

*Two
Shall Become
One*



Wedding
Policies and Procedures
For Non-Members

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

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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. No wedding will be scheduled if the prospective Bride and Groom live together ... unless they immediately separate and abstain from sexual activity until they are married.
3. 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.
 - 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 anyway. 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 processionals, recessionals, 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
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.

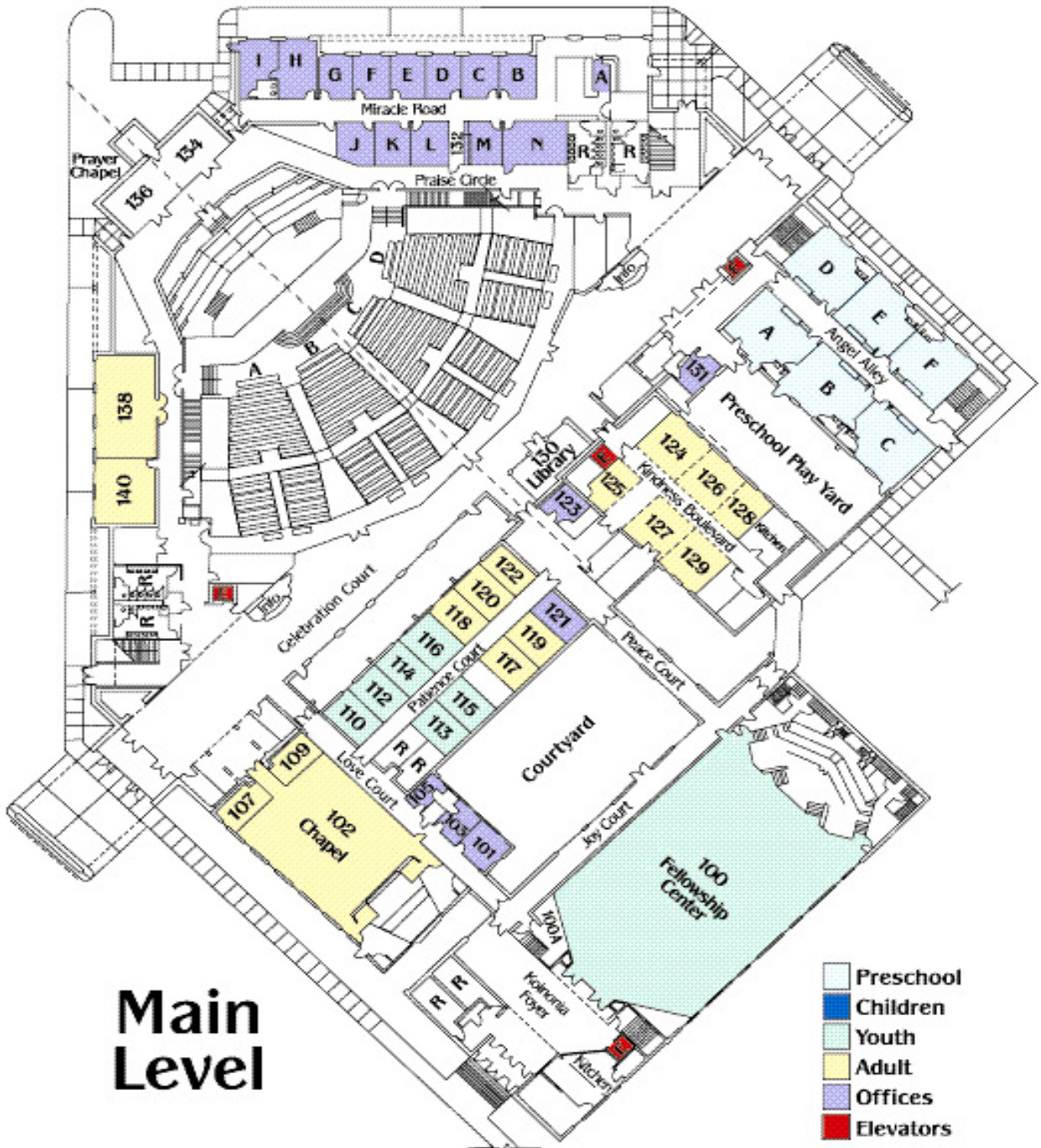
LOCATION OF ROOMS

Bride's Room – Friday Weddings: Room 117/119 Saturday Weddings: Room 140

Groom's Room – 116 &/or 114

Family Waiting Room – 117/119

Rehearsal Dinner and Reception – Ridgecrest Room (dotted lines indicate folding partitions)



WEDDING CHECK LIST

1. __RESERVATION FORM - Your wedding date added to church calendar only after this form returned and date approved by staff.
2. __FIRST APPOINTMENT WITH WEDDING COORDINATOR (Two weeks following confirmation of wedding to discuss wedding policies, guidelines, and forms. If meeting does not occur within the two weeks after confirmation, the wedding will be removed from the church calendar.)
3. __EQUIPMENT RESERVATION FORM (submit as soon as possible)
4. __LAST APPOINTMENT AT CHURCH (one month before wedding)

Please bring the following:

- a) Completed Wedding Party and Helpers Sheets
- b) Fee
- c) Completed Wedding Day Schedule and Plan sheets
- d) Floral form
- e) Custodial Information form, page 10
- f) Rehearsal Arrangement Sheet, page 11 or 15
- g) Reception Arrangement Sheet, page 13 or 16
- h) Rental Items sheet, page 21

ITEMS TO BRING THE DAY OF REHEARSAL

- i) Marriage License
- j) Checks (Minister(s), Organist, Pianist, Sound Technician, Singer(s), Instrumentalists)
- k) 2 Bic lighters to light candles
- l) 2 White Taper Candles
- m) Guest Book(s) and Pen(s)
- n) Decorating supplies (needle nose pliers, pipe cleaners, floral tape, floral wire, scissors, etc.)
- o) Safety Pins, needle and thread, scissors
- p) Reception Supplies (goblets, cake knife and server, serving trays, punch, etc.)
- q) Bridal gown, shoes, etc.
- r) Grooms tux, shoes, etc.
- s) Other wedding party clothes
- t) Containers to take remaining punch, cake and other food items home
- u) Extension cords
- v) Other