



Bethlehem #1 Missionary Baptist Church

Sandridge Community, P. O. Box 1340 Conway, SC 29528

3. (843)397-1356 Pastor's Study • (843)397-2703 Church Office

BABY DEDICATION

Responsibility: Pastor/Church Secretary

Policy: Dedication services are done on the designated Sundays at 11:00am service. Exceptions must be approved in advance.

Procedure:

1. The parent should call the church office and schedule the dedication service with the secretary.
2. The following information will need to be provided at the time of scheduling:
Membership status, child's full name and birth date, father and mother's names. In addition, siblings, grandparents and godparents' names should be provided if they will be present at the dedication.
3. The secretary will inform the Pastor and the appropriate Deacon/Minister/Trustee of the schedule date.
4. The secretary will schedule the parent (s) for a meeting with the Pastor prior to the dedication to discuss the significance of the baby dedication.
5. The appropriate dedication service reading will be prepared for the bulletin and the dedication certificate will be prepared based on the information given in #2 above.
6. Parents, Godparents, family & friends of the child being dedicated should be present at the start of service to ensure that their Deacon/Minister is aware of their presence.
7. At a specific time, the Pastor will announce the dedication service and instruct the family to come forward. Upon completion of the service, the parents will be presented with the child's certificate.

NOTE: Church Secretary will prepare the following documents:

1. Dedication service reading
2. Dedication Certificate



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MEMBERS ONLY

REQUEST TO USE CHURCH'S FACILITIES

This is submitted to request the use of the Church's Facilities and to verify that I, _____ am a member in good standing with my church. I understand that I must be (21) years of age to rent the church facilities. I take full responsibility of these facilities.

Purpose: (Reason for use of Facility)

Date the event will be held: _____
Approximate Number Attending: _____
Requested beginning time: _____
Approximate ending time: _____
Rehearsal date and time: _____

Responsible Person to ensure Facilities are protected and secured if applicable:

- ❖ MEMBERS THAT'S HAVING AN EVENT FOR A NON MEMBER THE FEE IS **ONE HUNDRED FORTY DOLLARS (\$140)**
- ❖ MEMBERS THAT'S HAVING A PRIVATE EVENT AND THE CHURCH IS **INVITED ONE HUNDRED FORTY DOLLARS (\$140)**
- ❖ WITH THE EXCEPTION OF FAMILY REUNIONS DONATIONS WILL BE APPRECIATED
- ❖ MEMBER IS RESPONSIBLE FOR CLEANING THE FACILITY AFTER THE EVENT. FACILITY WILL BE CHECKED BY THE TRUSTEE MINISTRY. Audio/Visual service must be contacted if needed.

Print Name _____

Member Signature _____

Date _____

Trustee Signature _____



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WEDDINGS

Responsibility: Pastor/Trustee

Policy: Members of Bethlehem #1 Missionary Baptist Church

Active members must contact the church office to request use of the facilities and a Bethlehem #1 Minister to perform a wedding ceremony. The Trustee will notify the Pastor of the request and will confirm details with the member.

Pre-marital counseling with the Pastor is requested prior to the wedding date.

Non-Members

Non-members must contact the church office or trustee to request use of our facilities and a Bethlehem #1 Minister. The church secretary/trustee will notify the Pastor of the request and confirm details with the non-member.

A ministerial fee of \$125.00 is required no later than one week prior to the wedding date.

Non-members must contact the church office or trustee to request use of our facilities and have their own minister perform the wedding ceremony. Prior approval of this minister by the Pastor is required.

Pre-marital counseling with the Pastor is available for a fee of \$125.00 prior to the wedding date. Total church usage not including ministerial fees and marital counseling \$800.00 which includes: Sound technician \$125.00, Custodian \$125.00, Fellowship Hall \$275.00, Sanctuary \$375.00.

Procedure:

1. The couple must reserve the church facility for all use associated with the wedding, i.e., wedding rehearsal, decorating, etc.
2. The couple must schedule a minimum of 4 pre-marital counseling sessions with the Pastor through the church office. Both parties must be present during all sessions.
3. The marriage license and certificate must be given to the Pastor immediately following the wedding ceremony. These documents must have the signatures of two witnesses. The Pastor should complete the section for Clergy. These documents are then given to the Pastor.
4. After the secretary receives the documents from the Pastor, the "application, license and certificate of marriage: form is forwarded to the Registrar of Deeds." The church secretary will contact the couple to pick up the marriage certificate. Photocopies of all documents are kept at the church office.



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Reverend Sonny Bridges, ThD
Senior Pastor

Request for Use of Church Facilities

For Non-Members

I, _____ understand that I am solely responsible for the rental of Bethlehem #1 Missionary Baptist Church Facilities, and any damages or personal injuries incurred during the time the facilities is in my possession. I understand that I am renting the facilities for a maximum of fifteen (15) hours.

I understand that I must be twenty-one (21) years of age to rent the church facilities, and any guest under the age of twenty-one (21) will be under my complete supervision. I take sole responsibility for these guest and their actions.

I understand if entry to the facilities are needed earlier than the time I have scheduled, I will be responsible for renting the church facilities for an extra day. No one will be allowed to enter the facilities until the scheduled rental day.

The Fellowship Hall rental fee is: Two Hundred Seventy Five Dollars (\$275.00). The Sanctuary rental fee is: Three Hundred Seventy Five Dollars (\$375.00). Janitorial Service is: One Hundred Twenty Five Dollars (\$125.00). Audio/Visual Service is: One Hundred Twenty Five Dollars (125.00). I am responsible for paying this within 24 hours of making reservations for the church.

All cancellations must be made soon as possible to allow the facilities to be available for use by others. Anyone calling Thirty (30) days prior to their scheduled date will receive a 75% refund; anyone calling Two (2) weeks prior to their scheduled rental date will receive a 50% refund.

Anyone failing to cancel their reservations or give at least a two (2) week notice will not be eligible for a refund.

There are sixteen (16) round tables with One Hundred Twelve (112) chairs; Two (2) rectangle tables with fifteen (15) chairs in the Fellowship Hall. If more is needed, I understand that I am responsible for having them delivered and picked up before the end of my scheduled rental time.

Print Name

Rental Signature

Date

Church Representative Signature
Trustee



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Senior Pastor

This is submitted to request the use of the church's facilities and to verify I; _____ will take full responsibility for its facilities while the church is in my care.

Purpose: (reason for use of facility)

Date the event will be used: _____
Approximate Number Attending: _____
Requested beginning time: _____
Approximate ending time: _____
Rehearsal date and time if applicable: _____

I am the responsible person that will ensure the facilities are protected and secured:

Name _____
Address _____
Telephone Number _____
Cell Phone Number _____

Fees to use the facilities are:

Church - \$375.00 Janitor Service - \$125.00 (Yes or No)
Fellowship Hall - \$275.00 Audio/Visual Service - \$125.00 (Yes or No)

Total Amount _____
Paid _____
(Cash – Check – Money Order)
Balance Due _____

_____ Rental Signature Church Representative Signature
Trustee