

General Guideline for use of Church Facilities

1. An Event Request form must be obtained, filled out and returned to the church office for approval.
2. The pastor and/or deacon ministry will approved a reservation, a reservation is then placed on the calendar and the Secretary will notify party that request is approved.
3. If the facilities are not available due to a conflict with a prior scheduled event or repairs to the facilities, then the Secretary will notify the party that request has been denied and the reason for denial.
4. No alcoholic beverages are allowed within the church facilities or church property.
5. No smoking is allowed in or on church property.
6. Janitorial services are optional for church members; otherwise, the reserving party has sole responsibility for cleanup.

Social Functions

Musicals/Civic/Weddings/Showers, etc.

- Upon request and approval as outlined in general guidelines, the event will be scheduled.
 - The Secretary will remind the Pastor, Deacon Ministry and Security Team of the scheduled event.
 - A Security Team Member will be on duty during the event.
 - Weddings/Rehearsals: Clean and replace church furnishings as needed. This service requires a fee and must be requested by the wedding party. The wedding party needs to consult with the custodian before the event.
1. All tickets are to be sold in advance; no tickets will be sold at the church door. Only donations in the form of a collection will be accepted inside the church. No one shall be denied admission due to lack of funds.
 2. The selling of food or beverages on church premises is strictly prohibited without the approval of the Pastor and Deacons.
 3. All programs, set to take place on Saturday or Sunday, are not to last past 10:00 pm.
 4. No programs are to be held on Christmas Day or Easter Sunday, with the exception of church sponsored events.

****Building Fee: \$100.00 and up depending on what areas (sanctuary, fellowship hall, shelter) and equipment (kitchen, sound, etc.) is used.**

***Fees subject to change*

Funerals

Procedures

- A family member or family representative contacts the church office immediately following the passing of a loved one. Not necessary if the Pastor was present at the time of demise.
- The Secretary or designee obtains the contact person's name and telephone number.
- The Pastor or designee contacts the Deacon Ministry and the various Ministry chairpersons with the name of the deceased and pertinent information as to how to contact the family.
- The Deacon Ministry, Deaconess Ministry and the Missionary Ministry contact the family and provide spiritual comfort and other support.
- At the family's request, the Culinary Ministry coordinates dinner for the family after the services.
- The Deacon Ministry notifies the church membership with the date and time of the following information:
 1. Viewing
 2. Floral delivery
 3. The Service
 4. Choir(s)
 5. Pall Bearers of Floral Bearers (if needed)
- The Pastor (or designee) leads the processional.

General Guidelines for the Mt. Zion Baptist Church Cemetery

All members and non-members of Mt. Zion Baptist Church are responsible for adhering to these guidelines regarding cemetery use:

- A formal request form must be filled out and turned into the church office.
- After the request has been processed, the Pastor, Cemetery Committee, or designee must be contacted before a gravesite is selected or opened.
- The approved work that is to be done in the Mt. Zion Cemetery must follow each of these guidelines:
 - Active church members have the choice of a burial plot at no cost.
 - For church members inactive less than 12 months (excluding sick and shut-in) a fee* of \$250.00 is required when choosing a burial plot.

- Members who have been inactive (excluding sick and shut-in) for more than 12 months will pay a fee* of \$500.00 and there is no guaranteed choice as to the burial site.
- Those who are not members of Mt. Zion are to pay a fee* of \$750.00 and have no choice as to the burial site.
- All fees are due before opening of the grave can commence.
- The Cemetery Committee or designee is to be contracted prior to putting a headstone, coupling, or gravel on the grave.
- A contract must be secured from the Pastor, Cemetery Committee, or designee prior to having any repairs or changes made to the gravesite. All materials such as old headstones, old coupling, blocks, bricks, and any leftover materials, etc. must be removed by the vendor or by family members.
- Approval to secure a gravesite prior to one's demise has to be granted from the Pastor and Cemetery Committee.
- No gravesites are to be placed in the road leading to the cemetery because this area is needed for access to the cemetery.

Mt Zion Baptist Church is not responsible for maintaining gravesites. Grass will be cut around gravesites, but the church is in no way responsible for grass/weeds that may grow through the gravel on gravesite or if the grave sinks. If there are any questions regarding these guidelines, please call or make an appointment to talk with the Pastor, the Cemetery Committee, or the Deacons.

*** Fees are subject to change.

Mt. Zion Baptist Church Cemetery Form
PO Box 412 / 103 Mt. Zion Drive Fountain Inn, SC 29644
Phone: 864-862-2540 Fax: 864-409-9144

Selection and Opening of Gravesite

All Information must be completed

Date: _____

Name _____ Telephone _____

Address _____ State _____ Zip _____

Contact Person _____ Telephone _____

Type of work to be done:

Gravesite Selection _____ Gravesite Repair _____ Gravesite cleaning _____ other _____

Deceased Name _____ Fee (if any) \$ _____

Family Member Contact _____ Telephone _____

Funeral Director _____ Telephone _____

Funeral Home Contact _____ Telephone _____

Company to repair gravesite _____ Telephone _____

Company Contact _____ Telephone _____

To Funeral Home/Gravesite Preparer/Family Member(s)

I understand all the guidelines and know that if this request is for preparing a grave for burial, then any damage to gravesite or existing graves by said company, then funeral home/company is responsible for repairs. All repairs are subject to the approval of Mt. Zion Baptist Church and family members of damaged existing gravesite. All fees must be paid before opening of gravesite.

Family Member/Representative _____ Date _____

Family Member/Representative _____ Date _____

Church Representative _____ Date _____

Church Representative _____ Date _____

Mt. Zion Baptist Church Cemetery Form

PO Box 412 / 103 Mt. Zion Drive Fountain Inn, SC 29644

Phone: 864-862-2540 Fax: 864- 409-9144

Repairs and Headstones

All Information must be completed

Date: _____

Name _____ Telephone _____

Address _____ State _____ Zip _____

Contact Person _____ Telephone _____

Type of work to be done:

Gravesite Selection ____ Gravesite Repair ____ Gravesite cleaning ____ other _____

Deceased Name _____ Fee (if any) \$ _____

Family Member Contact _____ Telephone _____

Funeral Director _____ Telephone _____

Funeral Home Contact _____ Telephone _____

Company to repair gravesite _____ Telephone _____

Company Contact _____ Telephone _____

To Funeral Home/Gravesite Preparer/Family Member(s)

I understand all the guidelines and know that if this is a gravesite being selected, repaired, upgraded with a headstone, coupling, or gravel, the company vendor or family members must remove all materials not used and all old materials taken off gravesite. If not removed the family is responsible for removal or a fee will be charged payable to the cemetery committee to remove it.

Family Member/Representative _____ Date _____

Family Member/Representative _____ Date _____

Church Representative _____ Date _____

Church Representative _____ Date _____

Mt. Zion Baptist Church
P. O. Box 412
Fountain Inn, S.C. 29644
864-862-2540 Fax 864-408-9144

Church Repair Request Form

Date: _____

From: _____ Contact #: _____

To: Mt. Zion Trustees Ministry

The below areas are in need of maintenance/repair: (Please provide a legible detailed explanation)

Received by: _____

Date Received: _____

Action Taken to Repair:

Mt. Zion Baptist Church
P. O. Box 412
Fountain Inn, S.C. 29644
864-862-2540 Fax 864-408-9144

Bridal Form

Date of Consultation _____

Bride's Name _____ Groom's Name _____

Address _____ City _____ State _____ Zip _____

Telephone# _____ Work# _____ Other# _____

Designated Church Consultant's Name _____ Phone # _____

Ceremony Date _____

Ceremony Time: _____

Rehearsal Date _____

Rehearsal Time: _____

Rehearsal Dinner at Church (Y/N) _____

Rehearsal Dinner Time: _____

Reception at Church (Y/N) _____

Reception Time: _____

Florist Set up: Date: _____ Time: _____ a.m./p.m.

Type of Candle: Regular Wax Candle _____ must have a plastic covering on floor

Permanent Candle _____ no plastic on floor

Church Staff Needed (Y/N): Director _____ Photographer _____

Director's Name _____ Photographer's Name _____

Areas/Services Needed:

Janitorial Service _____ Self Clean _____

Church Caterer _____ Servers _____ Kitchen _____ Food Prep _____

Outside Caterer _____ Set-up Time: _____ Break Down Time: _____

of tables needed _____ Furniture Moved _____ Replaced _____

Rental Equipment Date/Time:

Delivery _____ Pick Up _____

Use of Assembly Hall _____ Use of Sanctuary _____ Use of Shelter _____

Officiant(s):

Name _____ Phone _____

Name _____ Phone _____

I understand that all church guidelines must be followed during use of the church. No alcoholic beverages, wine coolers, etc. can be used on any church property.

Bride