

## Planning Your Wedding

### Contents:

Letter to the Bride & Groom	Page 2
Wedding Guidelines & Building Usage Policy	Page 3
Facility Use Request	Page 6
Cost & Fees	Page 7

# Letter to the Bride & Groom

Dear Bride and Groom:

Right after the most important decision of your life to accept Christ as your Lord and Savior, comes the decision of who you will marry. God's Word gives us His plan for marriage—one man from birth and one woman from birth in a lifetime commitment. (Genesis 2:24, Matthew 19:5, Ephesians 5:31) "Marriage is God's unique gift to reveal the union between Christ and His church and to provide for the man and the woman the framework for intimate companionship, the channel of sexual expression according to biblical standards and the means for procreation of the human race." (Baptist Faith and Message, Article XVIII) When this plan is desired and maintained, the rest of your life together—for better/worse, richer/poorer, in sickness and in health—is what God meant it to be, when He created you.

As one of your pastors, I will dig deeper into your lives, as I do my part in preparing you for marriage. In preparation for marriage, both bride and groom must take part in premarital counseling with consists of 5-6 sessions/go minutes (amount of session are determined by staff pastor who has the honor of officiating your wedding).

When I stand at the altar on your special day, I will know that I have helped you to enter a sacred marriage covenant that the world does not comprehend. I promise to pastor you to the wedding altar.

**Do you agree with this procedure? If so, please sign here:**

Bride: \_\_\_\_\_

Groom: \_\_\_\_\_

Date: \_\_\_\_\_

Pastor: \_\_\_\_\_

Date: \_\_\_\_\_

# WEDDING GUIDELINES & BUILDING USAGE POLICIES

South Side Baptist Church  
1130 E. Jackson Road, South Bend, Indiana, 46614  
574-291-1665 • info@southsidesbc.org

The wedding ceremony is one of the most sacred services of the church. It is the desire of the pastor and the church family to unite one man from birth and one woman from birth for life, while making every ceremony a beautiful and worshipful experience. The Pastoral/Staff Team cannot perform ceremonies or participate in activities that are not consistent with the Baptist Faith and Message and the South Side Baptist Church's Statement of Faith. Please read and observe the following guidelines to make your day an enjoyable and unforgettable event. Please share the guidelines for Music, Sound, Photography, Flowers and Decorations with those who will be assisting in your wedding.

## Ministers and Premarital Counseling

- Ministers in the church may only perform wedding ceremonies for those having the scriptural right to marry. The pastor does not perform ceremonies for couples in situations where one person is a Christian and the other is not.
- A staff minister will lead in all weddings conducted in the church, unless arrangements are made with the pastor. All guidelines are subject to review by the pastor.
- The staff minister in charge will interpret any parts of these guidelines and will determine procedure for any item that may come up that is not included.
- Because of our desire to build faith-based Christian homes, six counseling sessions with pastor should begin as early as possible after engagement and at least 6 months prior to the wedding date.
- The anticipated date and arrangements must be cleared about two months into Pastoral Counseling before the wedding is entered on the church calendar. An appointment should be made with the pastor for this purpose as early as possible.
- Ministers other than the current ministerial staff of the church may also participate in weddings, when approved by the pastor. Please discuss your plan with Pastor prior to contacting other ministers.
- South Side Baptist's Letter from the Pastor must be signed by Bride, Groom and Pastor to affirm churches procedure.

## Facilities

South Side Baptist Church facility includes the 300 seat Sanctuary, Gymnasium, Kitchen, and an Adult Education wing with rooms that can be used as changing rooms in preparation for the ceremony. These may be reserved by special approval of the Pastor. The following guidelines apply to this facility. Please read, ask questions and plan the rooms you will use for your special wedding day according to these guidelines. Then you will need to sign the Facility Use Request for Weddings and make a refundable deposit.

- The building will only be reserved by persons who are related in some way to South Side Baptist Church.
  - The church is available for wedding of church members and their immediate families without any contribution, except for cleaning, opening/closing and other items under Costs.

- The use of church facilities is not a right of membership and must not conflict with traditional Baptist doctrine such as using church property for any non-church related event relating to same-sex marriage, which is deemed by the church to be unscriptural.
  - Church facilities are not available for weddings and related events to people who are not members of the church or who have not been given special permission from the pastor.
  - The official date and arrangements must be cleared no later than two months into Pastoral Counseling.
  - Wedding rehearsals, wedding ceremonies or wedding receptions cannot be scheduled on the following holidays: Easter weekend, Memorial Day, Independence Day, Labor Day, Thanksgiving weekend, Christmas Eve, Christmas Day (and the day after Christmas), New Year's Eve and New Year's Day.
  - Wedding rehearsals, ceremonies or receptions will also not be scheduled on Sundays or after 5:00 p.m. on Saturdays. All portions of the wedding must finish by 8:00 p.m.
  - Alcoholic beverages of any kind are not allowed anywhere on the church property, including parking lots, dressing rooms, etc. Any member(s) of the wedding party found to be under the influence of alcohol or drugs will be removed from the church property, and you will lose your refundable security deposit.
  - Smoking is not permitted anywhere in the church building, including restrooms and dressing rooms.
  - The staff at South Side Baptist requests that the bride and wedding party select attire that is appropriate and tasteful for the wedding rehearsal and wedding ceremony. All parties involved in the wedding, including vendors and guests, should abide by the guidelines pertaining to conduct outlined in these policies.
- This information, Wedding Guidelines and Building Usage Policies, will be followed and a Facility Request Form signed.
  - There are no set building rental fees. Rental of any type of church facility could jeopardize the church's legal tax exemption. Donations for the building use will be appreciated and used to further the work of Christ's church.
  - A security deposit of \$250 is required to reserve your wedding date on the church calendar. The deposit is required to be a check made out to South Side Baptist Church. This deposit will be returned to the person who signed the Facility Use Request/Wedding no later than two weeks following the wedding, noting that the church is left in good condition and all policies were upheld.
  - Those using church facilities must accept full responsibility for any damage to the building or equipment.

## **Music and Sound**

We encourage the use of music and media during the course of the ceremony. If you would like to use background tracks, special singing numbers, or videos you must inform the pastor and the church coordinator two weeks prior to the wedding date. Because amplification will be used during the wedding, extra music and media is included in the pricing package; however, a church-trained audio visual technician is required to operate all media on the church's equipment.

## **Photography**

- Please see that all pre-wedding pictures taken in the sanctuary are completed 1 hour prior to the beginning of the ceremony. Pictures taken elsewhere on the premises must be completed 30 minutes prior to the beginning of the ceremony.

- Please see that no photographer or family/friends detract from the sacredness of the ceremony. A photographer must not move in front of the couple or onto the platform during the ceremony. Please do not move or abuse furniture or decorations in the church.
- A Videographer is allowed to place an unmanned camera on the platform, using only the existing lighting. No extra spotlights may be used during the ceremony.
- Arrangements can be made to pose for any other pictures desired previous to or following the ceremony.
- South Side Baptist is not responsible for any loss or damage to equipment, nor are they responsible for anything left at the church after the wedding.

### **Floral Decorations/other Decorations**

- Please have the person in charge of organizing the floral and other decorations check with the pastor on the decorating plans for the church. They will need also to make arrangements for access to the church.
- The church does not own candelabras. Please use only dripless candles to prevent wax on the carpet. A protective covering under the candelabras is required. Candles may not be used in the aisle, except those which are battery operated.
- Please do not use real flowers in the aisles because of possible staining of furniture and carpet.
- Please do not hang decorations from lights or on walls. No tacks, pins, nails or glue should be used to fasten decorations to the furniture, building or carpet. Please use plastic clips or ribbon. Decorations may be taped around doorways, on windows or hung from the rails on the sanctuary balcony.
- Please give pastor a list of all church greenery or furniture needed at least two weeks before the ceremony. Please coordinate set-up plans with pastor.
- It will be your responsibility to see that all furnishings moved for any reason are returned to their original place following the wedding.
- Decorating is allowed the Thursday or Friday before a Saturday wedding. Please prearrange at least 1 week ahead of time. Arrangements must be made for the person who comes to unlock and lock the church for floral and decorating times.
- Sanctuary and stage must be cleared immediately following the wedding and reception.
- South Side Baptist is not responsible for any loss or damage to equipment, nor are they responsible for anything left at the church after the wedding.

# FACILITY USE REQUEST - WEDDING

\*We request that this form be filled out online at [www.southsidesbc.org/wedding](http://www.southsidesbc.org/wedding).

Name of Bride: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Name of Groom: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

\*Date of Wedding: \_\_\_\_/\_\_\_\_/\_\_\_\_ Number of Guests expected: \_\_\_\_\_

Are you a member of South Side Baptist Church? \_\_\_Yes \_\_\_No

If no, what is your affiliation with South Side Baptist Church: \_\_\_\_\_

## ROOMS THAT WOULD BE DESIRED TO USE

\_\_\_Sanctuary (for wedding) \_\_\_Gym (for reception \_\_\_Kitchen (for reception

\_\_\_Adult Education Rooms for changing rooms (rooms surrounding the sanctuary)

## EXTRA SERVICES REQUESTED

\_\_\_Additional Digital Background Music \_\_\_Video during ceremony \_\_\_Early Access to church

Do you want to decorate before the wedding? \_\_\_Yes \_\_\_No

Date for decorating: \_\_\_\_\_ Start Time: \_\_\_\_\_ Approximate End Time: \_\_\_\_\_

Other Early Access? Reason: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Other Early Access? Reason: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

We understand this is a building designed for God's use. We have read and understand the Wedding Guidelines and Building Usage Policies provided by South Side Baptist Church and will honor them.

\_\_\_\_\_  
Groom

\_\_\_\_\_  
Bride

\*Before requesting date, please view our church's calendar at [www.southsidesbc.org/events](http://www.southsidesbc.org/events)

- If completed written form, please include \$250 security deposit and mail to our **mailing address**
- Please see Wedding Guidelines and Building Usage Policy for all fees

*For Office Use Only*

Date entered into calendar: \_\_\_\_\_ Prepared by: \_\_\_\_\_  
Date deposit received: \_\_\_\_\_ Date deposit returned: \_\_\_\_\_

## Wedding Costs & Fees

Service	Cost or Fee	Due Date
<p style="text-align: center;"><b>CHECK DEPOSIT</b></p> <p>(this is returned after the wedding pending no damages. Damages will be subtracted from the deposit and if any repairs are needed)</p>	\$250	ASAP – as soon as your application is accepted. This reserves your date
<p style="text-align: center;"><b>GENERAL FEES</b></p> <p>(This covers custodial, A/V personnel, and opening/closing of church for decorating, rehearsal and wedding day)</p>	\$250	1 week before wedding
<b>PASTOR</b>	suggested donation of \$200 or more	Day of wedding