

FIRST BAPTIST CHURCH

Columbia, South Carolina



WEDDING GUIDE

“For this reason a man shall leave his father and mother, and be joined to his wife; and they shall become one flesh.”

Genesis 2:24

QUESTIONS TO ASK?

CONGRATULATIONS!

We at First Baptist Church, Columbia are excited to share in this time of planning for your Christ-centered wedding. This booklet is provided to inform you of our church's policies regarding Christian marriage in the facilities of First Baptist Church, Columbia ("FBCC"). Whether you are simply inquiring as to the church's availability, or are sure you wish to be married here, please read this material before developing substantial plans. Additionally, you need to be aware of and review the church's **Facility Use Policy** ("the Policy"); it governs and describes conditions for the use of facilities of FBCC. The Policy in its entirety is applicable to Weddings, as well as other facility uses. In particular, page 5 of the Policy describes special requirements related to Weddings, the Minister who will perform the ceremony, and required Pre-Marital Counseling. In order to utilize portions of the church as described herein, Bride and Groom will need to complete and electronically sign the **Church Facility Reservation Request and Agreement** through the link provided by the Wedding Scheduler., Natalie Amick.

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Rigaudon by Campra
 Rondeau by Mouret
 Salut D'Amour by Elgar
 Scotland the Brave - Traditional
 Sheep May Safely Graze by Bach
 Spring by Vivaldi
 Surely the Presence by Wolfe
 Theme from First Symphony by Brahms
 Toccata by Widor
 Trumpet Voluntary by Clarke
 Trumpet Tune in D Major by Purcell
 Triumphal March by Verdi
 Turn Your Eyes Upon Jesus (Hymn)
 Wachet Auf by Bach
 Wedding March by Mendelssohn
 Wedding Processional by Rodgers
 The Wedding Song by Stookey
 When God Made You by Steven Curtis Chapman
 Your Love is Strong by Foreman

CHRISTIAN MARRIAGE

Marriage is a sacred union established by God Himself in creation. Marriage is not to be taken lightly. Jesus said in Mark 10:6-9, *“But at the beginning of creation God made them male and female. For this reason a man will leave his father and mother and be united to his wife, and the two will become one flesh. So they are no longer two, but one. Therefore what God has joined together, let man not separate.”*

The Baptist Faith and Message in section 18 (XVIII) states, “Marriage is the uniting of one man and one woman in covenant commitment for a lifetime. It is God’s unique gift to reveal the union between Christ and His church and to provide the man and the woman in marriage the framework for intimate companionship, the channel of sexual expression to biblical standards, and the means for procreation of the human race.”

PREPARING FOR YOUR CHRIST-CENTERED MARRIAGE & WEDDING CEREMONY

Many details must be worked out in preparation for your wedding. A wedding is a major event in the lives of those involved and should be a memorable occasion. A wedding ceremony is the beginning of a marriage and is over in a few hours, while marriage is a lifetime commitment. We are committed to assisting you in preparation for your wedding, and also in preparing for your marriage.

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Jesu, Joy of Man's Desiring by Bach
Joyful, Joyful We Adore Thee by Beethoven
La Rejouissance by Handel
Largo by Handel
Let Them See You by Wilbanks/Weeks
Lord Jesus Christ Turn to Us by Walther
The Lord's Prayer by Mallotte
March by Verdi
March in D Major by Bach
The Marriage Prayer by Waller
Nocturne Op. 9, No. 2 by Chopin
Ode to Joy Beethoven
Only God Could Love You More by Niemann
Overture to the Royal Fireworks by Handel
Pachelbel's Canon by Pachelbel (same as Canon in D)
Panis Angelicus by Franck
The Prayer by David Foster
Prelude in C by Bach
Prelude in Classic Style by Young
Prelude to Te Deum by Charpentier
Prince of Denmark's March by Clark

Canon in D by Pachelbel
 Clair de Lune by Debussy
 Come Thou Fount of Every Blessing (Hymn)
 Crown Him With Many Crowns (Hymn)
 Divertimento No. 1 by Mozart
 God Bless the Broken Road
 God of Grace and God of Glory (Hymn)
 Great is Thy Faithfulness (Hymn)
 Highland Cathedral by Roevert/Korb
 Holy, Holy, Holy (Hymn)
 Holy Ground (Hymn)
 Hornpipe by Handel
 How Beautiful by Twila Paris
 How Great is Our God by Chris Tomlin
 How Great Thou Art (Hymn)
 How Majestic is Your Name/Great is the Lord by Michael W. Smith
 I Will Be Here by Steven Curtis Chapman
 In Christ Alone
 In This Very Room by Harris
 Intermezzo from Cavalleria Rusticana by Mascagni
 It Is Well With My Soul (Hymn)

FIRST BAPTIST CHURCH WEDDING FACILITIES

Boyce Chapel

Boyce Chapel is our historic chapel with a seating capacity of 300 on the first level and 200 in the balcony.

Sanctuary

The main sanctuary is the worship center seen on WLTX on Sunday mornings. The Sanctuary has a seating capacity of 3400.

Ellis Hall

Ellis Hall is our dining/reception area. This room can accommodate 300 comfortably for a seated dinner or 500 for a standing reception. The room can be divided for smaller groups. (First Baptist Church members only)

1420 Sumter

1420 has a modern auditorium best for rehearsal dinners and cake receptions. This room can accommodate 120 for a seated dinner and 200 for a standing reception. (First Baptist Church members only)

RESERVING YOUR WEDDING DATE

Careful planning is necessary for all weddings. **First Baptist Church members and immediate family** (parents or grandparents) may schedule a wedding one year in advance, if not in conflict with church programming. The mission and ministry of our church takes priority in our worship areas, in every instance. **Non-members** may schedule a wedding six (6) months in advance, if the requested area is available. For both members and non-members, a 50% deposit is required. This fee is due when the date is approved for the calendar. This information is on page 6 and 7 listing all fees.

The church wedding scheduler, Natalie Amick, will assist you in finding an available date for your wedding. **Weddings will be scheduled on Saturdays only.**

Please note that weddings do not take place on holiday weekends including New Years, Easter, Mother's Day, Memorial Day, 4th of July, Labor Day, Halloween, Thanksgiving, and Christmas.

A Church Facility Reservation Request and Agreement must be completed and approved by the Church Administrator before your dates become official.

A personal call should be made by the bride or groom to the officiating minister to ensure his availability for your wedding.

WEDDING GUIDELINES

- Contact the wedding scheduler, Natalie Amick, to complete and sign the Church Facility Reservation Request and Agreement.
- A deposit of 50% is due once the date is approved on the church calendar.
- All remaining fees must be paid eight (8) weeks prior to the wedding.
- All brides will use the Brides' Room in the foyer of the Sanctuary.
- There are no special facilities for make-up or hair dressing. We recommend that hair and make-up be done prior to arriving at the Church.

APPROVED MUSIC SELECTIONS

Below is a list of approved music selections. If you wish to use a song that is not on the list, please submit it with an explanation of why you have chosen it when you turn in your final music list to the Wedding Coordinator. We will let you know if it has been approved. Please remember that your music must honor God and be sacred and/or classical whether vocal and/or instrumental.

A Majestic Melody by Mendelssohn

A Mighty Fortress is Our God (Hymn)

Adagio in A Minor by Mendelssohn

Air by Handel

Air on the G String by Bach

Aria in F Major by Handel

Allegro Maestoso by Handel

Andante by Mozart

Arioso by Bach

Ave Venum Corpus by Mozart

Be the Center by Frye

Be Thou My Vision (Hymn)

Blessed Assurance (Hymn)

Bridal Chorus by Wagner

By Our Love by Christy Nockels

ORDER OF SERVICE TEMPLATE

Prelude/Musical Prelude

Seating of the Grandparents

Seating of the Mothers

Solo (optional)

Processional/Wedding Processional/Procession of the Wedding Party

Bridal Processional/Bride's Processional/Procession of the Bride

Call to Worship/Welcome

Declaration of Intent

Giving of the Bride

Charge to the Bride and Groom/Message

Scripture Reading (list scripture)

Profession of Vows/Exchange of Vows/The Marriage Vows

Exchange of Rings/Blessing & Exchange of Rings

Unity Candle/Sand Ceremony/Unity Cross (optional)

Solo—often sung during Unity Candle/Sand Ceremony/Unity Cross (optional)

Prayer of Blessing

Pronouncement/Pronouncement of Marriage

Benediction

Presentation/Presentation of the Couple

Recessional

- No separate dressing facilities are available for the groom or groomsmen. Restrooms are available in close proximity.
- Aisle cloths, rose petals, confetti, rice, birdseed and helium balloons may not be used in or outside of the building. Please use bubbles outside only. You may use silk rose petals inside.
- The church will be open for 1 1/2 hours for the rehearsal.
- The church will be opened 2 hours before the scheduled time of the wedding. You may use the Chapel or Sanctuary for a **total** of 4 hours.
- There will a charge of \$100 per person (i.e. custodian, sound tech, director, security guard, etc.) per hour for extra time required for the rehearsal or wedding. No more than 5 additional hours permitted.
- Weddings with receptions in Ellis Hall or 1420 Sumter will be scheduled no later than 5:00pm. If the reception is elsewhere, the wedding may be scheduled as late as 7:00pm.
- *Smoking and alcoholic beverages are not permitted in any area of the church facility and campus.*
- Only areas of First Baptist previously approved for the wedding may be used.
- It is the responsibility of the family to see that the church building and its equipment are not abused and that the rules and regulations of the church are observed. The wedding party is responsible for any damage done to the church, carpets or equipment during the wedding.
- The bride and groom should notify participants of these guidelines and see that they are followed.
- The Lord's Supper **will not** be served in any wedding ceremony.
- All music selections must be submitted to the FBC wedding scheduler for approval.

MEMBER FACILITY FEES

Fees reflect the actual cost of additional labor and consumable items involved with the rehearsal and ceremony. A deposit of 50% of the facility fee is due within two (2) weeks from the time your wedding date is approved.

The cost associated with the wedding may include the following:

(Includes sound technician, scheduling, custodial set-up, security guard, monitoring and reset)

Boyce Chapel	725
Sanctuary	1000
Ellis Hall	625*
1420 Sumter	625*

(*Receptions with more 175+ guests will be an additional \$150.00)

EQUIPMENT RENTAL FEES

Spirals (white, silver or brass)	20 each
Two slants (silver or brass)	20 each
Arch (white, silver or brass)	20 each
4 Tier Tree (silver or brass)	30 each
Espalier (antique gold)	30 each
Unity (brass)	10
Aisle markers (brass, 6 available)	10 each
Unity table top (brass or silver)	5 each

Flowers

- Inform florist of instructions concerning wedding decorations.
- Contact Tara Freeman about leaving wedding flowers in the Sanctuary or foyer for the Sunday morning service.

Reception Services

- Request your caterer to contact Melinda Timmerman, at least four (4) weeks before the wedding, regarding specific needs and instructions for use of the kitchen.
- Make arrangements to rent regular tablecloths for the reception in Ellis Hall/1420 Sumter eight (8) weeks in advance.
- Submit Certificate of Liability from your Insurance Provider to Melinda Timmerman at least four (4) weeks in advance.

Photographer & Videographer

- Inform photographer and videographer of church policies. Provide Wedding Scheduler with contact information so Photography/Videography guidelines can be electronically signed.

Helpful Hints

- ♥ Ask florist to put names on all flowers delivered on the day of the wedding, so that they can be given to the appropriate mothers, grandmothers, etc. without confusion.
- ♥ Prepare a list of pictures you wish to have your photographer to make. This will let him know what you want and help keep things organized immediately following the ceremony.

CHECKLIST

In making preparations for your wedding, please contact each of the individuals listed below and supply them with the appropriate information.

Wedding Scheduler-Natalie Amick, 343.8560

- Reserve the date on the church calendar.
- Make an appointment eight (8) weeks before the wedding to finalize all arrangements and pay fees. At this time complete diagram for ceremony set up.

Minister

- Consult with the minister concerning his availability to perform the marriage ceremony.
- Contact minister concerning appointments for premarital counseling.
- Paid fee. *Usual and customary honorarium is \$150.*

Music

- Make arrangements with organist and other musicians
- Paid fee.
- Turn in selections to Natalie Amick (3) three months in advance

Sound

- Contacted by your FBC Wedding Director concerning sound needs.

NON-MEMBER FACILITY FEES

The following fees are for **non-members**. A deposit of 50% of the facility fee is due within two (2) weeks from the time your wedding date is approved.

Boyce Chapel	1,275
Sanctuary	3,075

Receptions are only available to First Baptist Church members and their immediate family (parents or grandparents).

Fees will be examined on an annual basis. When the wedding is scheduled, the fees will be set and not affected by subsequent changes.

All fees must be paid eight (8) weeks prior to the rehearsal. Failure to pay fees may result in postponement of your wedding.

The ministers, director, soloists, organist and other instrumentalists should be paid directly by the bride and groom. These fees should be paid prior to or at the rehearsal, so as not to be forgotten during the excitement of the wedding day.

RECEPTION GUIDELINES

Ellis Hall and 1420 Sumter may be used for receptions or rehearsal dinners, if there are no scheduling conflicts. Receptions are only available to First Baptist Church members and their immediate family (parents or grandparents). Due to time limitations for resetting the room we are not able to schedule a reception and rehearsal dinner for the same wedding. In Ellis Hall special dances, such as and limited to, the “Bride-Groom First Dance”, “Father-Daughter Dance”, “Mother-Son Dance”, are allowed at the discretion of the FBC Wedding Scheduler and Officiating Minister. No guest dancing is allowed. An FBC Sound Technician is required if music is played. You must turn in your music list for approval to the Wedding Scheduler eight (8) weeks in advance.

Receptions are scheduled for 5 hours:

Building Access 2 hours prior to reception

Reception 2 hours

Caterer Clean up 1 hour

Extra hours can be scheduled at a rate of \$100 per hour and may only be applied to the building access prior to the event.

The church kitchen will open 2 hours before the reception. Some refrigerator space may be available if the caterer makes prior arrangements with the Director of Operations, Melinda Timmerman.

Have your caterer contact the Director of Operations at least four (4) weeks before the wedding regarding specific needs and instructions for the use of the kitchen equipment.

The rental fee (\$625) is required to cover set-up and reset costs for rehearsal dinners and receptions. The operations staff is responsible for general cleaning of the areas used for your function. The caterer is responsible for cleaning off tables, clearing decorations, clean up of the kitchen or any kitchen items used by the wedding party or caterer and removal of all trash. The caterer will be expected to leave the kitchen and Ellis Hall/1420 Sumter in good order when they leave and complete a final walk through with the FBC Wedding Director. Your caterer will need to contact our Director of Operations for instructions on using the facilities and submit a Certificate of Liability from their insurance company four (4) weeks in advance.

White and Black tablecloths are available to rent for \$8 each if arrangements are made eight (8) weeks in advance.

Melinda Timmerman: 803-343-8562

PHOTOGRAPHY

At no time during the ceremony will the photographer or videographer enter the altar area. Pictures should be taken from the back of the Chapel or the Sound Booth in the balcony.

Photographers will dress in all black, appropriate wedding attire. No shorts, tank tops or strapless tops are allowed. Photographers should act with discretion at all weddings.

We require that all photographers and/ videographers electronically sign our Photography/Videography guidelines. A link will be provided by the Wedding Scheduler.

Flash pictures may not be taken during the ceremony.

Photographers should be encouraged to expedite their activities following the wedding ceremony in order to get the wedding party to the reception. In general, photographers should be able to obtain quality pictures within 30 minutes immediately following the ceremony.

Videography is allowed, provided the equipment does not distract from the ceremony, impede the movement of a guest or damage the facilities. The videographer must remain stationary during the ceremony. Videotaping must be done without the addition of special lighting.

If you would like to have your bridal portraits taken at the church, please contact Tara Freeman at (803)-343-8540 to schedule a time.

MUSIC

In planning your wedding music, please remember that a church wedding is a worship service, please submit your selections to the wedding coordinator, Natalie Amick, three (3) months in advance for approval. The approved music selections list is located on pages 17-20 of this guide. Your FBC Wedding Director will assist you in hiring an FBC approved pianist/organist. ***We do not allow outside organists.***

SOUND

A sound technician is necessary for all weddings. He will be responsible for setting up microphones before your rehearsal and operating the sound system during the wedding. He will be present for the rehearsal, as well as the wedding.

You will be contacted by your FBC wedding director to find out your sound requirements, such as number of microphones, microphone placement, music stands and any other needs.

An audio recording will be made of your ceremony in either Boyce Chapel or the Sanctuary and an audio file will be emailed to you upon request.

WEDDING COORDINATOR/DIRECTOR

A wedding coordinator/director from our approved list is required for all weddings. A list of names and contact numbers is provided below. Please contact one of these coordinators/directors for their availability and fees as soon as your wedding date has been approved. ***We apologize, but we do not allow outside wedding directors.***

Directors

Sylvia Rish	Cell 467.6682, sylviarish@fbccola.com
Melinda Timmerman	Office 343-8562, melindatimmerman@fbccola.com

WEDDING REHEARSALS

Any changes to the original rehearsal and/or wedding time must be approved.

We require that wedding rehearsals begin no later than 6:00pm.

Rehearsals will last a maximum of 1 1/2 hours. Please be respectful of everyone's time by starting and ending your rehearsal on time.

Your rental fees include the presence of a security guard at your rehearsal.

You and your director should have the details worked out prior to the rehearsal in order for it to run smoothly and efficiently. For that reason, it is strongly suggested that you meet with your director at the church during normal business hours prior to your wedding date.

PREMARITAL COUNSELING

The couple is responsible for contacting the officiating minister to schedule counseling sessions.

For a wedding or wedding reception to be performed at First Baptist Church, Columbia, a Minister of the Gospel on staff of the Church must officiate, and the Bride and Groom must comply with the Minister's requirement(s) for pre-marital counseling, etc. In addition to premarital classes offered by FBCC, premarital counseling with the officiating minister is required. The couple is responsible for contacting the minister to schedule counseling. Upon request, a minister from another church may be permitted to officiate or assist in a wedding at FBCC, but only with approval of a Minister on staff at FBCC. If you choose to have a Baptist minister other than someone from FBCC perform your wedding ceremony, we ask that he assume the responsibility for premarital counseling and write a brief letter stating his acceptance of that responsibility. Any exceptions to the terms of this paragraph must be prior approved by a Minister on staff at FBCC.

Ministers may forward their letter(s) to:

Natalie Amick

1306 Hampton Street

Columbia, SC 29201

Or

natalieamick@fbccola.com

WEDDING DECORATIONS

The bride should inform her decorator of the church guidelines concerning wedding decorations. We ask that decorators not use nails, tacks, screws or tape on the walls, furniture or pews. Only wrapped wire, chenille stems or ribbon that will not mar or stain may be used to fasten bows to pews or other furniture.

All flower arrangements must be pre-arranged offsite before delivery to the premises.

No decorations should be placed on or behind the choir rail or on the stairs.

Aisle cloths or rose petals are not allowed to be used, although you may use silk rose petals. If rose petals are dropped by your flower girl, it is the wedding party's responsibility to pick them up following the ceremony as well as removing all other flowers and decorations. An additional \$50 fee will be added if these items are not removed before the building is vacated.

If the date is open, your flowers may be left in the sanctuary or placed in the Foyer for Sunday services. To make these arrangements call, Tara Freeman (803) 343-8540. Tara will be happy to coordinate the details for you. If you wish, she will make arrangements to have your flowers distributed to homebound members following the Sunday worship services.

The church has several items available at a nominal charge. See list of items and fees on page 6.