

**WEDDING HANDBOOK**  
Wedding Policies and Procedures

**BETHESDA BAPTIST CHURCH**  
Carrollton, Georgia

## WEDDING HANDBOOK



Weddings that are beautiful and glorify the Lord Jesus Christ must be carefully and prayerfully planned. I feel sure you want your wedding to honor God and point others to Jesus.

We, at Bethesda Baptist Church, have prepared this booklet to guide and assist you in planning this joyful event. It should answer most of the questions which arise as you approach your wedding date.

Our stated purpose is "Making Disciples for the Glory of God." As we love the Lord our God with all our hearts and all our minds, we can't help but love and serve other people. We love you and your family and we want this wedding to be honoring to the Lord Jesus. A Christian wedding is more than a civil ceremony. It is sacred and holy to the Lord.

### **Planning a Christ-Centered Wedding**

We believe the wedding ceremony should be one of the most sacred ceremonies of the church. A wedding ceremony is a time of worship. Nothing in your life is more sacred than your relationship to God and each other.

#### **God's Word states:**

"It is not good for the man to be alone. I will make a helper who is like him."  
Genesis 2:18

"This is why a man leaves his father and mother and bonds with his wife, and they become one flesh"  
Genesis 2:24

"Husbands, love your wives, just as also Christ loved the church and gave Himself for her,"  
Ephesians 5:25

"...and let the wife see that she respects her husband,"  
Ephesians 5:33

Please feel free to contact us at the church with any questions that are not answered in this handbook. The church's email is [info@bbchurch.net](mailto:info@bbchurch.net) and the phone number is 770 854-8532.

In Christ's Love,  
*Michael Owenby*

## **Who can use the facilities for a wedding at Bethesda?**

You may use the church facilities free of any set fee if you are a member or if your parents or grandparents are members of Bethesda. We do ask you to consider making a donation to help offset the increased utility costs incurred as a result of the event. In the event that the church is not properly cleaned after the wedding or something is damaged, we do ask that you pay these additional costs. We also suggest that the wedding liaison, sound technician, and musicians be compensated for their services (See the Contact Information section on Page 6). Some non-members may also use the church facilities. An application must be filled out and if approved, the fees described in this booklet will apply.

Note: Weddings at Bethesda Baptist must be between one man and one woman, as described in Scripture. Attached is a separate application that must be filled out and approved by the minister.

## **Do I have to have a premarital conference and premarital counseling before booking a wedding at Bethesda?**

Marriage is a holy estate and should not be entered into unadvisedly or lightly; therefore, it is necessary for the bride and bridegroom to confer with the pastor or licensed minister before final plans are made. The minister you choose may require some counseling. If a Bethesda minister is officiating, you need to contact him at least 2 months before the wedding date. You also need to fill out the attached application and submit it to the church at least 3 months before the wedding.

## **Scheduling the Wedding**

- Weddings or rehearsals shall not be held on Sundays.
- Weddings shall not be scheduled on dates that conflict with any worship service or event involving the membership as a whole.
- Weddings shall not be scheduled after 7pm on Saturdays. All wedding decorations and supplies must be removed by 9pm and the facilities prepared for the Sunday worship service.
- After meeting with the minister, check with the administrative assistant about scheduling the wedding.

## **Miscellaneous Information**

- A pastor or minister other than the Bethesda's pastor may be permitted to officiate in your ceremony. However, Bethesda's current pastor must give approval before this minister is scheduled.
- 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.
- The church will not be responsible for personal items such as wedding dresses, wraps, purses, silver and glassware, or other items brought to the church for use in a wedding or reception; nor shall the church be liable for such items lost, stolen or damaged. However, reasonable efforts will be made to protect such property.
- Alcoholic beverages are not permitted anywhere on church property.

- Smoking is not permitted in the buildings.
- No rice or confetti may be thrown anywhere in the church buildings or on church grounds. Bird seed is permitted outside only.
- No dancing will be allowed in the church buildings.
- If the rehearsal dinner, wedding, or reception is to be held at another location where alcoholic beverages will be served, Bethesda ministers will not attend or participate where this occurs.
- The dress of the wedding party is expected to exhibit good taste and Christian modesty

## **Your Wedding Music and Sound**

A church wedding is a religious service and all of your music should be in keeping with the reverence and spiritual nature of a worship service. Selections which are current popular hits are usually inappropriate, and music of this type is not allowed in the pre-nuptial music, the wedding service, or in the reception. Any questions or concerns, please contact the Minister of Music or the church office..

- If you need musicians, (pianist, organist, etc.) please let the church office know
- The use of the sound system should be arranged with the Sound Technician at least one month in advance of the wedding. (fees and phone #'s attached)

## **Your Wedding Decorations And Flowers**

Since our church buildings are already furnished as a place of worship and dignity, it should not be elaborately decorated. Be certain that decorations which are used will not damage the floors, walls, rugs, or furniture. It is the responsibility of the bride to inform the florist of the church wedding policies. This portion of this document should be copied and given it to the florist and/or decorator.

## **To the Florist or Decorator**

The wedding policies which relate to the work of a florist or decorator for weddings at Bethesda Baptist Church are listed below.

- No tacks, nails, tape or other materials which could permanently deface the buildings or furnishings may be used in decorating. Back drop decorations must be mounted on a supplied stand and must not be attached to the walls.
- No decorations are to be hung or suspended from the lighting fixtures
- Only dripless/paradise type candles may be used. (A polyethylene liner must be placed under the candelabra to further protect the carpet.)
- Flowers and decorations must be removed immediately following the wedding ceremony. The facilities must be left in the same order in which they were found.
- The moving of the pulpit furniture, microphones, etc., must be coordinated with the sound technician.

## Your Wedding Pictures

It is the responsibility of the Bride to inform her photographer of our church wedding policies.. Copy this portion of this page and give it to the photographer. For your information, the policies are as follows:

- It is suggested that you arrange to take as many pictures as possible prior to the hour of the wedding.
- The photographer must inform the entire wedding party that pictures are to be taken immediately following the ceremony. The photo session should conclude in a timely manner.
- Remember that guests will be waiting for the reception. The photographer and bride should plan in advance the list of pictures to be made.

## Who Normally Pays For What?

For your information the following is customary. Of course, you may do as you wish according to any arrangements that have been made.

**Bride:** Her trousseau, wedding ring for the bridegroom, wedding gift for the bridegroom (optional), presents for her attendants, personal stationary and calling cards, accommodations for her attendants, her medical examination, and If she is financially independent, the bride may assume any other of her family's traditional responsibilities.

**Bride's Family:** Wedding invitations and enclosure cards, announcements, engagement and wedding photographs, fees for the organist and soloist, flowers for the church, and bridesmaid bouquets and flowers/headdress.

**Bridegroom:** Bride's engagement and wedding rings, the marriage license, gift for the bride (optional), bride's bouquet and going-away corsage, boutonnieres for men of the wedding party, gifts for his ushers and best man, the wedding trip, and flowers to the bride's mother after the wedding with a "thank you" note

## Fees

### Members:

**Buildings:** There is no facility charge for members or if the parents or grandparents are members of Bethesda. However, any donation to help pay for the utilities would be appreciated.

**Musician/Sound Technician/Liaison:** There is no set charge for the musicians, sound technician, and liaison. However, a minimum of \$75 each would be an appropriate gift. Remember, they are giving of their time and talent for both the rehearsal and the wedding.

**Non-Members:**

**Buildings:**

- Cleaning/booking Deposit: \$150.00 (Due when the building/buildings are booked)
- Chapel: \$200.00 (Due 2 weeks before the wedding date)
- Fellowship Hall: \$200.00 (Due 2 weeks before the wedding date)
- Note: The cleaning/booking deposit will be returned via USPS within ten business days if the buildings and grounds are cleaned and nothing is damaged.

**Wedding Liaison, Accompanists, Sound-Video Technician**

- Wedding Liaison: \$125 (required) (Due 2 weeks before the wedding date) This person meets the wedding party to view the facilities, makes sure the buildings are open for the decorator, rehearsals, & wedding, and is responsible for being sure the buildings are left in the same conditions as before the wedding.
- Sound Technician: \$100.00 (required if video or sound is used) (Due 2 weeks before wedding.) Only Bethesda trained technicians are allowed to operate the sound/video equipment) This fee includes 2 hours for the rehearsal and 2 hours for the wedding. \$15/hour will be added for more hours.
- Pianist/Organist/Soloist: \$75 each (if needed)

**Cleaning of the Buildings and Grounds**

After the ceremony, please clean or hire a cleaning company to clean the facilities. The buildings must be ready for the Sunday services. Remember to clean restrooms, kitchen, fellowship hall, sanctuary, and grounds. If you prefer, contact the church liaison for a quote from the cleaning company to do the cleaning for you. If the buildings and grounds are not cleaned properly, the deposit will be forfeited.

**Contact Information:**

**Church Office:**

Email: [info@bbchurch.net](mailto:info@bbchurch.net)  
Phone: 770 854-8532

**Bethesda Baptist Church  
Wedding Application**

Groom's Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Phone # \_\_\_\_\_ Cell # \_\_\_\_\_

Email \_\_\_\_\_

Brides's Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Phone # \_\_\_\_\_ Cell # \_\_\_\_\_

Email \_\_\_\_\_

Desired Date of Wedding: \_\_\_\_\_ Desired Time of Wedding: \_\_\_\_\_

Buildings Desired:

What building will be used for the wedding? Chapel \_\_\_\_\_ Family Life Center \_\_\_\_\_

Will the wedding reception be in Bethesda's Family Life Center or at another location?

Yes \_\_\_\_\_ No \_\_\_\_\_

Desired Minister: \_\_\_\_\_

Minister's denomination (Baptist, Methodist, etc) \_\_\_\_\_

Current Ministry position \_\_\_\_\_

Church and address where minister is serving or is a members:

Church name \_\_\_\_\_

Church address \_\_\_\_\_

**A pastor or minister other than the Bethesda's pastor may be permitted to officiate in your ceremony. However, Bethesda's current pastor must give approval before this minister is scheduled. If Bethesda's pastor is desired, the bride and groom must fill out the the following 3 pages.**

**The groom must complete this page if Bethesda's pastor is being considered.**

Groom's name \_\_\_\_\_ Groom's Cell # \_\_\_\_\_

Occupation \_\_\_\_\_

Premarital Status: \_\_\_ single \_\_\_ separated \_\_\_ divorced \_\_\_ widowed

If divorced, explain briefly what happened: \_\_\_\_\_

**General:**

1. Are you living together while unmarried? \_\_\_ yes \_\_\_ no If yes, this is clearly prohibited in Scripture (I Cor. 6:18; Heb. 13:4) For us to marry you, immediate separation must occur. Part of our responsibility is to help couples start out on the proper foundation which is Christ and His Word.

If yes, are you willing to separate according to Scripture? \_\_\_ yes \_\_\_ no

2. Have you discussed plans for children? \_\_\_ yes \_\_\_ no

3. Have you discussed your finances? Have you figured your bills and discussed with your future spouse things like a budget, savings, the tithe, etc.? \_\_\_ yes \_\_\_ no

4. Have you made plans where you will live? Do you agree? \_\_\_ yes \_\_\_ no

5. Have you discussed what songs you will have sung or played at the wedding? \_\_\_ yes \_\_\_ no

If yes, what songs \_\_\_\_\_

**Religion/Faith:**

1. Are you a member of a church? \_\_\_ yes \_\_\_ no

If so, what church? \_\_\_\_\_ City \_\_\_\_\_

2. Circle the one that best describes your church attendance:  
(hardly ever or once/twice a month or regularly attend every Sunday.)

In your personal opinion, what do you understand it takes for a person to go to heaven?

\_\_\_\_\_

4. Do you believe you are going to heaven? \_\_\_ yes \_\_\_ no \_\_\_ unsure (If Yes, Why?) \_\_\_\_\_

5. Are you willing to go through a few sessions of Pre-Marital Counseling? \_\_\_ yes \_\_\_ no

6. If Michael Owenby is officiating, have you read the attached vows and agree to them? \_\_\_ yes \_\_\_ no



**The bride must complete this page if Bethesda's pastor is being considered.**

Bride's name \_\_\_\_\_ Bride's Cell # \_\_\_\_\_

Occupation \_\_\_\_\_

Premarital Status: \_\_\_ single \_\_\_ separated \_\_\_ divorced \_\_\_ widowed

If divorced, explain briefly what happened: \_\_\_\_\_

**General:**

1. Are you living together while unmarried? \_\_\_ yes \_\_\_ no If yes, this is clearly prohibited in Scripture (I Cor. 6:18; Heb. 13:4) For us to marry you, immediate separation must occur. Part of our responsibility is to help couples start out on the proper foundation which is Christ and His Word.

If yes, are you willing to separate according to Scripture? \_\_\_ yes \_\_\_ no

2. Have you discussed plans for children? \_\_\_ yes \_\_\_ no

3. Have you discussed your finances? Have you figured your bills and discussed with your future spouse things like a budget, savings, the tithe, etc.? \_\_\_ yes \_\_\_ no

4. Have you made plans where you will live? Do you agree? \_\_\_ yes \_\_\_ no

5. Have you discussed what songs you will have sung or played at the wedding? \_\_\_ yes \_\_\_ no

If yes, what songs \_\_\_\_\_

**Religion/Faith:**

1. Are you a member of a church? \_\_\_ yes \_\_\_ no

If so, what church? \_\_\_\_\_ City \_\_\_\_\_

2. Circle the one that best describes your church attendance:  
(hardly ever or once/twice a month or regularly attend every Sunday.)

In your personal opinion, what do you understand it takes for a person to go to heaven?

\_\_\_\_\_

4. Do you believe you are going to heaven? \_\_\_ yes \_\_\_ no \_\_\_ unsure (If Yes, Why?) \_\_\_\_\_

5. Are you willing to go through a few sessions of Pre-Marital Counseling? \_\_\_ yes \_\_\_ no

6. If Michael Owenby is officiating, have you read the attached vows and agree to them? \_\_\_ yes \_\_\_ no

**The pastor of Bethesda will need to approve the vows that are chosen.**

**The following applies if you are asking Pastor Michael Owenby to officiate your wedding:**

The following vows are based on Ephesians 5:18, 22-25, 33. As the vows reflect, the key to being the husband and wife that God requires is to realize you can't do it without yielding to the power of the Holy Spirit (v.18). I, Michael Owenby, will consider another set of vows as long as they are biblical and are similar to the following vows.

**To the Groom**

Groom's name: Do you take Bride's name to be your wife realizing that she is a gift from God? Will you allow the Holy Spirit to unconditionally love her through you as Christ loved the church? Will you continually submit yourself to God so you can have the supernatural power of Jesus to love, lead, and honor Bride's name in sickness and in health, in adversity and prosperity, and to be true and loyal to her, so long as you both shall live?

**To the Bride**

Bride's name: Do you take Groom's name, to be your husband realizing that he is a gift from God? Will you allow the Holy Spirit to unconditionally respect him through you just as the church is to respect and submit to Christ? Will you continually submit yourself to God so you can have the supernatural power of Jesus to respect, honor, and submit to Groom's name in sickness and in health, in adversity and prosperity, and to be true and loyal to him, so long as you both shall live?

**I HAVE READ THE BETHESDA WEDDING POLICY FOR MEMBERS AND NON-MEMBERS AND I AGREE TO ABIDE BY ALL RULES AND REGULATIONS STATED THEREIN.**

I understand that if we or any of the wedding party or guests damage the buildings, furniture, or property, we will not receive the deposit back and we will be responsible for repairing or replacing the items above the cost of the deposit.

Groom's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Bride's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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