

Wedding Guide
New Ebenezer Baptist Church
Columbia, South Carolina
“...The two shall become one.”
Matthew 19:5

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WELCOME

Revised January 2013

New Ebenezer Baptist Church is happy to share this time of planning for your wedding. We are delighted to share this time with you and your family. This wedding guide is being provided to assist you in the planning process. New Ebenezer Baptist Church staff and members believe that marriage is a sacred union created by God. Marriage is not to be taken lightly. Jesus said in Matthew 19:5, "For this cause a man shall leave his father and mother, and shall cleave to his wife; and the two shall become one flesh." We trust that every part of your wedding ceremony will be a worship experience that will be pleasing to our Heavenly Father.

With every good wish,

Rev. Dr. Michael Ross
New Ebenezer Baptist Church Pastor

THE WEDDING APPLICATION FORM

Careful planning is necessary for all weddings. Weddings for members and immediate family may be scheduled one year in advance, if not in conflict with church programming as some church programs are prescheduled annually. All other events are scheduled on a first-come, first-serve basis. Weddings for non-members may be scheduled six (6) months in advance, on a date that is available. Fee information for non-members is identified on page 11.

1. The church consultant will assist you in finding an available date for your wedding.
2. A wedding application form must be completed, returned to the church consultant and approved before your date becomes official.
3. Weddings with receptions here will be scheduled no later than 4:00 PM if they occur on a Saturday. If the reception is elsewhere, the wedding may be scheduled as late as 6:00 PM.
4. A personal call should be made by the bride or groom to the officiating minister to insure availability for your wedding.

PREMARITAL COUNSELING

1. Premarital counseling is required for all couples being married at New Ebenezer Baptist Church.
2. The officiating minister will also need to meet with the couple.
3. If you choose to have a Baptist minister other than someone from New Ebenezer perform your wedding ceremony, we ask that they assume the responsibility for premarital counseling and write a brief letter stating their acceptance of the responsibility. Please have the minister address the letter as follows:

Dr. Mable Scott
Planning Consultant
New Ebenezer Baptist Church
1236 Gregg Street
Columbia, SC 29201

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

WEDDING DECORATIONS

1. The bride should inform her decorator of church policies concerning\ wedding decorations. We ask that you use decorations that do not require nails, tacks, screws, tape on the walls, furniture or pews.
2. No decorations should be placed on or behind the choir rail or on the stairs.
3. All flowers and decorations should be removed immediately following the ceremony.
4. Please ask your florist to put names on all flowers that are delivered on the day of the wedding, so they can be given to the appropriate mothers, grandmothers, etc. without confusion.
5. You will be asked to remove all decorations that do not comply to these decoration rules.

WEDDING MUSIC

1. In planning your wedding music, please remember that a church wedding is a worship service and music should be in keeping with a place of worship.
2. It is your responsibility to communicate with the organist and pianist.

WEDDING REHEARSALS

We suggest that you plan your wedding rehearsal for 6:00 PM or 6:30 PM to allow sufficient time before your rehearsal dinner. You will need **an hour to an hour and a half** for your rehearsal. Please call the planning consultant before the wedding or if rehearsal time is changed from that on the original application form. The officiating minister and our wedding consultant are to be in charge of the rehearsal. They are available at the rehearsal for any advice needed by the bride or her director.

SOUND AND PICTURES

1. A sound technician is necessary for all weddings. He will be responsible for setting up microphones for your wedding and operating the sound system during the wedding. He will be present at the rehearsal.
2. A sound form is to be turned in to the wedding consultant 3 weeks before the wedding. Use this form to indicate the placement and number of microphones required. We will also need to know if your musicians need music stands for their music.
3. You may hire an outside videographer if you wish. Videotaping is to be done with discretion so that it will not detract from the wedding.
4. Photographers should dress and act with discretion at all weddings. Hymnals, envelopes, etc., are not to be moved from the pew racks.

Flash pictures during the ceremony are discouraged because of the distraction.

We suggest that you make a list of pictures that you wish to have made by your photographers.

WEDDINGS IN NEW EBENEZER

1. 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.
2. Weddings in New Ebenezer will take place on the floor level.
3. Weddings with receptions in the Fellowship Hall should be scheduled no later than 6:00 PM on Saturdays. Wedding with receptions elsewhere may be scheduled as late as 7:00 PM.
4. No separate dressing facilities are available for the groom or groomsmen. Restrooms are available on the first floor.
5. The use of rose petals, confetti, rice, and helium balloons may not be used in or outside of New Ebenezer.
6. Please use birdseeds and/or bubbles outside only.
7. You may reserve the main sanctuary for four (4) hours. The church will be opened two (2) hours before the scheduled time of the wedding. There will be an additional charge for any extra hours that you might need.

RECEPTIONS

1. The Fellowship Hall may be used for Receptions **or** Rehearsal Dinners, if there are no scheduling conflicts. Due to the time limitations for resetting the room we are not able to schedule the reception and rehearsal dinner for the same wedding.
- 2. Smoking and alcoholic beverages are not permitted in any of the church facilities.**
- 3. Dancing is not permitted in the Fellowship Hall.**
4. The church kitchen will be open two (2) hours before the wedding. Some refrigerator space will be available if the caterer makes prior arrangements with the wedding consultant at the church.
5. The caterer will be expected to leave the kitchen and the Fellowship Hall in good order when they leave.
6. Tables are available in the following sizes: Round tables that are 60" in diameter.
7. Advance arrangements may be made to rent standard size tablecloths from the church. Charges for these linens will be figured into your wedding fees.

WEDDING FEES SCHEDULE

Fees associated with weddings only reflect additional labor and consumable items cost involved with the rehearsal and ceremony for the members and immediate family of members of New Ebenezer Baptist Church. The fee policy is intended to encourage our members to use the facilities and convey that New Ebenezer Baptist Church desires to serve its members.

The cost associated with your wedding will include the following:

Custodian 100.00 Sound Technician 100.00

The Minister, Soloists, Organist, Wedding Consultant, Sound Technician and other instrumentalist should be paid directly by the Bride and Groom.

Use of the facilities by **non-members** will be allowed if this does not interfere with regular church ministries. The following fees in addition to the above fees will be charged:

Facility Requested	Capacity	Cost
Sanctuary	550	\$400.00
Fellowship Auditorium	685(375 with tables)	\$500.00 (\$150.00 for each additional hour)
Multipurpose Room	80 (40 with tables)	\$150.00 (\$150.00 for each additional hour)
Small Meeting Room	20-25	\$100.00 (\$150.00 for each additional hour)
Wedding Package(Sanctuary, Fellowship Hall for Reception or Rehearsal Dinner)	See capacity above	\$800.00 (\$150.00 for each additional hour)

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

BRIDE'S CHECKLIST

In making preparations for your wedding, please contact each of the individuals listed below and supply them with the appropriate information. Please pay close attention to those items that are relevant to your wedding.

1. Wedding Application

___ Fill out the wedding application form completely to reserve the date on the church calendar with the planning consultant and pay deposit.

2. Minister

___ Consult with the minister concerning his availability to perform your marriage ceremony.

___ Contact minister concerning appointments for pre-marital counseling.

___ If a minister not on staff at New Ebenezer is conducting your wedding, request that he send a letter concerning pre-marital counseling session to: **Dr. Mable Scott, Planning Consultant, New Ebenezer Baptist Church, 1236 Gregg Street, Columbia, SC 29201**

3. Music

___ Made arrangements with musician.

4. Church Food Service

___ Requested the caterer to contact the Planning Consultant at least one week before the wedding, regarding specific needs and instructions for use of the kitchen equipment and refrigerator space.

___ Made arrangements to rent regular tablecloths for the reception in the Fellowship Hall.

5. Wedding Consultant

___ Made an appointment with the church wedding consultant four weeks before the wedding to finalize all arrangements and pay fees.

6. Florist

___ Has supplied with instructions concerning wedding decorations.

___ Has been asked to label the flowers that are delivered on the day of the wedding.

7. Caterer

___ Has been supplied with instructions concerning the reception in the Fellowship Hall.

8. Sound

___ form has been filled out and returned, at least 3 weeks before the wedding, indicating sound needs.

9. Photographer

___ Has been given guidelines for photographer and a list of pictures that you wish to have taken.