

Wedding HANDBOOK

NORTHSIDE
BAPTIST CHURCH

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Weddings that are beautiful and that glorify the Lord must be carefully and prayerfully planned. We feel sure you want your wedding to honor God and point others to Jesus. Your wedding begins your life together.

We have prepared this booklet to guide and assist you in planning this joyful event. It should answer most of the questions you may have as your wedding date approaches. Please make all arrangements through the church office with our Wedding Coordinator.

In everything Jesus must be the center and the circumference, and so it should be in your marriage. Our desire is to help you begin this part of your life glorifying our Savior.

A Christian wedding is more than a civil ceremony; it is sacred and holy unto the Lord. Our church staff will work with you in planning a ceremony that will fulfill this high standard.

Best wishes for a bright and beautiful future together!

Dr. Eric Martin
Senior Pastor
Northside Baptist Church, Indianapolis

PLANNING A CHRIST-CENTERED WEDDING

Northside Baptist is pleased to offer its facilities to make your wedding ceremony a beautiful and worshipful event. We believe the wedding ceremony to 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.

“Husbands, love your wives even as Christ also loved the church, and gave Himself for it.”

Ephesians 5:25

“Wives, be in subjection unto your own husband, as unto the Lord.”

Ephesians 5:22

All arrangements should be made through the church office. The pastors and ministers of Northside wish to extend every possible assistance to you so that your wedding will truly be a spiritual event.

“For this cause shall a man leave his father and mother, and shall cleave to his wife: and they twain shall be one flesh.

Wherefore they are no more twain, but one flesh. What therefore, God hath joined together, let no man put asunder”

Matthew 19:5-6

PROCEDURES FOR A CHURCH WEDDING

Securing Your Wedding Date

Thank you for considering our facility for your wedding venue. If you are a member, or if your parents or grandparents are members of Northside Baptist church, you may apply to reserve the facility at Northside for your wedding. The use of Northside Baptist Church facilities are not a right of membership, but all weddings must be in agreement with the church's doctrinal statement. Weddings are an extension of our ministry. We do not rent our facility. The fees associated with weddings are strictly cost-recovery fees.

SETTING THE DATE FOR YOUR WEDDING

The date of your wedding is set in consultation with one of the office staff. She is responsible for obtaining approval of your wedding date on the Church Calendar. A non-refundable \$100 deposit must be made in order to confirm your wedding date. **No date is firm until your deposit is paid and the date approved by the church staff.**

PREMARITAL COUNSELING

"Except the Lord build the house, they labor in vain that build it..." Psalms 127:1a

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 who is marrying them before final plans are made. Pre-marital counseling sessions will be required. Our desire in requiring pre-marital counseling is to help you find God's will for your marriage, and to assist you in starting your marriage on a scriptural foundation. Please work with your pastor in negotiating your pre-marital counseling.

What to bring...

At your first premarital meeting with the Pastor, please be prepared to tell him the ideas you have for your wedding ceremony. Also bring the counseling questionnaire that each of you has completed. At your last premarital meeting, bring the order of ceremony you and your wedding coordinator have discussed.

Some ideas to consider for your Wedding Ceremony...

Roses for Mothers
Unity Candle
Wedding Bulletin

Double Ring Ceremony
Communion
Write your own vows

Cost Recovery Fees

Total payment (less deposit) will be expected 2 weeks prior to your wedding date.

PASTOR (suggested Honorarium)	\$150 - 200
*AUDITORIUM..... (set-up/clean-up)	\$250
*CLC GYMNASIUM for Reception..... (set-up/clean-up)	\$400
PIANIST/ORGANIST	\$350
(includes attendance at rehearsal, practice with soloist, meeting with bride to choose music, and 30 minutes of music prior to beginning of wedding and playing through the dismissal of guests)	
SOUND.....	\$100
(Includes attendance at rehearsal, practice with soloist)	
WEDDING COORDINATOR	\$200
*FIRESIDE ROOM	
Set-up/Clean-up fee	\$25
small, finger-food reception.....	\$100
sit-down dinner (100 person maximum).....	\$200
CANDLES FOR CANDELABRA.....	\$10 per candelabra

*Please make check payable to **Northside Baptist Church**. Northside will be responsible for paying the individuals involved.*

The balance of your wedding fees must be paid no later than two (2) weeks prior to your wedding.

If special cleaning is required after the rehearsal, wedding, or reception, additional fees may be assessed at the discretion of the Facilities Manager and Wedding Coordinator.

**Note: 50% of these fees are refundable if members of the wedding party clean up after the ceremony and/or reception.*

POLICIES & MISC. INFORMATION

1. The use of the church facilities shall only be approved for uses which are found to be consistent with the church's doctrinal statement as found in Northside's constitution.
2. Weddings or rehearsals held on Sundays or holidays are discouraged, unless prearranged **six(6) months** in advance and approved by the pastor, wedding coordinator, and facilities manager. Holiday weddings are subject to the availability of necessary staff.
3. No wedding will be scheduled that will conflict with any worship service or event involving the whole church, nor will two weddings be held on the same day.
4. No wedding will be scheduled after 2:30 p.m. on Saturdays if the reception is to be at the church; weddings will not be scheduled after 4:30 p.m. if the reception is to be held at a facility other than the church.
5. A pastor or minister from another Baptist church or other evangelical Christian denomination may be permitted to officiate in the ceremony; however, you must obtain approval of the Senior Pastor before this minister is scheduled.
6. 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 it that it is returned to the rental company. The church is not responsible for any of these items in any manner.
7. The church will not be responsible for personal items such as wedding dresses, wraps, purses, silver, and glassware brought to the church for use in the wedding or reception. Nor shall the church be liable for such items lost, stolen, or damaged.
8. Alcoholic beverages and smoking are not permitted anywhere in the church buildings or on the church premises at any time. Any member of the wedding party who is under the influence of alcohol will not be permitted to participate in the rehearsal or wedding.
9. Birdseed, bubbles, rose petals only may be thrown outside the CLC doors. Use of real rose petals may not be used in the auditorium unless approved.
10. The bride may use any of the church's artificial flowers and plants as decoration. The Facilities Manager will set up the stage and auditorium, but the bride is responsible for arranging flowers, plants, etc.
11. There are four brass spiral candelabras and one brass arched candelabra for your use. The wedding coordinator or florist must load the candles. There is also available a kneeling bench and two brass unity candleholders. Individual candles cannot be used down the aisles and all candles must have plastic underneath to protect the carpet.
12. The church does not have an aisle runner. If using a runner, the aisle is 75 feet long from the center steps to the hallway. If using a runner on steps and stage area, the distance is 100 feet.

WEDDING MUSIC

A church wedding is a worship event. Music that honors God is the criteria in selecting music for your wedding. All of your music should be in keeping with the reverence and spiritual nature of a worship service.

The bride should consult with the church musician concerning processional, recessional, pre-wedding music and vocal music. Because our church musician has a working knowledge of our instruments, she should be used, if available. The Associate Pastor of Worship must approve any other musicians selected for the wedding.

Any soloist of your choice may be used for the ceremony. If you desire, the Associate Pastor of Worship, or your wedding coordinator will be glad to help you in selecting a soloist. The Associate Pastor of Worship must approve all music for your wedding at least four (4) weeks in advance. Please call the Church Office at 255-6692, for assistance.

WEDDING RECEPTION

Your Wedding Reception may be held in the CLC gymnasium or in the Fireside Room. Please request the location for the reception at the same time as getting approval for your wedding date in order to have the room available. A detailed diagram of the room set-up should be attached to your reservation form indicating the location of tables, chairs, etc. Your Wedding Coordinator will provide this for you. This diagram should be returned to the Facilities Manager at least **two (2) weeks** before the wedding; changes may be made up until **one (1) week** prior to the wedding date.

REHEARSAL DINNER

The Fireside Room may be used for Rehearsal Dinners, if there is no conflict with other church activities on the Church Calendar. A diagram for the Rehearsal Dinner seating and the number of tables will need to be submitted **two (2) weeks** prior to the event in order for our Facilities Manager to have the room set-up for the dinner. The Pastor may not be able to attend the rehearsal because of family or other church commitments.

USE OF KITCHEN AND EQUIPMENT

We will gladly allow you to have access to the kitchen and equipment, however, we do require that it be left in an orderly fashion and everything cleaned up. It is the responsibility of the caterer, or the person in charge of the reception, to remove all items used for the reception and to have all trash put in trashcans.

This includes the arranging of flowers or other needs. These arrangements should be coordinated through your Wedding Coordinator.

DRESSING ROOMS

The Wedding Coordinator will show the bride where the women and men in the wedding party may dress. We ask that no valuables be left overnight after the rehearsal or during the wedding ceremony and reception. **Northside Baptist is not responsible for lost or stolen items.** You are responsible for removing all personal items and leaving the rooms as you find them. Trashcans are provided for cleanup.

PROGRAMS FOR THE WEDDING

Some wedding parties like to provide programs for their guests, giving the order of service and a personal word from the bride and groom. These are nice keepsakes for your wedding day. You must provide your own programs and printing.

WEDDING DECORATIONS AND FLOWERS

Be sure that any decorations that are used will not damage the floors, walls, rugs or furniture. No decorations are to be hung or suspended from the lighting fixtures. Tape, nails, or screws may not be used on any part of the building. Fees will be assessed for additional stage setup, and all stage setup must be done by church staff.

The wedding party will be held responsible for any damage or disfiguring of the church buildings that might occur during the rehearsal or wedding. Only dripless candles may be used in the auditorium. The bride must provide the candles used for the Unity candleholder.

It is the responsibility of the Bride to instruct the florist she has chosen about our church wedding policies. Please share the following information with the florist:

- *All decorations must be brought in through the east door of the church.*
- *No tacks, nails, tape, or other materials, which may permanently deface the buildings or furnishings, may be used in decorating.*
- *Only dripless candles may be used. A polyethylene liner must be placed under the candelabra to further protect the carpet.*
- *Smoking is NOT permitted in the church building or on the grounds.*
- *The facilities must be left in the same order in which they were found, including areas used by the wedding party for dressing and serving snacks.*

The Bride should make the florist's schedule available to the Wedding Coordinator, so that she can arrange to meet the florist at the church at the appropriate time.

WEDDING PICTURES

It is the responsibility of the Bride to instruct the photographer/videographer she has chosen in accordance with our church wedding policies. The following information should be shared with the photographer/videographer:

- *It is suggested that you arrange to take as many pictures as possible prior to the start of the wedding.*
- *NO FLASH PICTURES should be taken during the ceremony.*
- *The Pastor will be available for pictures following the ceremony. Please see that those involving him are taken first.*
- *Remember that guests will be waiting for the Reception. The photographer and Bride should plan in advance the list of pictures to be made.*
- *The candelabra may not be rearranged for pictures.*
- *Videotaping is allowed only in a stationary position. Have the videographer see the Wedding Coordinator for suggested camera placement.*

Rehearsal Information

(Fill in and return to wedding coordinator)

Bride _____ Groom _____

Maid of Honor _____ Best Man _____

Bridesmaids:

Groomsmen:

Ushers:

Flower Girl _____ Ring Bearer _____

Seating-Third Pew: Grandparents:

Bride's:

Groom's:

Second Pew:

Groom's Parents _____

Bride's Mother _____

Please check:

Are you using a unity candle? Yes _____ No _____

Who will light? Mothers _____ Ushers _____

Are you using aisle runner? Yes _____ No _____ Who will pull? _____ When _____?

Name of soloist(s) _____

Songs: _____

Date and time of rehearsal _____

BRIDE'S CHECKLIST

1. Time for bride and attendants to be at church_____
2. Time for flowers to arrive at church_____
- (When checking with florist, review flower order. It is better to have one too many than to be short. Make sure the flowers are labeled.)
3. Time for groom and groomsmen to be at church_____
4. Time for parents to be at church_____
5. Time for limousine at home_____ church_____
- reception_____
6. Advise wedding party of time and place formal group photos will be taken at church.
7. Advise family members of time and place family group photos will be taken at church.
8. Advise D.J. of reception schedule of events so they can be announced.
9. Advise wedding coordinator of time for church to be unlocked.
10. Have hair appointment at least 3 hours before time of photo appointment at church.
11. Have nails done before photographer arrives.
12. One week before wedding day, alterations are completed for bridesmaids.
13. One day before wedding, check to see if all tuxes and shoes fit.
14. When hairdresser will be at church, allow an additional hour.
15. Slips for Bride_____ Bridesmaids_____
16. Extra pair of hose for Bride_____ Bridesmaids_____
17. Make up case_____ hair pins/clips_____ safety pins_____ hairspray_____
18. Curlers and/or curling iron_____ static cling_____ deodorant_____
19. Iron and ironing board or steamer (if necessary)_____
20. Assign someone to bring bride's headpiece and gown and bridesmaids dresses to church.
21. Make sure honorariums are ready (for the pastor, soloist, etc.) before the rehearsal or day of the wedding.
22. Give the marriage license to the pastor at the rehearsal

