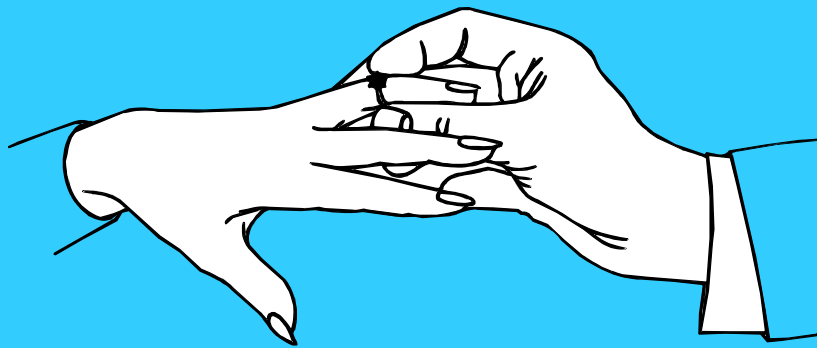


*Two
Shall Become
One*



*Wedding
Policies and Procedures
For Non-Members*

Ridgecrest Baptist Church
2210 W. Republic Road
Springfield, MO 65807
887-2317

Revised January 2012

Dear Bride and Groom,

We are honored you are considering having your marriage ceremony at Ridgecrest. I love weddings, and I love being married! I am a romantic at heart and love happy endings.

One of the best ways to increase the odds of a happy ending is to have a proper beginning. It is my desire that your marriage be God-honoring in every way. If you want to please God in your marriage, start now as you prepare to be married.

Let me gently and lovingly share a guideline we follow: I ask the Bride and Groom to abstain from a sexual relationship until after the wedding. If the Bride and Groom are already living together, I recommend they move to separate living quarters. If there is a reason why they need to live in the same house, I ask for a pledge that they will abstain from a sexual relationship until after the wedding. I believe the Bible clearly teaches that this most intimate of human activities be reserved for marriage. By doing so, you increase the statistical odds of your marriage being successful, you honor one another, and you please Jesus!

If a Ridgecrest pastor is asked to perform your wedding, we require each couple to attend pre-marital counseling sessions before their wedding day.

May God richly bless you and be first in your marriage!

In Christian love,

A handwritten signature in cursive script that reads "Hosea".

Hosea Bilyeu
Senior Pastor

FORMS FOR NON - MEMBER'S WEDDING

Policy

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Form

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WEDDING POLICY FOR NON-MEMBERS

God's wonderful plan for marriage defines our policies for weddings performed at Ridgecrest:

1. Bride and groom should both be believers in the Lord Jesus Christ.
2. When a Ridgecrest Pastor officiates, couples may schedule their required premarital counseling session by calling the Pastor's assistant at 885.5216. When a non-Ridgecrest Pastor officiates, we strongly encourage counseling with that Pastor.

SCHEDULING:

1. Church office requires receipt of requests for use of the facility at least 60 days prior to the desired date. All scheduled church activities have priority. The church reserves the right to refuse the use of the facilities.
2. Wedding facilities will be reserved for two days:
 - a) Rehearsal day with dinner—1:15 pm to 2 1/2 hours following the beginning of the dinner/rehearsal. (i.e. dinner at 6:00 pm, rehearsal at 7:30 pm and vacate the facility at 8:30 pm)
 - b) Rehearsal day without dinner—1:15 pm to 1 1/2 hours following the beginning of the rehearsal. (i.e. rehearsal at 6:00 and vacate the facility at 7:30 pm)
 - c) Wedding Day (without reception at Ridgecrest): 4 hours before the wedding to 1 1/2 hours after the start time of wedding ceremony. (i.e. 2:00 pm wedding – vacate facility at 3:30pm).
 - d) Wedding Day (with reception at Ridgecrest): 4 hours before the wedding to 3 hours after the beginning of wedding ceremony. (i.e. 2:00 pm wedding - vacate facility at 5:00 pm).

Additional time (to the above), charged at \$11 per hour deducted from your deposit.
3. No weddings or rehearsals held on Sundays. A holiday weekend wedding approved **IF** the custodial crew and a hostess / host are available.
4. No Friday wedding (*with or without reception at Ridgecrest*) scheduled after 7:00pm. No Saturday wedding with the reception at Ridgecrest scheduled after 5:00pm. No Saturday wedding with reception away from Ridgecrest scheduled after 7:00pm.

INFORMATION AND GUIDELINES:

1. Ridgecrest built and dedicated this facility to the glory of God and His worship. All scheduled activities must comply.
 - a) No smoking, alcoholic beverages or drugs allowed.
 - b) Any member of the wedding party under the influence of alcohol or drugs will not be permitted to participate in the rehearsal or wedding.
 - c) Proper attire must be worn at all times. No see-through wedding dresses.
 - d) No dancing anywhere on church property.
1. A pastor or minister from another Baptist church or other evangelical Christian denomination can officiate in the ceremony after obtaining Ridgecrest approval.
2. Ridgecrest assigns a Wedding Host or Hostess to the bride after approval of the wedding date by the church's Wedding Coordinator.
3. Ridgecrest bears no responsibility for personal items, rented or borrowed property, wedding dresses, purses, silver, glassware, etc. used in the wedding and/or reception. Ridgecrest will expend every reasonable effort to assist in protecting such property.
4. Decorating for the rehearsal dinner, wedding, and reception allowed the day before the wedding from 1:15 - 5 p.m. Ridgecrest office personnel are **not** allowed to assist in any way. The wedding hostess arrives in the facility 30 minutes before the rehearsal. Decorators furnish all necessary supplies. Additional decorating allowed on wedding day, if appropriate.
 - a) Bulletin boards used by bride and family to be left as found.
 - b) Food and drink allowed only in the Ridgecrest Room, Fellowship Center, family room and dressing rooms.
 - c) No nails, pins, or glue used to attach decorations to any church furniture, walls, fixtures or wooden columns in the chapel, foyers or Worship Center. Only dripless candles allowed. All open candles require a globe covering except those used in candelabras.
 - d) **Do NOT** move furniture and plants located in the foyers, chapel and worship center.
 - e) Use birdseed **ONLY** (no rice) at exterior doors, **exterior use only**.
6. All groups responsible for costs related to any breakage and damages, or areas requiring extra cleaning.
7. For nursery, contact the Childhood Ministry, 885-5213, one month prior to wedding.
8. If using the Worship Center, **do NOT** move any of the items located behind the railing on the platform. **Do NOT** move any decorations (Easter, Christmas, etc.) in the Worship Center.

PHOTOGRAPHERS/VIDEO TAPING:

Take all pictures of the bridal party and family prior to or immediately following the ceremony. To protect the worship atmosphere of your wedding your photographer must use the back of the Worship Center/Chapel to photograph (without flash) during the service. Pictures of the bride entering and leaving acceptable.

Camera placement, for taping during service, requires advanced approval of the minister.

To use Power Point or play a video in the Worship Center during your ceremony, please notify the wedding coordinator one month before the wedding. To use the equipment, church technician required. Fees: Power Point/Video—\$100. Special lighting requiring a separate person—\$100.00

WEDDING MUSIC:

Select appropriate music for a worshipful atmosphere. Assistance available. Consult with the Minister concerning processions, recessions, pre-wedding music and vocal music. The organist, vocalist, and instrumentalists selected require approval by Ridgecrest Baptist Church.

Call the church office, 885-5221, for approval of an organist other than this church's organist. Also, to arrange a rehearsal for that person.

Contact the Wedding Coordinator to arrange sound technician for the Chapel or Worship Center one month before your wedding. Only a Ridgecrest technician permitted to use church sound equipment. Fee: \$150.00.

FEES:

Deposit	\$100.00
(Refunded minus coordinator's fees if wedding is cancelled, overtime charges, or damages)	
Wedding Coordinator	\$ 94.50
Wedding Hostess: (overtime pay—\$11.00 per hour)	
Wedding only.....	\$120.75
Wedding with rehearsal dinner or reception	\$149.00
Wedding with rehearsal dinner and reception.....	\$188.00
Facility and Custodial	
Chapel	\$150.00
Worship Center (lower level))	\$650.00
Worship Center (lower level and balcony)	\$850.00
Ridgecrest Room (rehearsal or reception setup)	\$150.00
Ridgecrest Room (rehearsal and reception setup)	\$165.00
Fellowship Center (rehearsal or reception setup)	\$270.00
Fellowship Center (rehearsal and reception setup)	\$325.00
Sound Technician	\$150.00
Video/Power Point (rehearsal & wedding in Worship Center)	\$100.00
Special Lighting Technician (rehearsal & wedding in Worship Center)	\$100.00
Sound/Lighting/Video/Power Point Tech for Fellowship Center	
2 hour rehearsal dinner	\$50.00
2 hour reception	\$50.00

Enlisting and negotiating the fees or gratuities to musicians, instrumentalists, and minister ... NOT part of the wedding fee.

SERVICES OF THE COORDINATOR AND HOSTESS:

The Coordinator meets with the Bride twice (*required*). **First meeting is two weeks following confirmation of wedding** to explain the policies, guidelines and forms. (If the meeting does not occur within two weeks, the wedding will be removed from the church calendar.) **Second meeting one month** before the wedding to discuss final details, collect forms, and fees. The Coordinator processes all forms, fees and prepares order of service.

Hostess Responsibilities:

Rehearsal Evening:

1. Arrive thirty minutes before rehearsal dinner and/or rehearsal
 - a) Unlock building
 - b) Mark positions of wedding party on stage
2. Conduct the wedding rehearsal.
 - a) Distribute wedding day schedule to wedding party
 - b) Instruct men on how to escort, etc.
3. Lock down the facility

Wedding Day:

1. Open building according to schedule
2. Available to the Bride as a resource person during the day.
3. Confirm members of the wedding party are at assigned places 30 minutes before wedding.
4. Confirm wedding party is lined up 10 minutes before wedding.
5. Coordinate the entrance of the wedding party, if requested.
6. Serve as resource person for those assigned clean up following the wedding and reception.
7. Lock down the facility. **Failure to vacate the premises as described in item #2 under "Scheduling" results in an \$11/hr fee taken from the deposit.**

CUSTODIAL SERVICES:

Our Custodial staff performs the following:

1. Clean all areas before and after pre-wedding and wedding activities.
2. Remove and replace pulpit furniture. If requested remove and replace lattices.
Wedding party to leave the stage area as completed by custodial crew.
3. Set up Bride's dressing room with mirror and 2 tables.
4. Set up the Ridgecrest Room or Fellowship Center for rehearsal dinner or reception according to diagram. You furnish a detailed diagram.

Changes desired after setup responsibility of Bride and/or family.

Photography/Video Taping

Pictures of the bridal party and family are taken prior to or immediately following the ceremony. To protect the worship atmosphere of your wedding please have the photographer **at the back of the Chapel/Worship Center** to photograph (without flash) during the service. Pictures of the bride entering and leaving are acceptable.

Video taping is acceptable if the camera placement, during the service, is approved by the minister.

List of photos you **might** want to be taken and include their location:

Bride
Groom
Bride and Groom
Attendants with Bride
Attendants with Bride and Groom
Attendants with Groom
Groomsmen with Groom
Groomsmen with Bride and Groom
Groomsmen with Bride
Bride and Groom with Attendants, Groomsmen, Flower girls and Ring Bearer
Bride and Groom with Attendants, Groomsmen, Flower girls, Ring Bearer, Ushers, and Guest book and gift persons.
Flower girls and Ring Bearer with Bride
Flower girls and Ring Bearer with Groom
Flower girls and Ring Bearer with Bride and Groom
Bride with parents
Bride with her family
Bride and Groom with Bride's family
Bride and Groom with Bride parents
Groom with his parents
Groom with his family
Bride and Groom with Groom's family
Bride and Groom with Groom's parents
Bride and Groom with both sets of parents
Bride and Groom with both sets of families
Bride and Groom with her maternal grandparents
Bride and Groom with her paternal grandparents
Bride and Groom with his maternal grandparents
Bride and Grooms with his paternal grandparents

Reception:

Servers behind the table
Cutting and eating the cake
Sharing the drink

Leaving:

Removal of garter
Throwing of garter
Tossing of bouquet
Leaving the church

NON - MEMBER'S WEDDING RESERVATION FORM

Ridgecrest Baptist Church

2210 W. Republic Rd. Springfield, MO 65807 887-2317

The church facility will be reserved for your wedding upon:

- (1) the return of this form
- (2) \$100 deposit
- (3) approval from Pastor
- (4) desired calendar date approved by church

Confirmation of your wedding date will be mailed to you. All fees are due at the final meeting with the wedding coordinator one month prior to the wedding. In the event the wedding is canceled, the deposit will be returned minus fees for services already performed by the wedding coordinator.

Bride's Name _____ Phone _____ E-mail Address _____

Address _____ City/State _____ Zip _____

Groom's Name _____ Phone _____ E-mail Address _____

Address _____ City/State _____ Zip _____

Rehearsal Date _____ Time _____

Rehearsal Dinner at Ridgecrest: _____ Yes _____ No
_____ Ridgecrest Room _____ Fellowship Center

Wedding Date _____ Time _____

_____ Chapel (170 people) _____ Worship Center (1000 people)

Reception at Ridgecrest _____ Yes _____ No
_____ Ridgecrest Room (200 people) _____ Fellowship Center

Officiating Pastor _____ Phone _____

Address _____ City/State _____ Zip _____

Church Affiliation _____

We have read and accepted the wedding procedures and policies for Ridgecrest Baptist Church and will cooperate accordingly to have a spiritual and well-planned wedding.

Bride _____ Date _____

Groom _____ Date _____

(Do not write below this line)

Approved by: _____ Date: _____

Cleared on Church Calendar by: _____ Date: _____