



*Roseland Park
Baptist Church*



*Wedding
Information*

POLICIES REGARDING THE USE OF THE FACILITIES OF ROSELAND PARK BAPTIST CHURCH FOR WEDDINGS GENERAL POLICIES

All activities during the rehearsal, the wedding, and the reception should abide by principles set forth in the church covenant and should be in keeping with the highest of Christian standards. Marriage is the union of a man and a woman into “one flesh” (Gen. 2:24 & 1 Cor. 7:2). God has ordained the family as the foundational institution of human society. It is composed of persons related to one another by marriage, blood, or adoption.

Marriage is the uniting of one man and one woman in covenant commitment for a lifetime (Rom. 7:2-3 & Mark 12:25). It is God's unique gift to reveal the union between Christ and His church (Eph. 5:32) and to provide for the man and the woman in marriage the framework for intimate companionship, the channel of sexual expression (1 Cor. 7:9) according to biblical standards, and the means for procreation of the human race.

The husband and wife are of equal worth before God, since both are created in God's image (Gen. 1:26-27). The marriage relationship models the way God relates to His people. A husband is to love his wife as Christ loves the church. He has the God-given responsibility to provide for, to protect, and to lead his family. A wife is to submit herself graciously to the servant leadership of her husband even as the church willingly submits to the headship of Christ (Eph. 5:25-30). She, being in the image of God as is her husband and thus equal to him, has the God-given responsibility to respect her husband and to serve as his helper in managing the household and nurturing the next generation.

Children, from the moment of conception, are a blessing and heritage from the Lord (Psalm 127:3). Parents are to demonstrate to their children God's pattern for marriage. Parents are to teach their children spiritual and moral values and to lead them, through consistent lifestyle example and loving discipline, to make choices based on biblical truth (Matt. 19:13-15 & Prov. 22:6).

The Christian marriage ceremony is to be understood as being different than a civil ceremony in at least two ways:

1. The relationship must be a reflection of the love Christ has for His church. He loved the church so much that He gave His life for her (Rom. 5:8 & Eph. 5:25-32).
2. Christian marriage is a covenant or agreement made between two people and God. The purpose of the ceremony is to seal that agreement. The couple that ask for God's blessings, do so on their promise to remain faithful to God and true to one another (Heb. 13:4). They further promise to bring their children up in the nurture and admonition of the Lord (Prov. 22:6); to see that they are properly brought to church and ultimately led to saving faith in Jesus Christ.

The wedding ceremony is one of the most sacred moments in the life of any person. It is a religious ceremony in which two persons invoke the blessings of God in Holy Wedlock.

It is the desire of Roseland Park Baptist Church to make these services beautiful and worshipful. The following procedures have been thoughtfully adopted to assist in the planning of weddings which are to take place in our facilities. In accepting the use of the facilities of Roseland Park Baptist Church, the rules regarding their use are also accepted. Please read the rules carefully.

Requirement for Marriage at Roseland Park Baptist Church

- The couple must be biblical Christians and give testimony of their faith. They must share with the Pastor their Christian conversion experience.
- Weddings of divorced individuals will only be performed at the discretion of the Pastor. If we are without a Pastor at the time of the request, the decision will be at the discretion of the Trustee's and Deacons.
- Marriage is the union of one man and one woman in a single, exclusive union, as delineated in scripture. The term "marriage" has only one meaning and that is marriage sanctioned by God; and does not include same sex ceremonies. Same sex ceremonies for such a union would be in direct contrast to our religious beliefs and what scripture teaches regarding marriage (Gen. 2:24, I Cor. 6:9, I Cor. 7:2, I Tim. 1:10)
- All couples are required to go through marriage counseling with the church Pastor or Pastor approved counselor. There is no fee with a minimum of two sessions. More may be required at the Pastor's discretion. Appointments need to be made at least four (4) months prior to the proposed wedding date and may be made by calling the Church office at (601) 798-5620. However, under certain circumstances, within the discretion of the Pastor, such requirement may be waived.
- Non-members must be approved by Pastor or Trustees (more details below).
- **Members and non-members must use a Wedding Facilitator approved by RPBC (more details below).**

Members

In addition to the provisions contained in the church's by-laws, there will be no charge for usage by members of Roseland Park Baptist Church facilities for weddings or related activities. However, other expenses must be reimbursed to the Church. See breakdown of fees. A couple may marry under the status of members, only if the bride or groom, or the parents or guardian of the bride or groom have been members of Roseland Park Baptist Church for a minimum of twelve (12) months at the time the church reservation is confirmed. Reservations for member weddings may be made one (1) year prior to the wedding. Deposit of \$150.00 is due at the time reservation is made.

Non-Members

Persons to who do not qualify as members as defined above are considered non-members and usage of our facilities for weddings or related activities by non-members must be approved by the Pastor or by the Trustees on a case-by-case basis and such non-members may not confirm a reservation in excess of one hundred eighty (180) days before the date desired. This regulation is made only to give members of the Church preference of dates. If circumstances or factors come to the attention of the Pastor or the Trustees at any time prior to the wedding, or other intended usage of our facilities which they deem to be in direct contrast to our Church Covenant or By-Laws, they may withdraw permission and notify the bride in writing at the address on the reservation application.

Non-members must pay a deposit of \$300.00 at the time reservation is made.

SCHEDULING YOUR WEDDING

Tentative dates may be cleared with church secretary. She can be reached at **(601) 798-5620**. It is also necessary for the bride, the groom and the parents/guardian of the bride to read this material, and sign the attached agreement. Members enclose a \$150 deposit and non-members enclose a \$300 deposit, and return it to the church office for the reservation to be confirmed and placed on the church calendar. All weddings must be scheduled at least 90 days prior to the wedding date unless unusual circumstances arise.

A Roseland Park Baptist Church minister must agree to officiate the wedding or the pastor (Trustees in absence of a Pastor) of Roseland Park Baptist Church must grant permission to allow another minister to conduct the wedding within 90 days of the wedding date or the wedding will be removed from the calendar and the bride will be contacted in writing at the address on the application. Ministers from other churches must be approved prior to 90 days before the ceremony.

Please remember the following guidelines when choosing a wedding date and time:

- No weddings or events associated with a wedding may be scheduled on a holiday or a weekend corresponding to the holiday.
- No weddings or events associated with a wedding may be scheduled on Sundays or Wednesdays.
- No weddings or events associated with a wedding may be scheduled during the Christmas Celebration, Easter Celebration, VBS, weeks or any church-related conference/event. If weddings or events are scheduled during the month of December or the month of Easter, no church decorations can be changed or removed.
- Weddings will not be scheduled to begin later than 6:00 p.m. on Saturdays.
- Only one wedding per weekend can be held due to the great amount of additional work required by the custodial staff.
- Rehearsal time and rehearsal dinners held in church facilities should conclude by 9:30 p.m. The building is locked 30 minutes after the rehearsal and/or dinner concludes.

Dress

Weddings at Roseland Park Baptist Church are sacred occasions. Therefore, it is expected that each bride will select attire for herself and her wedding party that is both tasteful and modest. Please remember that you are in God's House and remain respectful in all that is involved during this very special and holy ceremony. Styles may change over the years but God's word has remained constant.

Music

Music for the ceremony should keep with the sacredness of the service. Popular or other secular music is more appropriate in the reception. (However, if reception is held at RPBC facilities, please remain reverent and respectful in music selection.) All music used must be approved by the Minister of Music. Please list all music to be used on the appropriate forms and return to the Wedding Facilitator who will return it to the music office at least one month prior to the wedding. (Please see music form. Please include actual lyrics.)

USE OF CHURCH FACILITIES

Facility Deposit

The \$150 members and \$300 non-member deposit required to place the wedding on the church calendar will serve as a facility deposit and will be refundable within ten business days after the wedding if no damages are found to the facilities. Failure to notify the Wedding Facilitator of any cancellation of plans at least 30 days prior to the wedding will mean forfeiture of deposit.

Decorating Policies

- Church facilities will be available for decorating at 9:00 a.m. the day before your wedding. All decorations must be removed by 10:00 p.m. on the date of the wedding. This includes any rental items.
- It is required to have the florist, caterer and photographer approved for the wedding and/or reception. The Wedding Facilitator can refuse to allow use of the services of a florist, caterer or photographer who have repeatedly caused problems or damage to the church facilities or have engaged in activities in direct contrast to our Church Covenant or By-Laws.
- Only drip-less candles may be used, and provisions must be made to protect the carpet and floor. Candles should not be lit for more than one hour unless protective covering is draped over chairs and floors beneath every candle.
- The florist shall be instructed to place all potted plants to be used in the wedding on material which shall not allow moisture to get on the floor.
- Nothing that may cause damage to the building or furnishings is permitted. No nails, tacks, staples, pins, adhesives or anything that will mar woodwork, furniture or carpet may be used.
- Sanctuary furnishings can be moved to rearrange only under the supervision of the church custodian or church Wedding Facilitator. (See special rules for events near Christmas, Easter & VBS.)
- Maintenance personnel are not to be asked to move furniture from the other areas of the church, rearrange the way a room looks, or move plants from one area to another unless arrangements have been made with the Wedding Facilitator.
- Members and non-members use of facilities for showers must be scheduled on the church calendar through the church office. A fee of \$50 for non-members is due at time of scheduling. Facilities must be cleaned afterwards by hostesses. If custodians are needed, an \$80 fee will be charged prior to shower.

Dressing / Consultation Areas

- Bride and attendants may use the “Adult Assembly” area and attached Sunday School rooms as a dressing and preparation area. This area must be cleaned and restored to previous condition. Please do not remove any furniture from this area.
- Groom and groomsmen may use “Small Fellowship Hall” area and attached Sunday School rooms as a dressing and preparation area. This area must be cleaned and restored to previous condition. Please do not remove any furniture from this area.

WEDDING FACILITATOR

Roseland Park Baptist Church has its own Wedding Facilitators. You may select from a list of approved Wedding Facilitators that can be provided by the church secretary. She will be available to advise and consult with you on preparations before the wedding and guide you through adhering to RPBC Wedding Policies throughout the rehearsal and wedding ceremony. She is to serve as a facilitator between you and the church to ensure that the churches policies and guidelines are adhered to. If you desire additional services beyond general coordinating of use of facilities, then she will discuss her additional fees with you at your first meeting or be happy to meet with you and your third party wedding consultant. If you do have a third party wedding consultant, you are still required to have a RPBC Wedding Facilitator. You may reach the church secretary at 601-798-5620 during normal church office hours.

PHOTOGRAPHY

The photographer may take pictures before or after the ceremony in any part of the building. Although many couples prefer to honor the age-old custom of the groom not seeing the bride until she walks down the aisle, it is suggested that every couple consider having their pictures taken before the wedding.

Pictures taken during the ceremony except exposures taken from the balcony of the Worship Center are discouraged. The photographer may take a picture of the bride and her father as they start down the aisle and the bride and groom as they leave the sanctuary. Please remember that this is a very holy ceremony and distractions should be limited.

It is recommended that if pictures are to be taken after the wedding, they should be taken immediately after the ceremony. In such case, the entire wedding party including the parents and ushers should not leave the sanctuary, so as not to delay the photography session and the beginning of the reception.

Video cameras may be used in the balcony or in a stationary position on the lower floor. The videographer cannot move around during the ceremony. Video cameras in the choir loft are discouraged and in the baptistery are prohibited.

Sound Technician

Sound Technician must be approved by church. If Sound Technician is requested for reception in the fellowship hall, then additional fees must be coordinated with them separately. Such fees are not included in fee schedule on following page.

No Alcohol or Drugs

No alcoholic beverages or drugs are permitted on Roseland Park Baptist Church property. Any wedding participant appearing to be under the influence of alcohol or drugs will be asked to leave. This rule also applies to florists, caterers, and their employees as well as guests. Please refrain from smoking inside the church buildings at all times.

Roseland Park Baptist Church will not be responsible for any loss, damage or theft of personal items used or left at the facilities.

Roseland Park Baptist Church Wedding Fees:

Item	Member Fee	Non-Member Fee
*Deposit (See refund policy)	\$150	\$300

Wedding only in sanctuary:

Use of facility	None	\$300
Custodian	\$ 80	\$ 80
Sound Technician (wedding only)	\$ 80	\$ 80
Wedding Facilitator	\$150	\$150

Wedding in Sanctuary & Reception in Fellowship Hall:

Use of facility	None	\$600
Custodian	\$150	\$150
Sound Technician (wedding only)	\$ 80	\$ 80
Wedding Facilitator	\$200	\$200

Wedding in Sanctuary & Reception in Fellowship Hall & Rehearsal Dinner in Fellowship Hall:

Use of facility	None	\$900
Custodian	\$150	\$150
Sound Technician (wedding only)	\$ 80	\$ 80
Wedding Facilitator	\$250	\$250

There will be no charge for the following weddings:

- Wedding only in pastor's office
- Wedding only in Prayer Room
- Wedding only in sanctuary (with no more than 10 people, no decorations, no rehearsals, basically pastor and witnesses only, thus no need for custodian, etc.)

Miscellaneous

- The facilities will be clean upon arrival. The bridal party will be responsible for positioning tables, etc., for dinner and or reception. (Please do not drag tables across floor).
- If the rehearsal dinner is held in the Fellowship Hall, the custodian will not clean the fellowship hall prior to the reception unless special request is made and there will be additional \$80 charge.
- Your wedding fees should be made payable to Roseland Park Baptist Church, or such other approved depository. Payment should be delivered directly to the Wedding Facilitator or the church secretary. The deposit is due at the time the dates are confirmed and placed on the calendar. **All other fees are due three weeks prior to the wedding.**
- **The deposit is not applied to the other fees. It is paid in addition to other fees.** Gratuities to the minister, pianist, soloist, etc. should be paid directly to the individuals involved (please be courteous, gracious and prompt).
- The deposit will be refundable within ten business days after the wedding if no damages are sustained by the facilities (indoor and outdoor).
- If it is determined that damages were incurred and the cost to correct said damages are greater than the deposit, the bride and or her parents will be responsible for cost to restore facilities to original state.
- The church pianist may be available for weddings. Arrangements for soloists and accompanists are not the church's responsibility. Fees for such services are the responsibility of the bride. They are not included in fee schedule.

Approved by Roseland Park Baptist Church Board of Trustees on July 15, 2013.

Affective Date August 1, 2013.

ROSELAND PARK BAPTIST CHURCH WEDDING REGISTRATION FORM

Bride _____

Home Phone _____ Work Phone _____ Cell Phone _____

Address _____

E-mail Address _____

Present Church Membership _____

Groom _____

Home Phone _____ Work Phone _____ Cell Phone _____

Address _____

E-mail Address _____

Present Church Membership _____

Parents of the Bride: Mother _____ Father _____

Address _____

Home Phone _____ Work Phone _____ Cell Phone _____

Parents of the Groom: Mother _____ Father _____

Address _____

Home Phone _____ Work Phone _____ Cell Phone _____

Wedding Date _____ Wedding Time _____

Rehearsal Date _____ Rehearsal Time _____

Requesting Use of : Sanctuary _____ Fellowship Hall _____

Rehearsal Dinner use of Fellowship Hall _____

Minister Officiating Wedding _____

Reception Location _____

I agree to the policies regarding the use of facilities of Roseland Park Baptist Church for weddings.

Signature of Bride Date Signature of Groom Date

Signature of Bride's parents or guardian Date

FOR OFFICE USE ONLY:

Deposit fee \$ _____ Balance \$ _____ Member _____ or Non-Member _____