

## REQUEST FORM

Name of Bride \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Phone: Home \_\_\_\_\_ Work \_\_\_\_\_

Birth date \_\_\_\_\_

Name of Groom \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Phone: Home \_\_\_\_\_ Work \_\_\_\_\_

Birth date \_\_\_\_\_

Date of Wedding \_\_\_\_\_ Time \_\_\_\_\_

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

Reception at Oak Ridge YES \_\_\_ NO \_\_\_ Number of Guests \_\_\_\_\_

Organist \_\_\_\_\_ Notified \_\_\_\_\_

Alter Standards \_\_\_\_\_ Aisle Standards \_\_\_\_\_

Soloists \_\_\_\_\_ Notified \_\_\_\_\_

Non Member \$400.00 \_\_\_\_\_ Amount Paid \_\_\_\_\_

Member \$200.00 \_\_\_\_\_ Amount Paid \_\_\_\_\_

Miscellaneous \_\_\_\_\_

(Cut out form and return to church office)

## YOU HAVE CHOSEN TO BE MARRIED AT OAK RIDGE BAPTIST CHURCH

### Please notice, first of all:

The Church adopts this policy to express our beliefs, based on the interpretation of Scripture held by this body of Christ, concerning the proper definition of marriage. We find it necessary to adopt this policy because many persons have tried to re-define marriage so as to make lawful the marriage between two persons of the same sex. Those of us who disagree with this attempt to re-define marriage have been criticized as being bigoted against others and have been derided as engaging in politics. This policy is being adopted to demonstrate that our opposition to this trend is not political, is not based on fear or hatred, but is, instead, firmly grounded in our reading of the Bible's teachings about marriage.

We believe that God ordained marriage as a sacred union between a man and a woman and sexual intimacy should only occur within those bounds.<sup>1</sup>

We believe that any attempt to define marriage as something other than the union between a man and a woman is contrary to God's Word. The Bible, further, makes clear that homosexual conduct is contrary to Scripture.<sup>2</sup>

**Because of these beliefs,** it is the policy of this Church to prohibit the performance of marriage ceremonies between persons of the same sex on the Church premises and, further, it is our policy that the ministerial staff of this Church shall not officiate at a wedding between two persons of the same sex, on or off Church premises.

We further believe that all have sinned and are in need of God's forgiveness.<sup>3</sup> We believe that God's grace is available to all who believe on Him and that whoever accepts His Son, Jesus Christ, will be saved. Accordingly, we believe that Scripture requires that all persons be shown compassion, love, kindness, respect and dignity. We recognize that we cannot lead people to Christ if we speak with hatred and anger. We must, therefore, demonstrate Christ's love to all persons and we reject any actions which are not consistent with this spirit.

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<sup>1</sup>See Genesis 2:22-24; Proverbs 18:22; Proverbs 19:14; Matthew 19:4-6; Hebrews 13:4-7; Mark 10:6-9.

<sup>2</sup>See Genesis 19:1-11; Leviticus 18:22; Leviticus 20:13; Romans 1:18-32; 1 Corinthians 6: 9-11; 1 Timothy 1:8-10;

<sup>3</sup>See Romans 3:23

## Guidelines:

When a man and a woman have determined that they want to marry and establish a Christian home, it is time that they seek counsel of a minister of the church in which they wish to be married.

At Oak Ridge, the minister is glad to help couples plan for a happy and lasting marriage and a beautiful and meaningful wedding service.

The Oak Ridge Baptist Minister is required by his calling and commitment to prayerfully discuss what each person is ready to bring to the marriage, so that the church of Jesus Christ does not unknowingly give its blessing to a marriage where Christian love is not present.

The conferences with the minister, therefore, are times to share your deepest hopes and expectations from marriage. The minister will seek to share counsel and advise which will aid the couple in their total preparations for a life together.

A Christian wedding service at Oak Ridge can be personalized to include worship and celebration in a setting of beauty and to provide lasting memories.

Our Oak Ridge Baptist Ministers considers it a privilege to be asked to perform this very important ceremony in your life. We will, therefore, do all we can to assist you.

It is expected that couples to be married at Oak Ridge will have the minister of this church officiate. Regularly ordained ministers from other churches and from other denominations may assist in the ceremony.

## SET THE DATE

Before the date can be officially set on our master calendar, the following items need to be completed:

1. You must contact the church office to determine whether the church is available at the time you desire (859-356-7732).
2. You must have the date confirmed with the Oak Ridge Baptist Minister.
3. You must have contacted "any and all musicians used".
4. You must have contacted the church "office" and have returned the wedding information form to the church office.
5. You must have contacted the custodian with information about Sanctuary and/or reception hall usage. See custodian section.
6. The full amount owed must accompany the request form.
7. A non-member wedding will be officially scheduled only 6 months in advance. Prior to that, we will tentatively schedule the wedding giving members of the church the opportunity to use the date.
8. Circumstances not covered or request for variations from guidelines will be directed to the Staff for consideration.

## Custodial Services

You must contact our custodians one month before your wedding.

Heather Mizer – 859-547-2584

## A FINAL WORD

We all wish you happiness, but our wishes cannot give it. Nor can it come from outward circumstance. It can come only from yourselves, from the spirit that is within you. You cannot choose what changes and chances are to befall you in the coming years. But you can choose the spirit of noble vows in which you have just shared your faith each to the other. If you will take these vows not as a form but as a bond of honor, which you will keep with unswerving loyalty, then, whatever may come, you will have that inward happiness which no pleasures of themselves can give and no sorrows can take away. Then the home life which awaits you will be both an abiding security to yourselves and a welcome example to others.

Today your separate lives - with their own memories and hopes, temptations, and trials - are merged in one. Will you bring into this new life, each for the sake of the other, the best that you can be? Let your deepest bond of union be in that inward region of the soul where conscience and true ideals dwell. For there you come near to God and God comes near to you. Keep there a reverent remembrance of Him. Then His protecting hand will guide you, and by his eternal love the love you bear each other will be strengthened and enriched.

## NOTES

1. If the bride is providing a guest book it is recommended that an attendant be responsible for asking guests to register as they enter the church.
2. It is suggested that wedding guests not congregate in the vestibule for the purpose of visiting prior to the wedding service.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

## CHARGES FOR WEDDING SERVICES

Flat charges may include some or all of the following: Minister, Custodian, Sanctuary and Fellowship Hall. There is no refund or decrease in the charges if some of these services are not used

Non-members: Total               \$400.00

Members:       Total               \$200.00

It is, however, customary for the groom to give an honorarium to a visiting minister for conducting the ceremony. (It is given to the minister by the best man prior to the service). Oak Ridge Minister Honorariums are included in the flat fee.

The church secretary can advise on an appropriate honorarium.

## A TYPICAL 7:30 P.M. WEDDING SCHEDULE

5:30 p.m. ....Church will be opened  
5:30 p.m. ....Bride & bridesmaids arrive  
6:00 p.m. ....Groom, best man, & ushers arrive  
6:30 p.m. ....Groom & best man waits out of sight  
7:00 p.m. ....Ushers begin to seat guests  
7:10 p.m. ....Organist begins prelude music  
7:15 p.m. ....Candles are lighted  
7:25 p.m. ....Groom's parents are seated  
7:28 p.m. ....Bride's mother is seated  
7:30 p.m. ....Wedding ceremony begins

## COUNSELING

By the time the date is set, the bride and groom are set as well. At this point it is doubtful whether very many minds could be changed, nor does the minister desire to do so. But we do want to become acquainted with the couple to be married and share with them the tools for building a Christian home. Emphasis is given to sensitizing one another to the full opportunities of growing together in the faith. If the marriage ceremony is to be officiated by an Oak Ridge Minister; **THREE COUNSELING SESSIONS WITH THE MINISTER NEED TO BE ARRANGED PRIOR TO THE WEDDING DATE.** You may do so by calling the officiating minister.

## THE REHEARSAL

The rehearsal usually takes place at 7:00 p.m. the night prior to the scheduled date. The rehearsal will be a pleasant prelude to a beautiful wedding ceremony if a few steps are kept in mind:

- If the bride and groom have done a careful job of planning the details of the wedding.
- If you have gone over the same with the officiating minister (this is usually done at the third counseling session).
- If all others would remember that it is the couple's wedding.
- If all members of the wedding party are present: the bridesmaids, maid or matron of honor, best man, ushers, ring bearers, flower girls, parents of the couple, and, of course, the bride and groom. It is not only a mark of courtesy but **ESSENTIAL** that every member of the wedding party be punctual.
- If you bring the wedding license with you to the rehearsal.
- If you have made arrangements with the pastor regarding rehearsal & arrangements.

## ETIQUETTE

We all want the wedding and reception to run smoothly, and to that end etiquette has a place. **AT NO TIME ARE ALCOHOLIC BEVERAGES PERMITTED ON THE CHURCH GROUNDS OR SMOKING IN THE CHURCH BUILDING.** We also asked that bird seed rather than rice be thrown **OUTSIDE** as the bride and groom leave the church.

There is really no "right way" but more often a "better way" to plan your wedding and reception. The service in the church is a religious one in which you offer your love to each other, your faith in Christ, and your praise to God. When two persons are dedicated to God, and they are attempting to make the wedding ceremony honorable before God with the sacred vows they make, the so-called "right way" of doing things pales into insignificance.

## THE MUSIC

Music at a church wedding creates an atmosphere of worship in keeping with the joy and solemnity of the occasion and gives expression to the Christian understanding of love and marriage.

It is the responsibility of the couple to secure musicians, who in turn must be approved by the Staff. The musicians normally play fifteen to twenty minutes in keeping with the sacredness and celebration of the event.

It is the responsibility of the wedding party to contact the musicians and to have them approved by the Staff, as well as to arrange for any special music.

Vocalists may be secured by the wedding party or the church if the wedding party so desires. The vocalist is responsible for making any necessary arrangements needed with the musicians.

Musical instruments other than the organ or piano must be approved by the Oak Ridge Baptist minister.

Musical selection shall be of an appropriate nature.

## FLOWERS AND DECORATIONS

Arrangements for flowers and decorations are made by the bride.

Pew markers may be used only if they are attached to pews by ribbons, rubber bands, scotch tape; those things that will not deface the pews.

Your florist will furnish the aisle runner and lay it if one is desired. Aisle length will require a 75' runner and needs to be pinned down at the altar. Please call the church office (859-356-7732) to make arrangements to decorate the church. Please notify your florist that the church will be open two (2) hours before the wedding. Other arrangements may be made by calling the church office.

## FACILITIES FOR THE BRIDAL PARTY

Rooms are available to serve as dressing rooms for the bride and her attendants. The church grounds, of course, are also available to the wedding party and are suitable for wedding pictures.

The groom and his groomsmen may stay in the Educational Wing after dressing in the men's room.

## PHOTOGRAPHS

By all probability you will want to have several pictures taken of your wedding.

In order to maintain a spirit of reverence and worship, flash pictures are not permitted during the ceremony. Timed exposure may be taken from the balcony. The service may be videotaped from the balcony, as well.

It is, of course, appropriate for the photographer to take pictures of the bride entering and the bride and groom leaving the sanctuary.

Other photographs may be reposed after the ceremony.

## THE WEDDING RECEPTION

The church fellowship hall is available for receptions. Capacity crowd for the fellowship hall is rated at 100 people.

No alcoholic beverages shall be served, and smoking inside the building is not permitted.

Hot or cold lunches may be brought in by an outside caterer. All food must be prepared and delivered ready to eat at the serving time. All hot lunches must be set up completely by the caterer. The caterer is not to use the kitchen facilities at any time. The family or the caterer must provide all utensils and paper ware for the lunch, hot or cold.

A time limit of no later than 10:00 p.m. should be respected including wedding party's clean up of decorations.

Music will not be permitted at the reception.

## THE COST OF THE WEDDING

We are committed that no couple of our congregation forfeits a church wedding, simply because they do not have the money. Still, if the fellowship hall and custodial services are to be used, they must be paid for. The finances are something each couple will want to talk over with the minister.

**All flat fees for the wedding appropriate to members and non-members are to be paid in full at the time of setting the date.** Make check payable to Oak Ridge Baptist Church. When wedding is canceled 30 days prior to the wedding date, the payment will be refunded.