



WEDDING POLICY

Spotswood Baptist Church

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We are happy that you're considering being married at Spotswood Baptist Church. We desire to serve you and do our best to help you make your wedding day one that is God-glorifying and a joyous occasion for family and friends.

Our hope is that this guidebook will help you prepare for your wedding. If, after carefully reading this guidebook, you have any questions, please call the church office (540-898-0757) and someone will be happy to help you. Fill out and return the wedding application within as soon as possible in order that we may assist you in answering questions and providing the facilities you need. 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 is more than just a celebration. 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 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 Ephesians 5:22-33.

"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.

Our pastors will marry those people who have personally accepted Jesus Christ as Savior and can give 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*

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 lifestyle. 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*

The question of divorce is perhaps the most difficult and complex question regarding a new marriage. Many believers in Christ have been divorced. 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.

Spotswood's pastors will not marry couples who are living together prior to the marriage ceremony. Sexual relations outside of 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 talk with the couple 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.

POLICIES

General

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.
2. All couples to be married at Spotswood will be required to attend and complete a premarital counseling class. Contact the church for more information and to register.
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. 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.
5. 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 sponsoring pastor.
6. You must have a pastor from Spotswood sponsor your wedding. If you know a pastor you may ask him, or one will be assigned to you. Sponsoring pastors DO WHAT

QUESTIONS? CONTACT

PHONE: 540-898-0757
EMAIL: info@spotswood.org
ADDRESS: 4009 Lafayette Blvd
Fredericksburg, VA 22408

OFFICE HOURS: M-F, 8A-4P

Facilities

1. The portions of Spotswood's facilities which may be accessed for a wedding are the Auditorium, the Choir Rehearsal Room and room E108 (for wedding party preparation), the Fellowship Hall and kitchen, 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 members stay within these areas.
2. The church preschool department is NOT open for use during weddings. Please make arrangements for 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 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, bubbles, and/or flower petals, rather than rice or confetti, may be thrown outside the building as the bridal couple departs.
6. During special celebrations or seasons the Auditorium may already be decorated. 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 the church property must be reported to the church office on the first business day following the ceremony, and reimbursement made to the church.
9. The placing of flowers, ferns, and candles or anything decorative on either the piano or organ is strictly prohibited.
10. To ensure 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, floor, walls, or stage.
11. No food or drink is allowed anywhere other than the Fellowship Hall.
12. There is no available storage space in the church, all equipment must be picked up immediately after the wedding.

Tech/Music

1. The auditorium sound system may be utilized by contacting the sound technician listed in these guidelines. It is the responsibility of the bride or groom to contact and renegotiate a time to meet with the sound technician prior to the wedding. 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.
2. Music played before, during, and after the wedding ceremony should be appropriate for a church wedding (no swearing or sexual content). This is left to the discretion of the church. Questions should be addressed prior to the wedding.

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 recommended 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 churchwide 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 7P. Weddings with a reception at the church may begin no later than 6P, and the Fellowship Hall must be cleared by 9P, 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 and Preliminary Wedding Information included in this guidebook to the church office. Once these are submitted, the date will tentatively be put on the church calendar, and the sponsoring 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 premarital 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 premarital classes and counseling and the PREPARE evaluation must be completed one month prior to the wedding.

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, dance, or 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 11A, the reception should be finished by 2P).
3. Receptions scheduled for Friday or Saturday evening weddings must be cleared by 9P, 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. Call the church office for contact information.
5. No food items are to be taken from the refrigerator or freezer.
6. Spotswood does not provide food service articles for the reception.
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 wedding party/caterer. The kitchen should be cleaned after use. Any food or item dishware left in the kitchen will be disposed of.
9. The bride and groom are 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 in the Wedding Guide.
10. 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/caterer.

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.
3. Sound equipment may be used only by a church sound technician. A fee of no less than \$75/hour is paid directly to the technician, immediately after the ceremony. This fee may be subject to change.

4. Presentation equipment (projectors and screens) may be used only by a church technician. A fee of no less than \$75/hour is paid directly to the technician, immediately after the ceremony. This fee may be subject to change.
5. 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.

WEDDING APPLICATION

4009 Lafayette Blvd • Fredericksburg, VA 22408 • 540-898-0757

Desired Pastor: _____ Date Submitted: _____
Desired Wedding Date: _____ Time: _____ AM / PM
(church open for wedding at _____ AM / PM)
Desired Rehearsal Date: _____ Time: _____ AM / PM
(church open for rehearsal at _____ AM / PM)
Desired Decorating Date: _____ From _____ AM / PM to _____ AM / PM

Reception Location: _____
If SBC Fellowship Hall, time of reception: _____ AM / PM
Date of decorating for reception: _____ AM / PM
Time of decorating for reception: From _____ AM / PM to _____ AM / PM

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

BRIDE

Name: _____ Date of Birth: ____/____/____
Address: _____ Phone: _____
City/State/Zip: _____ Email: _____
Member of What Church: _____

GROOM

Name: _____ Date of Birth: ____/____/____
Address: _____ Phone: _____
City/State/Zip: _____ Email: _____
Member of What Church: _____

Address after marriage: _____
City/State/Zip: _____

FOR OFFICE USE ONLY

☐ Approved & Scheduled ☐ Calendared ☐ Deposit Received Check #: _____
☐ Not Approved/Reason: _____
Pastor Scheduled: _____

PRELIMINARY WEDDING INFORMATION

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

BRIDE

Name: _____

Date of Birth: ____/____/____

Address: _____

Phone: _____

GROOM

Name: _____

Date of Birth: ____/____/____

Address: _____

Phone: _____

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

Preferred wedding date: _____

Please answer all of the following questions.

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

FELLOWSHIP HALL RECEPTION SETUP

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.

