



## Wedding Policy of Crestview Baptist Church

Adopted in conference April 26, 2015

### CONGRATULATIONS ON YOUR ENGAGEMENT

We are excited to hear that you are taking such an important step in your life. We believe marriage is instituted of God, regulated by His commandments, blessed by the Lord Jesus Christ, and to be held in honor among all men. A wedding is a very special occasion, as it is establishing a Christian home.

### USE OF FACILITIES

Our members, or their immediate family members, may utilize Crestview's facilities for weddings. The Senior Pastor or elders may make limited exceptions to allow non-members to use the facilities, but such a decision will be situation specific.

Both the Bible (Gen. 2:24, Matt. 19:4-6) and Crestview's Statement of Faith (BF&M 2000, Article 18) establish and affirm marriage to be between one man and one woman. We faithfully follow this scriptural definition of marriage in the teachings and practices of this church. Therefore, this church will not officiate, solemnize, perform or host a marriage or marriage-like ceremony or reception involving anything other than the union of one man with one woman as instituted by God.

### SCHEDULING YOUR WEDDING

We encourage you to schedule your wedding as soon as you know you plan to be married. You should call the church office to request a tentative wedding date. Staff will review the church calendar and advise you if your date is available. Before your wedding date can be confirmed on the church calendar you and your fiancé must schedule an appointment with the Senior Pastor for a premarital interview. This is required whether or not he will officiate the wedding. Once he gives his approval, you can confirm the date and time for your rehearsal and wedding. Should the pastor, for scriptural reasons, be unable to consider you for marriage, you may appeal this decision to Crestview's team of elders.

It is important that arrangements be made with the church secretary so that there will be no conflict between either the rehearsal or the wedding with other church activities. Weddings may be scheduled for any day of the week except Sunday and Wednesday. The bride is responsible for securing the minister for the ceremony.

### PRE-MARITAL COUNSELING

In order to help you prepare for marriage, it is vitally important that you and your fiancé participate in Scripture based pre-marital counseling. This will be discussed during your meeting with the senior pastor. Pre-marital counseling is a requirement for use of Crestview's facilities.

### FEES

There is a \$100 cleaning fee required for member (nonmembers check fee schedule). The areas used are to be left neat with chairs, tables, and other furniture left as they were found.

## MUSIC

Music used at the wedding should be in keeping with the sacredness and dignity of the wedding service. The Crestview Minister of Music (or staff) must approve all music to be playing and/or sung for the wedding and reception. If the church pianist is to be used for the wedding, she should be contacted directly. The fee for Crestview accompanists is \$100 and must be paid to the church office two (2) weeks before the wedding. Practice times for musicians must be cleared through the church office at least three (3) days in advance.

## SOUND AMPLIFICATION

Sound amplification applies only to wedding held in the Worship Center. If any sound amplification or audio recording is needed for the wedding, the bride must notify the church office. A member of the Crestview Sound Committee will be contacted and assigned. The cost for the services of a sound technician is \$100 and must be paid to the church office two (2) weeks prior to the wedding. The sound technician is responsible for clearing all orchestral equipment, music stands, microphones and other before the wedding and setting them back up after the wedding. No one other than one of the trained technicians will be permitted to operate or move any sound equipment.

## HOSTESS

A Hostess will be required for non-member weddings only. The Hostess is a member of Crestview and will be available to consult with the wedding party prior to the rehearsal (if needed). The Hostess will be stationed in the foyer during the rehearsal and the wedding ceremony representing the best interest of the church and ensuring church policies are complied with by the wedding party and their guests. The Hostess will have a church key to allow you access to the building when needed. The Hostess is in no way considered your wedding coordinator or planner. The cost of the hostess is included in the wedding fees.

## CUSTODIAN

The Custodian will be present for the reception for non-members only. They will monitor the use of our facilities during the reception. The custodian will be required to do any necessary cleaning, turn off lights and A/C and lock up both buildings. The fees for the custodian are included in the wedding fees.

## CHILDCARE

Childcare for wedding and/or receptions and rehearsals will not be provided by the church. If nursery areas are used then it is the responsibility of the reserving party to clean the rooms.

## RECEPTIONS

The Fellowship Hall, along with the kitchen, is available for receptions. Reservations for the use of this room MUST be made at the time the wedding is placed on the church calendar. This should be requested on the Wedding Application. In all cases where this facility is used by a non-member, the Hostess will be present to supervise.

## DECORATIONS

All decorations and decorative equipment are to be furnished by the reserving parties or the florist. Care must be taken to protect the church property against damage. The following regulations must be observed:

1. Sanctuary – If choir chairs require being moved, the reserving party is required to move the chairs to the North hallway and replace chairs as they were found originally after the ceremony.
2. Absolutely no nails, tacks, staples or tape may be used to attach decorations or equipment to the wall, woodwork, furniture, doors, or floors. This should be communicated explicitly with your florist, caterer and decorator.

3. Only drip-fewer candles are to be used. The only exception would be for the unity candles. If the unity candles are not drip-less, we request that a non-flammable material be placed under the candles to protect the carpet and woodwork.
4. Hymnals and pew Bibles are not to be used as props either in the Worship Center or the reception area. They are not to be removed from the pew racks.
5. All decorations must be removed following the ceremony unless previous arrangements have been made with the church office. If you would like to leave flowers in the church for the Sunday services, they will be welcomed. Please indicate this on the reservation form and tell your florist.
6. After the church has been decorated for Christmas or other special events, wedding decorations must include the existing decorations. None of these existing decorations may be removed.

#### MISCELLANEOUS

The following rules must be observed. It is the obligation of the bride and groom to make certain that all rules are made know to the members of the wedding party, relatives, friends, florist, caterer, wedding director, photographers, etc.

1. No alcoholic beverages of any kind may be served or consumed on the church premises. Drinking of alcoholic beverages in the church will not be tolerated at either the wedding, rehearsal, reception or the cake cutting. No guest under the influence of alcohol will be welcomed. If alcohol is to be served at a location away from the church you may not use the church for your wedding.
2. No smoking is permitted in any of the church buildings. We also discourage smoking on the grounds. The reserving party is responsible for providing outside receptacles for smokers.
3. No rice is permitted on the church premises. Rice creates not only a cleaning problem, but also a safety hazard. Birdseed may be used only outside the buildings.
4. When you reserve the Worship Center or Fellowship Hall, we ask that you please confine your activities to these specific areas. It is requested that you please keep your guests out of other areas of the church inasmuch as these areas are ready for church related functions on Sunday. Rooms may be used for dressing before the wedding. The Hostess will show you the rooms available to use. They must be cleaned up afterwards by the reserving party.
5. Dancing is not permitted in the church buildings or on the grounds except for one (1) tasteful dance for the bride and her father.
6. Food will not be allowed in any area of the church other than the Fellowship Hall and kitchen area. Please help us keep our church facilities clean and ready for Sunday activities by observing this policy.
7. No food may be cooked in the church kitchen.
8. There are many activities going on at our church and we try to avoid conflicts. If you need to change the time of your wedding or rehearsal, please check with the church office to be sure it does not conflict with another activity.
9. The heating and air conditioning thermostats will be set at the same levels that are used for our regular services. Only the hostess or custodian should change them.
10. The minister performing the wedding ceremony will be in charge of all rehearsals.
11. All rehearsals will begin promptly at the time scheduled, regardless of whether or not all of the wedding party is present. Rehearsal should last on longer than one (1) hour. Persons needed at rehearsals include: Bride, Groom, Best Man, Maid of Honor, Attendants, Flower Girl, Ring Bearer, Ushers and Parents.
12. The Marriage License must be in the church office the day before the date of the wedding.

WEDDING RESERVATION REQUEST

Note: This form must be returned to the church office with your deposit and approved by the staff before your reservation can be finalized.

Bride's Full Name \_\_\_\_\_  
Address \_\_\_\_\_  
Home Phone \_\_\_\_\_ Cell phone \_\_\_\_\_  
Church Membership \_\_\_\_\_

Groom's Full Name \_\_\_\_\_  
Address \_\_\_\_\_  
Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_  
Church Membership \_\_\_\_\_

Address after marriage \_\_\_\_\_

Wedding Date \_\_\_\_\_ Time \_\_\_\_\_  
Rehearsal Date \_\_\_\_\_ Time \_\_\_\_\_

Rehearsal Dinner at Crestview?     Yes         No

Facilities Needed:     Worship Center         Fellowship Hall

Place of Reception (if not at Crestview) \_\_\_\_\_

Officiating Minister \_\_\_\_\_ Ordained?     Yes         No

Denomination \_\_\_\_\_ Contact Number \_\_\_\_\_

Who will conduct pre-marital counseling? \_\_\_\_\_  
Contact Number \_\_\_\_\_

(Non Members) Why are you not having the wedding at your church? \_\_\_\_\_  
\_\_\_\_\_

**Agreement**

I have read the wedding policies of Crestview Baptist Church and agree to abide by them. I also agree to maintain and defend these policies with all guests and will be responsible for all cost of damages incurred.

\_\_\_\_\_  
Applicant's Signature

Responsible Person's Name (if other than bride or groom) \_\_\_\_\_  
Address \_\_\_\_\_ Phone \_\_\_\_\_  
Address to mail refund \_\_\_\_\_

Bride's Name \_\_\_\_\_  
Wedding Date \_\_\_\_\_

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