

Preparing for Your Marriage

And

Wedding Ceremony

Doctrinal Stance at Trinity Bible Church

We want to be upfront with you about our beliefs regarding the sanctity of marriage and the duty we feel to allow only wedding ceremonies that will be honoring to the Lord to be held at Trinity Bible Church. Please take a moment to look over the following statements established by our Elder Board.

- ❖ A believer and an unbeliever should not marry (1 Cor. 7:39, 2 Cor. 6:14-15). We will not sanction a marriage where both partners are not confessing and practicing believers in the Lord Jesus Christ.
- ❖ God intends for marriage to be entered into as a permanent, one-flesh covenant relationship between one man and one woman for a lifetime (Gen. 2:18, 24, Eph. 5:22-31). We will do everything possible to promote, preserve, and protect this relationship against all perversions and pressures.
- ❖ Training for marriage is more important than the preparation for a wedding; therefore, we are committed to laying a foundation of premarital, biblical counseling, and especially scriptural counseling for your first year of life together. (Deut. 24:5).
- ❖ In order to honor the sanctity of marriage and to encourage couples to “keep the marriage bed pure” (Heb. 13:5), we believe in and strongly promote abstinence in the pre-marital relationship. This includes not living together before the marriage covenant is established.
- ❖ Any request for marriage or remarriage will be brought before the TBC Elder Board for approval, to enter into the process of premarital counseling and preparation for the wedding and life together. The TBC pastor still has final voice in deciding whether or not he will bring the marriage ceremony to completion.
- ❖ We will not perform and celebrate weddings with couples who will not submit themselves to at least six premarital counseling sessions over a period prior to the proposed wedding day, and at least another follow-up session, as needed, over the first year of marriage. (An exception may be, the attendance of a marriage conference or wedding preparation class by the engaged couple. This would reduce the number of necessary counseling sessions.)
- ❖ On the use of our facilities for wedding by officials other than Elders, Staff, and others among our membership qualified to perform marriage, we ask that there be a commitment to our Doctrinal Stance, and that the officiating pastor contact TBC’s pastor at the earliest convenience.

Preparing for your Wedding Ceremony

The Building Reservation

The church building is available for weddings of members and non-members and the children of current members of TBC. Contact the church office at 817-441-7477 to inquire about a wedding date. When the date has been confirmed available, please complete the application included in this booklet and return to the church office along with the **\$100 deposit**. At this time the date for rehearsal and ceremony will be put on the calendar.

When the application is received in the TBC office, it will be presented to the Director of Operations, Worship Pastor, and Lead Pastor for approval. When the application has been approved, a copy will be provided to the Wedding Coordinator, who will contact you to discuss the many details of your wedding.

The Marriage License

You will need to obtain your marriage license and present it to the pastor just prior to the rehearsal. Both bride and groom must appear at the County Clerk's office and both present proper identification and must also provide their social security numbers. There is a legally required 72 hour waiting period between the issuance of a license and the wedding, and the wedding is to be within 30 days.

The Music

The music pastor will discuss and approve all music selections with you, including vocalists and instrumentalists, and will advise you of their professional fees. Once the musician(s) have been hired, you will be responsible for paying them the day of the wedding.

Audio

Sound equipment and a sound technician are provided to properly place microphones. The TBC policy requires that the system be operated by a technician the church employs.

Conduct and Safety

Alcoholic beverages of any kind are forbidden anywhere on the premises. This includes the parking lots and dressing rooms of TBC. Smoking in the church building is not allowed.

Responsibility for Safekeeping Personal Items

Every possible effort will be made to protect personal items such as wedding dresses, purses, and silver to be used for receptions, etc. However, the church cannot be responsible for such items if lost, stolen or damaged. It is imperative that money, jewelry, and other valuables not be left unattended in the bride's room, but entrusted to a reliable person of the family's choice, or preferably, not be brought into the church at all.

Procedures and Fees

If you are a member or a regular attender in good standing at TBC, please observe the following steps:

1. Fill out the application form and turn it in to the church office as soon as possible with a **\$100.00** deposit. The deposit will be deducted from the usage fees.
2. Speak with the pastor to receive approval for your wedding, and begin coordinating your counseling sessions.
3. Our Wedding Coordinator will call to set up an appointment as soon as she receives the application.
4. Any honorariums you choose to give to the pastor are at your discretion. Historically, these gifts range from \$100 to \$200.
5. If live music is provided by our Music Pastor, there will be an additional charge. Please contact the music pastor and set up an appointment.
6. Please be prepared to pay the following fees at the first meeting with the wedding coordinator.

***In order to have the facilities presentable on Sunday, Saturday weddings and receptions will end no later than 4:00 pm.**

Category I: Sanctuary Wedding - \$600

(includes: rehearsal time, wedding coordinator, sound technician, Custodial, Worship Pastor)

Category II: Sanctuary Wedding and Reception in Fellowship Hall - \$800

(includes rehearsal time, wedding coordinator, Worship Pastor, sound technician, supervised use of kitchen, tables and chairs)

Category III: Reception in Fellowship Hall - \$600

(includes wedding coordinator, custodial, and Worship Pastor)

(If you would like to use TBC's tablecloths at reception, there will be a fee of **\$8.00** per tablecloth for cleaning of tablecloths.)

7. Be prepared to turn in the **Facility Registration Form** to the Wedding Coordinator at your first meeting. This form may be filled out at that meeting.
8. The **Worksheets** should be given to the Wedding Coordinator before the rehearsal.

Florist Procedure

We want your wedding at Trinity Bible Church to be a meaningful and beautiful experience. This requires cooperation of all parties involved. Therefore, we are asking that you carefully read the procedures below and indicate that you understand and will abide by them.

General Facilities

The building will be opened thirty minutes prior to the scheduled rehearsal and three hours prior to the wedding.

Facility Manager

The church facility manager is required to open and close the church building for the rehearsal and wedding ceremony and reception. They will be required to move pulpit furniture as necessary and to assist with needs pertaining to our facility. The facility manager is not responsible for setting up or removing floral equipment.

Flowers and Decorations

Before the Sanctuary may be decorated, arrangements need to be made with the Wedding Coordinator. In order to preserve a worshipful atmosphere, the following procedures should be carefully followed:

- ❖ The Sanctuary must be left clean after decorations are in place for the ceremony and following the ceremony. The florist is responsible for any clean up that needs to be done following their set up before the ceremony begins.
- ❖ Furnishings may be moved only with approval of the Wedding Coordinator and with the supervision of the facility manager. The furnishings on the stage are allowed to be temporarily removed or reconfigured for the wedding. The facility manager needs to be the only one moving furnishings.
- ❖ Pew bows are permitted and must be attached with “T” pins. Anything attached to chairs must be approved by the Wedding Coordinator.
- ❖ Please do not plan to use aisle runners for safety reasons.

- ❖ Taper candles must be spring form drip- less and furnished by TBC. Arrangements may be made with the wedding coordinator to light all candles prior to the ceremony. If votive candles are used, TBC will furnish the glass holders, and the bride or florist will provide the tea lights to be used in the holders
- ❖ Candles may not be placed on the aisles.
- ❖ A unity candle stand may be furnished by TBC along with spring form drip-less tapers, but pillar candles will be furnished by bride or florist.
- ❖ The florist is responsible to tear down all floral equipment within one hour immediately following the service. The church is not responsible for any loss or damage of equipment belonging to the florist. Flowers left at the receptions will be given or thrown away.

If a bride chooses to leave her flowers for the next-day Sunday service, she must have this approved by the Wedding Coordinator. If the bride chooses to leave the flowers, the florist must arrange the wedding flowers in a non-returnable container, or make arrangements with the church office to pick the container the following Monday.

- ❖ For safety and legal reasons, we do not allow rice, birdseed to be thrown anywhere on the TBC property.

Available Equipment

Sanctuary

- ❖ Piano, music stands, audio and video equipment (operated by music staff of TBC)
- ❖ 5 branch black iron candelabra with hurricane globes
- ❖ Communion table
- ❖ Kneeler
- ❖ Unity candle stand
- ❖ The Sanctuary holds approximately 300

Fellowship Hall

- ❖ 12 60 in. round tables
- ❖ 10 – 15 8 ft. rectangular tables
- ❖ Approximately 150 folding chairs
- ❖ 50 white chair covers

Kitchen

- ❖ 300 glass dessert plates
- ❖ 50 dinner forks
- ❖ 50 salad/dessert forks
- ❖ 2 large punch bowl
- ❖ Use of refrigerators, freezer, ovens (must be operated by TBC staff)

Music for your Wedding Ceremony

The Music Ministry of Trinity Bible Church extends congratulations and best wishes to you both on your upcoming wedding.

It is our sincere desire that the music at your wedding function as a window through which you and your guests may catch a glimpse of the grace, love, and peace of Christ. Therefore, we invite you to take time to look over the *Proposed Order of Service* provided to you in this book, and to consider seriously the musical portions of your service.

The Music Pastor is available to guide you in any way and it important that you contact him at your earliest convenience. He is an excellent resource for qualified instrumentalists and soloists.

Some General Guidelines Concerning Vocal Music

1. The Ceremony of Marriage is a service of Worship. Therefore, the texts of solos and hymns should reflect the following:
 - a. Commitment
 - b. Christian Service
 - c. Biblical understanding of the church as the Bride of Christ and our responsibility under that doctrine
 - d. Edifying and uplifting the name of Christ
 - e. There are contemporary Christian songs that do not express the depth and significance of Christian marriage, so be careful
2. Two or three solos are appropriate while none are needed, if desired
3. Congregational hymn singing is encouraged
4. We encourage everyone to find qualified soloists for their wedding. Please be very careful when making requests, especially where close friendship is concerned. We have numerous excellent soloists available and the Music Pastor will gladly give you suggestions and guidance.
5. Pray with your future spouse concerning the true meaning of the ceremony. A well-planned wedding will serve as a witness and reminder to all present of your commitment. Do not seek to entertain your guests. The content of your wedding service will speak volumes about your own commitment to Christ and one another.

The Rehearsal and Wedding Day Timeline

The Rehearsal

Your wedding rehearsal is an essential part of the preparation for your wedding. The rehearsal requires about one hour, so alert your party to allow for this. Plan to have everyone gather twenty minutes prior to the start of the rehearsal. Also, please remind your wedding party and rehearsal guests to dress with appropriate modesty. The rehearsal time should be confirmed with the pastor.

Wedding Day Timeline

The church building will be opened three hours prior to the ceremony at which time the bride, the mother of the bride and the bridesmaids may plan to arrive. The florist may also arrive three hours prior to the ceremony to prepare the Sanctuary for the wedding. The groom and his party may plan on arriving two hours before the ceremony. The photographer should be ready to take pre-wedding photos one and a half hours before the ceremony. The Wedding Coordinator will arrive at the same time as the bride. If there are changes to be made in this schedule, you must discuss this with the Wedding Coordinator.

Ushers

Ushers should arrive at the church one hour before the service (unless they have been asked to arrive earlier for photographs). Ushers are expected to expedite the seating of guests to minimize both congestion and noise in the foyer.

After the seating of the mother of bride and groom, no one should be escorted to a seat. Latecomers are directed to wait until the wedding party has entered and before the bride goes in. At that time they may take a seat at the back of the sanctuary.

Guidelines for Receptions at Trinity Bible Church

All requests must first be approved through the TBC Wedding Coordinator,

The kitchen is not available for anyone to use. There must be TBC staff present at all times.

Caterers are allowed to use the kitchen facility under the supervision of the TBC staff, and must be approved by the Wedding Coordinator.

The Fellowship hall will be open for decoration purposes the day before the wedding, but this must be approved by the Wedding Coordinator.

Set up of the Fellowship Hall will be done by the Facility Manager, and floor plan must be submitted at least a week before the event.

Available for use:

- ❖ Refrigerator space, ice maker, 2 punch bowls, coffee and iced tea makers
- ❖ Tables (60" round and 72" long)
- ❖ Chairs, 50 white chair covers
- ❖ Table decorations (please contact the Wedding Coordinator regarding the availability)
- ❖ Dessert plates and forks (please contact Wedding Coordinator regarding the amount)

For your safety and conduct:

- ❖ We do not allow any birdseed or rice to be thrown anywhere indoors or outdoors of the TBC property.
- ❖ Alcoholic beverages of any kind are forbidden anywhere on the premises. This includes parking lots and dressing rooms of TBC.
- ❖ Every possible effort will be made to protect personal items; however, the church cannot be responsible for such items, if lost, stolen, or damaged. Money, jewelry, gifts, or other valuables should not be left unattended.

Wedding Day General Information

Bride's Room

A Bride's room is provided for the Bride and her attendants. This room will be available three hours prior to the wedding. It will have a full length mirror, a clothes steamer, clothes racks, electrical outlets, seating, ice water and glasses. There will also be a necessity basket filled with "in case of emergency" items such as hair pins, pain reliever, needle and thread, breathe mints, safety pins, etc. You may want to provide additional things such as snacks. Shopping bags, labeled with each attendant's name, are suggested for your attendants' personal items. This helps in quickly vacating the Bride's room for the reception.

Groom's Room

A room is provided for the Groom and his attendants. This room will have a mirror, electrical outlets, seating, ice water with glasses, and a necessity basket. You may want to provide additional things such as snacks.

Ushers' instructions

Ushers should arrive at the church one hour before the service unless they have been asked to arrive earlier for photographs. Ushers are expected to expedite the seating of guests to minimize both congestion and noise in the foyer. After the seating of the Mother of the Bride, no one is to be escorted to a seat. Latecomers are asked to wait until after the wedding party has entered and before the Bride enters, and at that time may take a seat in the back of the Sanctuary.

Wedding of _____
Date of Wedding _____
Time of Wedding _____

Planning the Order of Service Worksheet

This is a guideline to use for planning purposes only

Name of Vocalists (if using) _____

Name of additional instrumentalists (if using) _____

Candle lighters _____

Prelude Music (15-30 min.) _____

Seating of the family _____

Solo
(optional) _____

Processional _____

Bride's Processionl _____

Welcome

Giving of Bride

Wedding Charge/Scripture/Exhortation

Exchanging of Vows

Exchanging of Rings

Prayer

Lord's Prayer Prayed by congregation or sung by soloist

Solo (optional) _____

Lighting of the Unity Candle _____

Communion _____

Pronouncement of Marriage

Benediction

Recessional _____

Postlude _____

Wedding of _____
Wedding of _____
Date of Wedding _____
Time of Wedding _____

Bride and Groom Attendants Worksheet

This is a guideline to use for planning purposes only

Bride's Attendants

Maid/Matron of Honor: _____

Bridesmaids: _____

Flower Girl(s): _____

Groom's Attendants

Best Man: _____

Groomsmen: _____

Ushers:
(include groomsmen
who will be
ushers)

Ringer
Bearer(s)

Wedding of _____
Date of Wedding _____
Time of Wedding _____

Seating of the Family Worksheet

This is a guideline to use for planning purposes only.

Mother of Bride _____

Escorted by _____

Maternal Grandmother of Bride _____

Escorted by _____

Paternal Grandmother of Bride _____

Escorted by _____

Mother of Groom _____

Escorted by _____

Maternal Grandmother of Groom _____

Escorted by _____

Paternal Grandmother of Groom _____

Escorted by _____

Ushers _____

House Party _____

Number of rows to reserve for family seating:

Bride _____ Groom _____

Seating of the Family – General Information

- ❖ You will need one usher per 50 guests
- ❖ Sanctuary will hold 300 guests.
- ❖ The Wedding Coordinator will organize and direct the seating of all the family members
- ❖ House Party/Ushers will be with the Wedding Coordinator one hour prior to the service to walk through their responsibilities and will be told when they will need to be available to be seated.
- ❖ The Bride and Bridal Party will wait in Bride's room
- ❖ Groom's parents typically wait in the Groom's room

Wedding of _____
Date of Wedding _____
Time of Wedding _____

Facility Registration Form for Weddings

This reservation form confirms that _____ (Bride) has reserved the Sanctuary _____, and (or) Fellowship Hall _____, and Kitchen _____.

The set up that you have requested in the Sanctuary includes:

Large iron candelabras _____
Kneeler _____
Unity candle stand _____
Communion Table _____

Other discussed with wedding coordinator:

*The set up that you have requested in the Fellowship Hall for **Rehearsal Dinner** includes:*

Number of tables _____
Number of chairs _____
Number of serving tables _____

Other discussed with wedding coordinator:

Sketch tentative floor plan:

The set up that you have requested in the Fellowship Hall for the **Reception** includes:

Number of tables _____

Number of chairs _____

Number of serving tables _____

Other discussed with wedding coordinator:

Sketch tentative floor plan:

Date of Application _____
\$100 Deposit Rec'd _____

____ Pastor
____ Worship Pastor
____ Facility Mgr.
____ Wedding Coord.

Wedding Application

Bride: _____ Wk Ph.: _____

Home Ph.: _____

Address: _____

City: _____ State: _____ Zip: _____

Member of Trinity Bible Church _____ yes _____ no

If, not, list relationship to this church _____

Married preciously? _____ If so, separated by divorce or death? _____

Parents Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Groom: _____ Wk. Ph.: _____

Home Ph.: _____

Address: _____

City: _____ State: _____ Zip: _____

Member of Trinity Bible Church? _____ yes _____ no

If, not, list relationship to this church _____

Married preciously? _____ If so, separated by divorce or death? _____

Parents name: _____

Address: _____

City: _____ State: _____ Zip: _____

Wedding Details

Date: _____ **Time:** _____ **Pastor:** _____

If guest pastor, please list the following:

Name: _____ Church: _____

Phone: _____

Florist _____ Photographer _____

Rehearsal Time: _____

Reception at TBC _____ yes _____ no

Caterer (if applicable) _____

Other details: _____

Please check the following:

_____ Category I

_____ Category II

_____ Category III

*please see section 3 for fees

Reminder: \$100 deposit to be made when turning in this application. The remainder of the fee will be given to the Wedding Coordinator at your first meeting with her.

Detailed Description

The Rehearsal

- ❖ Who needs to be present
 - Pastor
 - Bride and Groom
 - Maid/Matron of Honor
 - Best Man
 - Bridesmaids/Groomsmen
 - Ushers/House Party
 - Additional attendants (flower girl, ring bearer, etc.
 - Parents of Bride and Groom
 - Grandparents (optional)
 - Scripture reader(s)
 - Candle Lighter(s)
 - Musicians

- ❖ Outside wedding Consultants are welcome to attend the rehearsal, and TBC's Wedding Coordinator is happy to work with them. However, TBC's staff must be in attendance.

- ❖ Plan for everyone to arrive 20 minutes before the rehearsal time.

- ❖ The rehearsal will last approximately one hour.

- ❖ Remind the wedding party and rehearsal guests to dress with appropriate modesty,

- ❖ Please provide your marriage license to the pastor at the rehearsal if you have not made previous arrangements to get it to him ahead of time.