. Any stains or damage to the facilities will be charged to the responsible party.
8. Leftover food or drink is to be removed by the Caterer/Wedding Party. Any food item or dishware left in the Kitchen will be disposed of.
9. The bride is responsible for providing a diagram of the desired location of tables and chairs for the Custodian at least three (3) weeks prior to the wedding, using the "Reception Set-Up" template included on page 16 of this Wedding Guide. Please keep in mind the location of the Kitchen and restroom facilities when considering your reception layout.
11. All trash is to be removed to the dumpster at the rear of the building immediately after the reception has ended. This is the responsibility of the Wedding Party and/or Caterer.

Please remember that your reception is taking place in the church building. We ask that you take care in choosing appropriate decorations and background music which will enhance the celebration of your new life together which is centered in Christ.

Fees

1. There is no charge for members of Spotswood Baptist Church to use the Auditorium for a wedding, or the Fellowship Hall/Kitchen for a reception following a wedding. If you (the bride or groom) or any member of your immediate family are members of Spotswood (have come forward publicly and joined by transfer of letter, profession of faith and baptism, or statement of salvation and baptism by immersion elsewhere) you are welcome to submit an application for a wedding.
2. There is a custodial fee for the Auditorium for a wedding, and a custodial fee for the Fellowship Hall/Kitchen for a reception following a wedding. These custodial fees cover preparation and setup; cleaning of ceremony area, restrooms, dressing rooms, lobby, Fellowship Hall, removal and replacement of furniture; unlocking and locking the building; setup for Sunday activities. These fees are set by the Director of Building & Grounds, and must be paid at least one week prior to the ceremony. Contact Kevin Linhares at 540-656-8588.
3. Candelabra owned by the church are available to rent for your wedding ceremony. Only church-owned candelabra may be used, as they are dripless and prevent wax on the carpeting. In addition, when candelabra are used the candle lighters must also be used (this prevents burnt matches or accidents with cigarette lighters). There is also a kneeling bench which may be rented. The fees for these items are as follows:

Straight Candelabra (containing 7 candles)	\$35.00/pair	(1 pair available)
Spiral Candelabra (containing 14 candles)	\$50.00/pair	(1 pair available)
Aisle Candles (1 candle each)	\$25.00/pair	(5 pairs available)
Unity Candle (containing 3 candles)	\$18.00	
Candle Lighters	\$10.00/pair	(1 pair available)
Kneeling Bench	\$15.00	

4. Musicians are paid immediately after the ceremony. A suggested fee of \$75-\$100 may be given directly to the musicians or may be given to your Wedding Coordinator for distribution. A list of church members willing to perform for weddings is included in this guide. Your musicians may have a set fee they charge ... make sure you check with them in advance.
5. Sound equipment may be used only by a church sound technician. A fee of no less than \$150 is paid directly to the technician, immediately after the ceremony. This fee may be subject to change. Contact Jonathan Maynard at 540-898-0757 for scheduling and current fees.
6. Presentation equipment (projectors and screens) may be used only by a church technician. A fee of no less than \$150 is paid directly to the technician, immediately after the ceremony. This fee may be subject to change. Contact Jonathan Maynard at 540-898-0757 for scheduling and current fees.
7. A deposit of \$100.00 is to be submitted with your Wedding Reservation Application. The balance (additional rental fees) must be paid three (3) weeks prior to the wedding ceremony.

Musicians and Vocalists

Payment for services are due immediately following the ceremony on the day of the wedding, and are to be paid directly to the musicians. If you wish, you may give your payments to the Wedding Coordinator for distribution.

Pianists:

Carrie Hayes
898-4768

Valerie Cook
891-5358

Organist:

Marilla Haas
H) 710-1293
W) 372-1207

Vocalists:

Brian Blevins
891-9448

Christy Ostrander
371-3769

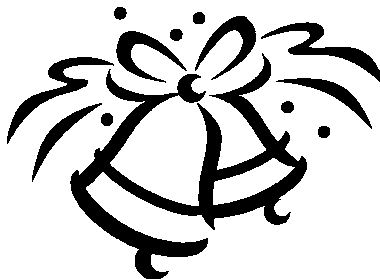
Valerie Parker
582-6205

Linda Price
548-2773

Tommy Satterwhite
898-4370

Elaine Stone
898-1508

Roberta Whitley
361-1275



**Spotswood Baptist Church
Wedding Application**

Deposit Received
Check # _____

4009 Lafayette Blvd . Fredericksburg . VA. 22408 . 540-898-0757

Desired Pastor: _____ **Date Submitted:** _____

Desired Wedding Date: _____ **Time:** _____ a.m. / p.m.

(church open for wedding at _____ a.m. / p.m.)

Desired Rehearsal Date: _____ **Time:** _____ p.m.

(church open for rehearsal from _____ p.m. to _____ p.m.)

Desired Decorating Date: _____ **Decorating From:** _____ a.m. / p.m.
To: _____ a.m. / p.m.

Bride: _____ Date of Birth: _____

Address: _____ Home Phone: _____

City/State/Zip: _____ Work Phone: _____

E-mail: _____ Cell Phone: _____

Member of what church: _____

Groom: _____ Date of Birth: _____

Address: _____ Home Phone: _____

City/State/Zip: _____ Work Phone: _____

E-mail: _____ Cell Phone: _____

Member of what church: _____

Address after marriage: _____

City/State/Zip: _____ Phone: _____

Reception Location: _____

If SBC Fellowship Hall, Time of Reception: _____ a.m. / p.m.

Date of Decorating for Reception: _____

Time of Decorating for Reception: _____ a.m. / p.m. to _____ a.m. / p.m.

NOTE: The Choir Rehearsal Room and Room E108 are to be reserved for bridal party dressing.

FOR OFFICE USE ONLY:	<input type="checkbox"/> Drew	<input type="checkbox"/> David	<input type="checkbox"/> Kyle
<input type="checkbox"/> Approved & Scheduled	<input type="checkbox"/> Calendar	<input type="checkbox"/> Ray	<input type="checkbox"/> Jim
<input type="checkbox"/> Not Approved/Reason _____	<input type="checkbox"/> Dan	<input type="checkbox"/> Kevin	<input type="checkbox"/> Jonathan
_____	<input type="checkbox"/> Rob		

Preliminary Wedding Information

The following information is confidential for the Pastor.
This form must be completed and returned to the church with the Wedding Application.

Groom's Name: _____ Home Phone: _____

Groom's Date of Birth: _____ Work Phone: _____

Bride's Name: _____ Home Phone: _____

Bride's Date of Birth: _____ Work Phone: _____

How long have you been dating: _____ years and _____ months

Preferred Wedding Date: _____

Please answer all the following questions.

Remember, all information will be held in strict confidence by the Pastor.

1. Are you a member of a church?

Bride: Yes _____ No _____ Name of Church: _____

Groom: Yes _____ No _____ Name of Church: _____

2. Have you been baptized by immersion?

Bride: Yes _____ No _____ Groom: Yes _____ No _____

3. Have you come to the place in your spiritual life where you can say that you know for certain that if you were to die today, you would go to heaven?

Bride: Yes _____ No _____ Groom: Yes _____ No _____

4. Are you presently living together? Yes _____ No _____

5. Have you been married before:

Bride: Yes _____ No _____ Groom: Yes _____ No _____

6. Is the prospective Bride pregnant? Yes _____ No _____

7. Have your parents been divorced:

Bride: Yes _____ No _____ Groom: Yes _____ No _____

8. Will you agree to take our premarital counseling program? Yes _____ No _____

Bride's Signature

Date

Groom's Signature

Date

Spotswood Baptist Church Rental Item Confirmation

4009 Lafayette Blvd . Fredericksburg . VA. 22408 . 540-898-0757

**This completed form must be returned to the Church Office
no later than 3 weeks prior to wedding**

Wedding Date: _____ Time: _____ a.m. / p.m.

Officiating Pastor: _____

Bride: _____

Phone # where most easily reached: _____

Groom: _____

Phone # where most easily reached: _____

Altar flowers to be left in the Auditorium for Sunday service? Yes _____ No _____

Security Deposit / Rental Item	Fee	Total
Deposit for Securing Church Facilities (required)	\$100.00	Paid when application is submitted
Straight Candelabra - contains 7 candles (1 pair available)	\$35.00 / pair	
Spiral Candelabra - contains 14 candles (1 pair available)	\$50.00 / pair	
Aisle Candles - contains 1 candle each (5 pairs available) - ** please indicate # of pairs you desire →	\$25.00 / pair	
Unity Candle - contains 3 candles	\$18.00	
Candle Lighters (required when candelabra are rented)	\$10.00 / pair	
Kneeling Bench	\$15.00	
	Total Fees	

On the diagram below, please draw in tables and chairs as you wish to have them located. Only 6-foot tables are available. This completed diagram is to be returned to the church custodian no later than three (3) weeks prior to the wedding.

Fellowship Hall Set-Up for Reception

