



# NEW IMAGE OUTREACH



WEDDING  
GUIDE  
2011



Dear Engaged Couple,

On behalf of Pastors Eric & Kimberly Branch and the New Image Outreach staff we congratulate you on your engagement. We are pleased that you have decided to begin your married life as members of our congregation and to share this important event with us. We look forward to working with you as you prepare for your wedding.

One of the greatest and most joyous decisions of life is to marry. For this reason, we at New Image Outreach are eager to assist you in making your wedding a wonderful and memorable occasion for you and all your loved ones. We are also deeply concerned to help you build the strongest possible marriage commitment and to establish a life-long union as husband and wife. To strengthen your commitment to marriage, we have developed a system of extensive premarital preparation.

This booklet will help acquaint you with the wedding process at New Image Outreach. It contains the information you will need throughout the months leading up to your wedding. Again, we look forward to working with you and congratulate you on your upcoming wedding.

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## Requirements for Marriage at New Image Outreach

Both members must have made a confession of salvation and have been baptized in water.

If either member of the couple has been divorced, a minimum of six months is required after the divorce decree before engaging into the new marriage. You will need to meet privately with one of the ministers to discuss this. \_

The couple must be active members, the child of a member, or in the process of becoming a member at New Image Outreach.

After your wedding has been approved, New Image Outreach requires at least two months between approval and the ceremony. Once approved, the date will be placed on the church calendar.

New Image Outreach upholds the standard of purity outside as well as inside the bonds of marriage. Being sexually active or cohabiting during engagement is considered inappropriate and, we hold, non-biblical. If you desire to be married in our church, our ministers are ready to meet with you and help you recommit to a celibate relationship.

## Obtaining a Marriage License in South Carolina

To obtain a license to be married in South Carolina, both parties of the couple must appear together before a South Carolina county probate judge of which one member of the couple is a resident to apply for a marriage license. All applicants must present:

- Social Security Card or proof of his/her name and social security number and identification. There is a \$35.00 fee and it must be paid in cash, no checks are accepted. Both members of the couple must be at least 18 years old and have appropriate verification of age.
- Valid Driver's License
- Original Birth Certificate or certified copy of your birth certificate
- Current Military ID Card
- Current Passport
- No Blood Test or Physical exam required
- No proof of divorce is required

**Please note: There is a twenty-four (24) hour waiting period in South Carolina from the time you apply for the marriage license until the time the license can be issued. After the waiting period has expired, one of the contracting parties must return to pick up the license.**

**\*\*The day before the wedding, preferably during the rehearsal meeting, bring the marriage license to church office and officiating minister.**

## Requesting a Wedding at New Image Outreach

The first step in requesting a wedding at New Image Outreach is to call the church office and set up an appointment with the Senior Pastor or Pastoral Care Administrator/Associate Pastor. After meeting with the Senior Pastor or Pastoral Care Administrator/Associate Pastor, if the marriage is approved, the wedding will be added to the church calendar. (No date can be guaranteed until approval by the Senior Pastor is given.)

**Weddings at New Image Outreach must be scheduled at least two months in advance and subject to approval.**

The wedding is put on the church calendar and the couple may request a particular Pastor to preside. If the requested Pastor is not available, or none is specified, one will be assigned three months before the wedding day.

### Marriage Preparation

Marriage counseling is required by the officiating minister or by an approved counselor delegated by the minister. This helps an engaged couple in awareness and in preparation for any differing expectations that they may be bringing into their marriage. It will help pinpoint areas that require growth, as well as accent the strengths of your relationship.

Premarital mentoring is required prior to the marriage. Mentoring helps prepare you for your lifelong commitment to each other before God. The engaged couple discuss the foundations of a Christian marriage. If you marry earlier than the date approved by the Senior Pastor you will not be mentored through the process here at New Image Outreach.

### The Wedding Team

A wedding team is usually a volunteer ministry which can consist of people from the local church and/or family and friends of the engaged couple. Members of New Image Outreach are available to help you plan the logistics of your ceremony. A Wedding Planner/Coordinator must be chosen by the engaged couple. This planner/coordinator is REQUIRED. This chosen person must be available throughout your wedding planning to answer all of your questions and concerns and carry out your ceremony preferences.

### Ceremony Guidelines

The Senior Pastor or Pastoral Care Administrator/Associate Pastor is in charge of the wedding and the wedding rehearsal and makes the final decisions in consultation with the couple.

Pastors from New Image Outreach always preside at weddings at New Image Outreach. With approval from the Senior Pastor or Pastoral Care Administrator/Associate Pastor, pastors from outside our church are welcome to assist. The couple may choose to use a “unity” candle, but are not required to do so.

### Holy Communion

Holy Communion is not normally a part of a wedding service at New Image Outreach and would need to be requested specifically, if desired.

### Music

The New Image Outreach keyboard is available for playing during the wedding. Arrangements will need to be made to determine who the responsible musician would be in playing the keyboard, if desired. If music is desired and no musician is available, sound tracks are also an option. The purchasing and obtaining of sound tracks is the responsibility of the wedding couple. New Image Outreach does not supply sound tracks, however, the Minister of Music may be able to assist with or lend any existing sound tracks available.

Couples should contact the Minister of Music at least two months prior to the ceremony to discuss any music selections, soloist(s) selected and to reserve any musical instruments needed.

Please see page 6 for associated costs.

### Audio-Visual - Sound System

If the ceremony is to take place in the Main Sanctuary, use of the sound system is required. Please contact the Sound Technician at least two months before the wedding. All music, use of sound equipment for sound tracks, use of musical instruments running through sound equipment, and all lighting must be arranged with the Sound Technician. Couples should contact the Sound Technician at least two months prior to the ceremony to discuss availability for the rehearsal and wedding ceremony.

Please see page 6 for associated costs.

## Flowers and Decorations

All flowers and decorations are the responsibility of the wedding couple. For a list of Businesses for Florists and Rental Equipment New Image Outreach recommends, please ask the assigned Pastoral Care Team, Associate Pastor or Senior Pastor officiating the wedding ceremony.

Decorations are allowed in the sanctuary, in the lobby and in the entrance foyer. One (1) floral arrangement may remain in the church for Sunday services. All other floral arrangements will need to be removed unless approved by the Pastoral Care Team, Associate Pastor or Senior Pastor.

All decorations such as pew bows, candles, candelabras, flowers, etc. are the full responsibility of the couple and must be removed immediately after the ceremony. Your wedding team member can help advise and assure that they are in place on the day of the wedding.

Personal flowers (bouquets, boutonnieres, guest book arrangements) are the responsibility of the bride and groom. Consult your wedding team member before giving delivery times and directions to the florist and/or rental equipment as to where and when to deliver the flowers.

Flower girls may drop only artificial flower petals in the church aisle. Aisle runners are permitted. As the couple departs the church building, only bubbles may be used to send them off. Confetti, rice, and bird seed or other items are prohibited.

## Attire

You may decide how formal or informal you wish your wedding to be. Tuxedos are not required for the gentleman. Women in the wedding party should be tastefully attired and extremely low-cut gowns or midriff styles should be avoided. Colors to be used in the wedding party should be shared prior to the wedding ceremony with all assistants and the assigned Pastoral Care Team, Associate Pastor or Senior Pastor before the wedding to allow staff and assistants an opportunity to dress in complementing colors for the wedding ceremony.

## Photographers and Videographers

Professional photographers and videographers are allowed to move throughout the sanctuary during the ceremony. All arrangements for using electrical cords and outlets need to be made prior to the wedding ceremony to ensure that equipment doesn't obstruct the wedding processional and to ensure that adequate power sources and supplies are available. Further photography guidelines will be given to the couple by the wedding team coordinator. The wedding team member will review the guidelines with the photographer/videographer prior to the ceremony.

It is preferred that photographers attend the rehearsal if it is their first time in the church.

Pictures may be taken freely 1 hour prior to and after the ceremony. All pictures requiring the Pastoral Care Team, Associate Pastor or Senior Pastor needs to be arranged prior to the wedding ceremony to ensure availability and necessary time or arrival, if before.

Please inform guests that **NO** pictures or videotaping is permitted during the service except by the photographer and videographer agreed upon by the wedding couple. It is helpful to print this restriction in your wedding program if you decide to have one.

## Baby-sitting

Church facilities are not available for baby-sitting during the ceremony. For those wishing to provide baby-sitting services for their guests, please make arrangements off site.

## Receptions at New Image Outreach

New Image Outreach does not have the facilities for a wedding reception, therefore all wedding receptions and rehearsal dinner/receptions will need to be arranged at an off-site location. Wedding team members do not assist with receptions. If you wish to have help locating a site for your reception and help coordinating your reception, your wedding team member may be able to offer some suggestions.

## Church Policies

No weddings are to be held during holidays or during holiday weekends. These holidays include: New Years, Easter, Mother's Day, Memorial Day, Father's Day, Independence Day, Labor Day, Halloween, Thanksgiving and Christmas.

Also no weddings are to be held during the week prior to or after Christmas.

No more than one (1) wedding may occur on any given day.

Rehearsals should be scheduled for the day before the wedding between the times of 5:30 PM and 7:00 PM. If there is a conflicting wedding rehearsal scheduled, other time arrangements will be made.

Allow 90 minutes to two hours for the rehearsal, depending on the size of the bridal party.

Children who are in the wedding party **must** be 5 years old or older.

Alcoholic beverages are prohibited in all church buildings and property.

Smoking in the church or outside entry doors of the church is strictly forbidden. New Image Outreach is a smoke-free environment.

There are church classrooms available to be reserved for the bride and her attendants. The room may be used for changing before the wedding and can be locked during the ceremony. The bridal party is responsible for ensuring that the room is clean. It is suggested that a guest, outside the wedding party be assigned to assist with this process.

If needed, a room for the groom and his attendants can also be assigned. This room may be used for changing before the wedding and can be locked during the ceremony. The bridal party is responsible for ensuring that the room is clean. It is suggested that a guest, outside the wedding party be assigned to assist with this process.

Guest books at the church are permitted. We have found that the guest book must be closed 5 minutes prior to the ceremony in order that everyone is seated in a timely manner. Therefore, many guests do not have a chance to sign it. For those wishing to use one, it is suggested that a guest book be placed at the reception site also. Please assign a guest book attendant to collect the guest book and extra programs at the end of the ceremony.

## The Wedding Program

Use of a wedding program is optional. The style of your wedding program is up to you. Some couples include the words to the songs or hymns, a special thank you letter, or acknowledgment of the bridal party. There is no limit on size or page numbers. It is the responsibility of the bride and groom to create and print their own programs.

Final programs must to be brought to the church on the day of the wedding rehearsal. It is suggested that a decorative basket be used to hold the programs. All extra programs will need to be retrieved after the ceremony.

## Common Readings for Wedding Ceremonies

(Other scriptures may be used. Please consult your officiating minister. )

Genesis 1:26-28; 2:4-9 & 15-24

Song of Solomon 2:10-13; 8:6-7

I Corinthians 13:1-13

Ephesians 3:14-19; 5:1-2 & 21-33

Colossians 3:12-17

I John 4:7-16

Matthew 5:1-10; 5:13-16; 7:21, 24-29

Mark 10:6-9 & 13-16

John 15:9-12

Psalms: 67, 127, & 128

## Costs

There is no charge for the use of the church or for the marriage service.

It is customary for the couple to give a \$300 monetary gift to the officiating minister. This gift may be given in person by the groom, by a designated family member, or through the wedding team member at the rehearsal. Checks should be made out to the officiating minister directly.

There is a \$100 charge for the services of a pianist, if one is requested. The check should be made payable directly to the pianist and may be given in person by the groom, by a designated family member, or through the wedding team member at the rehearsal. Additional fees may be required for soloists and other musicians.

All flowers are at the expense of the wedding couple and costs will vary. (You may consult church personnel for recommended florists)

All candles and pew bows are at the expense of the wedding couple. You are not required to use any. Candelabras may be rented from local rental companies.

There is a \$150 charge for the services of a sound technician. This check is to be made payable to the Audio/Visual/Lighting staff member and may be given in person by the groom, by a designated family member, or through the wedding team member at the rehearsal.

There is a \$200 custodian fee. The check should be made payable directly to the custodian and may be given in person by the groom, by a designated family member, or through the wedding team member at the rehearsal.

## Cost Summary:

Church - \$0

Clergy (Customary) - \$300

Pianist \$100

Other musicians and vocalist (optional) Costs will vary, consult with the Minister of Music

Audio/Visual/Lighting Technician \$150

Clearing of platform or moving any instruments - \$500

Custodian - \$200

Flowers (costs will vary)

Candles/Pew Bows (costs will vary)

Reception - optional (costs will vary)

For an Off-Site Wedding, please consult with Senior Pastor, an associate Pastor or Pastoral Care to consider all items to factor into the costs related to any special needs, traveling expenses and availability of officiating minister, supporting staff, musicians, equipment, etc.

## Timeline

### At least 6 months before:

Call church office 8 months in advance to set an appointment with the Senior Pastor or Pastoral Care Administrator/Associate Pastor. After meeting with the Senior Pastor or Pastoral Care Administrator/Associate Pastor

Meet with Clergy, receive approval and then schedule wedding date.

**Call wedding team coordinator for photographer approval before signing a contract.\***

### 3 months before:

Officiating clergy meets with the couple.

Talk with wedding team member to discuss ceremony preferences.

Meet with florist to choose all flowers.

Reserve any rentals needed for candelabras, etc.

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## Timeline (continued)

### 2 months before:

Meet with pianist for music selections.  
Create wedding program, if desired.

### One month before:

Meet with wedding team, at the church for final decisions.

### 3 weeks before:

Meet with officiating minister.

### 2 weeks before:

Turn in marriage license to the Pastoral Care Administrative Assistant, during business hours.

### Week of the wedding:

Confirm all contracted services and times of arrival.  
Communicate any changes with wedding team member.

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## Contacts

**Church Office (864) 855-6058**

In the months leading up to your wedding here is a list of some of the contacts you may need.

**Tabbatha Richardson, Music Minister - [tabbatha@newimageoutreach.com](mailto:tabbatha@newimageoutreach.com)**

**Dairen Richardson, Sound Technician**

**Pastor Eric Branch, Senior Pastor - [pastor@newimageoutreach.com](mailto:pastor@newimageoutreach.com)**

**Pastoral Care Leaders: see website for contact information**

(Contact information is subject to change, contact church office for recent updates.)

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It is our sincere wish that your wedding at New Image Outreach  
be a happy and pleasant experience that will be part of your memories.  
Please contact the Wedding Team Coordinator if you have any questions regarding your ceremony.

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311 Anderson Hwy.  
Easley, SC 29642

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