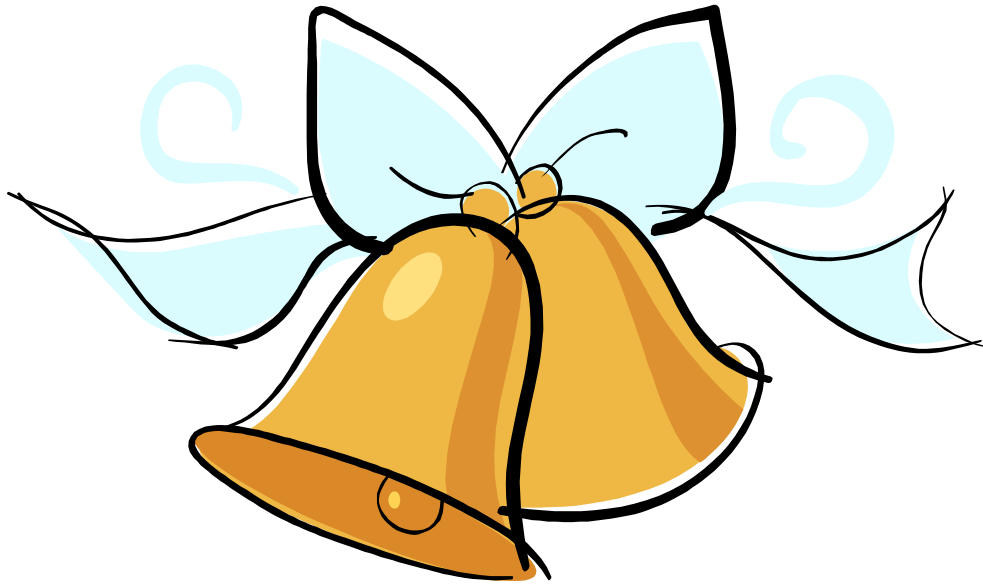


Wedding Policy of Shelbyville Mills Baptist Church

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Shelbyville, TN 37160
(931) 684-3625



Revised 05/12/2014

Statement on Marriage

The Bible reveals that marriage is a union between one man and one woman who are deeply committed to the Lordship of Jesus Christ and each other as lifetime partners. (Genesis 2:24, Matthew 19:5-6, Mark 10:8-9). Marriage itself is a picture of the atoning work of Jesus Christ on behalf of His bride, the church (Ephesians 5:18-33). Therefore, the wedding ceremony is one of the most sacred and holy ceremonies the church participates in.

To honor the holiness of God, the sinlessness of His Son, Jesus Christ, and the sacredness of human marriage, we offer the following brief biblical statement that guides our church's understanding of a biblical marriage. We believe:

1) That marriage is a permanent union between one man and one woman broken in the sight of God only by death (Genesis 2:24, Matthew 19:3-12). Our church will never perform a marriage or civil union for homosexuals or lesbians as these sins are strictly forbidden in the Word of God (1 Cor. 6:9-11; Gen. 2:21-25, 13:13, Lev.20:13, 18:22, Deut. 23:17, Rom. 1:26-27, Jude 7)

2) At marriage a husband is to leave his mother and father and cleave to his wife...a wife is to cleave to her husband, and through the work of Christ the *"two become one flesh."* (Eph.5:31-32). This is a *"great mystery"*, but at marriage a man and a woman become one in the sight of God. They are no longer two independent persons but one in the sight of God! Therefore...

3) Divorce is strictly forbidden by Jesus Christ in the New Testament except in the case of adultery within the marriage relationship (Matthew 19:3-12, 1 Cor.7:39). Even in the case of adultery, it is still the will of God that a marriage be reconciled if possible.

4) Marriage is a picture of the atoning work of Jesus Christ on behalf of His bride, the church. As the church is to be submissive to Christ, so wives are to lovingly submit to their husbands in all things. As Christ loved the church and gave Himself for her, so the Christian husband is to love, nurture, cherish, nourish, sanctify, disciple, and help his wife grow in her love for Jesus Christ (Ephesians 5:18-33).

5) Marriage is not only for the love of a husband and his wife but also for the procreation of children and for nurturing them and bringing them up in the admonition of the Lord Jesus Christ (Psalm 127:3-5, Prov.22:6, Eph. 6:1-4, Col.3:20).

6) True Christian marriage can occur only between a man and a woman who have been regenerated by the power of God's Holy Spirit! There is no way their marriage can picture Christ and His church unless they both have been genuinely converted (John 3:3,5; Eph.5:18-33). The couple must also be of like faith! Amos warns, *"Can two walk together, except they be agreed?"* (Amos 3:3) Candidates for marriage should be agreed on the non-negotiables of our faith such as the basis of salvation by grace alone through faith alone (Eph.2:8-9), believer's baptism (Acts 16:25-34), and the eternal security of the believer (Romans 8:28-30). Two becoming one can only occur as they are united around the foundational truths of the gospel of Christ!

7) Christian marriage is good! Christian marriage honors God (Heb.13:4). God's favor is bestowed upon Christians who marry! (Proverbs 18:22). It is our great joy to help guide you and shepherd you toward a God exalting, Christ honoring Christian marriage!

Application Process

- 1) Contact the senior pastor's administrative assistant to as soon as possible: (a) request that the date be placed on the church calendar, (b) request that the date be placed on the senior pastor's calendar, (c) fill out a wedding application (enclosed) (form 435a).

We will make every effort to schedule your wedding on the date that you desire. We suggest that you have an alternative date in mind.

If the reception is to be held at the church and the wedding is on a Saturday, the wedding may not be held later than 6:00 p.m. If the reception will not be held at the church, the wedding may be held up until 7:00 p.m.

Weddings cannot be scheduled on holidays or Sundays, and cannot conflict with other church activities. If the time of the wedding is altered after the initial scheduling without consultation with the pastor's secretary, the applicant cannot be assured that the wedding can occur on the new date or time. In addition, no weddings can be scheduled during the week between Christmas Day and New Year's Day unless approved by the senior pastor.

As a general rule, weddings are scheduled on Saturdays with rehearsals on Friday nights.

We do not allow non-members of Shelbyville Mills Baptist Church to use our facilities for weddings. The bride or groom must be a member in good standing of Shelbyville Mills in order to use the sanctuary for the purpose of a wedding.

Wedding candidates must exhibit characteristics of genuine conversion and must have been scripturally baptized. One of the parties must be a member of SMBC and the other must be an active member of a church of like faith. The prospective groom must provide evidence of health insurance and financial ability.

All wedding candidates must be approved by the senior pastor and weddings will be conducted by the senior pastor or by someone approved by the senior pastor. The senior pastor has a responsibility before God to discern if a marriage is a biblical marriage. Only biblical marriages will be allowed at SMBC. The senior pastor has sole authority to approve or deny any and all weddings at SMBC.

Second marriages/wedding ceremonies will be allowed only in case of death of one's spouse. Our pastor does not perform marriages for those who have been divorced in the past. Our church is not open to wedding ceremonies for those who have been divorced. However, our pastor will perform marriage counseling for divorcees and will help direct them to the proper civil authorities for marriage.

- 2) Contact the church wedding coordinator, who will oversee the rehearsal, wedding, and reception. Only the wedding coordinator of SMBC may be used. For a list of the coordinators, please contact the pastor's secretary at church.
- 3) Complete the premarital interview (form 435a- Wedding Application for SMBC) with the senior pastor's secretary as well as make appropriate arrangements to attend the premarital counseling.
- 4) Complete and submit the wedding application with 50% of the wedding fees to the Senior pastor's secretary.

Note: The wedding date is confirmed only upon completion of steps 3 and 4.

Premarital Counseling

Both the bride and groom must schedule premarital counseling with the pastor before the wedding date is confirmed on the church calendar. The senior pastor's secretary will coordinate the dates for counseling. Counseling consists of approximately six sessions but does not meet week to week, so counseling could extend over a couple of months.

Obtaining a Marriage License

To obtain a marriage license in Bedford County, each couple must have in their possession some form of identification showing their Social Security numbers. Both parties must appear for the issuance of the license.

The age for marriage in the state of Tennessee without a parent's consent is 18, and there is no waiting period. For couples under the age of 18, however, both parents, of each party under 18, must accompany the couple and sign for consent. There is a three-day waiting period after the application is made.

If either party is age 21 or under, the individual must bring a copy of his/her birth certificate at the time of application. If they are over 21, a valid driver's license will do. The marriage license is good for 30 days and may be used only in the state of Tennessee.

A current, legal marriage license must be given to the officiating minister no later than the date of the rehearsal. Licenses may be obtained at:

The County Clerk's Office
100 Northside Square
Shelbyville, TN 37160
931-684-1921
(Basement of US Bank on the square)

Audio/Video Planning

Music

A wedding service is a sacred time of worship. The music should honor God as well as honor the marriage ceremony. Romantic "hits," popular songs, and Broadway-type music are not permitted. Secular songs may be used during the reception following the ceremony, provided they are in keeping with the high moral spirit of the hour. Guest musicians are welcome. However, the choice of musicians and music shall be approved by the senior pastor.

The senior pastor can recommend qualified soloists and instrumentalists. It is recommended that the church instrumentalists be used for weddings because of the complexity of the instruments. The bride is responsible for providing all sheet music, tapes, CDs, or other recordings.

Music must be submitted to the senior pastor for review and approval no later than 30 days prior to the wedding on form 435b (Wedding Music Plan).

Videos

Videos must be submitted for review and approval no later than 30 days prior to the wedding.

Videotaping

This is a lovely way to preserve the memory of a beautiful ceremony for a lifetime. Videotaping of weddings is allowed provided the equipment or personnel do not distract from the ceremony, impede the movement of guests, or damage the facilities. It must be done without the addition of special lighting. Generally, the best location for videotaping is from the balcony.

Sound Technician

A sound technician will be provided by SMBC. An outside sound technician is not permitted due to the complexity of our sound equipment. He will be available for sound and equipment checks the night of the rehearsal and one hour before the wedding. He is to be provided with a detailed schedule of the wedding at the rehearsal.

If a recording is to be used during the ceremony, it must be arranged with the sound technician. A recording of the ceremony is available upon request.

Photographers

Photographers are requested not to stand on pews while wearing shoes. Sock feet are permissible. The photographer must return any room arrangement changed for photography to its previous condition. Since the wedding ceremony is a worship service, all photographers and videographers are asked to be as unobtrusive as possible and should be dressed appropriately for the wedding.

The photographer may take pictures before the ceremony in any part of the building. The photographer and the bride should plan in advance the list of pictures to be made, and it is suggested that as many pictures as possible be taken prior to the hour of the wedding. Remember that your guests will be waiting for the reception. The officiating minister will be available one hour prior to the wedding for pictures or after the wedding ceremony.

Facilities – Auditorium, Fellowship Hall, Kitchen, Restrooms, and Dressing Rooms

General Information

The buildings and equipment of SMBC have been dedicated to God for the purpose of worship, evangelism, missions, Christian education, and Christian fellowship. All uses of the church property shall be related to these purposes.

The sanctuary, fellowship hall, and kitchen are available for rehearsal dinner, weddings, and receptions.

The custodian will handle all arrangements for the facilities. This includes the unlocking and locking of the church, operation of the security system, necessary lighting, temperature control, and setting up and moving furniture, tables, and chairs. Form 435c and 435d must be filled out and submitted to the office two weeks before the rehearsal and reception. Both forms provide a diagram of how you desire the fellowship hall tables and chairs to be arranged for the rehearsal dinner, if held at SMBC, and the reception. The custodian is not responsible for setting up or moving decorations.

The church will be unlocked at least six hours prior to the wedding unless other arrangements have been made.

Arrangements should be made with the florist, bakery, caterer, etc., to ensure facilities are available. Florists, caterers, etc., will be expected to leave the rooms in the same order and state of cleanliness in which they found them prior to decorating for the wedding. The clean-up must be completed immediately after each wedding. Any equipment not belonging to Shelbyville Mills Baptist Church must be removed from the buildings immediately after the wedding and/or reception. Caterers must submit proof of insurance to the Pastor's Secretary fourteen (14) days prior to the wedding.

Dancing is not permitted at any reception held at the church, but an exception will be made for a father/daughter or bride/groom dance.

Alcoholic beverages may not be served, nor are they welcomed on the church premises, at any event such as rehearsal dinners or receptions. This also applies to events held at other locations other than Shelbyville Mills Baptist Church. Any person in the wedding party found to be under the influence of alcohol or drugs will not be permitted to participate in the rehearsal or wedding.

Smoking is not permitted anywhere in the church building(s), including the restrooms and the dressing rooms.

Rice, confetti, rose petals, or other materials cannot be thrown inside any of the church buildings. Birdseed may be thrown outside the buildings as the couple departs. Bubbles can be blown outside the building. Rose petals used in the sanctuary by the flower girl(s) must be artificial.

The wedding party will be held responsible for lost or damaged equipment.

Rehearsal Dinner

The time of the rehearsal should be arranged with the wedding coordinator and the minister officiating the ceremony. As stated earlier, it is generally held the Friday night before a Saturday wedding. It is usually easier to gather the members of the wedding party before rather than after the rehearsal meal. The suggested time for rehearsal to begin is between 5:30 and 6:00 PM, and it should not last longer than one hour. The bride and groom should notify members of the wedding party that they should arrive at the scheduled time.

Kitchen

Anytime the kitchen facilities are used, they must be left in a reasonably clean condition.

Auditorium

Nothing shall be permanently attached to the walls, windows, or furniture of the foyer or auditorium without prior approval of the Building and Grounds Committee.

Use of keyboard, piano, or other musical instruments shall be limited to those playing for church services or approved activities. All musical instruments are to be left in place unless approved by the church.

The auditorium will be opened at least six hours prior to the services for decorating. Wax candles are not permitted. We ask that you use non-wax candles.

The church will make arrangements for any moving of furniture both out and back into the sanctuary (choir chairs, etc.). Please seek the assistance of the pastor's secretary in regards to the movement of these items. Furniture removed may be placed in the back hall going to the nursery, but the hall cannot be completely blocked.

Replacement of the furnishings will be arranged by the church office. All wedding decorations must be removed from the building before Sunday services.

Fellowship Hall

Request for the use of the facilities by church members for non-church related activities shall be made to the senior pastor's secretary and placed on the church calendar. (Non-church related activities include teas, showers, receptions, parties, and dinners.)

Care should be taken in applying decorations. No nails, tacks, screws, or damaging adhesives should be used. Permanent decorations given to the church shall have the approval of the Building and Grounds Committee before installation.

The church office needs to be informed of the schedule regarding decorating the fellowship hall.

White linen tablecloths are provided by the church for rehearsals and receptions. They are cleaned by the church. Please keep in mind that if used for a Friday night rehearsal dinner, it will not be possible to have them cleaned and ready for a Saturday wedding unless the wedding party takes care of this detail.

Wedding Fees

Cleaning Fee	\$100.00
Sound Technician	\$25.00
Video Technician	\$25.00
Wedding Coordinator	\$25.00
Tablecloth Cleaning Fee	\$12.00 per table cloth
Key Deposit	\$25.00 per key (Will be refunded upon its return.)

Fees are due two weeks prior to wedding.

Honorariums

As a general rule, honorariums are to be given by the bridal party to all church musicians and instrumentalists. Honorariums may vary but usually begin around \$50.00 to \$100.00. It is the responsibility of the bride to oversee the honorariums to the musicians and instrumentalists. It is the responsibility of the groom to oversee the honorarium to the minister officiating the ceremony. Honorariums are not included in the fees paid to the church that cover the expenses of the building, custodian, sound technician, and wedding coordinator. For suggestions of honorariums, please contact the wedding coordinator.

Dress

Weddings at Shelbyville Mills are sacred occasions taking place in God's house; therefore, it is expected that each bride will select attire for herself and her attendants that is both tasteful and modest. The

bride and her attendants may not wear attire for the wedding rehearsal or wedding that would be considered provocative. If you have questions about the attire and what is appropriate and acceptable, please discuss with the wedding coordinator.

If the minister is expected to wear formal attire, it is the responsibility of the groom or the groom's family to make arrangements to rent, pick up, and return the minister's tuxedo. Otherwise, he will wear a dark suit.

The Wedding Party

It is expected that all members of the wedding party will recognize the church as a place dedicated for the people of God to worship. They must conduct themselves in a manner befitting the atmosphere of this place of worship.

It is the obligation of the bride and groom to make certain that these guidelines are communicated to all members of the wedding party.

All members of the wedding party are responsible for their own personal possessions. Do not leave valuables unattended.

Shelbyville Mills Baptist Church will not be responsible for any damage to or theft of property belonging to others.

The bridal couple's car should be protected from having offensive words or statements written on it.

The sanctuary and dressing rooms must be restored to the order in which they were found immediately after the ceremony. The kitchen and reception area must be left clean. The bride should discuss this with her caterer and the wedding coordinator.

A wedding announcement may be placed in the church bulletin two weeks prior to wedding.

Wedding Cancellation

If a wedding is cancelled, it is important that you send word in writing. Notify everyone involved including the minister, wedding coordinator, organist, sound technician(s), caterer, florist, reception hostess, and all individuals involved. Also, notify the church office so that any announcements in church related printed matter can be pulled.

Wedding Application for SMBC (Form 435a)

Groom

Full Name: _____
Address: _____
City: _____ State: ___ Zip: _____
Home Phone: _____
Work Phone: _____
Cell Phone: _____
Age: _____ DOB: _____

Bride:

Full Name: _____
Address: _____
City: _____ State: ___ Zip: _____
Home Phone: _____
Work Phone: _____
Cell Phone: _____
Age: _____ DOB: _____

Location of Present Church Membership:

Location of Present Church Membership:

Previously Yes No
Married? Widowed Divorced

Previously Yes No
Married? Widowed Divorced

Parents' Names:

Father: _____
Mother: _____

Parents' Names:

Father: _____
Mother: _____

Parents' Address: _____

Parents' Address: _____

Wedding Information

Wedding Date: _____ Wedding Hour: _____
Rehearsal Date: _____ Rehearsal Hour: _____

Desired Officiating Minister: _____

Facilities Requested: Auditorium Fellowship Hall (circle all that apply)

Reception at SMBC? Yes No

Rehearsal dinner at SMBC? Yes No Number Expected: _____

We have read the Wedding Policy of Shelbyville Mills Baptist Church and agree to abide by the condition stated therein. We will make every effort to ensure that our guests do likewise.

Date: _____

Groom's Signature: _____

Bride's Signature: _____

Wedding Music Plan for SMBC (Form 435b)

The following music must be approved by the Associate Pastor of Music and the Senior Pastor 30 days before the wedding date. Please submit this form to the Senior Pastor's secretary.

Wedding Date: _____ Wedding Hour: _____
 Groom: _____ Bride: _____
 Soloist: _____
 Soloist: _____
 Organist: _____
 Pianist: _____
 Other Musicians: _____

PRELUDE

Title	Musician/Soloist	Tape/CD
Title	Musician/Soloist	Tape/CD
Title	Musician/Soloist	Tape/CD

SPECIAL MUSIC FOR MOTHERS

Title	Musician/Soloist	Tape/CD
Title	Musician/Soloist	Tape/CD
Title	Musician/Soloist	Tape/CD

PROCESSIONAL

Title	Musician/Soloist	Tape/CD
Title	Musician/Soloist	Tape/CD
Title	Musician/Soloist	Tape/CD

SOLOS

Title	Musician/Soloist	Tape/CD
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Title	Musician/Soloist	Tape/CD
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Title	Musician/Soloist	Tape/CD
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HYMNS

Title	Musician/Soloist	Tape/CD
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Title	Musician/Soloist	Tape/CD
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Title	Musician/Soloist	Tape/CD
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RECESSIONAL

Title	Musician/Soloist	Tape/CD
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Title	Musician/Soloist	Tape/CD
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Title	Musician/Soloist	Tape/CD
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POSTLUDE

Title	Musician/Soloist	Tape/CD
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Title	Musician/Soloist	Tape/CD
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Title	Musician/Soloist	Tape/CD
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Approved _____
Associate Pastor of Music or Senior Pastor

Date: _____

Rehearsal Dinner Setup (Form 435c)

Please draw how you want tables and chairs setup.

Kitchen Area	Rear Entrance	Storage Area Sound Room
Front Entrance from hall		

Wedding Reception Setup (Form 435d)

Please draw how you want tables and chairs setup.

Kitchen Area	Rear Entrance	Storage Area Sound Room
Front Entrance from hall		