

The image features two gold wedding rings resting on a document with cursive handwriting. The rings are positioned in the center, with one slightly overlapping the other. The background text is out of focus but includes words like "on Satu:", "nineteen h", "hour o'clock in the", and "St. Mary".

# *Eastside Baptist Church*

## *Wedding Policies & Planning Guide*

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## Welcome from the Senior Pastor

Dear Bride and Groom,

It is always a great privilege, honor, and thrill to be involved in the lives of people. And there are few events in life more exciting and important than a wedding. We would count it an honor to assist you as you make this covenant and life-long commitment to God and each other.

The following booklet gives all the details to make the “wedding” happen without a hitch. But as a pastor and leader, I am much more concerned that wonderful weddings lead to wonderful and fulfilling “marriages”. With that in mind, I ask that you walk toward this commitment prayerfully and carefully. And there is no wiser thing you could do as a couple than work diligently through a pre-marital counseling course.

My wife and I have enjoyed many years of marriage and raising five children. We pray you too will get off to a great start and enjoy this wonderful journey of marriage. God both instituted and performed the first marriage in the Garden of Eden when he brought Eve to Adam. And it is no coincidence that Jesus’ first recorded miracle was a wedding party in Canaan.

Every couple should desire to have Jesus as the honored guest at their wedding. He will bring to a marriage and a life the meaning and strength it requires. The psalmist declared this when he wrote, “Unless the LORD builds the house, they labor in vain who build it...” (Psalm 127:1).

Thank you for considering us and I look forward to meeting you. God Bless You.

In His Grace and Peace,

A handwritten signature in black ink that reads "David Chauncey". The signature is written in a cursive, flowing style.

Pastor David Chauncey

## Congratulations!

*We at Eastside Baptist Church rejoice with you as you formulate your wedding plans and begin the beautiful adventure of your marriage. We are anxious to serve you and help ensure that your wedding is a joyous occasion which glorifies God.*

*We hope this manual will answer the many questions that will arise during the planning of your wedding. If we can assist you in any way please let us know.*

## Wedding Facilities

### *Worship Center*

- Seats 1000 guests
- Two 50 foot aisles (5 feet wide lined with 20 pews on each side)
- Stage with 3 raised steps.
- Color scheme is teal and shell.

## General Wedding Policies

- Weddings at Eastside Baptist Church (EBC) must be between two professing Christians, one man and one woman, as described in Scripture. Both parties must be committed to Jesus Christ and the principles of Christian marriage.
- Pre-marital counseling is required and can be arranged through the officiating minister or a counseling service.

We encourage marriage and couple's participation in an on-going Bible study class for spiritual growth. Eastside offers seminars and classes on marriage along with library resources to help you grow in your marriage.

### ***Eastside's Statement Regarding Divorce***

Because marriage has been established by God as an indissoluble union, and since it is an earthly copy of the relationship between God and His people, it is to be kept inviolate. However, because of the fallenness of human nature, the Scriptures permit divorce in the following cases as condescension to human frailty for the protection of the innocent party:

1. *Divorce for the cause of immorality* - with the understanding that the obligation to maintain or reinstate the marriage may not be imposed upon the innocent spouse.
2. *Divorce for desertion* - desertion being defined as behavior equivalent to the abandonment of the marriage relationship.

In such cases, the offending party becomes subject to church discipline in order to bring about repentance and reconciliation. Should efforts to achieve restoration fail, the innocent spouse is not bound. He or she is free to remarry in the Lord.

The marriage of believers may not be approved when:

1. Divorce is being used as a vehicle to seek a different mate, since such pre-intent making the divorce adulterous.
2. There is no evidence of repentance and brokenness over circumstances that cause the divorce.
3. Restoration of the original marriage remains a viable option.

Each case of divorce or remarriage has to be dealt with on an individual basis from the perspective of God's inexhaustible capacity to forgive human sin and to restore broken lives.

- Calendar dates will be reserved on a first-come, first-served basis. Currently applications are being accepted as much as twelve (12) to eighteen (18) months in advance, however, confirmation can be made no more than six (6) months before the ceremony. Each application received will be marked with the date it was received in order to be fair to everyone wanting to schedule weddings.
- All weddings must be approved on the church calendar. It is important to receive written confirmation of your date before proceeding with future plans. The submittal of a date does not constitute approval.
- EBC requires each couple to use the services of our Contracted Wedding Coordinator (CWC) who will assist you with all aspects of hosting your wedding at EBC. All future inquiries or correspondence should be directed to the CWC.
- EBC's CWC will not serve as your wedding director unless hired by you to do so.
- No food or drinks allowed in the Worship Center.
- Communion may be celebrated in the Worship Center
- Alcoholic beverages will not be served or consumed on church premises.
- Smoking is not permitted in the church buildings.
- Dancing is not permitted in the church buildings.
- Eastside Baptist Church does not provide childcare.
- Due to facility scheduling your ceremony must begin on time. Encourage your guests and wedding participants to honor the time schedule.

- The piano is placed center stage within the orchestra area and may be used but not moved.
- Chairs, stands, microphones, drums, etc. are not to be moved or removed from the orchestra area. White partitions are placed in front of the orchestra area to hide equipment.
- The Receiving Line is an *optional event* and may take place after the ceremony in the Church lobby area or at the reception.

## ***Rehearsal Policies***

- Time allotment is one hour and a half
- Bring all technical media (i.e. CDs, DVDs, PowerPoint slides) to give to the CWC
- Bring your marriage license and any unpaid fees.
- Rehearsal dinners are allowed in the Fellowship Hall and Student Center only.
- Setup diagram must be submitted to the CWC 2 weeks prior to the rehearsal dinner date.

## **Rehearsal Dinners**

- Rehearsal dinners are allowed in the Fellowship Hall
- Fellowship Hall diagram must be submitted to the CWC 2 weeks prior to rehearsal dinner date.
- Extra charges are incurred for dinners requiring more than a total of ten tables (see fee schedule)
- Preparation time for rehearsal dinner is limited to 3 hours prior to start time.
- Maximum time allowed for Fellowship Hall is 6 hours.
- Eastside Baptist Church does cater rehearsal dinners
- An outside caterer must meet with the CWC a minimum of 2 weeks prior to the wedding date.
- Outside caterers are required to be insured and are responsible for clean up and trash removal.
- Church kitchen may be used as a staging kitchen only, not for preparation.

- An Eastside Food Service Representative must be present during rehearsal dinners to represent the church in matters of policy and kitchen use. They will assist in operating equipment.
- A fee is required for the EBC Food Service Representative at the rehearsal dinner. See fee schedule.

## Receptions

- Receptions are allowed in the Fellowship Hall
- Fellowship Hall diagram must be submitted to the CWC 2 weeks prior to rehearsal dinner date.
- Extra charges are incurred for dinners requiring more than a total of ten tables (see fee schedule)
- Preparation time for reception is limited to 3 hours prior to start time of wedding.
- Maximum time allowed for Fellowship Hall is 6 hours.
- Eastside Baptist Church does cater receptions.
- An outside caterer must meet with the CWC a minimum of 2 weeks prior to the wedding date.
- Outside caterers are required to be insured and are responsible for clean up and trash removal.
- Church kitchen may be used as a staging kitchen only, not for preparation.
- An Eastside Food Service Representative must be present during receptions to represent the church in matters of policy and kitchen use. They will assist in operating equipment.
- A fee is required for the EBC Food Service Representative at the reception. See fee schedule.

## Application Procedure

### ***Bride/Groom Checklist for Application***

- Completed the application and returned the form along with a check for the **deposit of \$250.00** to the *Contracted Wedding Coordinator*.
- Provided first date choice and alternate date choice to EBC's CWC.
- Confirmed minister availability on first and alternate dates. (You are not required to use a minister from Eastside Baptist Church.)
- Received confirmation of rehearsal date, wedding date, times, and facilities within 2 weeks after application processed for approval.
- Meeting confirmed with CWC and caterer of rehearsal dinner.
- Requested appropriate number of dressing rooms for the Bride, Bridesmaids, Groomsmen and Groom.
- Music approved by the Minister of Music and Worship.
- Musicians secured for wedding. (i.e. pianist, organist, flutist, harpist, strings, etc.)
- Please notify the CWC in writing in the event of a cancellation or alteration of your plans.
- Balance of all fees paid 2 weeks prior to the wedding.
- CDs, DVDs, PowerPoint slides have been turned in 1 week prior to the wedding

## Wedding Fees

<b>Deposit required at time of application</b>	<b>\$250.00</b>
<b>Worship Center Setup Fees</b> <i>(Includes: Sanctuary (As Is, Dressing Rooms, CWC, sound Technician, facilities management person)</i>	<b>\$650.00</b> (active member) <b>\$1,200.00</b> (non-member)
<b><u>Orchestra Area clearing is not an option.</u></b>	
<b>Choir Chairs Cleared Fee</b> <i>(Desire to clear choir chairs must be communicated in advance)</i>	<b>\$200.00</b> (active & non-member)
<b>Fellowship Hall Setup Fee</b> <i>(Reception/Rehearsal Dinner)</i> <i>(Includes: facility, access to kitchen, tables, chairs and piano, 60 inch round tables (maximum 10 tables with 8 chairs ea.), 8 ft. serving tables (maximum 8 for serving), and additional chairs are available for perimeter seating upon request, sound system)</i>	<b>\$400.00</b> (active member) <b>\$500.00</b> (non-member)
<b>Extra Tables &amp; Chairs above 10</b>	<b>\$ 5.00 per table</b> (active & non-member)
<b>Food Service Representative Fee</b> <i>(Reception/Rehearsal Dinner)</i>	<b>\$100.00</b> (active & non-member)
<b>Walk-In Wedding Fee</b> <i>(Includes: minister, lights)</i>	<b>\$300.00</b>
<b>Note:</b> You will be charged above fees applicable to your EBC membership status upon the date of application	

### **Equipment Rentals (Optional):**

<u>Item:</u>	<u>Cost:</u>
Unity Candle (white candle)	\$12.00 ea.
2 candelabras – 7 lights	\$10.00 ea.
2 tree candelabras – 13 lights	\$20.00 ea.
White Lattice Panels (6 pairs of 8')	\$5.00 ea.
White Chairs	\$2.00 ea.
Kneeling Bench	Free
2 – 7 foot columns	Free

## ***Honorariums***

- The aforementioned wedding fees do not include honorariums for those officiating at the ceremony.
- Honorariums for the officiating pastor(s) should be given directly to the minister(s) immediately preceding the ceremony, and are normally presented by the groom. There is no set amount, but you should give what you feel is appropriate and what you can afford.

## ***Miscellaneous Fees***

- Fees for musicians are given immediately following the wedding ceremony, directly to the musicians or given to the Contracted Wedding Coordinator for distribution. Fees are to be negotiated with musicians depending on amount of preparations and rehearsal time as well as the number of selections performed.
- If you choose to hire a wedding director, fees are to be negotiated directly with that director. Eastside's Contracted Wedding Coordinator will not serve as your director unless hired by you to do so.

## ***Care of Facility***

- The wedding couple is responsible for any damage, extra clean-up or extraordinary charges attributed to the facilities during usage of the premises.
- Please encourage your guests to respect the church facility.

## Music

A wedding is a sacred service. Therefore, the music should be conducive to the worship of God.

- All music used in the ceremony must be approved by the minister of music.
- The church organ and piano are available for use in the ceremony.
- A sound technician will be on duty to provide sound and technical reinforcements for the wedding ONLY. Any special arrangements regarding sound should be arranged with the sound technician.
- Secular songs are **not** to be used without approval from the Associate Pastor of Music and Worship

### ***Music Suggestions***

#### **Processional**

Bridal Chorus  
Jesus, Joy of Man's Desiring  
Ode to Joy  
Pachelbel's Canon in D  
Praise to the Lord, Almighty  
Shaker Hymn  
Sheep May Safely Graze – J.S. Bach  
The Wedding Song – Paul Stookey  
Three or Eternity  
Trumpet Tyne – Henry Purcell  
Trumpet Voluntary in D – Henry Purcell

Wedding March - Wagner

#### **Recessional**

Hornpipe from Handel's Water Music Suite  
Hymns  
Jesus, Joy of Man's Desiring  
Me and My House  
Ode to Joy  
Psalm 19  
Symphony #9 – Beethoven  
Trumpet Voluntary in D – Henry Purcell  
Wedding March – Felix Mendelssohn

### ***Solo Suggestions***

Author of Love – Ahnfelt  
Boundless Love  
Cherish the Treasure – Green  
Each for the Other – Peterson  
Eternal Life  
God Causes All Things to Grow – Green  
God, A Man and A Woman  
He Has Chosen You for Me – Terry  
Holy Spirit Come Down – Mason  
Household Of Faith – Green  
How Beautiful – Paris  
How Great Thou Art  
I Belong to You – Keaggy  
I'm Amazed – Noland  
In This Very Room – McSpadden  
I've Waited A Lifetime – Shepard

I Will Be Here – Chapman  
Joy to the World  
My Tribute – Crouch  
O, Father In Heaven  
Promise of Love  
Savior, Like A Shepherd Lead Us  
The Lord's Prayer – Malotte  
The Parent's Song  
The Wedding Song - Stooke  
This Is the Day – Brown  
Various Hymns, Choruses, Spiritual Songs  
We Are One – Rollins  
When Love Comes Home – Walsh  
With All My Heart – Mason  
You Gave Me Love - Jordan

## Floral Policies & Guidelines

The following policies and guidelines have been established by the church in regard to florists and/or persons decorating for a wedding and/or reception. The Bridal Party maintains the responsibility for the enforcement of these guidelines and will be held accountable for any damages incurred.

- The use of nails, tacks, staples, or tape to attach decorations to walls, woodwork, furniture, carpets or floors is prohibited.
- Only mechanical (drip less) candles are to be used in the Sanctuary. All candles are to be placed on a floor covering to protect the carpeting. All candles must be properly shielded in a manner to prevent smoke damage to walls or furnishings.
- All water holding containers must be leak-proof and used only on a protective covering.
- All floral arrangements and other decorations may be brought into the church no earlier than three (3) hours prior to the wedding.
- All floral arrangements and decorations must be removed immediately following the ceremony and/or reception. There is no overnight storage.
- Balloons are prohibited in the Sanctuary.
- Rice and confetti are prohibited in the building as well as outside.
- No birdseed may be thrown outside or inside the church.
- Bubbles are permitted outside only
- Real rose petals are not to be dropped on the carpet only silk rose petals may be used.

### ***Floral Tips:***

Flowers should be ordered for at least the following, if applicable: Bride, female attendants (Maid of Honor, Bridesmaids, Junior Bridesmaids, Flower Girl), Groom, male attendants (Best Man, Groomsmen, Ring Bearer), Ushers, Minister, Mothers and Grandmothers of the Bride and Groom, Musicians, Scripture Reader(s), Guest Book Attendant and Hostess.

It is a thoughtful touch to remember honored guests with flowers, like those close relatives and special friends: Bride's and Groom's sisters, brothers, great-aunt, someone special who traveled a long way, children (if this is a second marriage).

Boutonnieres are pinned on the left side of the men's' lapels. Corsages and hairpiece flowers are worn on the ladies' left sides.

## Photography Policies & Guidelines

The following policies and guidelines have been established by the church in regard to photography and/or those taking pictures for a wedding and/or reception. The Bridal Party maintains the responsibility for the enforcement of these guidelines.

- Flash pictures are prohibited during the ceremony unless otherwise noted at the direction of the officiating minister.
- The photographer is not to be visible to the congregation at any time during the service.
- Cameras are allowed in the balcony during the service only. Non-flash pictures are permissible from this vantage point.
- All photography must be completed 30 minutes before the ceremony is to begin.
- Video cameras are allowed in areas such as the Balcony and Choir Loft.

**The above guidelines may be discussed with the officiating minister or Contracted Wedding Coordinator if any alterations are requested.**

When you have a reception, you would be advised to inform your photographer to be very organized in his picture taking. Your goal is to finish all necessary pictures quickly to allow you the most possible time with your guests. Make your photographer aware of what you want and your desired time frame.

### ***Photography Tips:***

Here are some basic ideas for photos that you should discuss with your photographer.

During the photo session, the following pictures could be taken with or without the Bride and Groom together, depending on the couple's personal preference and desire:

- Female attendants (Maid of Honor, Bridesmaids, Flower Girl)
- Male attendants (Best Man, Groomsmen, Ring Bearer)
- Ushers
- Parents of the Bride and Groom
- Grandparents of the Bride and Groom
- Immediate family members of the Bride and Groom

Photos taken During the Ceremony would appropriately include (in the order of events):

- Lighting of Candles
- Seating of Grandparents of the Bride and Groom
- Seating of the Mothers of the Bride and Groom
- Vocal and Instrumental Musicians performing
- Minister, Groom and Groomsmen entering

- Processional (female attendants, Bride and her Father)
- Ceremony formation of Bridal participants
- Giving of the Bride
- Minister addressing Bride and Groom
- Musical presentations
- Marriage Vows
- Exchange of Rings
- Ceremony of Candles (Unity Candle)
- Recognition of Parents (Presentation of Roses)
- The Nuptial Kiss
- Presentation of the Newlyweds
- Recessional (Bridal Party exit)
- Receiving Line (Optional)

## Planning Your Wedding

### **Sample Order of Events**

Each minister has his own style of wedding service, but this will give you an idea of how things will flow.

#### **Prelude**

- Music while guests are being seated - 30 minutes before the ceremony begins, usually instrumental
  - We suggest that you have music during the seating of your guests, starting fifteen minutes prior to the start of the service (prelude). Refer to the “Sample Order of Events” for the suggested programming of musical selection. These would be considered minimal applications:
    1. At the beginning of the service (processional)
    2. After seating of parents and/or grandparents
    3. After the exchange of vows and rings
    4. At the conclusion of the service (recessional)
- Lighting of Candles - Ushers or special designee
- Mothers of Bride and Groom are seated - Groom’s Mother first
- Solo\*
- Aisle runner unrolled by Ushers (if you choose to have one)

#### **The Processional**

- Music, usually instrumental, while the following enter: Pastor, Groom, Groomsman, Bridesmaids, Maid/Matron of Honor, Flower Girl and Ring Bearer, Bride and her Father/Escort.

#### **A Suggested Ceremony**

- Statement of Purpose - opening remarks and prayer by Minister
- Parental Commitment/Family Affirmation - Father, Parents or designated party
- Reading of Scripture\* - Friend, Relative or designee
- Message to the Bride and Groom - Minister
- Solo\*
- Reading of Scripture\* - Friend, Relative or designee
- Declaration of Consent - “I wills” by Bride and Groom
- The Marriage Vows - Bride and Groom
- The Exchange of Rings - Bride and Groom
- The Ceremony of Candles (Unity Candle)\* - Bride and Groom and Mothers or Parents
  - Traditional - The two outside candles have been lit to represent your independent lives up to this moment. They are two independent and distinct lights. Jointly lighting one candle signifies your two lives becoming one and offers a visual representation of our Lord’s words, “On this account, a man shall leave his father and mother and be joined to his wife; and the two shall become one flesh.”

From this time onward may your thoughts be for each other rather than yourselves individually; may your plans be mutual, your joys and sorrows shared.

As you each take a candle and together light the center flame, you will extinguish your own candles, thus having the center candle represent the union of your two lives meshed into one flesh. As this center light cannot be divided, let not your lives be divided, but instead be the united testimony of a Christian home, illuminated with the love of Jesus Christ.

- Contemporary - The two outside candles symbolize your two lives and separate personalities that until this moment have been shining separately and independently.

Take these two candles and light the center one. As you do this, you are merging the two candles into one, but you will not extinguish the individual candles. This signifies that your own individual personalities will continue to exist within the union of marriage. They are being blended and welded together into a new and glorious union that will outshine and overshadow either of your individual personalities.

Never allow the personalities of either of you to overshadow the union of the two of you.

The single brightly burning center candle signifies the complete blending of hearts, souls and lives into one. From this day forth may you be as one. As this one light cannot be divided, neither shall your lives be divided, but be a united testimony to your unity in the Lord Jesus Christ.

- Solo\* - optional, but suggested to begin as soon as explanation of candles is finished by Minister
- Recognition of Parents/Presentation of Roses\* - Bride and Groom
- Prayer for the Bride and Groom - Minister
- The Pronouncement of Marriage - Minister
- The Nuptial Kiss - Bride and Groom
- Presentation of the Newlyweds - Minister

## **The Recessional**

- Music - usually instrumental
- Exit as follows:
- Bride and Groom, Flower Girl and Ring Bearer, Maid/Matron of Honor and Best Man, Bridesmaids and Groomsmen, all in couples.
- Mothers escorted out by Ushers, Father follows behind - Bride's Mother exits first
- Grandmothers escorted out by Ushers, Grandfathers follow behind
- Ushers dismiss guests row by row

## **The Receiving Line\***

- A receiving line is not suggested if photos are to be taken after the ceremony (time does not allow for both).

- In consideration of your guests and wedding attendants, do not involve every member of your Wedding Party in the Receiving Line.
- We suggest that the line consist of the Bridal Couple, the parents of the Bride and Groom, the Maid of Honor, and the Best Man.
- This is a convenient time for the Groomsmen to decorate the wedding cars
- This is a convenient time for Bridesmaids to gather all clothing and cosmetic items from the Bride's Room and put them safely into their respective cars.
- Having a shorter receiving line will enable you to promptly join your guests at the Reception.
- At the minimum, the receiving line should include the Bridal Couple and their parents, in the following order: Bride - Groom - Bride's Mother - Groom's Father - Groom's Mother - Bride's Father. This order will make it convenient for the parents to introduce their family members to the parents of their new daughter or son-in-law.

\* *Optional Event*

## ***Planning Schedule***

### ***Six to twelve months before the wedding:***

- Set the date
- Send engagement announcement to newspaper
- Determine wedding budget
- Choose size, style and location of wedding
- Choose size, style and location of reception
- Make reservations for wedding and reception locations
- Visit officiating pastor with your fiancé
- Select wedding attendants
- Select and order dresses and accessories for bride and bridal attendants
- Start your guest list with fiancé
- Select photographer
- Plan your new home, begin shopping for household

### ***Three months before wedding:***

- Complete guest lists
- Order invitations, announcements and thank you notes
- Start shopping for your trousseau
- Address announcements and invitations
- Arrange to see your doctor
- Meet with caterer to consider reception details
- Order wedding cake, cake boxes
- Plan and make reservations for honeymoon
- Advise mothers of colors for dresses
- Select and order wedding rings
- Select florist and order flowers

### ***Two months before wedding:***

- Make appointment with hairdresser
- Register china, silver, crystal selections
- Purchase a bride's register to record gifts
- Make arrangements for rehearsal dinner
- Select wedding album, guest books and photo album
- Order cake knife, server, ring pillow, garter, etc.
- Choose and order gifts for attendants

### ***One month before wedding:***

- Mail wedding invitations
- Have one complete invitation weighed at the post office to be sure of required postage
- Check newspapers for announcement requirements
- Plan party for bridesmaids
- Plan party for groomsmen
- Final fitting of dresses
- Write thank you notes as gifts are received

***Two weeks before wedding:***

- Get marriage license
- Arrange transportation to church
- Determine rehearsal dinner and reception seating
- Complete your trousseau
- Write thank you notes as gifts are received
- Have all ceremony details settled and give a copy to Director
- Completed floor plan for reception should be submitted to Coordinator

***One week before wedding:***

- Final check with photographer, florist, musicians, etc.
- Bridesmaids' party - present them with gifts
- Groomsmen's party - present them with gifts
- Prepare announcements, maid of honor mails these the day after the wedding
- Begin packing for your honeymoon

## ***How to Get a Marriage License***

### **Location for Marriage Licenses**

#### ***Probate Court of Cobb County***

32 Waddell St. Bldg. D

Marietta, Georgia

(770) 528-1921 (A tape recording will answer)

(770) 528-1931 (A person will answer)

*Hours:* Monday – Friday; 8 AM - 4:30 PM

### **Medical Information**

Cobb County does not require a blood test.

### **Identification Requirements for Marriage Licenses**

#### **If you are over 18:**

- 1 form of I.D. needed (Georgia driver's license with picture acceptable).

#### **If you are 16 or 17 years old:**

- You must have a birth certificate.
- You must have a picture I.D. (Georgia Driver's License or Passport). BOTH parents must be present to sign consent form.

#### **Acceptable Forms of Identification:**

- Georgia Driver's License with picture
- Birth Certificate
- Passport
- Military ID
- State of Georgia Identification Card

#### **General Information**

- The couple must apply for the license together.
- The marriage license fee is \$51.00 cash or \$16.00 cash only if you provide to the court a Certificate of Completion for a Qualified Premarital Education Program with at least six hours of instruction involving marital issues. The premarital education must be completed within 12 months prior to the application for a marriage license and the couple must undergo the education together. Please call 770-528-1931 for more information concerning the Certificate of Completion.
- If either bride or groom has been divorced within the past 90 days, please be prepared to present a copy of the final divorce decree.
- There is no waiting period after receiving the license, but it is valid in Georgia only.

***Note: You must present the marriage license to the Officiating Minister prior to the beginning of the ceremony.***

## ***Strengthening Your Marriage with Scripture***

### ***Old Testament Readings***

- Genesis 1:26-27; 2:4-7, 18-22, 24
- Ruth 1:16-17
- Psalms 29:1-2; 34:3; 63:1-4; 95:1-6; 100; 127; 128; 150
- Proverbs 3:5-6; 18:22; 24:3-4; 31:10-31
- Ecclesiastes 4:9-12
- Song of Solomon 2:11-13; 5:16; 6:3; 8:6-7a
- Isaiah 61:10; 62:5
- Jeremiah 33:11; 32:38-39
- Hosea 2:19-20

### ***New Testament Readings***

- Matthew 5:3-11 Beatitudes
- Matthew 19:4-6 Christ's statement on marriage
- John 2:1-11 Christ at the marriage in Cana
- John 15:9-17 Christ's command to love
- John 17:22-23 Christ's prayer for love and unity
- I Corinthians 7:1-7 Marital duty of husband and wife
- I Corinthians 13 Great love chapter
- Ephesians 5:21-33 Roles of husband and wife
- Philippians 2:5-11 Attitudes to build marriage
- Colossians 3:12-17 Loving attitudes
- Hebrews 13:4 Sex in marriage
- I Peter 3:1-7 Teaching for wives and husbands
- I John 3:16; 4:7-19 Teaching on love

### ***Books***

- The Marriage Builder – Dr. Lawrence Crabb
- Strike the Original Match - Swindoll
- What is a Family? - Schaeffer
- Straight Talk to Men - Dobson
- What Wives Wish Their Husbands Knew About Women - Dobson
- The Christian Wedding Handbook - Lewis

## ***Name Change Checklist***

The following is a list of documents and services you may need to contact following your wedding.

Changes may be required in your name, marital status, address or beneficiary designation. This list is not exhaustive, but is intended to assist you in remembering all the records which are affected by your marriage. Your driver's license or a certified copy of your marriage license may be required before a change will be processed.

- Driver's License
- Social Security card
- Professional Records
- Employee Records
- School Records
- Checking Accounts
- Savings Accounts
- I.R.A. Accounts
- Safety Deposit Box
- Loans
- Stocks and Bonds
- Wills
- Leases
- Property Titles
- Insurance
- Taxes
- Credit Cards
- Car Registration
- Vehicle Titles
- Voter Registration
- Passport
- Mail Delivery
- Business Cards
- Magazines/Periodicals
- Business Stationery

## Copies of Policies

The following copies of specific policies are provided for your convenience concerning our policies to give to the caterer, florist and photographer.

## ***Rehearsal Dinner Policies (copy for Caterer)***

- Rehearsal dinners are allowed in the Fellowship Hall
- Fellowship Hall diagram must be submitted to the CWC 2 weeks prior to rehearsal dinner date.
- Extra charges are incurred for dinners requiring more than a total of ten tables (see fee schedule)
- Preparation time for rehearsal dinner is limited to 3 hours prior to start time.
- Maximum time allowed for Fellowship Hall is 6 hours.
- Eastside Baptist Church does cater rehearsal dinners
- An outside caterer must meet with the CWC a minimum of 2 weeks prior to the wedding date.
- Outside caterers are required to be insured and are responsible for clean up and trash removal.
- Church kitchen may be used as a staging kitchen only, not for preparation.
- An Eastside Food Service Representative must be present during rehearsal dinners to represent the church in matters of policy and kitchen use. They will operate the dishwasher if needed. (suggest striking last sentence and including exactly what this person will do besides watch)
- A fee is required for the EBC Food Service Representative at the rehearsal dinner. See fee schedule.

## ***Reception Policies (copy for Caterer)***

- Receptions are allowed in the Fellowship Hall
- Fellowship Hall diagram must be submitted to the CWC 2 weeks prior to rehearsal dinner date.
- Extra charges are incurred for dinners requiring more than a total of ten tables (see fee schedule)
- Preparation time for reception is limited to 3 hours prior to start time.
- Maximum time allowed for Fellowship Hall is 6 hours.
- Eastside Baptist Church does cater receptions.
- An outside caterer must meet with the CWC a minimum of 2 weeks prior to the wedding date.
- Outside caterers are required to be insured and are responsible for clean up and trash removal.
- Church kitchen may be used as a staging kitchen only, not for preparation.
- An Eastside Food Service Representative must be present during receptions to represent the church in matters of policy and kitchen use. They will operate the dishwasher if needed. (suggest striking last sentence and including exactly what this person will do besides watch)

A fee is required for the EBC Food Service Representative at the rehearsal dinner. See fee schedule.

## ***Floral Policies & Guidelines (copy for Florist)***

The following policies and guidelines have been established by the church in regard to florists and/or persons decorating for a wedding and/or reception. The Bridal Party maintains the responsibility for the enforcement of these guidelines and will be held accountable for any damages incurred.

- The use of nails, tacks, staples, or tape to attach decorations to walls, woodwork, furniture, carpets or floors is prohibited.
- Only mechanical (drip less) candles are to be used in the Sanctuary. All candles are to be placed on a floor covering to protect the carpeting. All candles must be properly shielded in a manner to prevent smoke damage to walls or furnishings.
- All water holding containers must be leak-proof and used only on a protective covering.
- All floral arrangements and other decorations may be brought into the church no earlier than three (3) hours prior to the wedding.
- All floral arrangements and decorations must be removed immediately following the ceremony and/or reception. There is no overnight storage.
- Balloons are prohibited in the Sanctuary.
- Rice and confetti are prohibited in the building as well as outside.
- No birdseed may be thrown outside or inside the church.
- Bubbles are permitted outside only
- Real rose petals are not to be dropped on the carpet.

## ***Photography Policies & Guidelines (copy for Photographer)***

The following policies and guidelines have been established by the church in regard to photography and/or those taking pictures for a wedding and/or reception. The Bridal Party maintains the responsibility for the enforcement of these guidelines.

- Flash pictures are prohibited during the ceremony unless otherwise noted at the direction of the officiating minister.
- The photographer is not to be visible to the congregation at any time during the service.
- Cameras are allowed in the balcony during the service only. Non-flash pictures are permissible from this vantage point.
- All photography must be completed 30 minutes before the ceremony is to begin.
- Video cameras are allowed in areas such as the Balcony and Choir Loft.

**The above guidelines may be discussed with the officiating minister or Contracted Wedding Coordinator if any alterations are requested.**