

Poplar Springs Baptist Church

Wedding Guide



Poplar Springs Baptist Church
5270 Charles City Road
Henrico, Virginia 23231
(804) 795-1238
www.poplarspringsbc.com

Wedding Guide

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Note from the Pastor

Congratulations on your engagement! We at Poplar Springs Baptist Church (PSBC) rejoice with you and look forward to helping you have a wonderful wedding as you begin to build a strong, vibrant marriage. Understanding a biblical view of marriage as God designed it and a willingness to prepare for this relationship are essential ingredients to making this happen.

The purpose of a Christian marriage is to glorify God and give thanks to Him as you celebrate the joining of two lives into the unique union of marriage. God is the designer and enabler of two persons, male and female, to live together in a growing marriage relationship that fully honors Him, each other, and the children that may ensue in the following years.

The first step is to contact me six months or more, prior to your desired wedding date, to make an appointment for an interview with me or one of our ministry staff. We will listen to your story and all that has unfolded to bring you to this decision of marriage. We will talk about your plans, your faith, your hopes, and your dreams. It is my conviction that couples should not be living together prior to the wedding, so we will talk about that, too. Once we have discussed these matters and have agreed on having your wedding at PSBC, we will place it on the Church Calendar and start our preparation.

Pre-marital counseling sessions with me or other trained counselors are mandatory. If the counseling is performed outside our ministry staff, the format of such counseling must be reviewed and approved by our ministry staff. Written confirmation will be required to verify completion, in advance of the rehearsal and wedding. A guest Christian minister may perform the ceremony upon my approval. The guest minister will need to contact me when the wedding date is placed on the Church Calendar, to discuss the necessary issues and obtain approval. The remainder of this Wedding Guide is designed to answer your questions and provide guidance as you prepare for your wedding.

You are in my prayers, as you get ready for one of life's greatest adventures. I look forward to getting to know you and fully assisting you in these matters.

Sincerely,

Rev. Stephen J. Crane

Pastor
Poplar Springs Baptist Church
5270 Charles City Road
Henrico, Virginia 23231
(804) 795-1238

Love is patient, love is kind, It does not envy, it does not boast, it is not proud. It is not rude, it is not self-seeking, it is not easily angered, it keeps not record of wrongs. Love does not delight in evil but rejoices with the truth. It always protects, always trusts, always hopes, and always perseveres.

1 Corinthians 13: 4-7

General Information

- Membership is not required to have a wedding at PSBC, however because of the investment our members have made, we offer them preferred scheduling and rates.
- A member is an individual who professes a relationship with Jesus Christ, has joined the church fellowship, and has completed the *New Member Orientation Class*, one year prior to beginning the wedding application process.
- A Christian Minister, a PSBC Wedding Organizer, a sound technician and a custodian are required for a wedding at PSBC.
- If you read and are in agreement with the *Wedding Guide*, contact the church office to set-up an initial meeting with the Pastor.
- After the initial meeting with the Pastor, the bride and groom must complete and return in person or by mail, the enclosed *Wedding Reservation Form* (p.9) and the *Wedding Contract* (p.10) along with the appropriate deposit listed in the *Schedule of Fees* (p.7 or 8), in order to reserve and secure a wedding date and time.
- Full Payment is due 2 weeks prior to the wedding date. Write a *separate* check for the church and for each individual who must be paid. PSBC cannot divide one check into multiple payments. Give the checks to the PSBC Wedding Organizer.
- Refundable deposits will be returned by mail within seven (7) days after date of wedding.
- Notify the PSBC Pastor and the PSBC Wedding Organizer should the status of your scheduled event change.
- The consumption of alcohol is not allowed anywhere on the premises of PSBC.
- Smoking is not allowed in any of the PSBC facilities.
- PSBC does not assume any responsibility for the security of personal items brought to the church.
- Rice and confetti are not to be thrown on church property. Birdseed may be thrown around the Christian Life Center after a reception.

Wedding Guidelines

Wedding Organizers

Wedding Organizers are directors or supervisors of a wedding ceremony. A Wedding Director OR Wedding Supervisor is required for all weddings. A Wedding Director works closely with the bride, assists with the details of the wedding and leads the rehearsal and the ceremony. A Wedding Supervisor is an individual who represents PSBC and is the liaison between the church and the wedding party. If using a Wedding Director outside of PSBC, a Wedding Supervisor is required and will be assigned to oversee the wedding. If you desire a PSBC Wedding Director, one will be assigned to assist you.

Sanctuary Specifics

A PSBC Wedding Organizer will provide a tour of the facility and the available rooms, once the application process is approved. The sanctuary has a seating capacity of 300 with a 55-foot center isle.

Wedding Decorations

The sanctuary is a unique place set apart where individuals seek God, hear the Word of God, become believers and worship Him. Therefore, we require special considerations with the regard to wedding decorations.

Special considerations:

- Clear plastic must be placed under all floral arrangements and candles.
- Uncovered candles are not allowed in the sanctuary other than candelabras and unity candle.
- No arrangements or candles are allowed on the piano.
- Chairs in the choir loft may not be moved to accommodate decorations, nor can plants be placed on these chairs.
- The use of nails, staples and adhesives, etc., is not permitted.
- Please be careful not to mar flooring, walls, woodwork and furnishings.

In addition, please limit the use of decorations to the following:

- An aisle runner covering carpet only, secured with carpet tape.
- Synthetic flower petals (with or without a runner) to avoid staining of the carpet.
- Candles in the altar area only (dripless required)
- Candelabra, unity candle, unity sand (supplied by the wedding party).
- Candles with globes or flower arrangements on square tables.
- Flower arrangements in the foyer and the altar area only.
- Small sprigs (nosegays), greenery or bows on ends of pews, secured by non-marring pew clips.
- Wreaths on exterior doors, using hangers supplied by PSBC.

The PSBC Wedding Organizer must approve all decorations. All decorations and other items used for the wedding must be removed promptly after the wedding ceremony and pictures are taken.

Rehearsal

The wedding rehearsal will be scheduled on the afternoon or early evening (no later than 7:00 PM) before the wedding day. It is important that all persons participating in the wedding ceremony (wedding party, parents, ushers, musicians etc.) attend the rehearsal and arrive on time.

Music

As you consider music for your wedding, please keep in mind that all selections must be suitable for a worship service. The Pastor and/or the Minister of Music **MUST** approve all music (including lyrics) used in the ceremony one month prior to the wedding.

- A pianist may be available for your service
- Recorded CD/DVD selections may be used
- An organ is not available

Please note that the above accommodations require an honorarium for the musician and a fee for the sound technician. A PSBC sound technician is required. You may select soloists and instrumentalists of your choosing.

Photography

The wedding service is a worship service and should be conducted with reverence and dignity. Flash photography is **NOT** allowed during the wedding ceremony, though it is permitted during the processional and the recessional. Standing on the pews for additional height is not permitted.

Videotaping is allowed and the videographer must be set-up and ready at least 30 minutes before the service and remain in a stationary position during the ceremony.

Photographers and videographers should be discreet, quiet and unobtrusive.

Wedding Programs

Wedding programs detailing the service are optional at wedding ceremonies. The program outline **MUST** be approved by the Pastor before the printing. Our church does not provide assistance with the printing of programs.

Marriage License

A Marriage License can be obtained from the Clerk of the Circuit Court from any county within the State of Virginia. For further information contact Henrico County, (804) 501-5055. The license must be given to the officiating Minister at the rehearsal.

Church Location

Poplar Springs Baptist Church is located at 5270 Charles City Road, Henrico, Virginia 23231. Please visit our website: www.poplarspringsbc.com for directions to the church facility.

Rehearsal Dinners and Wedding Receptions in the Christian Life Center

Wedding parties may elect the use of the Christian Life Center (CLC) first-floor only, for a rehearsal dinner and/or a wedding reception. The use of the first floor may include the dining area, the gymnasium, the restrooms and the kitchen. The use of the upstairs balcony and the stage area are restricted to the photographer. The seating capacity for the gymnasium includes 240 for a sit-down dinner and 300 for a light or heavy hors d'oeuvre reception. The seating capacity of the dining area accommodates up to 100.

- The renting party may use the tables, chairs, partitions and easels designated by the PSBC Wedding Organizer.
- It is the responsibility of the renting party to set-up and take down chairs and tables, putting them back in their original place.
- The renting party may wish to lease round tables from a party rental company.
- Rental items may be picked up on the following Monday, unless a church function is scheduled for the day after the event, in which the rental items must be removed the evening of the event.
- Decorations can be hung on doors with wreath hangers.
- Bulletin boards can be decorated as long as church items are returned to their proper place.
- The renting party may use candles covered by globes and/or floral arrangements on the tables.
- The Wedding Organizer must approve all music played in the CLC. When using the CLC Sound System, a sound technician is required.
- Dancing is not allowed in the CLC.
- The use of the kitchen includes equipment, pots and pans and cooking utensils.
- The use of the kitchen for PSBC members includes equipment, pots and pans, cooking utensils, dishware and flatware.
- PSBC does not provide paper products such as table covers, napkins and plastic ware.
- It is the responsibility of the renting party to clean up the kitchen and place all trash bags into the dumpster.
- For an evening reception, the CLC will be restored (rental tables and chairs placed to the side of the gymnasium) and vacated by 9:30 PM for custodial cleaning.

Church Member Schedule of Fees

Sanctuary: \$0

Refundable Deposit: \$100.00

Wedding Director: \$175.00 *or* Wedding Supervisor: \$75.00

Custodian: \$75.00

Sound Technician: \$75.00

Minister: Honorariums vary

Musicians: Honorariums vary

Christian Life Center (one event): \$0

Refundable Deposit: \$100.00

Custodial Fee: \$50.00

Sound Technician: \$50.00

Christian Life Center (two events): \$0

Refundable Deposit: \$150.00

Custodial Fee: \$75.00

Sound Technician: \$75.00

Non-Member Schedule of Fees

Sanctuary: \$700.00

Refundable Deposit: \$200.00

Wedding Director: \$200.00 *or* Wedding Supervisor: \$100.00

Custodian: \$100.00

Sound Technician: \$100.00

Minister: Honorariums vary

Musicians: Honorariums vary

Christian Life Center (one event): \$200.00

Refundable Deposit: \$150.00

Custodial Fee: \$75.00

Sound Technician: \$75.00

Christian Life Center (two events): \$350.00

Refundable Deposit: \$200.00

Custodial Fee: \$100.00

Sound Technician: \$100.00

Wedding Reservation Form

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REQUESTED DATES

Rehearsal Date: _____ Rehearsal Time: _____

Wedding Date: _____ Wedding Time: _____

Rehearsal Dinner (using church facilities): Yes _____ No _____

Wedding Reception (using church facilities): Yes _____ No _____

BRIDE

Member: _____ Non-Member: _____

Name: _____

Phone: Home (_____) _____ Cell (_____) _____

Address: _____

E-Mail: _____

GROOM

Member: _____ Non-Member: _____

Name: _____

Phone: Home (_____) _____ Cell (_____) _____

Address: _____

E-Mail: _____

Wedding Contract

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To secure your wedding date, complete the Wedding Reservation Form and the Wedding Contract, mail both forms with appropriate deposit to the above address, no later than two weeks after the initial meeting with the Pastor.

- We agree to abide by and enforce the convictions, requirements and the policies that are specified in the Poplar Springs Baptist Church (PSBC) Wedding Guide.
- We agree to pay all applicable church and personnel fees outlined in the Poplar Springs Baptist Church Wedding Guide.
- We agree to notify the PSBC Pastor and the PSBC Wedding Organizer two weeks prior to the reserved dates, if the wedding or rehearsal schedules change.
- We agree to report any damage to Poplar Springs Baptist Church property immediately to the PSBC Wedding Organizer. We agree to pay for the replacement or the repair of said property as determined by the Building and Grounds Committee. All disputes to be reconciled at the sole discretion of the church.

I have read and understand the Wedding Guide of Poplar Springs Baptist Church. I agree to the policies and the statements therein.

_____ Bride's Signature	_____ Date
_____ Groom's Signature	_____ Date
_____ Pastor's Signature	_____ Date