

*Southview Baptist  
Church*

*Wedding  
Handbook*

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## Preliminary Remarks Concerning a Wedding at Southview Baptist Church

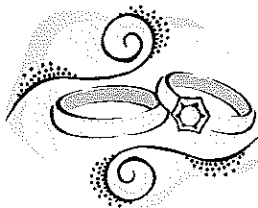
Marriage is the most serious of all human contracts. It is a life-long covenant made between a man and a woman before God. Our congregation joins with the Pastors and staff in praying that your marriage will be enduring, happy, fulfilling, and a testimony to others of God's faithfulness.

The family of Southview believes that a wedding ceremony should be a Christ-centered celebration of a man and a woman that God has brought together. The wedding and its preparation should be done in a way that will bring honor and glory to God.

*"For this reason a man will leave his father and mother and be united to his wife, and the two will become one flesh." Ephesians 5:31*

The marriage ceremony in the church is a Christian worship service, a very sacred moment in your life. It is one of the most holy occasions that the Pastor performs under the authority of the church. For that reason, a sense of reverence should prevail even at the wedding rehearsal. The wedding is a religious event, much more than a social event. It is a special occasion when God is worshipped and His blessings are invoked upon the two persons beginning their married lives together.

In keeping with these ideals, you are urged to make thorough preparations, spiritual as well as secular. The Pastors and staff of Southview wish to extend every possible assistance to you toward the completion of your wedding preparations to ensure that your wedding in the church will be a memorable experience. The following guidelines are offered to aid you in planning a sacred and dignified wedding. Please read this material carefully, so that you may know the guidelines and procedures for our church. Please share this material with others in the wedding party or those providing services so that they, too, will know the customs and procedures. We thank you for cooperating with us in maintaining these standards.



## Greetings from the Senior Pastor

*The Pastors and staff of Southview Baptist Church congratulate you on your upcoming wedding. We know you are looking forward to this day with much joy and anticipation and we are pleased that you have chosen our church for this special occasion.*

*We want to assist you in making your marriage ceremony a worshipful, memorable event.*

*We offer the following guidelines to help you plan a wonderful day of celebration. Please familiarize yourselves with the accepted standards and procedures of our church. They are intended to help relieve some of the anxiety of planning and to avoid any confusion as it relates to use of our facility.*

*May God richly bless you and your marriage,*

*William Attaway, Senior Pastor,  
Southview Baptist Church*

## Prerequisites for Weddings at Southview

While you do not have to be a member of Southview to be married here, the marriage must be dedicated to and honor the Lord. Southview is not merely a wedding chapel renting out its facilities. We are a church of Jesus Christ whose facilities belong to Him, and we want to honor Him in all we do. There are, therefore, certain prerequisites that we feel must be met in order for your wedding to be held at Southview.

### Concerning Salvation:

In 2 Corinthians 6:14, the apostle Paul admonishes Christians not to be unequally yoked together with unbelievers. Therefore, both of you must be of one mind with respect to your faith in Christ. Our Pastors will not marry a couple (nor can our facilities be used) if one is a believer (born-again Christian) and the other is not or is unsure of his/her relationship with Christ.

There are many different churches and beliefs about how one becomes a Christian. We certainly do not presume to take God's rightful place of judgment, nor do we think we are better or more righteous than anyone else. We do, however, feel the responsibility to determine if someone is a born-again Christian, according to what we believe the Bible teaches.

Therefore, each couple will be asked to complete a preliminary packet which includes writing out their testimonies. If you have any questions, if any lack of clarity exists, or if our understanding of what makes a person a Christian differs, one of our Pastors will gladly meet with you for further explanation and/or clarification.

~2 Corinthians 6:14~

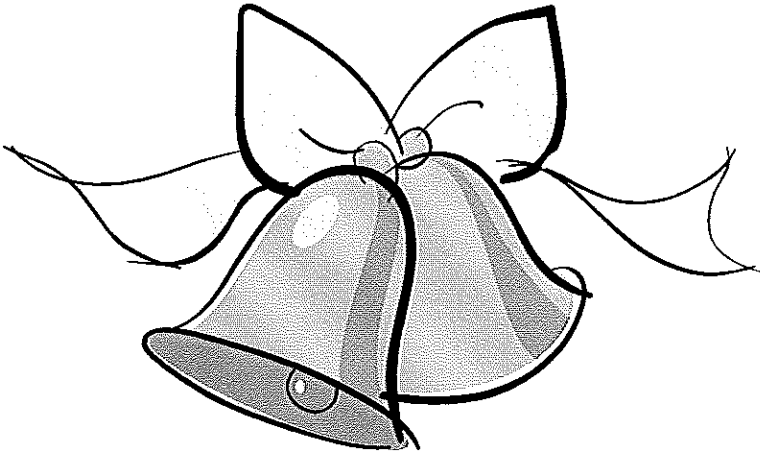
Do not be unequally yoked  
together with unbelievers.  
For what fellowship has  
righteousness with lawlessness?  
And what communion has light  
with darkness?

## Pre-Marital Counseling:

Southview requires pre-marital counseling for all couples. Since the Pastor will require more than one conference, please contact his office as soon after scheduling the wedding as possible, but preferably no later than four months prior to the wedding to make an appointment. If the wedding is being performed by a non-Southview Pastor, that officiating Pastor may perform the counseling with our Pastor's approval. The goal of the pre-marital counseling is to equip each couple to build a Christ-honoring, life-long, fulfilling marriage.

We believe there are at least five purposes for pre-marital counseling:

- To learn what Scripture teaches about marriage
- To give instructions on your biblical responsibilities as husband and wife
- To provide guidance in practical areas such as communication and finances
- To attempt to spot potential problems (e.g. jealousy)
- In general, to get you (the couple) to carefully think through this important step and all it entails



## Scheduling a Wedding at Southview

- Read Southview Baptist Church's wedding handbook, paying close attention to the section on prerequisites.
- Call the church office to verify that the date you are interested in is available. This must be done before filling in the date on the form.
- Any officiating minister not on staff at Southview must be approved by the Pastor before your wedding can be scheduled.
- The date will be tentatively reserved pending receipt of fees, all application materials, and Pastoral approval.
- Please note that because of regular church activities and events, weddings will not be scheduled on Sundays or during Easter Week (Palm Sunday through Easter Sunday). The period from Thanksgiving through New Year holidays will be reserved for members only on a case-by-case basis and will depend on availability of staff and facilities.
- Only one wedding per week is allowed.
- Fill out the applicable forms and forward them to the church office.
  - ~ Wedding application and Southview use of church facilities agreement.
  - ~ Personal History Worksheet (Please place this in a separate envelope marked Confidential, Senior Pastor.)
- Approval for a wedding here will be given by one of our Pastors based on your responses to the personal history worksheet. One of our Pastors will review your application and schedule an interview with you, if applicable, to discuss any questions he might have.

If approval is given:

- All fees (checks made payable to Southview Baptist Church) must be submitted before the wedding date is placed on the calendar
- A schedule of counseling appointments will be made with the officiating Pastor.

## Services of the Wedding Coordinator

The services of the church Wedding Coordinator will be required for all weddings. The coordinator will work with you to plan the wedding and will be the church contact for any questions and assistance. Specific services provided to you by the church Wedding Coordinator:

1. Meet with the bride and groom to discuss the wedding process and review all details and plans for rehearsal, wedding, and on-site reception (if applicable).
2. Serve as liaison between the wedding party and the church. All arrangements and changes are to be made through the Wedding Coordinator as soon as possible.
3. Assure that all policies are understood and followed.
4. Assist with approval of all photographers, florists, caterers, and music to be used in the wedding and reception.
5. Organize and direct the rehearsal.
6. Receive individual payments for Pastor, soloist(s), musicians, etc., and disburse them at the rehearsal.
7. Arrive before the wedding to accommodate any florist or photography arrangements.
8. Shortly before the wedding begins, assemble the bridal party and instruct them on when to enter. The Pastor will instruct the Groom's party.
9. Assure license is filled out and mailed by Pastor.
10. Organize the receiving line for the reception if there is to be one. The Coordinator's responsibilities are considered completed after the bride and groom have cut the cake if a reception is held at the church, or when the bride and groom leave the church for their reception when only the wedding is held at the church.
11. It is the responsibility of the bride and groom to make sure that someone has been assigned the responsibility for decorating, setting up, serving, and cleaning up for both the wedding and reception.
12. Other duties may be agreed upon by the coordinator and the bride and groom.

Southview's wedding coordinator is:

**Debbie Culbertson**

*culbertm@verizon.net*

(703) 421-1623

## Policies for Weddings at Southview

### General Policies for Weddings at Southview

- All details concerning the wedding and related arrangements must be in keeping with evangelical Christian practices. The content of the wedding service must conform to the basic values, customs, doctrine, and practices of Southview. Any questions should be discussed with one of our Pastors.
- Southview Baptist Church is not available for ceremonies conducted by justices of the peace, magistrates, judges, or other civil servants.
- The facilities will be made available for decorating the day before the wedding (9 a.m. to 4 p.m.). If this creates a conflict with church activities, the church staff will set another time for decorating. If the room has been cleared for a prior event, then earlier access may be available.
- The bridal party, florist, and/or photographer may be guaranteed access to the church a maximum of four (4) hours prior to the ceremony. Temperatures for heating or air conditioning will be set at that time. All cleanup must be completed one (1) hour following the ceremony.
- Please ensure that the sanctuary is left ready for worship services. If the bride and groom choose, some or all of the wedding flowers and greenery may be left for use in the worship service on the following Sunday. Please arrange this in advance.
- Any kind of breakage and damage to church facilities or equipment must be reimbursed at repair or replacement cost.
- No rice or confetti may be thrown in any building. Outside options are subject to approval.
- No weddings will be scheduled that could interfere with our regular programs or services.
- To allow the custodians time for routine cleanup procedures, weddings can be scheduled up to, but not after, 7 p.m. on a Friday (the reception for a 7 p.m. Friday wedding must be off-site). Weddings only are scheduled up to, but not after, 5 p.m. on Saturdays. Clean up for all events, including reception, must be completed within 4 hours of the ceremony conclusion or by 9 p.m. , whichever comes first.
- Our sanctuary seats a maximum of 380 people. The fellowship hall will comfortably seat about 100 at round tables.
- Church staff will not be responsible for helping decorate, deliver or move rented equipment, setup for any other ancillary function, or clean between rehearsal and wedding.

- Only Southview's audio technicians will be permitted to use the sanctuary sound system. Only those approved by Southview's worship ministry will be permitted to use the piano and/or keyboards.
- A wedding is a worship service. Members of the wedding party are expected to conduct themselves at all times in a manner befitting the atmosphere of the place of worship.
- Smoking or beverages made to look like alcoholic beverages are not permitted in any of our buildings. There will be no alcoholic beverages on the premises, including the parking lot. Drunkenness will not be tolerated and is cause for the rehearsal and/or wedding to be postponed. In order to avoid any embarrassment, it is suggested that these rules be called to the attention of all members of the wedding party.
- The church building is not a totally secured building; therefore, care should be taken to safeguard your valuables. Rooms are not locked during picture taking or the ceremony, and dresses or other items should not be left overnight prior to the wedding. The church will not be responsible or liable for the loss of items brought to the church (e.g. purses, wallets cameras, dresses, etc.).
- No furnishings or church decorations may be moved from other parts of the building without permission of the church staff.
- If a need to cancel the wedding arises, please contact the church office and the officiating Pastor. All fees are returned if the wedding is cancelled at least one week prior to the scheduled date and time.

### **Your wedding music/video**

- Since a Christian wedding is a worship service, the music for the wedding and an on-site reception must promote worship.
- Prior to the wedding, the Pastor, in consultation with the Minister of Worship, must approve ALL music sung or played. Music that will be used should be appropriate to a worship service. Although there are myriad secular songs that reflect love, romance, unity, love, and family, it would be our desire for music with Christian lyrics to be the primary selection or choice.
- The bride/groom is responsible for contacting organists, pianists, soloists or other musicians that they wish to play/sing for the wedding.
- It is the responsibility of the bride and groom to communicate any audio/video needs to the Pastor. The sound technician is responsible for furnishing microphones, playing cassette tapes, playing videotapes, etc., requested by the bride and groom. If an audio recording of the ceremony is desired, you must request it from the Pastor. No untrained person will be allowed to operate the sound system in the Worship Center for any occasion.

### **To the florist and decorators**

- The facilities will be made available for decorating on the day before the wedding (9 a.m. to 4 p.m.). If this creates a conflict with church activities, the church staff will set another time for decorating.
- Buildings are open four (4) hours prior to the wedding.
- Tacks, nails, staples, glue, tape or other materials, which may permanently deface the building or furnishings may NOT be used in decorating (i.e., do not tape bows to the pews).
- Only dripless candles (ones that prevent wax from dripping) may be used in the church.
- No flowers of any type may be placed on the piano. All flowers must be properly placed to prevent water damage to church furniture. Flower stands are preferred.
- If the bride chooses to do the decorating herself, she must make sure everyone helping follows the above policies.

### **To the photographer/videographer**

- Flash photography is not permitted during the wedding ceremony, but flash may be used during the processional and recessional. It is the bride's responsibility to inform her photographer and guests. Videography of the ceremony is permitted, but placement of the video camera must be approved in advance. We recommend that as many photographs as possible be taken before the ceremony. The photographer should not approach the platform during the ceremony. Please, no standing on the pews or other furniture to take pictures.
- During the wedding ceremony, the photographer/videographer must be dressed appropriately.
- The photographer must inform the entire wedding party if pictures are to be made immediately following the ceremony. This will assure the wedding party's immediate return to the sanctuary.
- Remember that guests will be waiting for the reception. The photographer and bride should plan, in advance, the list of shots to be made.
- The Pastor will be available for pictures following the ceremony, if desired.
- Video recording of the ceremony must be done in a quiet, orderly manner so as not to draw attention to the camera. The videographer may not stand on or near the platform.

## Fee schedule

Sanctuary: \$400 (includes use of sound technician and utilities)

Fellowship area: \$300 (includes cost of custodian and supplies)

\* All fees must be paid in full 30 days prior to event. A \$100 deposit (refundable two weeks after the event) must accompany this application. All fees are returned if the wedding is cancelled one week prior to the scheduled date and time.

\*\* Members of Southview and members of their immediate families (grandparents, parents, children, or grandchildren) are eligible for discounted fees. Please see the church office for more information.

**Please note: enlistment and fees for instrumentalists, other musicians, and vocalists are the responsibility of the bride, as well as the honorarium for the officiating pastor. Fees / honorariums for those parties are not part of the fees charged by the church.**



## Possible order of service (for illustration purposes only)

### Preliminaries

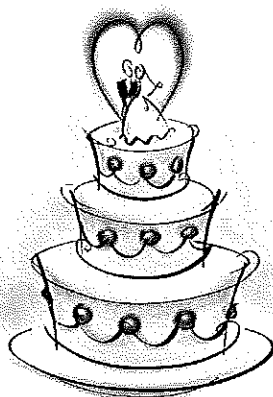
- ❖ Arrival of wedding party
- ❖ Prelude music/begin seating
- ❖ Seating of grandparents
- ❖ Lighting of candles
- ❖ Seating of mothers

### Processional

- ❖ Pastor, groom, groomsmen enter
- ❖ Bridesmaids enter
- ❖ Ring bearer enters
- ❖ Flower girl enters
- ❖ Bride enters

### Ceremony (doesn't include special readings or music)

- ❖ Welcome and prayer
- ❖ Giving away of bride
- ❖ Wedding devotional
- ❖ Exchange of vows
- ❖ Exchange of rings
- ❖ Lighting of unity candle
- ❖ Pronouncement
- ❖ Prayer
- ❖ Kiss
- ❖ Presentation of couple



### Recessional

- ❖ Bride and Groom
- ❖ Flower girl and ring bearer
- ❖ Maid of honor and best man
- ❖ Bridesmaids and groomsmen
- ❖ Bride's mother (usher escorts)
- ❖ Groom's mother (usher escorts)
- ❖ Grandparents (ushers escort)
- ❖ Ushers return to dismiss congregation row by row

## Your Wedding Checklist

Pray God will bless you and your fiancé and the decisions that need to be made in preparation for your wedding.

**“In all thy ways acknowledge Him, and He shall direct thy paths.”  
Proverbs 3:6**

- After you decide to marry, visit the Pastor, request his help, and establish the date.
- Contact the Church Wedding Coordinator and arrange a date for consultation.
- Fill in the application form and return it to the office with your deposits. The date of the wedding and rehearsal will then be entered on the church calendar if there are no conflicts.
- Contact the Wedding Coordinator and arrange a date for consultation.  
Date: \_\_\_\_\_ Time: \_\_\_\_\_ Place: \_\_\_\_\_
- Arrange for the first pre-marital conference session with the Pastor.  
Date: \_\_\_\_\_ Time: \_\_\_\_\_ Place: \_\_\_\_\_
- Work out the financial budget.
- Decide on type of wedding:  
\_\_\_ Informal \_\_\_ Semi-Formal \_\_\_ Formal  
(choose what seems best for you)
- Choose your attendants:
  - ~Maid of Honor      ~Reception Assistants (servers)
  - ~Best Man            ~Guest Book Attendant
  - ~Brides maids        ~Ushers
  - ~Groomsman          ~Organist/Pianist
  - ~Flower Girl\*        ~Soloist
  - ~Ring Bearer\*
- \* best if children are over 4 years of age
- Decide on type of flowers — fresh or silk or a combination of both
- Choose a florist, decide on wedding decorations, and tentatively order flowers  
\_\_\_ Give copy of “decorations” information sheet to florist.

- Choose a photographer and/or videographer and contract for service.
  - \_\_\_ Give copy of "Your Wedding Pictures" information sheet to photographer
  - \_\_\_ Give copy of "Your Wedding Pictures" information sheet to videographer
- Arrange to have a formal portrait made.
- Decide where reception will be held.
- Decide on type of reception (e.g. cakes and punch only -or- cakes and buffet of light Hors d'œuvres -or- cakes and buffet of heavy Hors d'œuvres -or- sit down plated meal and cakes).
- Decide on a caterer.
  - \_\_\_ Give copy of "Your Wedding Reception" information sheet to Caterer
- Shop for a wedding gown.
- Shop for attendants' gowns, taking the Maid of Honor with you.
- Discuss styles and colors with attendants.
- Select tuxedo style and make arrangements for fittings.
  - Date of fittings: \_\_\_\_\_
- Complete pre-marital counseling.
- Choose and order invitations and other stationery items you may need.
- Mail out wedding invitations 30 days prior to wedding date.
- Contact newspaper arrangements for engagement announcement and photo.
- Write "Thank You" notes promptly as gifts arrive.
- Make hair and nail appointments.
- Wedding gown fittings:
  - Dates: \_\_\_\_\_

*Southview Baptist Church  
2620 Reston Parkway  
Herndon, VA 20171*

*(703) 860-8800*

*www.southview.org*

**Credits:**

Centreville Baptist Church (VA)  
North Richland Hills Baptist Church (TX)