

WEDDING HANDBOOK

Bethany Baptist Church

1150 Hilfiker Lane SE

Salem, OR 97302

503.362.2488

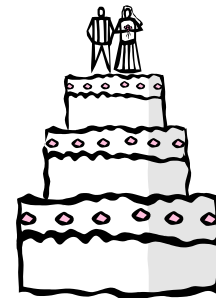
Jami Hinderks – Wedding Coordinator

(503) 881-9341

Since God has instituted marriage and has given us this building to provide a setting for the marriage of Christians, we desire to encourage believers in the use of our facility. Our auditorium will seat up to 350 people. The Fellowship Hall holds 120.

The wedding of two Christians is certainly a joyous occasion. Since God ordains marriage it is important that the ceremony be conducted in a manner consistent with Scripture and Christian Dignity. Therefore, this handbook has been prepared to guide couples in planning their ceremony and to help them use our facilities to the best possible advantage. It is expected that all couples who use the church for their wedding will read this handbook carefully and follow the instructions given.

If there is any question about these requirements., please seek the advice of the church's wedding coordinator. The detailed instructions are given so that your wedding will be conducted with appropriate Christian dignity. Further more, it is the desire of the leaders of our church that no one using this facility is under any misunderstanding as to what is expected.



Rev. 6/13

I. BUILDING USE

A. Scheduling – Arrangements for an appropriate date and time to use the church for a wedding or a reception must be made with the WEDDING RENTAL APPLICATION FORM. There is an application in the back of this book. Please consider the fact that all weddings must be started by 3:00 pm Saturday afternoon. All people, personal items, decorations and flowers must be removed from the building by 7:00 pm Saturday night. The Wedding Coordinator must receive the completed WEDDING RENTAL APPLICATION FORM at least 60 days in advance. A non-refundable \$100 deposit must accompany all completed forms. This is to secure your date on the church's calendar. If your date is unavailable on the church's calendar you will be notified by the wedding coordinator and your deposit will be refunded. Your deposit amount will be deducted from your total amount owed on the WEDDING FEE CHECKLIST.

B. Decorations

1. No nails, tacks, screws, staples, glue or like materials are to be used on the furniture or walls of the church building.
2. Since it water marks easily, no containers are to be placed on the piano.
3. All vases and candelabras must have protective covering underneath them so that they will not scratch the furniture or allow wax to fall on the floor.
4. Candles may be used only on candelabrum or pedestals, and they must be the drip-less type.
5. Participants must provide flower containers. Any floral arrangements left at the facility following the wedding

become the property of Bethany Baptist Church and will be disposed of at the discretion of the wedding coordinator.

6. Any rearrangement of furnishings (except pulpit – podium) must be cleared in advance with the wedding coordinator.

C. Reception

1. The use of our kitchen facility must be arranged through the wedding coordinator. There is a \$75 refundable deposit for kitchen use.
2. If you desire your reception to be out on our front lawn the fees will still be the same as if the reception was being held indoors.
3. Receptions that are being held in the auditorium need to be cleared with the wedding coordinator.

D. Clean-up of the Church

1. The wedding party is responsible for removing all their personal belongings in the kitchen, bathrooms, fellowship hall, auditorium and dressing rooms. All garbage must be picked up and placed in trash cans. Any folding chairs and tables that were used need to be put back according to the wedding coordinators instructions.
2. All rooms used must be left in a tidy order so that the custodians can vacuum and clean the rooms for Sunday services.

E. Set up of the Church

1. The date and time for decorating the church for the wedding must be made with the wedding coordinator in advance.

2. The wedding party is responsible for arranging with the wedding coordinator the time for deliveries to be made to the church when the building is open and the coordinator is available.
3. All other arrangements, which require approval, must be made in advance.

F. Nursery

1. Use of the nursery must be arranged with the wedding coordinator in advance.
2. The wedding coordinator will be responsible for acquiring the appropriate number of attendants for your needs. The law requires us to have one attendant for every 10 children. (See Wedding Fees)

II. THE CEREMONY

A. Service

1. No weddings may be started on Saturday after 3pm.
2. Instruct your photographer to be discrete in taking pictures during the ceremony. If in doubt, consult with the wedding coordinator as to what is appropriate.
3. No rice or confetti is to be thrown in the building. Your ushers should be given the responsibility of insuring that the interior of the building is kept free of these things. We suggest the use of birdseed or bubble for the outdoor tradition.

B. Music

1. No unauthorized people will be allowed to use the church's instruments. A church pianist or synthesizer

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WEDDING CHECKLIST

All fees must be paid and given to the wedding coordinator one week prior to the Wedding. This Checklist must accompany the payment. Please make checks payable to:

BETHANY BAPTIST CHURCH

Wedding only or Wedding & Reception

Facility	\$400.00	\$ _____
Wedding Coordinator	\$250.00	\$ _____
Custodian	\$250.00	\$ _____
Total	\$900.00	

Reception only

Facility	\$200.00	\$ _____
Wedding Coordinator	\$200.00	\$ _____
Custodian	\$200.00	\$ _____
Total	\$800.00	

For Both Options

Sound Technician		
(First hour. \$20 each addtl)	\$ 50.00	\$ _____
Musicians	\$ 75.00 ea.	\$ _____
Nursery Attendant (1/10)	\$ 25.00 ea.	\$ _____
Deposit (to reserve date)	\$100.00	\$ _____
Kitchen Deposit		
(refundable after wedding)	\$ 75.00	\$ _____
Total:		\$ _____

Minus reservation deposit: (\$ 100.00)

AMOUNT DUE: \$ _____

Date received: _____ By: _____

These policies are not designed to make things difficult for an engaged couple seeking to arrange for their wedding. Rather, the purpose of this statement is to

- (1) teach concerning God's plan for marriage
- (2) discourage marriages which are contrary to biblical teaching
- (3) uphold a high standard of marriage before believers and the church.

keyboardist should be used. Any exceptions must be cleared with the wedding coordinator in advance. (See Wedding Fees)

2. If you are using vocalist who need a pianist they must have the music available for the pianist at least two weeks in advance of the wedding. The wedding coordinator can help in getting the music to the pianist. If the vocalist is using a CD for accompaniment they should bring the CD to the rehearsal for the sound technician so that they can have it ready for practice during the rehearsal.
3. The church's sound technician must be used for the service. There are no exceptions to this. He must be compensated for his services. (See Wedding Fees). The wedding coordinator will be responsible for acquiring a sound technician for your ceremony.
4. Vocalists and other musicians from outside the church will be compensated at the discretion of the bride and groom. The wedding coordinator will not be responsible for getting payments to musicians and vocalists outside the church.

III. CONDUCT IN THE CHURCH

A. Smoking

1. No smoking is allowed inside the building. Please have your guests use the ashtray cans outside the front doors.

B. Alcohol

1. No alcoholic beverages shall be served or consumed on the church premises.

All who are guest in our church will be expected to treat our building and furnishings with care. It will be the responsibility of the bridal families to replace any furnishings that are damaged or broken.

IV. PEOPLE WHO MAY USE THE BUILDING

- A. Members of Bethany Baptist Church may use the church facility without charge (as defined in our church constitution). The bride and groom must pay any/all personnel fees that apply to their weddings uses as well as coordinator fees, janitor fees, instrumentalists, sound and nursery attendant fees.
- B. Active Mutual Care members may use the church facility without charge. The bride and groom must pay any/all personnel fees that apply to their wedding uses. If in doubt regarding the interpretation of the word “Active”, the deacon board or pastor will resolve that question.
- C. Any extraordinary request (not covered by the two previous points) will be handled through the wedding coordinator.

V. PERSONNEL

- A. Pastor – Normally, one of the pastors of Bethany Baptist Church will officiate at weddings held here. The pastor will meet with the engaged couple four or more separate times for pre-marital counseling. The couple is responsible for scheduling the appointments with the church office secretary. Any exceptions to this rule must be approved by the pastor at the time of application.

Basis: A public wedding ceremony is a celebration of marriage before God and the church family. In a public wedding there is an expression of public congratulations to the couple and public blessings on the marriage. There is no Christian basis for congratulations and blessing when God’s marriage laws have been ignored or disobeyed.

Exception: If the couple has truly repented of their sexual immorality and desires to follow the Lord, I would perform a public ceremony with the condition that they publicly acknowledge their past sin as part of the wedding ceremony. This can be done through he pastor or by personally reading a prepared statement. The purpose of this is not to shame or humiliate the couple, but to let those present know of their repentance so that restoration can take place.

- 6. Personal Counsel: I will perform a wedding only with adequate preparation through premarital counseling. Normally, five sessions are required. These include (1) What is Marriage? (2) Communication in Marriage, (3) Is Divorce an Option? (4) Financial Responsibilities in Marriage. (5) God’s Gift of Sex in Marriage.

Basis: Marriage is a wonderful gift from God, but one that must be understood to be appreciated and enjoyed as God intended. Since nearly 50% of marriages end in divorce, premarital counseling is necessary to prepare the couple for entrance into this relationship.

Exception: In cases where one partner is living somewhere else, it may be possible to have premarital counseling done by another minister. In cases of a short engagement period, it may be possible to have several of the counseling sessions after the marriage.

2. Unity in Christ: I will perform a wedding for a couple where both partners are believers in the Lord Jesus.

Basis: Paul writes, “Do not be bound together with unbelievers” (2 Corinthians 6:14). Marriage is the closest of binding relationships, and the couple should share a common faith in Christ.

Exception: I may perform a non-church civil ceremony for a non-church couple as a service and point of contact with members of the community.

3. Permanence of Marriage: I will perform a wedding for a couple where neither partner has been divorced.

Basis: God designed marriage to be permanent until death (Genesis 2:24, Romans 7:2-3, 1 Corinthians 7:39). The Bible teaches that divorce followed by re-marriage constitutes adultery (Matthew 19:1-12, Mark 10:1-10, Luke 16:18).

4. Sexual Purity: I will perform a wedding for those who maintain sexual purity and do not live together before the marriage. If the couple is living together at the time they request my services, they must live apart until the marriage.

Basis: God’s order for marriage as revealed in Genesis 2:24 is (1) leave one’s family, (2) cleave to one’s spouse, (3) become one flesh sexually. Paul declares, “It is God’s will that you should be sanctified; that you should avoid sexual immorality” (1 Thessalonians 4:3).

5. Public Testimony: I will perform a public wedding only in situations where the couple has not been living together and there is no pregnancy. I insist on complete honesty regarding these personal matters. (I would consider officiating at a private ceremony for a couple that has been living together if the other policies are met.)

- B. Wedding Coordinator – **The church Wedding Coordinator must be used.** The Wedding Coordinator is responsible for approving wedding applications. The coordinator will meet with the bride a groom several weeks before the wedding to receive information regarding the ceremony, people and use of the facility. This will help organize and ensure that everything will run smoothly during the rehearsal and ceremony. The Wedding Coordinator is responsible for opening the church during the times arranged for the wedding party to be at the church, heating/cooling of the facility, overseeing furniture moving and replacement, conduct before, during and after the ceremony, arranging for sound technician, musicians, and nursery attendants when needed, and custodians.

- C. Custodian – A Custodian from Bethany Baptist Church must be used. No exceptions.

- D. Instrumentalists – (Piano /Keyboard) Instrumentalists from the church recommended. Exceptions must be cleared in advance.

- E. Sound Technician – The churches sound technician must be used. No exceptions.

VI. PRE-MARITAL COUNSELING

All couples are required to have pre-marital counseling prior to any wedding ceremony held at Bethany Baptist Church. This is in keeping with the Salem-Keizer Community Marriage Policy enacted June 18, 1999.

VII. WEDDING FEES

Please do not presume upon the time of individuals involved in your wedding without offering adequate com-

compensation for the participation. A check totaling all fees must be issued to Bethany Baptist Church for all fees due one week before the wedding. The church treasurer will then issue the participants separate checks. The only exception is the pastor's honorarium, which will be paid by the groom personally and any vocalists or instrumentalists not from the church. Please complete the "Wedding Fee Checklist" found at the end of this booklet and return it with your check to the wedding coordinator one week before the wedding. If the check is not received one week before the wedding Bethany Baptist Church will assume that you do not wish to use our building and services and your place on the church's calendar will be removed. Your \$100 deposit will not be returned. A \$75 refundable deposit will be required for kitchen use. Upon satisfactory inspection, it will be returned via check.

Wedding Fees

Option 1: Wedding Only or Wedding and Reception

The following prices include

- **6 hours on the day prior to the event for set up and rehearsal**
- **9 hours on the day for wedding and reception**
 Use of building \$400.00
Includes auditorium, kitchen/fellowship hall, 1 nursery, 2 additional rooms for dressing rooms
 Coordinator (required) \$250.00
 Custodian (required) \$250.00

Option 2: Reception only

The following prices include

- **4 hours on the day prior to the event for set up**
- **8 hours on the day for reception**
 Use of building/front lawn \$200.00
Includes auditorium, kitchen/Heritage Hall/lawn
 Coordinator (required) \$200.00
 Custodian (required) \$200.00

10. Bethany's marriage handbook shall be consulted by all concerned for regulations with respect to the wedding ceremony and reception. With respect to weddings performed elsewhere than Bethany, pastors should evaluate the contemplated reception as to whether its nature is in keeping with the avowedly Christian ceremony.
11. While Bethany Baptist desires to be of service to the community at large, rental of its facilities is subject to the regulations of the church's marriage handbook and the evaluation of the senior pastor.

PASTOR TIMOTHY R. BAKER'S POLICIES FOR OFFICIATING AT A MARRIAGE

Marriage is an institution designed and ordained by God. Therefore, God's Word—the Bible—serves as the basis for planning and preparing for a wedding. The following policies are based on biblical principles and my personal convictions.

1. Pastoral Ministry: I will perform church weddings for those who are church members or attendees.

Basis: Officiating at a wedding is part of a pastor's duties to his church family. Those who are not church members or attendees can be married in a civil ceremony by a judge or state appointed official.

A church wedding is a statement to those who attend that the couple has embraced the teachings of Christ and desires a public association with His church. For a non-church couple to participate in a church wedding is a false statement of allegiance to Christ and His teachings.

B. Principles of Operation:

1. Prospective couples are encouraged to seek counseling before engagement. Engagement, as a precursor to marriage, is not to be entered into lightly.
2. No one shall be married in our church facilities who has not received pre-marital counseling from a member of our pastoral staff or by a counselor approved by our pastors.
3. Marriages will not be performed if one person is a believer in Christ and the other is not. 11 Corinthians 6:14
4. The decision on whether or not to perform marriage ceremonies for those previously divorced, or for unsaved couples, shall be left to the conscience and judgment of the one performing the ceremony.
5. In keeping with the principle of 1 Corinthians 6:9-11, divorce and remarriage shall not in themselves constitute bars to membership.
6. Any member seeking a divorce may be subject to church discipline, including possible excommunication from membership.
7. Those in membership who are divorced are encouraged to remain unmarried, or be reconciled to the mate (1 Corinthians 7:11), but we would not bind their consciences in the matter; to their own Lord they must stand or fall (Romans 14:4).
8. The congregation should be careful to give love and support to those in our fellowship who are suffering from divorce or separation and their related difficulties.
9. A minor cannot be married without the consent of both sets of parents.

For both Options:

Any additional room usage	\$50.00 per room
Additional hours needed	\$30.00 per hour

Additional Fees

Sound Technician	\$50 first hour/\$20 each additional hour
Nursery Attendant	\$25 each (1 worker for every 10 children)
Musician	\$75 each (Instrumental/Vocal)
Pastor	
6 pre-marital counseling sessions	
Required for material	\$ 50.00
Suggested premarital counseling fee	\$100.00
Rehearsal & Ceremony	\$100.00

BETHANY BAPTIST CHURCH POSITION STATEMENT ON DIVORCE AND REMARRIAGE

PREFACE:

The problem of divorce, remarriage, and their attendant difficulties have placed an important responsibility on the church to communicate clearly biblical teachings and its subsequent principles of operation to our church family and the community at large. It is essential that the church extend love and acceptance to those who have experienced the difficulties and heartaches of divorce, while at the same time upholding biblical teaching concerning marriage and divorce. The problem is compounded by the fact that, even among strong, Bible believing churches, good people disagree on the meaning and application of key scriptural passages such as: Matthew 5:31-32; Matthew 19:3-9; Mark 10:2-12; Luke 16:18; Romans 7:1-3; 1 Corinthians 7:10-16; and 1 Timothy 3:2,12.

The changing social and legal conditions of the world in which the church lives compound the problems. While the scriptural teaching remain unchanged, their application may have to alter. For instance, the growth of no-fault divorce laws may make it impossible for a godly spouse to keep his or her marriage intact. Should that spouse, divorced against his or her desire, be

“penalized” because of the divorce? Or, should divorce obtained in order to protect against known spousal or child abuse be viewed in the same light as that obtained for incompatibility or similar lesser reasons? Yet the church must take care not to dilute its stand on Scripture just to accommodate those caught up in the difficulties and the sin of the world.

The Principles of Operation listed below may therefore be taken, not as absolutist standards, but as that which are deemed most desirable. Pastors may take into account, for instance, such factors as the length of time since a divorce, the reasons for a divorce, or the public and private conduct of the parties involved over a significant period of time.

Implicit in some of the points listed under Principles of Operation are these considerations:

While there is nothing particularly sacred about the church building (the church is the body of believers), yet the building serves a public relations function to the community; what goes on there reflects on the testimony of the church;

While salvation does not change the marital state, it is obvious that a person does not come under the authority of the Word of God until he or she believes in Christ as Savior from sin and thereby accepts the bible as authority for life and conduct.

Any member of the pastoral staff, as he interprets Scripture, is free to adopt standards that are more rigorous than those set forth below.

A. Biblical Principles

1. Marriage was instituted by God to be a permanent “one-flesh” union between a man and woman. God has united them; man is not to separate them. Matthew 19:4-6; mark 10:6-9.
2. Matthew 5:31-32 and 19:9 state that divorce is permissi-

ble in cases of extramarital sexual immorality.

3. The implications of Matthew 19:9 and 5:32 are the following:
 - (a) Divorcing a spouse for reasons other than immorality and subsequently marrying another constitutes adultery, and the one marrying one so divorced is also implicated in the sin of adultery.
 - (b) Divorcing a spouse for immorality and subsequently marrying another does not involve one in the sin of adultery, nor is the one marrying a person so divorced guilty of immorality.
 - (c) Adultery, as with other sins, must be repented of and confessed. This does not mean, however, that the person so guilty continues to live in a state of adultery which must be broken off; this would result in compounding the sin problem.
4. Believing husbands and wives should not depart from each other. If they do, they should remain unmarried, or be reconciled. 1 Corinthians 7:10-11
5. A Believer who has a non-Christian spouse who is willing to live with him/her should not divorce. But if the unbeliever insists on departing, the Christian spouse is “not under bondage”, i.e under obligation to continue the marriage. 1 Corinthians 7:12-16
6. Believers in Christ must marry only believers. 1 Corinthians 7:39
7. Death of a spouse leaves the survivor free to marry again. 1 Corinthians 7:39; Romans 7:2-3
8. Singleness, when entered into or accepted for the sake of the Lord’s work, is equally blessed as marriage. Matthew 19:12; 1 Corinthians 7:32,34. It is to be maintained in moral purity.