



Roopville Road
BAPTIST CHURCH



Wedding Handbook

A Note from the Pastor

Your wedding begins your life together. Weddings that are beautiful and glorify the Lord Jesus Christ must be carefully and prayerfully planned. I feel sure you want your wedding to honor God and point others to Jesus.

We at Roopville Road Baptist Church (hereinafter, "RRBC") have prepared this booklet to guide and assist you in planning this joyful event. It should answer most of the questions which arise as you approach your wedding date.

In everything Jesus must be the center and the circumference and so it should be in the marriage. My desire is to help you begin this part of your life glorifying our Savior.

A Christian wedding is more than a civil ceremony. It is sacred and holy unto the Lord. Our church staff will work with you in planning a ceremony that will fulfill this high standard.

All arrangements should be made through the church office and confirmed with me.

In His Name,

A handwritten signature in black ink that reads "Bro Stephen". The signature is written in a cursive, flowing style.

Bro. Stephen

Procedures for Church Weddings

Planning a Christ-Centered Wedding

We believe the wedding ceremony to be one of the most sacred ceremonies of the church. A wedding ceremony is a time of worship. Nothing in your life is more sacred than your relationship to God and each other.

We believe that marriage is the uniting of one man and one woman in a legal union and a covenant commitment for a lifetime. Marriage is God's unique gift to reveal the union between Christ and His church and to provide for the man and the woman in marriage the framework for intimate companionship, the channel of sexual expression according to biblical standards, and the means for procreation of the human race. We define the word "marriage" as only a legal union between one man and one woman as husband and wife, and "spouse" as a person of the opposite sex who is a husband and wife.

God's word states: "It is not good that the man should be alone; I will make him an help meet for him.

Genesis 2:18

"Therefore shall a man leave his father and his mother and shall cleave unto his wife; and they shall be one flesh."

Genesis 2:24

"Husbands, love your wives even as Christ also loved the church, and gave himself for it."

Ephesians 5:25

"Wives, be in subjection unto your own husbands, as unto the Lord."

Ephesians 5:22

RRBC is pleased to offer its facilities to make your wedding ceremony a beautiful and worshipful event.

Meaningful weddings, like good marriages, don't just happen. They are a result of careful planning, hard work and prayer.

The pastor and staff of RRBC wish to extend all means of assistance to you so that your wedding will be a relaxed and spiritual event.

Who Can Use the Facilities for a Wedding at RRBC?

Members or Non-Members may use the church facilities for a wedding at RRBC. If the bride, groom, a parent or a grandparent is a member of RRBC, and have been a member for at least one year, you would only be responsible for a deposit and coverage fees (see “Fees”, page 12). Non-members are responsible for deposit, facilities usage charge, and coverage fees.

Premarital Conference

Marriage is a holy estate and should not be entered into unadvisedly or lightly. Therefore, it is necessary for the bride and groom to confer with Bro. Stephen before final plans are made. The bride or groom should contact the church office to arrange this conference. No plans are definite until after the conference. The first conference with Bro. Stephen should be scheduled at least two (2) months prior to the desired wedding date.

Miscellaneous Information

- Weddings or rehearsals shall not be held on Sundays.
- No weddings will be scheduled that will conflict with any worship service or event involving the membership as a whole.
- A pastor or minister other than Bro. Stephen may be permitted to officiate in your ceremony; however, Bro. Stephen must give approval before this minister is scheduled.
- The bride and her family are responsible for all personal items of the wedding party brought to the church. If rented or borrowed property has been used, it is the responsibility of the bride’s family to see to its return immediately after the wedding.
- The church will not be responsible for personal items such as wedding dresses, wraps, purses, silver or glassware brought to the church for use in the wedding or reception nor shall the church be liable for such items lost, stolen or damaged. However, reasonable efforts will be made to protect such property.

Miscellaneous Regulations

- We recommend a Wedding Director is contacted to coordinate and schedule wedding dates and activities.
- **Alcoholic beverages and smoking are not permitted anywhere in church buildings or on church property.**
- **No alcoholic beverages** will be served on the church premises at any time.
- Any member of the wedding party who is under the influence of alcohol will not be permitted to participate in the rehearsal or wedding.
- No rice or confetti may be thrown anywhere in the church buildings.
- No dancing will be allowed in the church buildings.
- If the rehearsal dinner, wedding or reception is to be held at another location where alcoholic beverages will be served, the Pastor will not be a part of the ceremony or related activities.

- The dress of the wedding party is expected to exhibit good taste and Christian modesty.
- The use of the sound system should be arranged with the Audio/Visual Directors at least six (6) months in advance of the wedding.

*Brett Barnes (678) 699-5478

Your Wedding Music

We are delighted that you have chosen the facilities of RRBC to be joined together in Holy Matrimony and become “one in Christ.” Because music is a vital part of this sacred service, we stand ready to be of any assistance to you.

A church wedding is a religious service and all of your music should be in keeping with the reverence and spiritual nature of a worship service. Selections which are current popular hits are usually inappropriate and music of this type is not allowed in the service or as a pre-nuptial music in the auditorium. Therefore, all music to be used in the wedding and reception is to be approved by the Minister of Music or the Pastor. Please submit copies of the desired music to be used in the ceremony at least two (4) weeks in advance of the wedding.

The organist selected for the wedding must have a thorough working knowledge of the church organ. Please see that he/she is approved by the Minister of Music.

You must also see the Minister of Music about the setup of the stage area. Please have at least two to three men available immediately after the wedding to set the stage back for the next worship service.

***All music is to be approved by RRBC’s
Minister of Music one month in advance.***

Your Wedding Decorations and Flowers

Since our church building is already furnished as a place of worship and dignity, it should not be elaborately decorated. Be certain that decorations which are used will not damage the floors, walls, rugs or furniture. No decorations are to be hung or suspended from the lighting fixtures or ventilators. Nails or screws will not be driven into any part of the building. The florist engaged by the bride is responsible for all decorating and will be required to remove all decorations from the building immediately following the wedding. The moving of all pulpit furniture, microphones, etc. must be done under the direction of the Facilities Manager. The wedding party will not be responsible for this. If candles are used in the ceremony they must be shielded, paradise type to avoid getting wax on the carpet. This includes window candles and trinity candles (a polyethylene liner must be placed under candelabra to further protect the carpet).

It is the responsibility of the bride to instruct the florist she has chosen in accordance with our church wedding policies. The duplicate of this page should be given to the florist.

TO THE FLORIST:

The wedding policies which concern the work of a florist for weddings at RRBC are listed below. These requirements must have your cooperation.

1. No tacks, nails, tape or other materials which may permanently deface the buildings or furnishings may be used in decorating.
2. Only dripless/paradise type candles may be used (a polyethylene liner must be placed under candelabra to further protect the carpet).
3. Smoking is not permitted in any part of the church buildings or premises.
4. Flowers and decorations must be removed immediately following the wedding ceremony. The facilities must be left in the same order in which they were found.
5. The bride should have the florist's schedule for bringing the decorations to the church so the Building Supervisor can arrange to have someone present.

Thank you for your cooperation!

Roopville Road Baptist Church

Therefore whosoever heareth these sayings of mine, and doeth them, I will liken him unto a wise man, which built his house upon a rock: and the rain descended, and the floods came, and the winds blew, and beat upon that house; and it fell not: for it was founded upon a rock. And every one that heareth these sayings of mine, and doeth them not, shall be likened unto a foolish man, which built his house upon the sand; and the rain descended, and the floods came, and the winds blew and beat upon that house; and it fell; and great was the fall of it.”

Matthew 7:24-27



Your Wedding Pictures

It is the responsibility of the bride to instruct the photographer she has chosen in accordance with our church wedding policies. The duplicate portion of this page should be detached and given to the photographer. For your information, the policies are as follows:

1. It is suggested that you arrange to take as many pictures as possible prior to the hour of the wedding.
2. The photographer must inform the entire wedding party that pictures are to be made immediately following the ceremony. This will assure the wedding party's immediate return to the auditorium.
3. Remember that guests will be waiting for the reception. The photographer and bride should plan in advance the list of pictures to be made.

TO THE PHOTOGRAPHER:

The wedding policies which concern the work of photographers at RRBC are listed below. These requirements must have your cooperation.

1. It is suggested that you arrange to take as many pictures as possible prior to the hour of the wedding.
2. The photographer must inform the entire wedding party that pictures are to be made immediately following the ceremony. This will assure the wedding party's immediate return to the auditorium.
3. Remember that guests will be waiting for the reception. The photographer and Bride should plan in advance the list of shots to be made.

Thank you for your cooperation!

Roopville Road Baptist Church

Family Weddings

There are times in the life of a church when a smaller ceremony is preferred. For example, perhaps a widow or widower has been led of God to enter again into matrimony later in life and an extravagant ceremony with attendants would not be needed or desired. For other occasions, perhaps discretion would dictate a simpler ceremony such as remarriage of a husband and wife who wish to reconcile their previous marriage as stated in 1 Corinthians 7:11. A second marriage would also fall into this category requiring discretion. Economic consideration might also be a factor in choosing a family wedding. For this type of wedding there would be no need for a wedding director due to the simplicity of the service no rehearsal would be scheduled.

In cases such as these and others when it is preferred to invite only family members and a very few close friends, we recommend the family wedding arrangement. In a family wedding, decorations would be simple, if used at all. There would not be attendants, with the possible exception of a best man and maid or matron of honor. In keeping with the simplicity of the ceremony, there would be no processional or recessional.

Our view of a wedding ceremony is that of a spiritual service recognizing God's presence and plan for each couple entering marriage, regardless of the simplicity or extravagance of the occasion. All other applicable policies regarding weddings mentioned elsewhere in this booklet apply to family weddings as well.

Love

*...is so patient
and so kind
...never boils with jealousy,
never boasts,
is never puffed with pride.*

*...does not act with rudeness
or insist upon its rights.
...never gets provoked,
never harbors evil thoughts.
...is never glad when wrong is done,
but always glad when truth prevails.*

*...bears up under anything
...exercises faith in everything
...keeps up hope in everything
...gives us power to endure in anything.*

Love is forever!!



Who Pays for What?

The following information is provided to help you plan the cost of your wedding. The following is customary; of course, you may do as you wish according to any arrangements that have been made.

Bride

The bride pays for:

- * Her trousseau
- * Wedding ring for the groom
- * Wedding gift for the groom (optional)
- * Presents for her attendants
- * Personal stationary and calling cards
- * Accommodations for her attendants
- * Her medical examination
- * If she is financially independent, the bride may assume any other of her family's traditional responsibilities.

Bride's Family

The bride's family pays for:

- * Wedding invitations and enclosure cards
- * Announcements
- * Engagement and wedding photographs
- * Fees for the organist, soloist, minister, wedding director and church fees
- * Flowers for the church
- * Bridesmaid bouquets and flowers/headdress
- * Photography and videography

Groom

The groom pays for:

- * Bride's engagement and wedding rings
- * The marriage license
- * Gift for the bride (optional)
- * Bride's bouquet and going-away corsage
- * Boutonnieres for men of the wedding party
- * Gifts for his ushers and best man
- * The wedding trip
- * Flowers to the bride's mother after the wedding with a "thank you" note

Fees

For Members: There is no Facilities Charge for members. However, anyone using the facilities at RRBC for a wedding is required to pay a refundable deposit and pay Coverage Fees for an audio technician and custodial services. To qualify as a “Member” the bride, groom, a parent, or a grandparent of the bride or groom must have been a member of RRBC for at least one year.

For Non-Members: Non-members are responsible for a refundable deposit, and Coverage Fees for an audio technician and custodial services, but will also be responsible for a Facilities Charge for use of the church.

Deposit: The Security Deposit of \$150 is to reserve the date for your wedding. Once the check has cleared the bank, your date will be added to the church calendar. The deposit will be returned to you after the wedding, assuming all the wedding policy conditions have been met and no damages occurred.

Fees for Members:

\$400 for the Wedding in the Worship Center, including the Rehearsal the night before.

\$600 for the Wedding and the use of the Fellowship Hall for the Rehearsal Dinner, the Reception, or both.

Fees for Non-Members:

\$900 for the Wedding in the Worship Center, including the Rehearsal the night before.

\$1300 for the Wedding in the Worship Center and the use of the Fellowship Hall for the Rehearsal Dinner the night before OR the Reception.

\$1500 for the Wedding in the Worship Center and the use of the Fellowship Hall for both the Rehearsal Dinner the night before AND the Reception.

Note regarding fees:

These fees do not include the Minister, Wedding Director, Musicians or Vocalists. (The minimum recommended for a musician or vocalist is \$150.)

Nor do they include a Lighting Technician (the Audio Technician provides basic lighting) or Videographer. Contact the church office for fee information and availability if you require more than basic lighting and audio. All church-related fees and charges must be paid in full at least one week prior to the wedding date.

Videography Fees (Members and Non-Members):

The church has excellent videography equipment and personnel in-house. You have several options to choose from (single, unmanned camera on a wide-angle shot with a DVD provided; a complete package with multiple cameras, video and/or slides; and live camera shots on the big screens. Call the church office for details. Of course, you can also hire your own professional videographer.

Additional Notes:

Nothing may be removed from the stage, choir loft or other areas of the building without the permission of the Facilities Manager. The wedding party is responsible for replacing any furniture removed.

Any items added to the sanctuary for the wedding such as flowers, tables, pedestals, etc. must be removed immediately following the ceremony and photos AND PRIOR to the reception to allow the church staff to reset the stage for the next service.

On behalf of the Pastor and staff of RRBC, we want to wish you the very best concerning the institution of your home. May you both allow God to be the Godhead of your relationship in all ways...remember "WHAT GOD HAS JOINED TOGETHER, LET NOT MAN PUT ASUNDER..."

WEDDING RESERVATION FORM AND PLANNING CHECKLIST

*Bride: _____

Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Cell: _____

Email Address: _____

Christian? _____ Church Member? _____ If so, Name of Church _____

Parents: _____

*Groom _____

Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Cell: _____

Email Address: _____

Christian? _____ Church Member? _____ If so, Name of Church _____

Parents: _____

*Which of the following family members (if any) have been members of RRBC for at least one year? (Please circle)

Bride, Bride's Parents, Bride's Grandparents, Groom, Groom's Parents, Groom's Grandparents

*Have either the Bride or the Groom been married before? _____

***Dates and Times:**

Today's Date: _____

Wedding Date: _____ Time: _____

Rehearsal Date: _____ Time: _____

Reception? _____ Location: _____

Number of guests anticipated at Wedding: _____

***Wedding Party:**

Maid/Matron of Honor: _____

Best Man: _____

Bridesmaids: _____

Groomsmen: _____

Flower Girl(s)/Ring Bearer(s): _____

Ushers: _____

Others (Bride's Book Attendant, Servers, etc.): _____

Parents and Grandparents: _____

Minister(s): _____

Musicians, Vocalists, etc.: _____

Prerecorded music? _____ (all prerecorded music should be on a CD which has been tested on a CD player, not on a computer. Please, no flash drives, iPads or phones.)

Photographer: _____ Arrival Time: _____

Videographer: _____ Arrival Time: _____

Makeup: _____ Arrival Time: _____

Hair Stylist: _____ Arrival Time: _____

Caterer: _____ Arrival Time: _____

Baker: _____ Arrival Time: _____

Florist: _____ Arrival Time: _____

***Countdown to the Wedding:**

11. Application Date: _____

10. Deposit Made Date: _____ Check Cleared: _____

9. Facilities Manager Notified: _____ Date Reserved on Church Calendar: _____

8. Pastor Notified: _____ Audio Tech Notified: _____

7. (TWO MONTHS TO GO): Premarital Counseling Start Date: _____

6. (ONE MONTH TO GO): Date music for Wedding and Reception (if any) turned in to the Minister of Music: _____

5. Date music approved by Minister of Music: _____

4. Date Facilities Manager confirms wedding details with bride and/or groom: _____

3. (ONE WEEK TO GO): Date Wedding Fees Paid: _____

2. Date Facilities Manager confirms details again with bride, final scheduling and details: _____

1. (ONE DAY TO GO): Rehearsal Date: _____

* WEDDING DAY!! _____

* We agree to abide by the Wedding Policies & Procedures outlined in the Roopville Road Baptist Church Wedding Handbook and accept responsibility for any damage to the church facilities resulting from our use of them. We will cooperate with the church to have a spiritual, well-planned wedding.

Bride

Groom