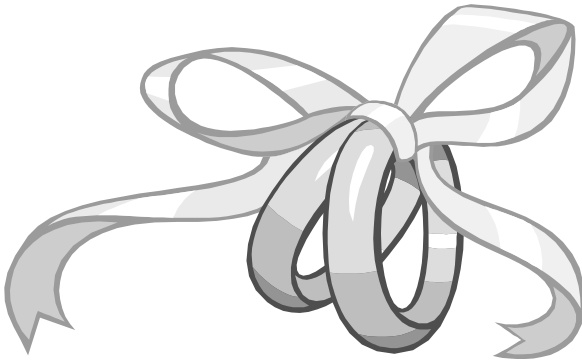


Rockford Baptist Church

Non Member Wedding Policy Fees and Applications



Rockford Baptist Church
221 Courtland Street
Rockford, MI 49341

Phone: 616-866-0345
Email: worship@rockfordbaptist.org
www.rockfordbaptist.org

Rockford Baptist Church

Marriage Counseling and Wedding Application Agreement

For non-members

This application is to be completed and submitted with a \$50.00 non-refundable deposit at least four months before your wedding date (Please make checks payable to Rockford Baptist Church). Other fees and charges will depend upon areas and personnel required. A check for all fees (payable to Rockford Baptist Church) is due one week prior to the wedding. Please print.

Please tear out this sheet and return

Bride's full name:

Bride's address:

City:

State:

Zip:

Phone: ()

Is the bride a member/attendee of a local church?

Yes No

If yes where?

Groom's full name:

Groom's address:

City:

State:

Zip:

Phone: ()

Is the groom a member/attendee of a local church?

Yes No

If yes where?

Why are you asking to use our facilities?

Are either the bride-to-be or groom-to-be divorced?

If so who?

Date requested for our wedding is: / /

Time of wedding:

Rehearsal date: / /

Time of rehearsal:

Requested use of: Sanctuary

Family Center for Reception

Kitchen (catered only)

Family Center for an overflow or snack area

Name of requested Minister to officiate:

Church:

Phone: ()

Address:

City:

State:

Zip:

If a Pastor other than a Pastor from Rockford Baptist Church is being asked to officiate, his signature is needed on the Application form and must be approved by the Elder Board of Rockford Baptist Church.

Signature of Minister:

We have read the 'Wedding Procedures Policy' of Rockford Baptist Church and will comply with all provisions as stated.

Bride's signature:

Date:

Groom's signature:

Date:

Non-Member Wedding Fee Schedule Rockford Baptist Church

Fees paid to Rockford Baptist Church*

One check for fees (payable to Rockford Baptist Church) is due one week prior to the wedding.

Application Fee: \$ 50 (due when application is submitted)

Use of Sanctuary*: \$200 (includes changing rooms)

Use of Family Center* \$200

(if you intend to use this area other than for a dressing room, the \$200 fee is required i.e. snack area, overflow)

Use of Kitchen* \$200 (no food preparation, catered only)

See item #14 of the Wedding Policy

Custodial Fees*

Sanctuary: \$100 (for rehearsal and wedding)

Family Center: \$100

(for reception or use other than for a dressing area, i.e. snack area, overflow)

Note: a member of the custodial staff will be on the premises during the rehearsal, wedding and reception, if held at the

church. They will remove and setup platform furniture, setup and break down tables, etc., per instructions

Sound Technician*: \$75 (includes rehearsal)

Video Presentation/Recording*: \$75 (includes rehearsal)

Video Recording only*: \$45 (does not include rehearsal)

Instrumentalist*: \$75 (includes rehearsal and wedding)

Wedding Programs*

Setup (if needed): \$25

printing per 200: \$20

Note: the purchase of preprinted wedding bulletins / or paper is the responsibility of the wedding couple

RBC Officiating Minister*: \$150 (includes counseling sessions and materials)

Weddings

A wedding is a most important event in the life of the bride and groom and also in the life of their church. The following guidelines have been formulated and adopted as a policy for weddings to be held at Rockford Baptist Church.

1. Scheduling the wedding

The first step in arranging for your wedding to be conducted at Rockford Baptist Church is your reading of the Wedding Procedures Policy. You must then complete the Wedding Information and Application attached to this manual. When you have done this, please return the application to the church office. Non-members are required to pay a \$50.00 non-refundable deposit. When your application is received, you will be sent a questionnaire. The minister will call and schedule an initial interview. You are asked to bring the completed questionnaire with you to the interview. He will discuss your wedding plans, go over church policies and respond to any questions you may have. Weddings may be conducted when not in conflict with regularly scheduled services, and in keeping with the church calendar.

2. The Bride & Groom

Both the man and the woman to be married must profess faith in Jesus Christ as Savior and Lord, or both be nonbelievers and request God's blessing on their marriage.

3. The Minister

If a minister from outside the church will be officiating the wedding, he must be in Biblical agreement with our church concerning marriage. For all weddings held at Rockford Baptist Church, there must be a meeting with one of our ministers for an initial interview session to review the application, go over policies and answer questions.

4. Premarital counseling

There should be at least four sessions of premarital counseling with the minister who is officiating at the wedding to have a wedding at Rockford Baptist.

5. Fees

When the application is received, Non-members will submit a \$50.00 non-refundable fee for scheduling the wedding and initial interview session with the minister. One check for fees (payable to Rockford Baptist Church) is due one week prior to the wedding.

6. The wedding rehearsal

The minister is in charge of the wedding rehearsal. All members of the wedding party and musicians are expected to attend the rehearsal.

7. Facilities and equipment

Our Worship Center and Family Center each hold approximately 280 people. No food or beverages are allowed outside of the Carlson Family Center. Rooms are available for dressing rooms for the bride, groom and attendants. Please note that these rooms are unsecured. It will be the responsibility of the wedding party to make sure their valuables are appropriately cared for. The wedding party is responsible for the rental of a runner, unity candle, candelabra, candlesnuffers, kneeling bench and any other special equipment required for the wedding.

8. Music

The wedding ceremony is a worship experience. Music must be selected to enhance the worship service. A visiting musician using our piano must first be approved. A sound technician from Rockford Baptist Church must operate the sound system. The Bride and Groom are responsible for remunerating any soloist or musician that is not on our schedule of fees.

9. Photography

The wedding ceremony is a worship experience. We request that there will be no flash photography during the ceremony and the photography and videotaping must be done in a manner that does not detract from the worship ceremony.

10. Decorations

Displaying and removal of decorations in the church building is the responsibility of the wedding party. There must be care to ensure that the facility and equipment are used in a proper manner. No devices, decorations or equipment may be used that will mar or damage the church facilities. No open candles are allowed on the pews, windows, etc. Only candles in candelabra on the platform may be open, others must be enclosed in glass.

No candles, open or enclosed, may be placed on the floor. Please request your florist to place plastic under all candles and ask person in charge of putting candles out to be very careful that the wax does not get on the carpet or furniture (candle snuffers should be used if possible). Paper masking tape should be used to fasten items onto pews. No thumb tacks, scotch tape or duct tape is permitted and no decorations are to be placed on the piano or other musical instruments. The display area in the lobby is available for RBC members only with prior permission from the Deaconesses. Members requesting to use the display area must contact the Deaconess in charge of Decorations at least two weeks prior to use.

11. Furniture and fixtures

This church is first and foremost a place of worship and spiritual renewal. Rearrangement of furniture, fixtures, promotional materials, signs, or other church program materials is not allowed unless permission has been granted (pulpit and platform furniture will be removed by the custodian prior to the rehearsal). The wedding party is asked to respect the primary purpose of the church and make their wedding a part of the atmosphere of worship.

12. Rehearsal Dinner

The use of the Family Center for a rehearsal dinner is available to RBC members only. This is to be scheduled at the time of application. Arrangements and setup will be coordinated with the custodian (see #18). No red or purple-based punch or jello is to be used in the church.

13. Use of the Family Center and/or Kitchen for Receptions, Overflow, and Snacks

If you desire a reception, need an overflow area, or want to serve snacks anytime other than the wedding reception, this needs to be scheduled at the time of application. Please note: if you want to serve snacks at any time other than for a reception, you must pay the additional custodial fee.

The reception must be finished by 10:00 pm, so the custodian can clean for the following day. Arrangements, setup, and plans for decorations will be coordinated with the custodian (see #18). No red or purple-based punch or jello is to be used in the church.

Wedding receptions for non-members is by a caterer only. No food preparation is to be done in the kitchen. Church kitchen equipment may be used but to prevent confusion, there should be no mixing of caterer equipment and supplies with the use of church materials.

All church equipment and supplies must be cleaned and returned to their original location. RBC members may use the church kitchen for food

preparation with prior permission from the Deaconesses (you will be provided a list of instructions). All paper and other disposable supplies must be provided by the wedding party.

14. Printed wedding programs

There is a fee for preparing and printing wedding programs (see Wedding Fees). If you are interested in this service, please make arrangements with the church administrative assistant at least two months prior to the wedding (866-0345). All materials must be in to the church office at least two weeks prior to the wedding.

15. Removal of equipment

All florist, caterer, or family materials and equipment are to be removed from the church facilities following the wedding. This is not the responsibility of the custodian. Some things may be left overnight if prearranged with the custodian and/or church. Any decorations left, without prior arrangement, will be disposed of. Any loss or damage is not the responsibility of Rockford Baptist Church.

16. Custodial Service

One of the custodial staff will be on the premises during the rehearsal and/or dinner, and the wedding and/or reception to answer questions concerning the use of our facilities and/or take care of any custodial problems that may arise. A written list of set-up instructions should be provided to the custodial staff one month prior to the wedding.

17. Decorum

As previously stated, Rockford Baptist Church is a place for worship and spiritual renewal. Actions and activities must be conducted with proper respect for the church building and its function. The use or serving of alcoholic beverages, smoking, illegal drugs, dancing, disorderly behavior and other activities not befitting the church are not permitted in the church buildings or immediate surroundings. Bird seed or confetti, or like substances shall not be thrown inside the church buildings. Persons violating the integrity of the church in any manner will be asked to leave. Any person in the employ of the church has the authority to speak for the church in these matters.

20. Special Circumstances

Any special circumstances should be directed to the Elders and/or Deacons of the Rockford Baptist Church.

Marriage Covenant

I. Concern: Marriage is Holy

Our concern is to foster lasting marital unions under God, establish successful spiritual families, and contribute to the orderly functioning of society.

We believe marriage was instituted by God and was designed to involve the total life-long commitment of a man and a woman to God and to each other. Marriage is an honorable status, involving mutual submission, companionship, love, respect, fidelity, sexual fulfillment, and family.

We believe that children are a heritage from God, given in sacred trust. Every child deserves to have a warm, caring relationship with a mother and father, the opportunity to develop a healthy self-esteem through loving parents, and the opportunity to be nurtured in an environment that models Christian behavior and values. We believe that a healthy marriage is a foundational building block to provide such an environment.

It is the responsibility of the church and the Pastor to encourage minimum expectations to raise the quality of the commitment in those they marry. We believe that a man and woman who seriously participate in the premarital testing and counseling will have a better understanding of the marriage commitment. We acknowledge that a wedding is but a day; a marriage is for a lifetime.

II. At the beginning, the Creator 'made them male and female' and said, 'for this reason a man will leave his father and mother and be united to his wife, and the two will become one flesh.' So they are no longer two, but one. Therefore what God has joined together, let man not separate." (Matthew 19:4-6) God has established and sanctified marriage for the welfare and happiness of the human family. For this reason, our Savior has declared that in marriage, a man shall leave father and mother and be united with his wife, and the two shall become one. By His apostles he has instructed those who enter into this relationship to cherish a mutual esteem and love; to share in each other's infirmities and weaknesses; to comfort each other in sickness, trouble, and sorrow; to provide for each other and for their household; to pray for and encourage each other; to live together in sacred covenant as heirs of the grace of life; and to raise children, if there are any, in the knowledge and love of the Lord.

III. Implementation: These are the minimum expectations:

- a. Waiting Period: A minimum of four months from the initial marital contact until the wedding date.

- b. Premarital Counseling: A minimum of four sessions that would include a relational instrument, inventory or test, i.e., Taylor-Johnson Temperament Analysis or Myers/Briggs, to help the man and woman evaluate the maturity of their relationship objectively.
- c. Scripture: Review the Biblical Teachings of marriage.
- d. Engagement Seminar: Encourage participation in a concentrated period of interaction and education.
- e. Role Models: Encourage interaction with other Christians through participation in a local church.
- f. Post-marital Counseling: Commit ourselves to counseling as needed.