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**Aiken’s First Baptist Church
Information for the Bride and Groom
Non-Member Wedding Manual**

We are delighted that you have requested the use of our church facilities for your wedding. Marriage is holy, and the ceremony in the church will help your wedding to be both beautiful and sacred.

Please utilize this manual to familiarize yourself with the policies for having a wedding here at First Baptist Church. Throughout the manual, you will be directed whom to contact in regards to certain parts of your request. Once you have made a decision on one of FBC Wedding Consultants, both of you will be in direct contact with the Building Superintendent, who will assure your needs are met for the Sanctuary to be ready for your Wedding. Your Consultant is the person with whom you will communicate your desires for your wedding and what we can do here at First Baptist Church to accommodate your needs.

This wedding manual also list the schedule of fees, whom you are to pay and when fees are due. Please note that the Wedding Consultant fee, the Minister’s honorarium, Fellowship Hall, and FBC Videographer fees are not included in the basic fee for a wedding.

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Church Wedding Request Form



ARRANGEMENTS FOR THE WEDDING

Setting the Date

1. The Minister and Wedding Consultant must be chosen prior to confirming the wedding date and staff approval. As soon as you have selected a date for your wedding, complete the enclosed Wedding Request Form and return it to the church office. After the next scheduled staff meeting, the Church Secretary will call you to convey the response to your request.
2. Please note on the request form the rehearsal date and approximate time.
3. If you plan to use the church facilities for a reception, ask that the Fellowship Hall be reserved for your wedding day.
4. No public announcement of a wedding date should be made until the date is cleared with the church office. Do not order invitations until the date is confirmed.
5. Wedding requests for those who are not members of First Baptist Church will not be considered for approval sooner than ten months prior to the desired date.



Working with the Minister

1. We here at First Baptist want your wedding and marriage to be joyful and meaningful. We feel that it is a pastoral responsibility for the minister to counsel those to be married.
2. If you desire to have someone other than First Baptist's Pastor serve as celebrant or to assist, that desire should be made known at the outset. Our Pastor will extend an invitation to the guest or assisting minister.
3. As plans for the wedding are being made, an early appointment should be made with the minister performing the ceremony for counseling. Dates and times are best handled directly with the minister. The number and length of sessions may vary and will be determined by the minister and the couple.

Counseling Dates: _____



Civil Preparations

1. A marriage license must be secured from a Probate Court in South Carolina. The wedding need not be held in the same county in which the license is obtained, but the license must be obtained in South Carolina.
2. No blood test is required by the state of South Carolina.
3. A twenty-four (24) hour waiting period is required before you can secure a license. Application for the license may be picked up by either the bride or the groom during regular office hours at the office of the Probate Judge Monday through Friday from 9:00 a.m. until 5:00 p.m.
4. Persons eighteen (18) years of age and over may secure a marriage license without parental consent. Persons between 18 and 25 must show proof of age; those under 18 must have a birth certificate and the signature of both parents.
5. The marriage license should be brought to the church office of the minister performing the ceremony three days prior to the wedding date.

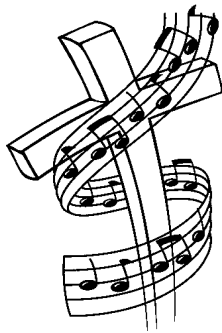


PLANNING THE WEDDING *The Wedding Ceremony*

1. The Pastor or other designated minister is responsible for the conduct of the rehearsal and the wedding. The Pastor is totally in charge of directions throughout the ceremony.
2. The services of a professional wedding director/ consultant are required. Such persons work under the direct supervision of the minister and are asked to consult with the officiating clergy prior to the rehearsal in order to coordinate plans and procedures. Having become fully acquainted with the wedding policies at First Baptist, the director/consultant is responsible for getting the wedding party into the church, arranging them in order at the chancel, and directing the order of the recessional.
3. The services of one of the First Baptist's wedding Consultants is required and helpful in having a meaningful wedding. First Baptist's wedding directors are Judith Burgess at 649-0213 and Allison Basile at 641-4015. The fees should be negotiated with the Consultant.
4. First Baptist requests that the present Communion Table not be removed from the Sanctuary. It will be placed to the right of the stage area facing the baptistry against the wall. If you choose to use our other Communion Table, which matches the decor, it will be placed against the railing on the platform. We will place the Bible and cross on it. If you are considering an observance of Communion during your wedding ceremony, be aware that the practice of this church is that Communion be shared by all gathered, not just the bride and groom.
5. The pulpit may be moved to two locations and only by the church custodial staff. The first location remains on the stage area over to the far side; this would be for smaller wedding parties. The second location is completely out of the Sanctuary in the vestibule.

The Music

1. The marriage ceremony is a worship service. The music should accentuate reverence since the assembled people are joining with the bride and groom in asking God's blessing as a new union is being established. Popular love songs are inappropriate for the marriage service but can be most fitting for the wedding reception. No pre-recorded music is permitted.
2. The Associate Minister in Music, James Bennett, will assist in the selection of vocal and instrumental music for your wedding. Please arrange a time with the Associate Minister in Music for consultation at least two months prior to the wedding.
3. If an organist is desired for your wedding, we would prefer our Organist to be utilized, provided she is available. If you desire an outside organist, they must be approved by our Music Minister, James Bennett.
4. If you have further questions, please feel free to call our Associate Minister in Music at 648-5476. We are eager to guide and assist you in making your wedding a beautiful and memorable occasion.



Decorating the Sanctuary

1. The Sanctuary is a place of beauty; elaborate decorations are not necessary. More festive decorations may be used, however, so long as the symbolic appointments of the Church are not disguised or obscured. Sanctuary decorations for the seasons of the Christian year are not to be removed for weddings.
2. All candles must be in suitable candle holders or candelabra, and no decorations which conflict with local fire ordinances may be used. Candles in holders attached to the pews are not permitted at First Baptist Church.
3. If you wish to use candles in the Sanctuary windows, it is required that hurricane globes be used. The church has globes available. Please note on the second page of the REQUEST FORM if you desire to use the globes. It will be the wedding party's responsibility to clean the globes before the wedding, but not afterwards. If any are broken you will be expected to replace the globe. Candles are not available at the church and need to be provided by the florist.
4. Appropriate floral arrangements should be planned by the bride and groom in consultation with the florist. It is the responsibility of the florist to make early arrangements for entering the church building to decorate and to dismantle the same immediately following the ceremony. The church office can issue a door key to the florist for this purpose, or specific plans can be made with the Building Superintendent to tend to this matter.
5. Adequate caution should be taken to prevent candle drippings on carpet and furnishings. Even non-drip candles sometimes drip when air from the heating/cooling system blows directly on them. The florist or other persons decorating shall be responsible for removing candle drippings from the carpet, the floor, and the furnishings.
6. Flowers for weddings may be left in the Sanctuary for the morning worship service in honor of the bride and groom or to honor or memorialize a loved one or friend, **provided the date has not been reserved.** If leaving the flowers, please contact the Music Secretary, Marion Mobley at 648-5476. A note of acknowledgment will be printed in the order of worship.
7. Upon approval with the Building Superintendent, only silk or artificial flower petals can be scattered on the carpet by a flower girl at an additional cost. This is a time consuming task to clean up because petals do not stay in place. Real flower petals are not allowed under any circumstances.

PLANNING THE RECEPTION

The Reception

1. It is the wedding party's responsibility to secure caterers. The church kitchen may be used, but it must be clearly understood that the kitchen is to be left clean and in good order. **A fee will be charged for any broken, damaged, or missing supplies or equipment or any unusual infringement upon the church property and its adequate maintenance.** It is also required that the caterer of your choosing meet with First Baptist's Hostess. (See "Using the Kitchen" on the next page.)

Linens, tablecloths, and detergents are not furnished. Arrangements for the use of the kitchen must be cleared with the church office and the church Hostess.

2. No nails, tacks, or wire may be used on walls, tables, or furnishings in the Family Life Center. Decorations must be in suitable containers; the furnishings and floor must be protected from wax drippings.
3. Throwing rice, bird seed, or confetti of any kind is strictly prohibited inside the church building. Only bird seed or flower rose petals may be used outside the church buildings.
4. No alcoholic beverages may be served on church grounds or within the church facilities.
5. Smoking is not allowed in any of the church facilities.



Using the Kitchen

If the Reception is held in the First Baptist Church Fellowship Hall:

1. Arrangements must be made by the caterer to consult with our Church Hostess prior to the wedding. There is a required consulting fee as well as a kitchen use deposit.
2. The Church Hostess will assist the caterer to know what equipment is available for use and how to use and clean equipment such as the meat slicer. She will also be sure the caterer will have enough refrigerator space and, if necessary, freezer space. There is a required deposit fee for caterers which will be refunded provided all kitchen equipment is left in the manner in which it is found and there are no broken, damaged, or missing supplies.
3. If hosting a dinner, warming units may not be used unless a special request is made and the caterer knows how to properly use the units.



Kitchen Checklist

HOSTESS - A \$50.00 consulting fee shall be charged for kitchen usage (non members and caterers).
- A \$100.00 refundable deposit is required for kitchen use (responsibility of caterer).

_____ All pans, silverware, etc., are to be washed, dried, and returned to proper places.

_____ All counters, stove tops, and table tops are to be wiped off.

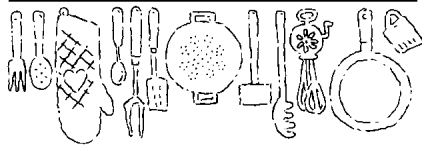
_____ All designated items are to be returned to white cabinet.

_____ All equipment are to be properly cleaned and turned off.

_____ All left-over or unused food and drink are to be removed from the kitchen, including the refrigerator.


_____ Cabinet are to be locked, lights are to be turned off, and the kitchen is to be locked.

FROM THE KITCHEN COMMITTEE



PICTURES OR VIDEOS OF THE WEDDING

The Photographer

1. Pictures are a treasured possession, and the minister will be glad to cooperate so that beautiful pictures may be made. However, photographers must not interfere with the worship experience of the congregation or intrude upon the worship setting. The photographer shall not move through the Sanctuary during the wedding ceremony. 
2. Flash pictures may not be taken during the ceremony. Time exposures or videos may be taken from the back balcony during the ceremony with prior approval from the Audio/Visual team; the choir loft and chancel areas may not be used for such purposes.
3. No pictures which require additional lighting of any kind may be taken during the ceremony, and no photographic equipment which makes noise may be used during the ceremony.
4. The photographer may take flash pictures of the bride and groom as they recess from the Sanctuary.
5. Flash pictures may be made before the wedding begins or following the ceremony.
6. It is respectfully requested that post-wedding pictures with the minister be taken first and that the photographer excuse the minister before proceeding to take other pictures of the wedding party.
7. Additionally, wedding guests should be discouraged from taking any photographs during the ceremony.

The Audio/video Team

1. First Baptist Church Audio Operator is required for all weddings for sound and lighting at a fee of \$120, which is for 1 hour rehearsal on Friday from the scheduled start. After 1 hour from the scheduled start, the AV person will leave, unless he is requested to stay. After the 1 hour time limit, for each additional 15 minutes that is required, an additional \$15.00 will apply. Saturday for the wedding, an AV person will be present for one and half hours from the scheduled start. The AV person will come in 30 minutes before the wedding to prep for the wedding. After one and half hours, the AV person will charge an additional fee of \$15.00 for any additional time beyond 15 minutes. (Same as rehearsal.)

First Baptist can provide microphones for the following: Minister (lapel), Vocalist, Reader, Instrumentalist, Organ, Piano and Groom (lapel microphone for audio and/or videotape)

2. The following videotape services can be provided by the First Baptist Church video team as an option for an additional fee of \$800:
 - Three digital camera videotape of the wedding service (This does not include videotape of rehearsal/dinner or reception.)
 - Five person crew (3 camera operators, 1 video controller, and 1 sound board operator).
 - Tape lead-in with scroll of wedding party names.
 - Two videotape copies with broadcast quality DVD tapes (additional copies can be provided at a fee of \$10 per tape).
3. If you plan to have an outside group video tape your wedding, please detach the appropriate card on page 20 and give to the videographer. **There is a consultation fee of \$30 to cover the cost of our Audio/Video team meeting with the videographer for approval.** They will also receive a letter to confirm they are aware of the regulations.

Contact must be made *no later than* 2 full weeks prior to the wedding, but preferably as soon as the wedding is booked.

Please contact Tim Derrick, Chair of the Audio/Video Committee to make arrangements for all **LIGHTING, SOUND or VIDEO** needs.

Tim Derrick - Home 649-1407

MISCELLANEOUS CONSIDERATIONS

1. No smoking is allowed inside First Baptist Church buildings or on the grounds.



2. The Church Parlor and Brides Room are available for members of the wedding party planning to dress at the church. Please check the appropriate place on the request form. The groom's party uses the Choir room and men's robe room on the second floor, if desired.



3. Personal property and items of clothing should be removed and rooms left as orderly as you found them. The church cannot be responsible for personal property left in the building during the wedding, reception, or following the wedding and reception. No personal property (dresses, personal attire) is to be left in the church buildings overnight either before or after the wedding.



CUSTODIAL SERVICES

1. The Building Superintendent of the church will be available to assist with the church facilities. The Building Superintendent will clean following the rehearsal, the wedding, and the reception, if the Fellowship Hall is used. Because these duties are beyond normal working hours, a fee will be paid as set forth in the schedule of fees on page 17 of the manual and on the Facility Request Form.
2. The Building Superintendent will unlock one entrance to the church two hours before the ceremony. If earlier access to the church building is necessary, arrangements should be made with the Building Superintendent at least two weeks prior to the wedding. The entire Sanctuary will be unlocked 1 hour prior to the wedding.
3. If the Fellowship Hall is used for the rehearsal dinner, you must leave it ready for your wedding reception. The Building Superintendent **WILL NOT** clean after the rehearsal dinner.
4. If the reception is to be held in the Fellowship Hall, arrangements should be made with the Building Superintendent or Wedding Consultant as to the time that the building should be unlocked.



Church
Wedding Needs

MAKING PAYMENTS

Schedule of Fees

The following fees apply to Non - Members of First Baptist Church.

*required uses

*USE OF SANCTUARY	\$300.00
(\$200 of above is non-refundable if cancellation occurs)	
*Custodial Fees (doubled for holiday)	\$100.00
Special Request Maximum (doubled for holiday)	\$70.00
<i>(Fees based on individual request beyond basic set-up cost.)</i>	
*USE OF BRIDE'S ROOM AND PARLOR	\$ 35.00
*Custodial Fees (doubled for holiday)	25.00
USE OF FELLOWSHIP HALL	\$150.00
Custodial Fees (doubled for holiday)	\$125.00
CATERER'S CONSULTATION WITH CHURCH HOSTESS	\$ 50.00
USE OF KITCHEN	
Caterer - Refundable deposit fee	\$100.00
*SOUND AND LIGHTING (required- doubled for holiday)	\$120.00
VIDEO SERVICES (double holiday and prior approval)	\$800.00
Consulting fee (required for outside videographers)	\$30.00
(above video fees may increase, please inquire)	
NURSERY WORKERS' HOURLY FEE	\$10.00

CUSTODIAL SERVICES FOR HOLIDAY WEEKENDS ARE CALCULATED AT DOUBLE TIME

(i.e., Sanctuary \$600 and Fellowship Hall \$300)

The Sanctuary fee should be paid to reserve the church. All other fees are to be paid at least one month prior to the wedding. (\$175.00 of the Sanctuary fee is non-refundable for all cancellations. If the facilities have already been prepared then no refund will be made.)

INSTRUMENTALIST(S), SOLOIST(S), WEDDING DIRECTOR
To be negotiated with the individual person

MINISTER'S HONORARIUM
To be negotiated with the Minister

Payment of Fees

NOTES

1. Please make Custodial Fees payable to:

Leonard Redd

Note: Custodial fees are due one month prior to the wedding. *If you desire to pay the full amount at the time the deposit is due, please make the check to First Baptist Church.* This will be deposited and the church will pay Leonard Redd two weeks prior to the wedding.

2. Please make Hostess fees payable to:

Jane Talbert

3. Please put your cash payment for Nursery workers in an envelope addressed to:

Director of Children's Ministries

4. Please make Church Fees payable to:

First Baptist Church

5. Please put your cash payment for the Audio/Visual Team in an envelope addressed to:

Audio/Visual Team

6. All other fees are handled directly to the involved parties, such as the Wedding Consultant.

For accounting purposes, when payment is made, please specify what particular fees are being covered.



POLICY FOR VIDEO TAPING

OUTSIDE VIDEO OPERATIONS

Contact with First Baptist Church Video Team *is required with all outside videographers once a wedding is approved for the church calendar and must take place no later than two full weeks prior to the rehearsal date*. The contact information for Video team chair is listed below. A \$30 consulting fee is required to meet with an Audio/Video team member to approve where the videographers may be in the balcony and what cannot be utilized or touched.

Video cameras may be operated from the balcony with no movement and only from the three stations utilized for Sunday worship services. No operator may be in the choir loft or at any location on the main floor visible to the guests as they are seated (approximately 30 minutes prior to the ceremony).

For further instructions, the person videoing will make contact with Tim Derrick, Chair of the Audio/Video Committee. This should be done once the wedding has been approved and no later than two full weeks prior to the rehearsal date. An earlier time is preferable to ensure the needs of the Wedding party are met and full understanding of what facilities can and cannot be used at First Baptist Church. If the above conditions are not met, then use of the facilities for video services will be denied.

Home 649-1407