



RUTLEDGE MEMORIAL BAPTIST CHURCH  
2014 Bees Ferry Road ♦ Charleston, SC 29414 ♦ (843) 556-6802

## WEDDING POLICIES

We at Rutledge Memorial Baptist Church believe that marriage is one of the most sacred rites of life and that the marriage ceremony is a worship experience in which two persons invoke the blessings of God in holy wedlock. It is the desire of the pastor and other staff members to make every ceremony a beautiful and worshipful event.

In order to eliminate the possibility of conflict or misunderstanding and to make the ceremony a meaningful event, the following policies are submitted with regard to weddings and receptions.

### Scheduling

1. The times and dates of the wedding and rehearsal should be arranged **after** consultation with the pastor and the dates placed on the church calendar with the secretary as early as possible.
2. All participants, (minister, musicians, director, etc.) are to be approved by the pastor of Rutledge Memorial Baptist Church. The pastor shall be consulted if another minister, other than one of RMBC's ministers, is to perform the ceremony.
3. The pastor requires the couple to have several conferences before marriage. It is possible that a conference be held before he will consent to officiate at the wedding.
4. Remember, the date cannot be finally placed on the church's calendar until the pastor has been consulted.
5. December weddings will require approval of the pastor and deacons before being placed on the church calendar.

NOTE: Any scheduled church function takes precedence.

### Music

1. Since the wedding ceremony is a sacred service, all music should be appropriate for a Christian worship service

2. The music for a wedding shall be discussed with and approved by the Pastor or Minister of Music. The church shall receive a list of planned music at least **two weeks in advance** of the wedding.
3. The Minister of Music shall be consulted if another person other than the church organist/pianist is to be used. The accompanist will set his/her own fee. This fee is to be paid at the church at least **one week in advance** of the wedding.
4. The Pastor or Minister of Music shall be consulted if the sound system is to be used. No one other than a RMBC member qualified on the sound system may use the system. The fee for the sound person is \$50. This fee is to be paid at the church at least **one week in advance** of the wedding.
5. The organ and/or piano may be used in the wedding ceremony. Appointments should be made with the Minister of Music well in advance of the ceremony to discuss the above items.

## Church Facilities

1. The church facilities may be used for a wedding by church members, their children or approved persons who are not members of the church.
2. For church members or their children there is no charge for the use of church facilities, except for a custodian's fee of \$100.00. These fees are to be paid at the church at least **one week in advance** of the wedding.
3. For approved persons who are not church members the fee for use of RMBC facilities is \$250 for the Sanctuary plus the custodian's fee of \$100.00. An additional \$100.00 will be charged if the facility is used for a cake cutting or reception.
3. Chairs may not be moved from their stationary positions. The pulpit furniture, communion table, flowers and flags may only be moved under supervision of a church staff member.
4. Smoking is not permitted in any part of the church building.
5. Alcoholic beverages may not be served in any form on the church premises.

## Wedding Party

1. Since the wedding ceremony is a religious service, every member of the wedding party is expected to act with reverence and dignity.
2. It is expected that gowns worn by the bridal party will be characterized by dignity suitable to the occasion.

3. The bride and her attendants may dress at the church in a room designated by the minister or custodian.
4. It is expected that all weddings held in the church will have a competent person to direct them. If you do not have a director the minister will suggest one.
5. Commercial caterers for receptions at the church must submit proof of liability insurance and workman's compensation, if applicable, at least 10 days prior to the event. Private caterers shall in lieu of insurance, sign a form of assumption of liability.

## Pictures

1. No flash photographs will be made during the ceremony.
2. A picture may be made of the bride as she first enters the Sanctuary and pictures are permissible as the bride and groom leave the church.
3. It is desirable that each photographer consult with the minister before the ceremony.
4. Videography of the service requires prior permission so as not to distract from the sacredness of the ceremony.

## Decorations

1. The florist selected will be responsible for decorating and removing decorations without interfering with other scheduled activities. **Note:** The church can supply some related items. Consult the church secretary prior to contacting a florist. None of this equipment may be removed from the church premises at any time.
2. No nails, tacks, staples, pins, or anything that will mar the woodwork may be used.
3. Dripless candles must be used, however, a sheet of plastic must be placed under all candelabras to prevent possible dripping on the carpet or floor.
4. No preservatives harmful to carpets may be used in the water of the flower vases.
5. No rice or confetti may be thrown inside or outside the church buildings. As an appropriate alternative bird seed may be thrown outside the church building.
6. If you would care for the flowers to be used at the next services in the church, please make it known to the pastor and also call the church secretary to give wording of the announcement regarding the flowers which would appear in the church bulletin on that Sunday.

*A \$200.00 deposit is required and will be returned if there are no property damages. Any damage to the property is the responsibility of the wedding party. We appreciate your cooperation and will be*

*happy to answer any further questions. Books are available on planning a wedding and building a successful marriage. May God bless you as you plan one of the most important occasions of your life.*

	<u>MEMBER</u>	<u>NON-MEMBER</u>	
Refundable Deposit	\$200.00	\$200.00	due before wedding is placed on calendar
Sound Technician	\$ 50.00	\$ 50.00	due one week before wedding
Organist/Pianist	accompanist sets own fee		
Custodian (per building)	\$100.00	\$100.00	due one week before wedding
Facilities			
Sanctuary	\$ 0.00	\$250.00	due one week before wedding
Cake Cutting / Reception	\$ 0.00	\$100.00	due one week before wedding
TOTALS w/out refundable deposit	\$150.00	\$500.00	due one week before wedding
TOTALS w/refundable deposit	\$350.00	\$700.00	due one week before wedding

## **Check List**

### **Before announcement of a wedding date:**

- \_\_\_\_\_ Confirm minister availability
- \_\_\_\_\_ Confirm church availability

### **Two months before wedding:**

- \_\_\_\_\_ Arrange counseling sessions
- \_\_\_\_\_ Arrange conference with Minister of Music

### **One week before wedding:**

- \_\_\_\_\_ Give church office final arrangements for church building
- \_\_\_\_\_ Pay custodian, accompanist and sound person's fees in the church office
- \_\_\_\_\_ Be sure caterer, florist, and wedding director are informed of church wedding policies.

### **The week of the wedding:**

- \_\_\_\_\_ Be sure bride (and her mother or family) have worked with the director and know exactly how the wedding rehearsal is to be carried out

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Frank Cone, Pastor

2014 Bees Ferry Road ♦Charleston, SC 29414

WEDDING INFORMATION FORM

Date\_\_\_\_\_

If pre-marital counseling is provided by Dr. Cone you will schedule four sessions prior to your wedding service. We will also schedule a meeting two months following your wedding. We cannot schedule your service until the top half of this page is completed and returned to the church office.

**BRIDE**

Name\_\_\_\_\_ Phone Number (Home)\_\_\_\_\_(Work)\_\_\_\_\_

Address\_\_\_\_\_ Date of Birth\_\_\_\_\_

Are you a church member? \_\_\_\_\_ If yes, where?\_\_\_\_\_

**GROOM**

Name\_\_\_\_\_ Phone Number (Home)\_\_\_\_\_(Work)\_\_\_\_\_

Address\_\_\_\_\_ Date of Birth\_\_\_\_\_

Are you a church member? \_\_\_\_\_ If yes, where?\_\_\_\_\_

**SERVICE INFORMATION**

Wedding Date and time\_\_\_\_\_ Rehearsal Date and Time\_\_\_\_\_

Are you having special music? \_\_\_\_\_ Organ \_\_\_\_\_ Soloist \_\_\_\_\_ Other \_\_\_\_\_ Director's Name \_\_\_\_\_

Name of Organist \_\_\_\_\_ Pianist \_\_\_\_\_ Soloist \_\_\_\_\_

Are you having your reception in the Church Fellowship Hall? \_\_\_\_\_

**FAMILY BACKGROUND (Pastor's Use)**

Bride\_\_\_\_\_

Groom\_\_\_\_\_

Future plans and address\_\_\_\_\_

Other Music\_\_\_\_\_

Aisle Cloth \_\_\_\_\_ Kneeling Bench \_\_\_\_\_ Bridesmaids \_\_\_\_\_

Groomsmen \_\_\_\_\_ One/two rings \_\_\_\_\_ Unity Candle \_\_\_\_\_

Program \_\_\_\_\_ Director \_\_\_\_\_ Flower Girl \_\_\_\_\_

Ring bearer \_\_\_\_\_ Recording \_\_\_\_\_

*Notes continued on back...*