

MARRIAGE MANUAL

Revised April 2012

Timberlake Baptist Church

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TIMBERLAKE
BAPTIST CHURCH

Table of Contents

Weddings	2
Wedding Preparation	3
Church Wedding Policies	4
Wedding Coordinator	4
Music	4
Receptions	5
Photography and Recordings	5
Flowers and Decorations	6
Important Miscellaneous Policies	7
Times and Dates	7
Facilities Available for Weddings	8
Items Available for Wedding Use	8
Pre-Marital Bible Guideline Session	9
Fee Schedule	10

Fee Schedule

The care and cleaning of our facilities must be given consistent attention. Since wedding ceremonies are not included in our custodial budget, some arrangements to cover these must include modest fees.

Fees are not to be paid to the individuals involved in advance of the rehearsal. Checks are to be made to Timberlake Baptist Church.

1. Timberlake Baptist Church members (bride and groom)
No charge for the use of TBC/TCS facilities.
2. Aisle runner (cleaning fee) \$25.00
Runner is not to be removed or used outside of our facilities.
Note: no red flower petals may be used on the aisle runner!
3. Round tablecloths (lap-length) are available, but the user is responsible for pre-treating stains and machine washing them.
4. Cleaning fees (members and non-members):

Church Auditorium	\$ 50.00
Ministry Center	\$175.00
TCS Gymnatorium	\$175.00
5. Wedding Coordinator \$125.00
6. Charge for Tech Booth operations \$20/hour
(includes rehearsal, wedding, & reception)
7. TBC does not supply personnel for the purpose of video recording weddings or events.
7. Musicians are not provided. It is up to the wedding party to make all necessary arrangements including any compensation
8. TBC man-lift (with employee) available with advanced approval and scheduling at a rate of \$30/hour with a 2 hour minimum. A TBC ladder (with employee) is available with advance approval and scheduling at a rate of \$20/hour with 1 hour minimum.

Pre-Marital Bible Guideline Sessions

1. Introductory
(Involves salvation, family insights, time, place, plans)
2. Self-perception, Partner's Perception
3. Gaining, Maintaining a Clear Conscience
4. The Big D Question
5. Dealing with Anger
6. Finances: The Difficult Dollar
7. Communication: A Very Critical Area
8. The Spirit of a Marriage
(Including ceremony discussion)

Required outside reading

1. *Preparing for Marriage God's Way*
Wayne Mack
2. *The Excellent Wife*
Martha Peace
3. *The Exemplary Husband*
Stuart Scott

Recommended outside reading

1. *Strengthening Your Marriage*
Wayne Mack
2. *Different by Design*
John MacArthur

Weddings

An earlier wedding at Cana (John 2) was hallowed and gladdened by Christ's presence. We want your wedding to be similarly blessed.

Your choice of a life partner may be the second most important decision of your lives! Beyond our relationship to Jesus Christ, nothing impacts our life direction as heavily as this choice! We are very happy, as a church family, to have a small part in this decision. This is true pastoral work. The building, facilities, and land of Timberlake Baptist Church are held in the name of the church and dedicated to the glory of God. We thank God for allowing us the privilege of having beautiful and adequate facilities. The policies in this booklet have been established to ensure a beauty in testimony consistent with convictions of Timberlake Baptist Church as well as the reverent use of the buildings.

Because of the tremendous importance of this step, we have established certain guidelines and procedures to help you as well as communicate the testimony of Timberlake Baptist Church

Wedding Preparation

The first step in arranging a wedding is to meet personally with our pastor. This initial conference may confirm the wedding event and counseling, or may discover reasons why we cannot grant the couple's request. No public announcement of your wedding should be made before this conference, as the event is subject to our church calendar.

The true spiritual message of a Christian wedding celebration is a worship service to declare Christ's love for His church. This means that as a church we limit our wedding involvement at Timberlake to those parties that: (a) have a clear testimony of salvation, (b) do not have a former living spouse, (c) are being joined together in harmony with the families of the two parties (especially father and mother), and (d) are members or regularly attending non-members (at the pastor's discretion and only with his approval of all aspects).*

All weddings held at Timberlake facilities performed by the pastor or another minister must first involve a series of eight pre-marital counseling sessions with the pastor of Timberlake Baptist Church. Other ministers may perform or participate in weddings if approved by the pastor.

All couples must begin counseling at least four months prior to the marriage date, although we prefer six to ten months.

*Marriage section of the TBC Constitution, article V, A-1.

4. Receptions and showers held at Timberlake or elsewhere must involve a format consistent with the highest convictions of Timberlake Baptist Church - re: music, activities, beverages, and the couple marrying.
5. There are 3-4 "special day" Sunday services that make a Saturday wedding impossible. The church office will notify you of these special days to avoid.

Facilities Available for Wedding Use

1. Church Auditorium
2. Ministry Center
3. Fellowship Hall
4. Teen Room and other rooms as needed.
5. Restrooms, Nurseries, etc.

Items Available for Wedding Use

(on the premises only)

- (4) Pairs of candelabra
- (1) Unity Candle
- (1) Kneeling Bench
- (1) Aisle Runner
- (1) Set of candle lighters
- (2) Sets of carpeted steps for platform
- (5) Sets of three-level risers
- (6) Artificial greenery baskets
- (4) Ficus trees

5. Place protective coverings under candles, plants, and flowers. You and your decorator are responsible for any fallen wax.
6. Any decorations requiring TBC ladders and/or man-lifts Must be done by TBC employees (see fee schedule for cost) And must be requested, approved, and scheduled in advance.

Important Miscellaneous Policies

To honor the bridal couple and their testimony, members of the wedding party are expected to conduct themselves with decorum. No one is to attend either the rehearsal or the wedding under the influence of alcohol or other drugs. We request that you dress properly for these occasions and refrain from wearing shorts or other immodest attire.

- 1 In lieu of rice, please use birdseed, bubbles, flower petals, or balloons outside at the end of your reception.
- 2 Be sure to have your ushers extinguish all candles immediately after your ceremony.
3. Any damages to the church property during the rehearsal, wedding, or reception are the responsibility of the one contracting for the facilities.

Times and Dates

1. Each event at Timberlake must be posted on our master calendar in order to avoid a conflict with another scheduled event. You may obtain a calendar request form at the church office to fill out for your wedding date.
2. ALL Saturday weddings with a reception in the church should begin no later than 4 pm. Later wedding times with a reception held in the church may only be held as approved custodial personnel are available.
3. Evening weddings may be held on Monday, Tuesday, Thursday, or Friday.

Church Wedding Policies

Wedding Coordinator

Long and occasionally difficult experience has taught us the great need of a wedding coordinator. The use of Timberlake facilities requires the use of a wedding coordinator approved by the pastors.

The coordinator will, as a part of her service, meet with the bride and groom to coordinate the wishes of the couple into the ceremony process.

The wedding coordinator will direct the rehearsal and will coordinate all items and areas outlined in this manual prior to the wedding rehearsal day. This will include the actual rehearsal as well.

Music

Music is a joyful and memorable part of your wedding. A wide selection of beautiful wedding music has been published for this occasion. We are happy to give some suggestions. It is important that all of the music be both an expression of the couple's wishes and appropriate in the church setting.

If you wish to use musicians who are not members of Timberlake Baptist Church, you may request this, and it will be discussed with the pastor. Final approval of all music will be given by our pastor.

Sound Room Policies

1. The tech booth is to be run only by authorized Timberlake Baptist Church personnel. Check with the church office about who to contact
2. Personnel must be notified one month in advance.

Receptions

You are welcome to use our Ministry Center or TCS gymnasium for your reception. We do have a few guidelines that will ensure an organized and God-honoring celebration for you and your guests.

1. Arrangements must be made ahead of time with our wedding coordinator for the use, care, and clean-up of this area.
2. Nails or scotch tape are not permitted on walls, floor, furniture, or other woodwork. The piano is not to be used for decorations. Protective covering must be in place when using candles.
3. Alcoholic beverages and smoking in any part of the building are strictly prohibited.
4. Tables and chairs will be made available by church staff. The facilities manager will be responsible to place these tables and chairs where the wedding party desires.
5. Any decorations requiring TBC ladders and/or man-lifts must be done by TBC employees (see fee schedule for cost) and must be requested, approved, and scheduled in advance.

Photography and Recordings

Photographs are an important part of your wedding. The pictures will mean much to you and your family for years to come. Professional photographers are familiar with church weddings and can usually be trusted to respect the sacredness of the ceremony by refraining from taking flash shots after the ceremony begins. You may wish to give your guests guidance regarding this also. Procedures and set-up of the photographer is subject to the clearance of the wedding coordinator.

The wedding party may return to the auditorium immediately following the ceremony for pictures. Remember to be courteous to your guests who will be waiting for you at the reception. We recommend the reception line begin before or while photographs are taken.

Audio and video recording can be obtrusive because of the special equipment involved. Please use this equipment with utmost regard to the wedding party and guests.

Please give these guidelines to your videographer and photographer:

1. No flash photography is allowed during the ceremony.
2. Please check with the wedding coordinator or the wedding party for the best place to stand during the ceremony.
3. Discuss with the wedding photographer his policy about videotaping while he is taking pictures.

Flowers and Decorations

Please keep in mind the following guidelines when meeting with your florist:

1. Your florist will need to make arrangements with the church office for access to the building.
2. All decorations are to be removed by the florist on the day of the wedding.
3. No decorations are permitted on the organ or piano console.
4. Nails, tacks, or scotch tape may not be used on pews, rails, floors, or other woodwork. Masking tape or florist tape is permitted.