



Wedding SOP

BAYSIDE PURPOSE: Bayside Community Church exists to help people Know God, Find Family, Live in Freedom, and Discover Purpose.

CARE PURPOSE: Care exists at Bayside to offer help, hope, and support to people as they walk through various life experiences.

MINISTRY PURPOSE: Wedding services exist at Bayside to prepare couples for a Christ-centered marriage and to join the two in matrimony.

REQUIRED LEADER JOB DESCRIPTIONS

Campus Care Director or Pastor/Officiator - Reports to the Campus Pastor

- To perform Wedding Ceremonies following Bayside Standards IF the Care Director is ordained as a Bayside Pastor.
- To maintain communication with the Campus Care Coordinator and the couple
- Provide oversight and training to the Pastors who officiate weddings.

Campus Care Coordinator (or appropriate Staff member) - Reports to the Campus Care Director or Campus Pastor (if applicable)

- To ensure that all service details have been finalized prior to the wedding
- To maintain communication with the Campus Care Director or Pastor/Officiator and the couple

Outline of a Wedding Request

1. The Campus Care Coordinator (or appropriate Staff member) receives a call from a couple who are requesting to get married at Bayside, and ask the following:
 - The names of the couple and their contact information.
 - How they heard about wedding services at Bayside.
 - If they are members of Bayside, and if so, how long they have been attending.
 - Briefly go over the [Marriage Policy](#) and explain our [Fees](#), and:
 - If they would like to continue, proceed to Step 2
 - If not, thank them for their interest in Bayside and provide referrals if possible.

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2. The Campus Care Coordinator (or appropriate Staff member), should then ask if the couple has completed premarital counseling or not and:
 - If the couple has completed premarital counseling, go to step 3.
 - If the couple hasn't completed premarital counseling and would like to complete this at Bayside, tell them about SYMBIS and:
 - If they would still like to continue, walk them through the process and follow the steps listed on the [SYMBIS SOP](#). When they are finished, continue to step 3.
 - This survey helps us to identify specific areas to discuss during SYMBIS and is completed in 4-6 weeks, facilitated by a SYMBIS Certified couple.
 - The fee for the Premarital Assessment is \$100 total for the couple. This also includes all necessary materials/workbooks.
 - Upon completion, the couple will be eligible to receive an approximate \$32.00 discount for their wedding license.
 - If they don't want to continue and:
 - they haven't completed premarital counseling and would like to complete this elsewhere, but still have their wedding at Bayside: thank them for calling, provide premarital counseling referrals if possible, and ask the couple to give you a call when they have completed the counseling and would like to proceed with wedding services at Bayside.
 - they have completed premarital counseling and do not want to complete this through Bayside, or do not wish to complete it at all: thank them for their interest in Bayside and provide referrals, if possible.
3. The Campus Care Coordinator should then ask for details of the wedding, using the [Wedding Request Form and Checklist](#).
 - If a Wedding request and date is less than three months from the request date, we will attempt to meet the requests; however, these requests cannot always be accommodated and all premarital requirements must be met.
 - The Wedding Request Form and Checklist do not reserve the facility or guarantee the availability of one of our Pastors. However, all requests for wedding dates and times will be honored in the order they are received.
4. The Campus Care Coordinator should then ask if the couple has a Pastoral preference and will need to schedule a meeting with the requested Pastor to review

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the [Marriage Policy](#) and discuss future plans for the marriage, as this is a great time for the couple to get to know the Pastor and allows the Pastor to get to know more about the relationship of the couple.

- If they do have a preference, he/she should ask the requested Pastor about his/her availability after the call and let the couple know.
 - If the couple would like to use a non-Bayside Pastor to perform ceremonies in our church, he/she will be asked to go through an approval process by the Campus Care Director (if applicable) or an appropriate Staff member.
 - If they don't, the couple is assigned to the Campus Care Director, or appropriate Staff member, and should be informed of the request after the call.
5. The Campus Care Coordinator should contact the Campus Facilities Coordinator to schedule the day & time for the wedding ceremony and notify the couple afterward.
- Check to make sure the [Wedding Request Form and Checklist](#) document is fully completed, and a copy is given to the Campus Care Director or appropriate Staff member.

Outline of Meeting with the Couple (for the Pastor or officiating Pastor)

1. Take some time to get to know the couple, asking them open-ended questions about themselves, their relationship, and their vision for a Christ-centered marriage.
 - Understand their desire or openness to sharing Christ and explain the purpose of glorifying Christ in the life of a marriage.
2. Review the [Marriage Policy](#) with the couple and ask them to sign it.
3. Assure the marriage license is completed by the Pastor after the Wedding Ceremony.
4. The Officiant Pastor needs to talk with them about their preparation (premarital work) to see what was helpful to them. Get to know the couple.
5. The Officiating pastor is to meet with the SYMBIS facilitator couple to find out how the couple is doing - what their successes are and where their struggles have been.



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Florida Marriage License

We have provided the following information on how to acquire a marriage license in order to assist you with some of your planning details. However, it is the responsibility of the bride and groom to use the contact numbers below to find out specific procedures and processes for acquiring this license. Please note that the Bride and the Groom must both go to the Clerk of Court to obtain the Marriage License.

Sarasota County Clerk of the Court

2000 Main St Room #102

Sarasota, FL 34237

941.861.7400

Hours: 8:30 am to 5:00 pm

\$93.50 with a \$32.50 discount for a premarital course

Manatee County Clerk of the Court

1115 Manatee Ave West

Bradenton, FL 34205

941.749.1800

Hours: 8:30 am to 5:00 pm

\$96.50 with a \$34.50 discount for a premarital course

Hardee County Clerk of the Court

417 West Main St.

Wauchula, FL 33873

863-773-4174

Hours: 8:30 am to 4:00 pm

\$93.50 with a \$32.50 discount for the premarital course

All locations have Bayside Community Church registered as a valid provider of various people signing the Premarital certificates, consequently, we do not have to notify them of each person.

After completing the wedding ceremony, the pastor signs the marriage license in BLACK ink and asks two people to sign as witnesses (suggested by the groom or bride).