

PLANNING FOR THE REST OF YOUR LIFE TOGETHER A PRE-WEDDING PLANNER AND GUIDE

First Baptist Church - 510 W Main St - Knoxville, TN

A wedding is a joyous and sacred occasion, whether simple or elaborate. It is a service of worship and a ceremony to unite two people in marriage. Thank you for considering First Baptist for your ceremony.

First Baptist Church is not a wedding chapel. We are a family of faith that will commit to walk beside you before, during, and following your ceremony. This guide is designed to assist you in planning all the components for a great marriage and to help you make the ceremony just as meaningful.

This booklet will also explain the policies for utilizing the building so that we can preserve this heritage for generations to come. We urge you to familiarize yourself with these pages.

DIRECTORY

Church Office

865-546-9661

Senior Pastor

Rhonda Ward, Ministry Assistant to Senior Pastor

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Ministers

Pam Neal, Minister of Administration

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Susan Tatum, Minister to Children/Preschool

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Ben Winder, Minister to Youth

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Scott Claybrook, Minister to Young Adults/Outreach

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Dave Ward, Minister of Pastoral Care

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Dr. Wendell Boertje, Interim Minister of Music

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Organist

Brian Daniel

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Debbie Daniel

ext. 133

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Church Host & Chef (Catering)

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Herman Weaver

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SCHEDULING THE WEDDING

Ceremonies are available for attendees and non-attendees. To help the transition to marriage, the prospective bride and groom are required to do three things:

1. Attend a Sunday worship service 3 times
2. Attend the Nearly/Newlywed Sunday School class 3 times
3. Participate in premarital counseling.

Non-attendee weddings can be scheduled at any time but cannot be confirmed until 6 months (180 days) prior to the wedding date.

If a bride or groom lives out of town and is unable to come to First Baptist prior to the wedding, we will recognize your participation in the above in another church. Because of the high volume of requests, we reserve out-of-town weddings for families who are connected to regular attendees at First Baptist, for those planning to live in Knoxville following the ceremony, and military families.

Officiating Minister — At First Baptist Church, weddings are officiated by an ordained minister. Having a minister of another church leading the ceremony is your choice and may be approved by the church staff. The officiating minister must contact Dr. William Shiell, the senior pastor, as a matter of courtesy.

Bible Study Class — The Nearly/Newlywed Class meets on the lower level of the Sanctuary Building (east side) each Sunday morning at 9.45 am. Participants are encouraged to come any time to get to know other couples anticipating or experiencing their first months as married couples. For schedules and other social events, contact Richard Smith at ras@dean-smith.net or the church office.

Worship - Worship at First Baptist is in the Sanctuary each Sunday at First Community (8:42 AM, informal) and 11:00 AM (traditional).

Counseling —Your wedding fees provide two forms of counseling:

1. Dr. Shiell requires counseling for the weddings that he officiates. If the couple elects not to attend our seminar, Dr. Shiell will provide a minimum of four sessions prior to the service. These sessions are usually held in his office and cover the following topics:
 - a. Family Background
 - b. Relationship with God and one another
 - c. Stress in Married Life
 - d. Sample Wedding ceremonies
 - e. Planning for the wedding ceremony

Dr. Shiell uses the material in a different way, and both options complement one another.

If Dr. Shiell and another minister perform the service jointly, Dr. Shiell requests that they meet together with the couple at least once to plan the ceremony.

The State of Tennessee provides a discount for wedding licenses to those who participate in premarital counseling. Both counseling services meet the state requirements for the discount. The church will provide the notarized form. This form is also available online at

<http://www.knoxcounty.org/clerk/pdfs/marriagecounc.pdf>

Scheduling — Only one wedding will be scheduled in either the chapel or sanctuary on any day. Weddings in December are subject to the Christmas programs of the church. Non-attendee weddings, excluding regular attendees and those with close family attendees, cannot be scheduled during the month of December or the weekend of Easter. All seasonal decorations, e.g. Christmas and Easter, must remain. Communion table, pulpit and chairs in front of the choir modesty rail may be removed. We do not schedule weddings on UT football Saturdays because there is no parking available around the church.

Changing the Date — Dates can only be changed in writing after a consultation with the wedding coordinator.

Seating — The Sanctuary seats 800 people. The Chapel, located directly beneath the Sanctuary, accommodates 150.

MUSIC, ORGANIST, PIANIST, INSTRUMENTS

The wedding ceremony is a sacred service of worship. While each couple will have their own personal choices, the music should be appropriate for a sacred service.

Please keep in mind that all vocal songs, soloists or group, MUST have a sacred text to be approved. There is much greater flexibility in instrumental music. Yet, even then style becomes an issue. Secular songs such as rock, soft rock, or country songs are not acceptable and cannot be approved. Weddings are sacred services. Vocal music should reference or address God in a respectful way. Our experienced music staff will be glad to help you select the music for your ceremony.

Below is an example of a —sacred text wedding song:

Cherish The Treasure - Steve Green (Find Us Faithful)

I cherish the treasure
The treasure of you
Lifelong companion
I give myself to you
God has enabled me
To walk with you faithfully
And cherish the treasure
The treasure of you

As I obey the Spirit's voice
And seek to do His will
I then can see the wisdom of His plan
For as He works His will in me
I then can love you selflessly
And by His grace, can pledge my love to you

This sacred vow I make to you
Does not contain an "if"
Though I'm aware that
trials lie ahead
I will love you and pray with you
And through it all, I will stay with you
Our home will be a refuge of unconditional love

Words and Music by Jon Mohr
(c) 1988 Birdwing Music/Jonathan Mark (admin. By Birdwing Music)(ASCAP)

ALL MUSIC MUST BE APPROVED BY OUR MINISTER OF MUSIC

It is your privilege to use instrumentalists other than the First Baptist Church staff. The guests should contact our Minister of Music. If the church organist or pianist is used, the bride is responsible for contacting them.

Vocalists should arrange a separate rehearsal with the Accompanist. Music in the correct key should be given to the accompanist a month before the ceremony.

Sample Ceremony with Music

Prelude Music: Discuss with Organist, Pianist
Seating of Grandparents
Seating of Mothers
Processional: Wagner – Bridal Chorus from *Lohengrin*
Giving of Bride
Exchanging of Vows
Giving of Rings
Lighting of Unity Candle
Pronouncement of Marriage
Presentation of the couple
Recessional: Felix Mendelssohn's "Wedding March"

DECORATIONS AND FLOWERS

The Sanctuary of First Baptist Church is a beautiful place that encourages those present to seek God. Simple decorations are encouraged, in keeping with the dignity of this church. We ask that you show respect by not using anything that will damage the building or its furnishings.

- Battery operated candles or chase candles (metal candles with fillers), may be used in the Sanctuary. Only battery operated candles may be used in the the Chapel, due to Fire Code regulations.
- Decorations may not be attached to pews, furniture, or building with pins, tacks, staples, plastic clamps or tape.
- Pew candles may be used only with padding placed between the pew and the clamp; cork or felt work best.
- Pulpit furniture may be removed from the platform.
- Chairs cannot be moved from choir area.
- Choir loft modesty wall must remain.
- The organ console remains in place and cannot be moved.
- The piano in the Sanctuary cannot be moved.
- The Communion Table can be removed. There are steps underneath the platform that will extend out, connecting the sanctuary floor to the platform.
- Rice, seed, confetti, flower petals, or any other materials MAY NOT be thrown inside or outside (City Ordinance) of the church buildings.

It is the responsibility of the bride to see that the florist understands and abides by these policies. Please remind your florist to make arrangements for Saturday deliveries by contacting the Wedding Coordinator by Friday morning at the latest. The church will be open for delivery on Saturday 3-1/2 hours prior to the wedding. Opening the church prior to that time will incur a cost of \$25 per hour.

Church office hours are 8:30 to 5:00, Monday through Friday.

PHOTOGRAPHY/VIDEOGRAPHY/SOUND/VIDEO PROJECTION

A pictorial record is a special part of a wedding. Every couple wants one. However, **it is important that the Photographer not distract from the sacredness of the occasion. No flash pictures may be made by professional photographers or guests during the ceremony. Flash pictures may not be made from the time the mothers are seated until the bride and groom have left the platform. Additionally, photographers may only take NO FLASH pictures from the balcony during the wedding ceremony. Close-up photographs of important elements of the ceremony may be staged after the ceremony has concluded.**

Please video tape from the balcony only. The Videographer should make every effort to remain still and quiet during the ceremony. It is the responsibility of the bride to see that the Photographer and Videographer understand and abide by these policies.

The wedding fees provide a qualified person to monitor the sound system in the Sanctuary. An audio cassette tape or CD of the Ceremony will be sent to your new home.

The sanctuary is equipped with video projection on 2 LCD monitors. Separate arrangements with the music office should be made to show slides or video clips that fit with the sacred nature of the service.

The church works with a qualified photographer frequently, and we will be happy to put you in contact with him.

THE REHEARSAL

A detailed rehearsal is the key to a beautiful ceremony. Punctuality is the key to a well organized rehearsal. The bride and groom should stress attendance and punctuality with their attendants.

A Wedding Director from First Baptist Church must be present at all rehearsals and weddings. Usually an hour should be allowed for your rehearsal. All rehearsals are scheduled at 5:00 PM.

It is appropriate, but not required, for the organist, pianist and the wedding director to be invited to the rehearsal dinner. Ministers attend a rehearsal dinner if invited, schedule permitting. Invitations are accepted at the discretion of the minister. Dr. Shiell does not typically attend wedding rehearsals unless arrangements are made with the family. He communicates logistics with the coordinator prior to the service.

THE RECEPTION

Two areas are available for receptions. Trentham Hall in the Education Building will accommodate large weddings; the Blue Room, directly beneath the Sanctuary, may be used for small weddings. The Blue Room maximum number for a reception is 50 persons. Receptions larger than this may be scheduled in Trentham Hall. Trentham Hall is not available for receptions if the wedding is scheduled later than 2:00 PM.

In either case, we ask that you follow these guidelines:

- The entire church building is the house of God, and wedding party and guests should conduct themselves appropriately. Both buildings and grounds are smoke and alcohol free.
- Chase candles and/or candles with covered flames, hurricane globes, are required in the reception areas.
- All catering arrangements are to be made through Herman Weaver, the church host. He will provide a list of approved caterers to use our facilities.

REMINDERS

- Rice, seed, confetti, flower petals, or any other materials MAY NOT be thrown inside or outside of the church buildings

- Persons are not allowed to wander through the church building into areas not reserved for the wedding.
- Damage to the building or furnishings should be reported to the custodian immediately.
- The church is not responsible for articles lost or stolen. Please place valuables in a secured place. Lost items should be reported to the church office on the next working day after the wedding.
- No food or drink is allowed in the Sanctuary or Chapel.
- The kitchens are used only as rooms from which to serve and a place to wash cups, etc. **NO FOOD PREPARATION IS ALLOWED.** No kitchen equipment in Trentham Hall may be used without prior approval.
- Parking is available at no charge in the back parking lot for your wedding by arrangement. Parking in the Bank of America parking garage may be subject to a fee. A charge will be assessed if you arrive/depart prior to 7:00 PM Monday through Friday. The garage is typically open free of charge on Saturdays. We have no control over parking fees charged by Bank of America. Any fee assessed for parking is your responsibility.
- Dressing rooms are located on the second floor near the Chapel. Restrooms are nearby.
- No flash pictures may be taken during the ceremony. No photographers are allowed on the main floor of the Sanctuary during the wedding service. Flash-free pictures may be taken from the balcony as long as the photographer does not interrupt the service in any way.
- Buildings and grounds are smoke and alcohol free.
- No animals, except service dogs, are allowed in the building.

FREQUENTLY ASKED QUESTIONS

- Building opened **3-1/2** hours prior to wedding time. If earlier entry is required, it must be arranged through the Wedding Coordinator. Additional time will incur a \$25/hour fee. A custodian is present in the building at all time for safety and assistance.

- Sanctuary Seats 800
- Chapel Seats 150
- Blue Room Reception accommodates 50 people maximum with set-up
- Large Dining Table in Blue Room is 102" x 42"
- Oval Tables are 60" x 72"
- Rectangle Tables are 8 ft & 12 ft
- Aisle in Sanctuary is 75 ft. long
- Dressing Rooms are on either side of Blue Room

AFTER THE WEDDING

If you remain in Knoxville, you are encouraged to be involved in the life of First Baptist. Please be a part of the Smith/Crook Bible Study for Newlyweds at 9:45 am on Sunday morning.

Most stress in marriage occurs in 2, 7, and 10 year landmarks. If we can assist you with follow up or counseling as you continue the journey, please do not hesitate to make an appointment with our pastoral staff.

WEDDING FEE SCHEDULE

An applicable Wedding Fee Schedule has been established which includes opening the building three and one-half hours before the wedding. A damage deposit will be included in the charges for ALL weddings. This money will be promptly returned if no damages occur. If damages exceed the fee schedule amount, you are responsible and will be billed.

All fees must be paid **at the time of scheduling** your wedding date. Checks should be made out to First Baptist Church and sent to the Wedding Coordinator.

Regular Attendees, Immediate Family of Attendees

Damage Deposit \$300

Basic Charge \$550

Includes a Sanctuary or Chapel Wedding, a reception in either the Blue Room or Trentham Hall, Counseling, Wedding Director, Custodial & Building Fees, and Sound Technician. Rehearsal dinners held in Trentham Hall would be an additional \$600; in the Blue Room, add \$400.

Non-Attendees

Damage Deposit	\$500
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Basic Charge - Includes Counseling, Custodial, Building Fees & Sound Technician Sanctuary	\$700
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Chapel	\$500
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Rehearsal Dinner or Reception in Trentham Hall	\$600
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Rehearsal Dinner or Reception in Blue Room	\$400
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Fees Applicable to both Attendees and Non-attendees

Musicians — Organist and Pianist fees should be discussed with musicians and paid directly to them.

Ministers — Receive an honorarium. Ministers should be paid directly. Dr. Shiell's honorarium is typically \$250.

Total Amount to be Paid: \$ _____