

Wedding Guidelines

**Rolling Hills Baptist Church
Fairfield, OH 45014
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Wedding Guidelines

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Who may use RHBC facilities?

Those interested in having their wedding at RHBC must call the church office and speak with the Administrative Assistant to determine the availability of the church facilities and/or pastor on the desired dates. They should as soon as possible pick up a copy of the Wedding Policy, read through it, and fill out the information sheet on page 8. ***No date will be confirmed until the information sheet and deposit have been returned to the Administrative Assistant.*** No date can be reserved further than 5 months into the future. The officiating pastor or Administrative Assistant must approve times for the rehearsal, and the wedding. This approval may take up to 3 weeks.

Due to the special usage of the facilities by the church during Christmas Holiday season (Thanksgiving Weekend through January 2) and Easter (Holy Week through Easter), the church is generally not available during these time periods for sanctuary wedding services.

The sanctuary and rooms are available three hours ahead of the start time of the wedding and one hour following the ceremony. The Fellowship Hall may be reserved for three hours after the wedding. All wedding

service preparations are to be completed within the two-hour window before the service. The sanctuary must be ready for Sunday worship within one hour after the completion of the service.

Required Pre-Marital Counseling with Pastor

Because your marriage relationship will be the most important one you ever establish with another person, *you are required to participate in 6 pre-marriage counseling sessions with the Pastor* performing your ceremony. These should be scheduled 3-4 months prior to the ceremony.

Wedding Guidelines

Who conducts the service?

All weddings will be conducted by one of the Pastors on the staff of RHBC or another ordained Baptist minister. The RHBC Pastor must approve any invitation to an outside minister to conduct or participate in the wedding.

Wedding Service Coordinator

Who helps coordinate the service?

All wedding services, which anticipate more than 40 guests, a wedding party exceeding 4 (including bride and groom), or elaborate processional/recessional plans *must have* a Wedding Coordinator. In other circumstances the decision is left to the officiating pastor. You may obtain the services of an outside coordinator, but s/he will work under the direction of RHBC's Wedding Service Coordinator.

S/he will help you plan and keep on schedule. On the days of the rehearsal and wedding, the Wedding Service Coordinator will assist the pastor with all the variables that need to come together in order to best serve God in worship. The couple should contact her/him as soon as the pastor confirms the wedding date.

Your Wedding Service Coordinator will maintain a checklist for you and the church, which includes:

- Review final order of worship planned by the couple with the officiating pastor.
- Ensure that all music is appropriate for a Christian wedding ceremony.
- Finalize order of worship/placement of music and entering/exiting plans for the service of marriage.
- Review guidelines for florist (flowers/greens/appointments) with wedding couple.
- Discuss photographer/videographer policies with wedding couple and determine space and time needs.
- Coordinate set-up/take-down needs for sanctuary and/or fellowship hall with Wedding Service Custodian.
- Ensure all items for wedding service (i.e.: unity candle, aisle runner, programs, guest book, etc.) are ready for wedding service.
- Coordinate payment for wedding service participants.
- Oversee time schedule on the day of the wedding.
- Lean in conduction rehearsal and wedding service.
- Collect all proper signatures on marriage license documents and properly distribute all three parts.

Music

Who helps us with music?

Choosing to have your wedding in our church indicates your desire to have God present. Your wedding is indeed a ceremony that is to honor the Lord God, and is actually a service of worship. Therefore, all musical selections should have a Christian focus, and must be approved by the Wedding Coordinator.

Facilities

What facilities may be used?

Our main auditorium seats approximately 350 guests. In addition, the bridal party may use one or more of the Sunday School classrooms in which to dress and wait for the service to start. The groom and his attendants may use a classroom as well.

The couple should schedule the use of the facilities and staff well in advance of the wedding date, but no dates will be placed on the calendar more than 6 months in advance for non-members and 1 year in advance for members. When a date has been tentatively scheduled on the church calendar, these Wedding Guidelines may be picked up, or will be mailed to the caller. This information can also be obtained on the RHBC website. A security deposit of \$200 is to be paid after the date has been approved. This deposit is refundable (1) if the wedding is canceled up to 14 days prior to the wedding, or (2) upon examination and absence of damage to facilities. The refund will be sent to the wedding party within (2) weeks of the wedding. The deposit must be in the form of a check and made payable to Rolling Hills Baptist Church. Dates are not considered “confirmed” until we have received the deposit.

If the Wedding Reception is to be held in the Fellowship Hall of RHBC Church, the Church office staff needs to check the church master calendar to see if it is available. If you plan to use the Fellowship Hall, we have facilities available to accommodate up to 200 guests. If the bridal family wishes to conduct the reception themselves, it will be reserved along with the other facilities. The family will be responsible for all their own supplies, (coffee, silverware, napkins, etc.) and must be left in a neat and orderly fashion following the reception.

****No rice is allowed; only birdseed, and that must be used outside the church buildings only.***

****Smoking or the use of alcoholic beverages is not permitted in the church buildings or on church property.***

****The Church's custodians must be used for all clean up and replacing of furniture.***

The Rehearsal

What about the rehearsal?

Your Wedding Service Coordinator will help conduct your rehearsal. All wedding party members and parents should be present. In consideration of other commitments staff members may have on the same evening, promptness will be greatly appreciated. The rehearsal will last approximately one hour, and will cover music, the processional, the wedding service, the recessional, seating of parents and guests, lighting of the candles, placement of the aisle runner, the receiving line, and any other pertinent details. The Pastor will discuss details of the service during counseling, and these details will be decided before coming to the rehearsal with the entire order of worship approved ahead of time. Any final changes will be made at the rehearsal.

The Wedding Coordinator will have already worked with you on these issues:

1. The couple should decide whether they will memorize their parts in the service or would prefer to have the pastor prompt them in the vows. If vows are written by the couple and memorized, the pastor will need a copy in advance.
2. The bride and groom should decide if they would like to have their guests ushered out one row at a time or dismissed all at once by the pastor.
3. Who will be sitting in the front row on each side?
4. What will the father say when he gives the bride away? (For example, "I do," or "We do," or "her mother and I do.")
5. Will the bride and her attendants be dressing at church or at home? The Wedding Coordinator will show the bride the location of the dressing room.

Decorations and the Florist

What about decorations and the florist?

The Sanctuary of RHBC may be decorated as the couple wishes, but it is the responsibility of the wedding family to do so. The Wedding Service Coordinator will help make arrangements for the couple to return the sanctuary to its original state following the wedding. If the couple chooses to leave flowers for the following Sunday's worship service, they may do so and have a note put in the Worship Bulletin stating that the flowers are in celebration of the couple's wedding. The Administrative Assistant will need to be given the pertinent information for the bulletin by Tuesday of the week of the wedding.

Helpful Florist Planning Notes:

It is the responsibility of the bride to make arrangements with the florist to take care of flowers. In addition to flowers and greens, the florist can supply the aisle runner, and flower holders if desired. The Wedding Service Coordinator will help the bride and groom assure that appointments do not deface or mar the physical property of the sanctuary, such as water on the flower stands and wax on the carpet. She will also tell you when to have the florist deliver the flowers, but it should be in the two-hour time frame prior to the wedding.

Some things to keep in mind when talking with the florist; the aisle is approximately 75 feet long. The aisle is 6 feet wide. The church has a set of candelabras, which may be used, but the bridal party must purchase the candles.

The Wedding Service Coordinator will show where candelabra may be placed. It is the responsibility of the bride to provide fourteen 10-12-inch 'non-drip' candles for the candelabra, or to pay a fee of \$1.00 per candle to the church. (Let the Wedding Coordinator know your preference).

The Communion Table maybe used during the service for the Unity Candle or a memorial flower arrangement, however, nothing may be attached to the table or attached to the pulpit. The couple will provide the Unity Candle and side candles as well as the unity candleholder.

The Wedding Service Coordinator will help the florist, photographer and couples coordinate the removal of the Sanctuary flowers after pictures have been taken following the wedding.

The bride and groom are responsible for paying all fees associated with their wedding at RHBC to the Wedding Coordinator two weeks before the rehearsal. A check for the appropriate amount may be sent to the church with a note attached giving the date of the wedding and names of the couple to be married.

Audio-Visuals/Media

What about photographers and videographers?

The bride and groom shall make arrangements concerning what pictures they would like to have of their wedding ceremony. If a professional photographer is obtained, the Wedding Service Coordinator will brief him or her prior to the service as to what pictures may and may not be taken. **The Wedding Coordinator will obtain dated statement of understanding signed by the photographer.**

Flash bulb pictures taken by guests during the ceremony are discouraged. This is a courtesy for the other guests in attendance, and shows respect for the service as Christian worship. We ask for you to help by discouraging friends and relatives from moving about the sanctuary, from taking pictures, and from using VCR cameras.

It is the policy of CPC to permit only professional photographers to take those pictures between the prelude and postlude that will preserve this special occasion. The photographer employed may take pictures of the bridal party as is agreed upon with the bride and groom. Pictures may be taken during the ceremony, without flash photography. Pictures may also be taken as the bridal party leaves following the ceremony. Time exposure pictures may be taken during the ceremony from the back of the church in the balcony. **Absolutely no flash photography during the wedding service.**

Any posed pictures involving the Pastor should be scheduled to be taken first. Many times, the Pastor will have to leave shortly after the ceremony is concluded for other appointments.

The couple may want to consider having pictures taken before the wedding, so that they can move without delay to their reception.

RHBC will permit one stationary, unattended VCR camera to be used (without artificial light). The Wedding Service Coordinator will explain the options for proper locations with the videographer.

The Marriage License

How do I get a marriage license?

In the state of Ohio, the groom must be 18 years of age and the bride at least 16 years of age (or consent obtained from Juvenile Court) in order to obtain a marriage license. Parental consent (by both parents, unless one is deceased) must be given if both bride and groom are under 18 years of age. If the bride or groom is between 18 and 21 years of age, they must present a birth certificate at the time of marriage license application.

The marriage license application should be made at the courthouse in the county where the bride and groom reside (if different, either county applies) at least one week before the marriage date.

There is a five-day waiting period after making application before the license may be issued. (Exception: Butler and Claremont counties.)

The marriage license, under the laws of the state of Ohio, is good only for a period of sixty days. ***It must be brought prior to the wedding rehearsal for the Pastor's signature. No wedding will be performed without a valid wedding license in hand.***

Blood tests are no longer required by the state of Ohio.

Fees Associated With A Wedding for A Church Member

What fees are involved?

	<i>Member</i>	<i>Non-Member</i>
Fees: Wedding Coordinator - Mandatory	\$150	\$250
Officiating Minister	no set fee	no set fee
Pre-marital Counseling	\$25	\$25
Use of Church	No fee	\$300
Use of Fellowship Hall	No fee	\$200
Use of Candelabras	\$25 each	\$25 each
Use of pianist	\$75	\$75
Singers	\$75	\$75
Clean Up Fee--Sanctuary	\$150	\$150
Clean up fee for Fellowship Hall	\$100	\$100
Use of Sound System Operator	\$100	\$175

WEDDING INFORMATION AND APPLICATION

(To be returned to RHBC before date can be confirmed)

Groom's Name _____

Bride's Name _____

Father give away? _____

Date of Rehearsal _____ Wedding _____

Bride's Family GF GM F M

Groom's Family GF GM F M

Music:

Soloists _____ Accompanist _____

Number of selections _____

Titles _____

Reserve auditorium _____ Fellowship Hall _____

Photographer _____ Florist _____

Caterer _____

No. attendants including best man & maid of honor:

Women ___ Men ___ Flower Girl ___ Ring Bearer ___

Miniature Bride/Groom ___

Double Rings _____ Unity Candle _____

Special Notes or instructions:

**ROLLING HILLS BAPTIST CHURCH
REQUEST FOR WEDDING RESERVATION (MEMBERS)**

Wedding Date _____ **Time** _____

<p>Bride's Name _____ Address _____ City, St., Zip _____ Home # _____ Work # _____ Member of Rolling Hills Baptist ___ Yes ___ No Christian? ___ Yes ___ No Divorced? ___ Yes ___ No</p>	<p>Groom's Name _____ Address _____ City, St., Zip _____ Home # _____ Work # _____ Member of Rolling Hills Baptist ___ Yes ___ No Christian? ___ Yes ___ No Divorced? ___ Yes ___ No</p>
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Rehearsal Date _____ **Time** _____ **Place** _____

Reception Place _____
 (If Reception is at Rolling Hills, please answer the following questions)
 Time _____ Caterer _____ Phone # _____
 Time of arrival _____ What time do you need access to church for decorating _____

Photographer _____ **Phone #** _____

Florist _____ **Phone #** _____
 Time of arrival _____

Gratuities:	
Wedding Coordinator _____	Amount: 150.00
Pastor _____	Amount: no set fee
Pre-Marital Counseling _____	Amount: 25.00
Candelabra _____	Amount: 25.00 each
Pianist _____	Amount: 75.00
Singers _____	Amount: 75.00
Sanctuary Cleaning _____	Amount: 150.00
Fellowship Hall Cleaning _____	Amount: 100.00
Sound System Operator _____	Amount: 100.00
Total Gratuities (Due two weeks before wedding): _____	

A security deposit of \$200 is to be paid after the date has been approved. All gratuities are due two weeks before wedding.)

**ROLLING HILLS BAPTIST CHURCH
REQUEST FOR WEDDING RESERVATION (NON MEMBER)**

Marriage in the church is a worship service; therefore, every element of the service should honor God in a spirit of worship.

Wedding Date _____ **Time** _____

Bride's Name _____
 Address _____
 City, St, Zip _____
 Home # _____
 Work # _____
 Member of a church? ___ Yes ___ No
 If yes, where _____

Groom's Name _____
 Address _____
 City, St, Zip _____
 Home # _____
 Work # _____
 Member of a church? ___ Yes ___ No
 If yes, where _____

Christian? ___ Yes ___ No
 Divorced? ___ Yes ___ No

Christian? ___ Yes ___ No
 Divorced? ___ Yes ___ No

Officiating Pastor: _____ **Church:** _____
 Phone #: _____

Rehearsal Date _____ **Time** _____ **Place** _____

Reception Place _____

(If Reception is at Rolling Hills, please answer the following questions)

Time _____ Caterer _____ Phone # _____
 Time of arrival _____ What time do you need access to church for decorating _____

Photographer _____ Phone # _____

Florist _____ Phone # _____

Time of arrival _____

Gratuities:	
Wedding Coordinator _____	Amount: 250.00
Pastor _____	Amount: no set fee
Pre-Marital Counseling _____	Amount: 25.00
Church Usage _____	Amount: 300.00
(Church usage fee must be paid at time of reservation)	
Fellowship Hall Usage _____	Amount: 200.00
Candelabra _____	Amount: 25.00 each
Pianist _____	Amount: 75.00
Singer _____	Amount: 75.00
Sanctuary Cleaning _____	Amount: 150.00
Fellowship Hall Cleaning _____	Amount: 100.00
*Sound System Operator _____	Amount: 175.00
 Total Gratuities _____	 Amount: _____

(All gratuities are due two weeks before wedding. The Church Usage Fee, and security deposit of \$200 is to be paid after the date has been approved.)

*If sound equipment is needed, you are required to use our sound system