

Welcome!

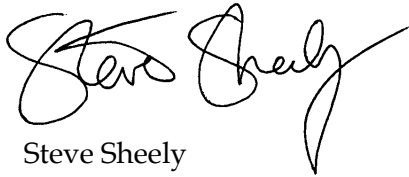
We are delighted that you are considering Rolling Hills Baptist Church as the place where you begin your new life together as a married couple. It is our prayer that your wedding and your marriage is a tremendous blessing to you and your family and friends as well. We believe that God has ordained marriage and He becomes an active part of the love that you will share with one another.

We believe weddings should be a time to begin your marital relationship as part of your relationship with God. A wedding should be a celebration and also a service of worship and solemn commitment. A wedding service should reflect the reverence which Christian marriage deserves, combining personal growth with reverence and dignity.

The Pastor of Rolling Hills Baptist Church shall oversee all wedding ceremonies. This booklet includes the wedding policies which have been approved by the congregation of Rolling Hills Baptist Church. Please acquaint yourselves, your wedding party and the officiating minister (if he or she is not a minister at Rolling Hills Baptist Church) with these policies. Also, any exceptions to these policies will be determined at the discretion of the Pastor.

In addition to these wedding policies, you will also find additional information about having your wedding at Rolling Hills Baptist Church. An application form is included. If you have any additional questions, please contact our Wedding Coordinator, Nancy Woodward.

Thank you for contacting Rolling Hills Baptist Church about your wedding plans. It is an honor to participate with you at such an important moment in your lives.



Steve Sheely
Pastor

Wedding Policies at Rolling Hills Baptist Church

Our Facilities

Our Sanctuary holds approximately 250 people. There is a center aisle. Receptions and Rehearsal Dinners can be held in Worthley Hall which can seat up to 96 people, but accommodate many more with an open floor and perimeter seating.

Premarital Counseling

Pre-marital counseling is required for all couples who are married at Rolling Hills Baptist Church. If the pastor or minister at Rolling Hills Baptist Church is not performing the ceremony, the couple will need to indicate on their application who will do their premarital counseling.

Reservations

Reservations for the church facilities are made by contacting the church office and are pending until final approval by the Pastor. Weddings of members or non-members will not be confirmed until all fees and deposits are paid. It is not the policy of Rolling Hills Baptist Church to schedule weddings on Sundays.

Music and Musicians

All musical selections should contain music that will honor and glorify God. You are encouraged to contact the Pastor or Pastor's representative to provide guidance with regard to appropriateness of music for the service of Christian marriage. Arrangements for music and musicians are the responsibility of the couple. Though live music is preferred, taped music is allowed. A CD player is available, though the sound technician will need to operate the church sound system.

The couple will need to secure musicians for their wedding. Rolling Hills Baptist Church's pianist, Dale Beals, and Organist, David Savage, are sometimes available to play for weddings. Fees paid to Rolling Hills Baptist Church musicians for music during rehearsal(s) and the wedding ceremony are to be negotiated between the couple and the musicians. If Rolling Hills Baptist Church musicians are not used to play the piano and/or organ, the selected musicians must be approved by the Pastor or Wedding Coordinator.

Sound Technician

Depending on the size of your wedding congregation, you may or may not need to use the sound system. (The acoustics of sanctuary make use of the sound system unnecessary under some circumstances). In the event that you would like to use the sound system, only a church-approved sound technician will operate this system. If use of the church sound system is desired the fee for the sound technician should be paid to the church with the completed application. This fee is the same for church members and non-members.

Wedding Coordinator

Rolling Hills Baptist Church's wedding coordinator, Nancy Woodward, will be available for all weddings in the church. Non-church member weddings are required to have the church wedding coordinator present at a cost that is listed on the fee sheet.

Duties of the Wedding Coordinator:

1. Meet with the bride or couple to explain policies. This meeting should take place as soon as possible after the wedding date is put on the church calendar.
2. Administer all wedding policies of Rolling Hills Baptist Church.
3. Meet with the bride before the wedding to discuss her plans and establish the positioning of attendants and the seating of parents and guests.
4. Assist the Pastor of officiating Minister at the rehearsal and wedding.
5. Ensure that everyone understands his/her responsibilities, knows exactly what to do and have a correct order of ceremony.
6. Arrive at the church at least one hour prior to the wedding to ensure all is going according to plan.

Wedding Consultant

If the bride chooses, she may employ the church wedding coordinator to serve as a wedding consultant. In this role, the wedding consultant will assist the bride and groom in preparing for the wedding throughout the planning process. Examples of a consultant's duties are to assist the bride in planning the ceremony, organize the rehearsal and arrange the reception. If the bride chooses to employ the church wedding coordinator as consultant, the fee for such duties will be worked out between the bride and the consultant.

Building Supervisor

The church provides custodial care through the Building Supervisor, who may be contacted through the wedding coordinator. This person will be available to assist with the physical arrangements of the building and is responsible for its clean-up, except the washing of dishes. The Building Supervisor will be available at the rehearsal and on the day of the wedding to provide assistance. The Building Supervisor's fee is \$75.00 for use of the sanctuary, and an additional \$50.00 for use of Worthley Hall. These fees should be paid to the church with the completed application and are the same for church members and non-members. Because of the need to prepare the building for Sunday morning worship services, the Building Supervisor's fee is doubled for a wedding scheduled after 6:00 p.m. on a Saturday. Please make sure all personal belongings and all wedding items are removed as soon as the wedding is over, so the building can be prepared for Sunday.

The duties of the custodian include:

1. Custodian will open the church 1 hour before the rehearsal. (If an earlier time is desired please coordinate with wedding coordinator.)

2. Custodian will open the church 4 hours before the wedding. (If an earlier time is desired please coordinate with wedding coordinator.)
3. Custodian will move the Lord's Supper table, chairs and all pulpit furniture. Assistance may be needed from the wedding party.
4. Custodian will see that all rooms are cleaned and rearranged for regular church activities following all rehearsals, wedding, and receptions.
5. Custodian will lock the church after rehearsal, wedding and reception.

Wedding Fees & Deposit

No wedding is put on the church calendar until all fees are paid. A separate damage deposit check for \$200 must accompany all wedding fees. This check is to ensure all wedding guidelines are followed and that there is no damage to church property. This check will be returned following the wedding if there is no damage or missing items.

Your Wedding Rehearsal

The rehearsal will begin promptly at the time scheduled. All wedding participants shall be present for the rehearsal, including ushers, musicians, and family members.

The pastor or church wedding coordinator shall be in charge of the rehearsal. If a wedding consultant is involved, all plans must be coordinated with the officiating minister.

The following suggestions will guide you as you prepare for your wedding rehearsal:

1. Schedule the time of your wedding rehearsal for the day before the wedding. Please make sure all of your wedding party are present and on time. The rehearsal should not last longer than one hour.
2. The marriage license should be delivered to the minister or wedding coordinator at the rehearsal.
3. If a child is to a part of the wedding, the child should be mature enough to respond to directions. Children should be able to participate in making your wedding worshipful and create no distractions.

Your Wedding Ceremony

Flowers and Decorations

1. Florists are required to check with the wedding coordinator to make arrangements to enter the building and decorate. The bride and groom are responsible for communicating our policies to the florist.
2. Only dripless candles may be used and they must be placed in a candelabra. There must be ample protective covering to protect carpet and furniture. Candles may not be used on pews.
3. No decorations may be attached to any of the pews, furniture, walls, or woodwork by tacks, pins, nails, staples or anything which can mar woodwork or walls.
4. Furnishings and decorations already in the church shall not be used or moved without permission.
5. Flowers and decorations may not be placed on the musical instruments.
6. All flowers and decorations must be removed immediately following the wedding by the florist or family. If the bride desires to leave the flowers for Sunday worship please let the church wedding coordinator know.
7. The church property must be left in the condition in which it was found.
8. Decorations that the church has placed in the sanctuary (such as seasonal decorations for Advent or Easter) are not to be removed under any circumstances.

Photography/Videography

Rolling Hills Baptist Church's policies regarding photography are consistent with the church's beliefs that a wedding ceremony should be a worship service.

1. No pictures may be taken during the wedding ceremony, except without flash from the back of the sanctuary.
2. The professional photographer may take pictures from the back of the sanctuary during the processional and recessional.
3. All pre-ceremony pictures should end no later than one hour before the ceremony begins.
4. Please inform friends and family to refrain from taking pictures during the ceremony.
5. Videotaping should involve as few cameras and operators as possible.
6. Video cameras operators will not be allowed in front of the church during the ceremony.
7. Stationery cameras may be positioned in the back of the sanctuary.
8. It is the couple's responsibility to inform photographers/videographers of the above policy.

Your Reception

1. Wedding receptions may be held in Worthley Hall. Worthley Hall can seat 96 at tables. The reception should be scheduled at the same time as the wedding. The couple shall be responsible for all arrangements and time to decorate should be coordinated with the wedding coordinator. Receptions cannot be setup until the day before the wedding unless otherwise permitted by the wedding coordinator. The couple is responsible for informing the caterer/decorator of the policies for use and assure the facility is left as found.
2. The throwing of rice, confetti, bubbles, birdseed or other material is not allowed inside the church building. Please ask your wedding party to wait until you are outside the building before using these items. Rice **may not** be thrown under any circumstances.
3. No alcoholic beverages of any kind are permitted on the church property. This includes the parking lot.
4. The wedding reception must be completed and the building emptied of guests by the time indicated on the application form. Any delay to the cleaning of the building after the reception will result in additional overtime pay to the church custodian and those costs will be deducted from your security deposit.

Additional information

Smoking is not allowed anywhere on the church property, including the restrooms.

No alcoholic beverages of any kind are permitted on the church property.

The church cannot be responsible for the security of personal items brought to the church for use during the wedding or reception; nor be liable if it is lost, stolen or damaged. Money, credit cards or other valuables should not be left in dressing rooms during the wedding or reception.

No wedding is officially scheduled until the following items have been completed:

1. The Pastor has approved the wedding.
2. The wedding application has been completed and returned to the church office.
3. The applicable fees (building use, custodian, wedding coordinator, sound technician, security deposit, etc.) have been paid to the church office.

Instruction Sheet For Photographer/Videographer For Weddings At Rolling Hills Baptist Church

The wedding pictures are an important part of this occasion, and this church and its staff wish to cooperate with you in every way. We trust you will follow our policies regarding wedding photography so that the ceremony will not be interrupted or the people distracted.

- No flash photo or video lights may be used during the wedding after the mother of the bride has been seated.
- During the wedding, video tape equipment is confined to the rear of the Sanctuary. Video equipment must have its own power source. Unmanned stationary cameras will be allowed on the stage area.
- Pictures may not be taken in the processional aisle after the mother of the bride has been seated.
- Pictures, flash or otherwise, may be taken in the recessional aisle.
- Pictures without flash may be taken during the ceremony from the rear door of the Sanctuary.
- **Under no conditions** will photographs from the floor of the Sanctuary be made while the ceremony is in progress.
- The wedding party may return to the Sanctuary area after the ceremony for any pictures desired.
- The photographer and video operator will need to work together for common areas of operation.

**Instruction Sheet For Florists
For Weddings At Rolling Hills Baptist Church**

Decorations are an important part of the wedding. This church and its staff wish to cooperate with you in every way. We trust you will follow our policies regarding wedding decorations so that the maintenance of our building will continue in a uniform manner.

- Nails, tacks, staples, pins, or anything, which can mar the woodwork or walls, must not be used.
- Banners and plants are not removed.
- Should a church member wedding occur during the seasons of Advent or Christmas (from Thanksgiving Sunday to the Sunday after January 1st.) the seasonal decoration must remain as they are. Decorations may be added with the approval of the wedding coordinator, but those in place must not be removed or altered in any way.
- All candles must be dripleless or in an enclosed container.
- Flowers and other decorations will be placed in the church no earlier than the afternoon before the wedding. Specific time to decorate must be arranged with the wedding coordinator.
- Florist should pick up all decorations and equipment from the church immediately after the wedding is over.

Wedding Application

Wedding Date _____ Hour _____

Rehearsal Date _____ Hour _____

Officiating Minister _____ Phone (____) _____

Officiating Minister's church affiliation _____

Name of minister providing pre-marital counseling: _____

Bride Elect _____ Phone (____) _____

Current Address _____ Age _____

Address after Marriage _____

Church Affiliation _____

Groom Elect _____ Phone (____) _____

Current Address _____ Age _____

Church Affiliation _____

Are the parents of the bride elect or groom elect members of Rolling Hills Baptist Church?

yes no If so, what are their names? _____

Church Facilities Desired For Wedding Rehearsal _____

Church Facilities Desired For Wedding Ceremony _____

Church Facilities Desired for Reception: _____

Bride elect's signature

Groom elect's signature

Approval checklist (couple will be contacted once the application has been approved):

The church calendar has been checked: yes no

All fees and the security deposit have been collected: yes no

The Pastor has reviewed and approved the application: yes no

Rev. Steve Sheely, Pastor

Date application submitted