

Wedding Policy



Royal Missionary Baptist Church
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North Charleston, South Carolina 29405
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WELCOME

Royal Missionary Baptist Church believes the wedding ceremony is 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. There are only two institutions that God has ordained, the church and the home. Therefore, marriage is a sacred institution, ordained by God Almighty. Marriage is always a three-way relationship involving Almighty God, man and woman. It should never be entered into lightly.

In His Word, God said: It is not good for man to be alone; I will make a helper suitable for him.
Genesis 2:18

The Apostle Paul said: Husbands, love your wives even as Christ also loved the church, and gave himself for her.
Ephesians 5:25

Royal Missionary Baptist Church is pleased to offer its facilities for your upcoming wedding and reception. The Senior Pastor and the entire staff of Royal wish to extend any assistance to you as you prepare for this special day.

Your wedding day is one of the most memorable days in your life, and here at Royal Missionary Baptist Church, we make sure that you and your guests share some of the best memories. From the staff, to the venue and from the food, to the little details, we guarantee a perfect day for the perfect couple. Our staff ensures that your wedding day goes smoothly, whether you are having your Ceremony or Reception here, or even both. Our goal is one that ensures you enjoy your day and experience it to the fullest!

GENERAL INFORMATION

Wedding arrangements involving the use of Royal Missionary Baptist Church and of its facilities are made by contacting the Business Manager, either at (843)746-5566 ext. 232 or royalbccevents@gmail.com. There are two primary contingencies that must be met before a date will be confirmed on our church calendar. First, the minister to officiate for the wedding must be secured. Second, all dates for all functions must be reviewed by the staff to insure there are no conflicts with other ministry plans or the general operations of the church.

There are several dates that are reserved and for which a wedding will not be confirmed. Weddings will not be scheduled on Sundays in conflict with other regularly scheduled church activities. Requesting a wedding on any major holidays including Christmas, Memorial Day and Labor Day weekends and Easter weekend, require the approval of the Senior Pastor. If a church activity is scheduled for the same weekend as the wedding request, it will not be moved to accommodate the request nor will a confirmed wedding date be moved for a church activity. The Senior Pastor may or may not be available for requested date of ceremony. If not, a qualified clergy staff will be made available.

Important note about same-sex unions: We at Royal Missionary Baptist Church believes that Marriage is God-ordained. "The Creator made them male and female, and said, 'For this reason a man will leave his father and mother and be united to his wife, and the two will become one flesh'" (Matthew 19:4,5). God's design for marriage goes back to mankind's beginning. The family, as God's means of propagating His creation, grows out of this primary human relationship. With this in mind, we reserve the right to honor that of God's Holy Word and only allow ceremonies of a man and a woman as God so ordained.

FACILITIES

Four (4) spaces are available for a wedding ceremony: the Main Sanctuary, the Royal Banquet and Conference Center, the Royal Family Life Center/Gymnasium and the Royal Fellowship Hall. *(See attached for more information-Appendix A)*

Looking for a Reception Venue.....Three (3) spaces are available for a reception and/or rehearsal dinner: the Royal Banquet and Conference Center, the Royal Family Life Center/Gymnasium and the Royal Fellowship Hall. *(See attached for more information-Appendix B)*

LOGISTICS

We ask that the prospective bride & groom meet at least twice with our events manager. The first meeting should be scheduled sometime in the first two weeks following confirmation of the wedding date. The second meeting should include both the prospective bride & groom, our wedding hostess and the wedding coordinator/director of the bride & grooms choosing, and be scheduled no later than two weeks prior to the ceremony. This will help insure that all rooms to be used are properly set up and prepared and all needed supplies are on hand.

RESERVING THE DATE

All dates reserved on the church facilities are on a first-come, first-served basis. Wedding preparations may be revised in the case of a funeral and only in the case of a funeral.

The wedding ceremony, rehearsal, rehearsal dinner and reception must be arranged with the events manager and placed on the church calendar at least six (6) weeks prior to wedding. The bride or groom, must sign the Wedding Policy agreement and provide the church with the appropriate contact information (including at least two working numbers and emails).

The date of your wedding will be confirmed once the wedding policy has been signed and a deposit is paid. Without signatures and a deposit, the wedding **WILL NOT** be placed on the calendar. The Senior Pastor must approve all dates. ***Facilities, sound technician, and custodial fees must be paid at least three weeks prior to wedding date.*** Also, arrangements concerning rental of the fellowship hall in for a rehearsal dinner must also be made at the signing of the wedding policy.

THE REHEARSAL

It is the responsibility of the bride/groom to make arrangements for a wedding director for the rehearsal and the wedding ceremony. If there is a need for assistance, please let us know at the signing of the contract. It is important to keep in mind that a church wedding is a

worship service of the church. The order of service, music, and conduct of the wedding party should reflect the reverence that is observed upon entering the house of the Lord.

Only ONE (1) rehearsal will be allowed with this policy and will be scheduled the day before the wedding. The bride/groom will be responsible for making sure that all participants of the wedding party, music, soloist, and musicians are present at the rehearsal.

REHEARSALS ARE ALOTTED A 2 HOUR TIME PERIOD to begin no earlier than 5pm, and ending no later than 9pm.

Rehearsal dinners are permitted on campus at an additional cost.

THE CEREMONY

Royal Missionary Baptist Church recognizes the significance of the marriage covenant. The Bible teaches that the marriage covenant is holy and sacred. The union of a man and a woman in marriage is illustrative of the union which exists between Christ and His bride, the church (Ephesians 5:21-33). In a wedding ceremony it is Christ, and not the bride or groom, who is to be the focus of attention. With this being said, it is incumbent upon the leadership of Redeeming Grace to diligently guard the sacredness of any marriage ceremony which takes place on the property that God has given to us.

We are pleased to offer our main sanctuary for your ceremony, for which we allow up to four (4) hours of usage. Ceremonies can be held on any day of the week with the approval of the Senior Pastor. A Sound Technician will also be assigned to your wedding. Only Church Sound Technicians can be used to operate the sound system. All recorded or taped music must be presented to the sound technician at the time of the rehearsal.

GENERAL POLICIES

- A. A copy of the marriage license is required prior to the start of the ceremony.
- B. The bride/groom shall be responsible for making arrangements for the organist and other musicians desired. The responsibility includes the payment of fees charged by the organist and other musicians.
- C. It is the responsibility of the bride to advise florists or decorators of the regulations concerning their services. They are as follows:
 - 1. No furnishings in the sanctuary are to be removed or rearranged.
 - 2. Protection from candle drippings and dampness of palms must be provided.
 - 3. No tacks, nails, screws, staples, etc. shall be used in any room in the facility or on any fixtures. Only masking tape or painters tape may be used.
 - 4. No additional rose petals, flowers or any another items are permissible to be placed on the floors of the sanctuary other than those used by the flower girl.
 - 5. Immediately following the ceremony, the florist or decorator must remove all decorations. We will not be responsible for any items left in the sanctuary.

- D. Photographs by guests are to be permitted or not permitted by the bride/groom. Once the vows begin, unless a professional photographer has been hired, there will be no flash photography during the ceremony. Other photographs in the sanctuary following the ceremony are permissible at the discretion of the wedding party. Photographers are asked not to stand on church pews to take pictures. RMBC will provide the videography of the ceremony for a small fee of \$20 per dvd. However, the bride/groom are permitted to provide a hired service for video recording in the sanctuary.
- E. No rice, confetti, bubbles or other material may be thrown in any area of the church building nor on any of the campus grounds.
- F. Smoking and alcoholic beverages are not permitted in the church buildings or on any part of the campus grounds. Persons participating in the wedding are requested to refrain from the use of alcoholic beverages prior to the rehearsal and the wedding ceremony.
- G. All personal belongings of the wedding party are to be removed from the building immediately following the service and prior to the wedding reception. This includes receptions held at the church. This allows for the custodial staff access to the building to begin cleaning.
- H. The bride/groom and parties of the wedding party will be held responsible for any damage done to the facility, furnishings, or grounds.
- I. Food or drinks are *prohibited* inside the main sanctuary.
- J. The wedding party and their guests are restricted to usage of the 1st floor ONLY unless otherwise specified. *The following rooms are restricted to usage: choir room, overflow room and baptism rooms.* Violation of this policy can result in an additional charge of \$200.00 which will be billed to the responsible party/parties.
- K. *Set-Up and Breakdown* is the responsibility of the bride/groom and/or wedding coordinator/director/decorator. You will be able to enter the facility at the allotted time for rehearsals to begin setting up/decorating and must conclude within the allotted 2 hours of rehearsal time. Entry will be allotted again on the wedding day as early as 10am. Breakdown must occur immediately following the wedding ceremony.

The bride/groom is responsible for seeing that all who participate in the wedding adheres to these policies. This includes the wedding party, the wedding director, the photographer, the musicians, soloists and the decorator or florist.

INCLEMENT WEATHER

If your wedding will be affected by an imminent weather event, please note that the following policies will be implemented at once:

- You will be offered the option to reschedule to a date and/or timeline when most appropriate for you as well as our facility in an attempt to satisfy the full package options of your original contract within a 3 month time period.
- If you do not have the flexibility to extend or work within our scheduling, and therefore choose to cancel, your original contract will be forfeited, WITHOUT REFUND of any deposits or final payments.
- In the event that you prefer to move forward with the ceremony at the contracted date and time, we will do our best to accommodate you granted the conditions are safe for all parties involved.
- In the event of a mandatory evacuation due to a hurricane, you will have the option of rescheduling your event with no penalty, with the exception of incidentals such as catering, cake and flowers if they have already been prepared. *We strongly suggest that you purchase "Wedding Insurance" to cover any expenses incurred due to postponement of your wedding.*

OUR COVENANT FOR MARRIAGE

The marriage relationship encompasses the deepest unity of man and woman in its social and physical expressions. The first woman was declared to be a suitable helper for the man (Genesis 2:18), the perfect complement (Genesis 2:23). God intended them to share both blessings and responsibilities. Mutual esteem and self-giving love strengthen the marriage relationship. God intended this physical, emotional, intellectual, and spiritual union to be focused on one partner only.

Marriage is to be an exclusive relationship, a *lifelong* faithful union with one's spouse. "What God has joined together, let man not separate" (Matthew 19:6). The Old Testament recognized the existence of polygamy (marriage to multiple partners), but still declared that monogamy (marriage to one partner) was the ideal (Psalms 128:3, Proverbs 5:18; 31:10-29; Ecclesiastes 9:9). "Lifelong" means monogamy and sexual fidelity until the death of one partner. Sexual expression with more than one partner violates the holiness of biblical marriage and thus is sin in God's sight.

Marriage is a covenant, a solemn binding agreement made before God and man. The religious ceremony of the wedding before church and community emphasizes that marriage is more than a legal agreement between two individuals. The church has a responsibility to support and nurture the marriage that has been affirmed by public vows.

FEES

Royal Missionary Baptist Church Member(s)

Sanctuary	\$500.00
<i>Includes: 1st floor of main sanctuary ONLY, Deacon and Deaconess Room</i>	
Rehearsal Dinner	\$275.00
<i>Includes: Royal Fellowship Hall Rooms 102 and 103, tables and chairs</i>	

Required Non-Refundable Deposit: \$100.00

Non-Member(s) of Royal Missionary Baptist Church

Sanctuary	\$1,000.00
<i>Includes: 1st floor of main sanctuary ONLY, Deacon and Deaconess Room</i>	
Rehearsal Dinner	\$350.00
<i>Includes: Royal Fellowship Hall, Rooms 102 and 103, tables and chairs</i>	

Required Non-Refundable Deposit: \$150.00

Additional Fees May Include

Use of Upstairs	\$200.00
<i>Includes: 2nd floor access for additional guest seating, choir room and baptism rooms</i>	

**Methods of Payment: Credit/Debit Cards, Certified Checks or Money Order
Please make checks payable to Royal Missionary Baptist Church**

RMBC WEDDING INFORMATION SHEET

This form must be filled out and returned with deposit to the church office in order to reserve the church facilities.

PLEASE PRINT OR TYPE

BRIDE'S FULL NAME _____

GROOM'S FULL NAME _____

WEDDING DATE _____ TIME _____

REHEARSAL DATE _____ TIME _____

WEDDING LOCATION: SANCTUARY _____ OTHER _____

ARCH: YES _____ NO _____ PRAYER BENCH: YES _____ NO _____

USE OF CANDLE HOLDERS: YES _____ NO _____

BRIDE IS A MEMBER OF _____ CHURCH

GROOM IS A MEMBER OF _____ CHURCH

RMBC PASTOR TO PERFORM CEREMONY: YES _____ NO _____

OTHER PASTOR _____

THE CONTACT PERSON REGARDING WEDDING

NAME _____ PHONE _____

EMAIL _____

WEDDING DIRECTOR _____ PHONE _____

FLORIST OR DECORATOR _____ PHONE _____

RECEPTION: WHERE _____ TIME _____

_____ Date _____ Date _____ Date _____ Date _____ Date

_____ Payment _____ Payment _____ Payment _____ Payment _____ Payment

Main Sanctuary

The Main Sanctuary is located at 4761 Luella Avenue, North Charleston, SC 29405. This venue will be the perfect place for your wedding ceremony with a seating capacity of up to 600 guests (downstairs). The balcony upstairs is available at an additional cost of \$100.00, and can seat up to 300 guests.

Royal Baptist Church Fellowship Hall

The Annex Building #2 is located at 1805 Pearson Street, North Charleston, SC 29405 and is available for rent to hold your rehearsal dinner. This space is able seat up to 150. This space comes with tables and chairs. You are able to bring in outside food or use our chef if needed. If bringing in outside food, please make note that you are responsible for all needed items to include serving utensils. There is no dancing or alcohol allowed in this facility. Only the main downstairs area is open for rental.

Royal Banquet and Conference Center

The Royal Banquet and Conference Center (BCC) is located at 4750 Abraham Avenue, North Charleston, SC 29405. This space is available for weddings and receptions. Seating up to 500, the BCC offers the ability to have 3 separate events. This venue offers fine dining by our Executive Chef, dancing and surround sound with 90” monitors for videos and picture displays. Outside food is prohibited, however you can bring in your own cake. For additional information regarding the use of alcohol, please contact the business manager.

Royal Family Life Center

The Royal Family Life Center/Gymnasium is located at 4750 Abraham Avenue, North Charleston, SC 29405. This space is available for weddings and receptions. Seating up to 650, the Family Life Center provides another option to our clients. Our gym floor can be covered with carpet deck and offers great space for extra-large groups.

POLICIES AND PROCEDURES ACKNOWLEDGEMENT FORM

I acknowledge that I have received a copy of the Royal Missionary Baptist Church Wedding Policy and will be responsible for complying with the terms as specified. I also understand that I am responsible for compliance with all the contents.

I further understand that Royal Missionary Baptist Church reserves the right to cancel my ceremony or reception, should I (or any member of my wedding party) violates any part of the policy.

Print/Bride	Signature	Date
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Print/Groom	Signature	Date
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Print/Business Manager	Signature	Date
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