

Planning Your Christ-Centered Wedding

"It is not good for the man to be alone; I will make him a helper suitable for him." (Genesis 2:18)
"For this cause a man shall leave his father and his mother, and shall cleave to his wife; and they shall become one flesh." (Genesis 2:24)

Available Facilities

1. Riverland Hills Baptist Church is pleased to offer its facilities and staff to make your wedding ceremony a beautiful and worshipful event. Meaningful weddings, like good marriages, don't just happen. They are the result of careful planning, hard work, and prayer. The Senior Pastor, the ministers, and the support ministry staff wish to extend every possible assistance to you, so that your wedding will be a relaxed and meaningful event, glorifying God.
In accordance with the Riverland Hills Baptist Church Administrative Management Guide, the Church policy states *"Because God has ordained marriage and defined it as the covenant relationship between a man, a woman, and Himself, Riverland Hills Baptist Church shall only recognize marriages between one biological man and one biological woman. Further, the employees of Riverland Hills Baptist Church shall only officiate, host and/or solemnize marriages between one biological man and one biological woman, and shall not foster any activity contrary to God's ordained definition of marriage. Finally, in accord with God's ordained purpose for marriage and good stewardship of His resources, the facilities and property of Riverland Hills Baptist Church shall only host weddings between one biological man and one biological woman."*
2. The Worship Center West, Worship Center East, and the Atrium area are available when one member of the couple, or one of the parents of the couple, is a member of the church. New members can make an appointment with the Event Coordinator to make a reservation for facilities after one full year of membership. Because of heavy scheduling of our facilities for church ministries, we regret that we cannot accept reservations for weddings from non-members.
3. If a member wishes to be married in the office of one of the ministers, please contact the minister directly. There is no fee for the use of the minister's office for office weddings. Guests at office weddings must be limited to immediate family. Decorations are not permitted for office weddings.
4. The Fellowship Hall is available for receptions. The Atrium is also available for receptions provided no furniture would need to be moved.
5. The church is unable to accommodate weddings of more than 1200 people or receptions of more than 400 people. These limits are subject to reductions in so far as unusual circumstances may require. Please confirm that our current limits are able to accommodate your planned attendance.
6. The entire church premises must be neat and clean for Sunday morning services. Accordingly for Saturday weddings and receptions, all post-event cleanup procedures must be completed by 5pm to allow our facilities staff sufficient time to complete preparations for Sunday morning.

Scheduling Your Wedding

1. To reserve a date on the church calendar for your wedding, contact the Event Coordinator at 803-772-3227. Reservations are taken on a first-come, first-served basis. The Event Coordinator will check the date you desire for availability. The date cannot be reserved on the calendar until the bride reviews the Wedding Policies and completes the Wedding Application. Weddings may be scheduled no less than 3 months and no more than 12 months in advance.
2. The following dates are unavailable for rehearsals/weddings in the Worship Center:
 - New Year's Eve and New Year's Day
 - The weekend of Palm Sunday
 - The weekend of Good Friday/Easter
 - The weekends before and after Vacation Bible School (these dates are usually in June)
 - The weekend of or after Thanksgiving
 - The entire month of December
3. Once the Wedding Application is received, the Event Coordinator will submit it to the requested officiating minister. The minister will then schedule an initial meeting with the couple to discuss the application. A calendar request form will also be submitted which will be reviewed by all necessary staff. This review process usually takes one (1) week. Please do not go forward with booking other service providers for your wedding until you have received approval of your wedding request.
4. Following the approval of your wedding date, you will schedule a Wedding Consultation meeting with the Event Coordinator. At this meeting, the following will take place:
 - A \$200.00 deposit for damages is required. The full deposit (minus any maintenance or repair costs) will be refunded within three weeks following the wedding. The deposit will also be refunded if the wedding is cancelled 14 days before the scheduled date. The deposit will be forfeited if there are any damages by the photographer, videographer, florist, etc. Other examples of deposit loss include the use of prohibited items (rice, confetti, alcohol, etc.) and damage to the pews, carpets, walls, plants, etc.
 - A date and time will be selected for the rehearsal. A maximum of one hour and thirty minutes is scheduled for the rehearsal. Rehearsals will be held between the hours of 5:30 pm and 9:00 pm.
 - Weddings with a reception at the church are allotted six hours, beginning no more than three hours before the ceremony. Weddings without a reception at the church are allotted four hours, beginning no more than two and one-half hours before the ceremony. This includes time for the wedding party to dress for the wedding, time for the florist to decorate, and time for the photographer and/or videographer to set up and complete photographs. The bride will determine how the allotted time for her wedding will be utilized. Failure to complete activities, including those of the florist, caterer, and/or photographer, within the allotted time may result in additional charges to offset additional expenses to the church.

- The Event Coordinator will assign dressing areas for both the bride and the groom at the time of booking.
5. All visits to see the church property prior to the wedding date must be arranged in advance with the Event Coordinator.

Wedding Director

The Wedding Director will meet with the bride three (3) months prior to the wedding as well as subsequent meetings as deemed necessary by both the Director and the bride. She will meet all parties (photographer, musicians, etc.) at the rehearsal and keep both the rehearsal and wedding on schedule.

Riverland Hills requires the use of one of our approved Wedding Directors. The Wedding Director fee is \$300.00 and is paid directly to the Wedding Director. This fee includes the rehearsal, wedding, and any time spent in consultation with the bride prior to the wedding. If the Wedding Director is requested to assist at the reception, there will be an additional \$100.00 fee. The bride may use an outside Wedding Director, but an approved Riverland Hills Director must be on the premises for the rehearsal and the wedding. In this scenario, the \$300.00 fee still applies. A list of approved Wedding Directors will be provided to the bride and she is responsible for scheduling the Wedding Director and then notifying the Event Coordinator.

Ministers

A pastor or minister on the staff of Riverland Hills Baptist Church will usually officiate the wedding ceremony. There is no ministerial fee paid to the church. Honorariums are at the discretion of the wedding party, but a minimum of \$300 is recommended. A particular minister's availability will depend on his schedule. Please keep in mind that each minister requires a series of at least 4 pre-marital counseling sessions, in addition to the initial approval meeting. A minister from another Baptist church or other evangelical Christian denomination may officiate your wedding ceremony with Executive Pastor of Ministry approval.

Church Facility Requirements

1. Alcoholic beverages, controlled substances and tobacco products are not permitted anywhere in the church buildings or on the church grounds. Any member of the wedding party or any guest who brings alcoholic beverages or controlled substances on the property, or who attempts to serve alcoholic beverages or controlled substances in any form, will be asked to leave the property immediately. If they are a member of the wedding party, they will not be permitted to participate in the rehearsal or wedding. Any member of the wedding party who appears to be under the influence of alcohol or controlled substances will not be permitted to participate in the rehearsal or wedding.
2. Food and drinks are not allowed in the Worship Center. If you choose to provide refreshments for your wedding party, a table will be provided in their respective dressing areas.

3. No rice, birdseed, or confetti may be thrown anywhere in the church buildings, grounds or parking areas. Only silk flower petals may be used indoors.

Wedding Music

1. A church wedding is a worship service, and music should be selected accordingly. Please choose songs that acknowledge the biblical calling of marriage as a gift from God.
2. Our Worship Pastors are available to consult with the bride and groom concerning the selection of appropriate music and musicians, if needed.
3. The church pianist and/or organist may be utilized for weddings. The cost for normal musical performance varies from \$200-\$400, depending on the musician. These costs take into consideration their presence prior to, during, and after the rehearsal and wedding for the purposes of wedding preparation and related musical duties. These fees are paid directly to the musician at the rehearsal. The bride will be responsible for contacting pianist, organist, soloists and any other musicians that she wishes to play and/or sing for her wedding. RHBC can provide names of potential musicians, if needed.
4. A guest organist/pianist or accompanist may play the Worship Center organ/piano provided they have been approved by the Traditional Worship Pastor at least 4 weeks prior to the wedding. If the church organist/pianist are engaged for instruction in the use of the instruments, there will be a consultation fee, depending on the amount of time required.
5. Fees for other musicians and vocalists are not set by Riverland Hills Baptist Church. Musicians and vocalists are hired independently by the wedding party. All musicians should be approved by the Traditional/Modern Worship Pastor and paid prior to the wedding.

Sound/Technical Service

The RHBC technical staff will operate all sound, lighting and video equipment. The wedding fee (see fee schedule on page 8) includes the cost of a sound technician and basic lighting for the wedding only. Additional technical costs are as follows:

Wedding and Rehearsal

- Video Presentation and Special Lighting
- additional \$200

Reception

- Sound - \$100
- Video Presentation and Special Lighting
- additional \$100

Photography and Video

1. The wedding ceremony is a sacred occasion. Photographers and videographers will take instructions from the assigned Wedding Director. Flash photography is not allowed after the bride has entered the altar area. No other flash photographs are allowed until the bride and groom are presented at the end of the ceremony. During the ceremony, photographers may position themselves in the balcony or rear of the seating area. At no time during the ceremony will the photographer enter the altar area, the choir area, or place himself/herself in a position that would detract from the sacredness of the ceremony.
2. Videoing is allowed if the equipment does not distract from the sacredness of the ceremony, impede the movement of guests, or damage the facilities. Videoing must be done without the addition of special lighting. Generally, the best location for video is the balcony. At no time during the ceremony will the camera operator enter the altar area. A video camera may be mounted on a stationary tripod.
3. Photographers and videographers are cautioned about marring furniture by standing on or placing equipment on pews or furniture. Any violation of this will result in a loss of deposit.

Flowers and Decorations

1. Florists will not have access to the church more than three hours prior to the wedding.
2. Our Worship Centers are furnished as a place of worship and need not be elaborately decorated. Excessive decoration can be a hindrance to creating a worshipful atmosphere.
3. All hymnals, Bibles, and related materials in the pew racks will remain in place.
4. The floors, carpet, walls, plants and furnishings must be respected and protected in the placement of flowers or other decorations. Decorations must not be hung or suspended from fixtures or furnishings. Except for family pew markers, no decorations shall be attached to walls or furnishings.
5. No tape, nails, pins, glue, staples, or screws may be used in decorating. Only wrapped wire or ribbon that will not mar or stain surfaces may be used to fasten bows to pews or other furniture.
6. Only battery-operated candles are permitted in our facility.
7. The florist will be responsible for all decorations. Removal of all decorations from the premises must be made immediately following the wedding. The removal of decorations is included in the maximum time allotted for the wedding. The Facilities Staff does not remove the flowers or decorations.
8. Podium furniture is not to be moved or removed by anyone other than the Facilities Staff. The choir loft chairs and choir rail will not be moved.

9. Only the Facilities Staff may remove the plants in the Worship Center and replace them after the wedding. No other plants or furnishings may be moved.
10. If the wedding is in Worship Center West and is scheduled on a Saturday, the bride may offer the flowers to be used for the following Sunday services. This must be arranged with the Event Coordinator when the wedding is calendared.
11. If the Worship Center is decorated for a specific holiday or celebration, the decorations must remain intact for the wedding ceremony. The only items that may be moved by the Facilities staff are the podium and the minister's chairs. No wedding receptions or wedding rehearsal dinners will be permitted during the month of December due to Christmas-related activities.
12. At certain times of the year, special promotional material may be displayed in the Worship Center for special campaigns or emphases (e.g., the International Missions Offering). It is understood that these special decorations will not be removed or disturbed. Weddings during these times must be planned with these materials in mind.

Caterers

1. If the reception is held at the church, the caterer and bride must meet with the Event Coordinator and Food Services Coordinator to sign a Caterer's Contract at least four weeks prior to the wedding. The caterer will not be given access to the facilities if a contract has not been signed for the event.
2. The caterer will use a specified area of the kitchen for preparation before and during the reception.
3. The caterer is responsible for any damage or loss of property resulting from their actions.
4. Caterers are not to drive or park delivery vans/trucks on the cement areas of the church.
5. An assigned RHBC Food Services staff will be scheduled with all caterers.

Other Information

1. If rented or borrowed property is used, it is the sole responsibility of the wedding party to ensure that it is removed immediately after the wedding.
2. The wedding party will have a representative at the church during the entire allotted time.
3. The church is not responsible for any personal items brought to the church for use in the wedding or reception, nor will the church be liable for such items if lost, stolen, or damaged. Every reasonable effort will be made to assist the wedding party in protecting this property.

Fee Schedule

1. As a ministry to our member families, Riverland Hills Baptist Church is happy to provide a venue to help make your wedding day one that will glorify our Lord. The following fees apply:

Event:	Includes:	Fee: (due 60 days prior to wedding)
Wedding: Worship Center West Worship Center East Atrium Includes rehearsal & dressing rooms for wedding party	Administrative and utility costs, facility setup, cleaning and setup for Sunday services, as well as a sound tech who will be available for the rehearsal and wedding.	\$300
Rehearsal Dinner One half of Fellowship Hall	Utility costs, facility setup, cleaning and setup for Sunday services	\$500
Reception Fellowship Hall	Utility costs, facility setup, cleaning and setup for Sunday services	\$1000
Reception Atrium	Utility costs, facility setup, cleaning and setup for Sunday services	\$1000

There is a \$50 per hour fee for any additional requirements beyond normal custodial service. These additional services must be arranged at least 4 weeks prior to the wedding.

2. All fees are subject to change based on the extent of staffing and facilities utilized. Any changes must be approved by the Executive Director of Business Operations.

Budgeting Your Wedding

To be paid to Riverland Hills:

Deposit (paid when scheduled on calendar and refundable)	\$ <u>200</u>
Wedding Fee	\$ <u>300</u>
Reception Fee	\$ ____

To be paid directly to service provider at rehearsal:

Minister Honorarium	\$ ____
Wedding Director	\$ <u>300</u>
Organist/Pianist/Other Musicians	\$ ____

Optional - paid directly to Riverland Hills Baptist Church 30 days prior to the wedding:

Additional Technical Fees (p.4)	\$ ____
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