

OLIVE BRANCH A.M.E. CHURCH

**1734 Highway 17, North
Mount Pleasant, SC 29464
843-884-5130**

OPERATIONAL MANUAL

For

**Funerals,
Weddings,
&
Other Usage
Policies**

OLIVE BRANCH A.M.E. CHURCH

**1734 HIGHWAY 17, NORTH
MOUNT PLEASANT, SC 29464
843-884-5130**

FUNERAL POLICY

FOR MEMBERS:

An active member is defined as a member who is in good and regular standing within the church. This member pays tithes to the church and supports the programs and activities of the church and has done so in the last 90 days.

1. An active member shall be eulogized in the sanctuary and buried in the cemetery as space permits at no cost to the church.
2. A member in good and regular standing has the rights to all of the privileges of the church including the repast.
3. Flowers are allowed in the sanctuary.
4. The pulpit furniture is not allowed to be moved around in or out of the pulpit area.
5. A request for use of the sanctuary must be submitted in writing to the Pastor who will forward it on to the Committee.
6. The class leader will receive a form from the church's office to take to the family members to fill out and return to the church's office.
7. The request shall only be handled by the Committee and the Pastor.
8. Members who are military personnel who are providing national security to the country are exempted from this policy.

OLIVE BRANCH A.M.E. CHURCH

1734 HIGHWAY 17, NORTH
MOUNT PLEASANT, SC 29464
843-884-5130

FUNERAL POLICY

FOR INACTIVE MEMBERS:

An Inactive member is defined as a member whose name is on the roll of the church but is not in good and regular standing and is not meeting the obligations of the church. This type member must pay the applicable fees.

FUNERAL FEES:

- Pastoral Care \$200.00
- Musician \$ 50.00
- Custodial Fee \$ 50.00
- Sanctuary Use \$200.00

1. All fees must be paid not later than three (3) days in advance of the service to be rendered.
2. Flowers are allowed in the sanctuary and the pulpit.
3. The pulpit furniture is not allowed to be moved around in , or out of the pulpit.
4. A request must be submitted in writing to the Pastor who will forward it on to the Committee.
5. Your request shall only be granted or not granted by the Committee and the Pastor.
6. The fees should be paid to the church according to the fee schedule after your request is granted by the committee.

OLIVE BRANCH A.M.E. CHURCH

**1734 HIGHWAY 17, NORTH
MOUNT PLEASANT, SC 29464
843-884-5130**

FUNERAL POLICY

FOR NON-MEMBERS:

A non-member is defined as a person who is not on the membership roll of the church. The non-member must pay the cost applicable from the fees listed. The church extends to non-members the privilege of being eulogized in the church at an applicable fee.

FUNERAL FEES:

• Pastoral Care	\$200.00
• Musician Fee	\$100.00
• Custodian Fee	\$100.00
• Sanctuary	\$400.00

1. All fees must be paid three (3) days in advance of the service to be rendered.
2. Flowers are allowed in the sanctuary and the pulpit.
3. The pulpit furniture is not allowed to be moved around in or out of the pulpit.
4. A request must be submitted in writing to the Pastor who will forward it on to the Cemetery Committee.
5. Your request will only be granted or not granted by the Committee and the Pastor.
6. After the request is granted the fees should be paid to the church according to the fee schedule.

OLIVE BRANCH A.M.E. CHURCH

**1734 HIGHWAY 17, NORTH
MOUNT PLEASANT, SC 29464
843-884-5130**

WEDDING POLICY

FOR MEMBERS:

An active member is defined as a member who is in good and regular standing within the church. This member pays tithes to the church and supports the programs and activities of the church and has done so in the last 90 days.

1. An active member shall be married at no cost for use of the church.
2. Flowers are allowed in the sanctuary and pulpit.
3. The pulpit furniture is not allowed to be moved around in or out of the pulpit.
4. A written request to use the church must be submitted to the Pastor's office who will forward it on to the Committee made up of 3 Trustees, 3 Stewards, and 3 Members at large for consideration.
5. The request will be handled by the Committee and the Pastor.
6. Members who are military personnel who are away providing national security to the country are exempt from this policy.

OLIVE BRANCH A.M.E. CHURCH

**1734 HIGHWAY 17, NORTH
MOUNT PLEASANT, SC 29464
843-884-5130**

WEDDING POLICY

FOR INACTIVE MEMBERS:

An Inactive member is defined as a member whose name is on the roll of the church but is not in good and regular standing and is not meeting the obligations of the church. This type member must pay the applicable fees.

WEDDING FEES:

- Pastoral Care \$100.00
- Custodial Fee \$ 50.00
- Sanctuary Use \$150.00

1. A written request for use of the church must be submitted to the church's office who will forward it on to the Pastor and the Committee for consideration.
2. ALL fees must be paid not later than three (3) days in advance of the service to be rendered.
3. Flowers are allowed in the sanctuary and the pulpit.
4. The pulpit furniture is not allowed to be moved around in or out of the pulpit.
5. The church's musician must be contacted by the bride/groom to make arrangements with him for his musical services.
6. Inactive members must pay for the services of the musician(s).
7. If the bride and groom want to bring in their own musician, the Minister of Music, Trustees and the Pastor must approve the written request. The request must be submitted to the church in writing no less than two weeks before the day of the ceremony.
8. The full \$50.00 for custodial services will be returned if the church and the areas of the church that were used are left clean and in decent order.

OLIVE BRANCH A.M.E. CHURCH

**1734 HIGHWAY 17, NORTH
MOUNT PLEASANT, SC 29464
843-884-5130**

WEDDING POLICY

FOR NON-MEMBERS:

A non-member is defined as a person who is not on the membership roll of the church. The non-member must pay the cost applicable from the fees listed.

WEDDING FEES:

- Pastoral Care \$100.00
- Custodian \$100.00
- Sanctuary Use \$300.00

1. A written request for use of the church must be submitted to the church's office who will forward it on to the Pastor and the Committee for consideration.
2. All fees must be paid three (3) days in advance of the service to be rendered.
3. Flowers are allowed in the sanctuary and the pulpit.
4. The pulpit furniture is not allowed to be moved around in or out of the pulpit area.
5. The church's musician must be contacted by the bride/groom to make arrangements for his musical services.
6. Non-members must pay the church's musician for the service he renders.
7. If the bride and groom want to bring in their own musician then the Minister of Music, the Trustees and the Pastor must approve the written request which must be submitted no less than two weeks before the day of the wedding ceremony.
8. The full \$100.00 for custodian care will be returned if the sanctuary and the other areas of the church used are left clean and in decent order.

OLIVE BRANCH A.M.E. CHURCH

**1734 HIGHWAY 17, NORTH
MOUNT PLEASANT, SC 29464
843-884-5130**

OTHER USAGES POLICY (OF THE CHURCH PROPERTY)

FOR MEMBERS:

An active member is defined as a member who is in good and regular standing within the church. This member pays tithes to the church and supports the programs and activities of the church and has done so in the last 90 days.

1. An active member shall be able to use the other buildings and properties of the church at no cost. This includes the annex building and the fellowship hall.
2. Flowers are allowed in the sanctuary and the pulpit.
3. The pulpit furniture is not allowed to be moved around in or out of the pulpit.
4. A request for usage of the church building and properties must be submitted in writing to the Pastor's office who will forward it to the Committee which consists of 3 Stewards, 3 Trustees and 3 Members at Large.
5. The request will be handled by the Committee and the Pastor.
6. Members who are military personnel who are away providing national security for the country are exempt from this policy.

OLIVE BRANCH A.M.E. CHURCH

**1734 HIGHWAY 17, NORTH
MOUNT PLEASANT, SC 29464
843-884-5130**

OTHER USAGES POLICY

(OF CHURCH PROPERTY)

FOR NON-MEMBERS:

A non-member is defined as a person who is not on the membership roll of the church. The non-member must pay the cost applicable from the fees listed.

This would include any request for usage such as from other churches and organizations requesting use of the sanctuary, fellowship hall, kitchen or the annex building, of the church.

Scheduled Fees:

- | | |
|--------------------------|--------------------------|
| • Pastoral Care \$200.00 | Custodian Fee \$100.00 |
| • Sanctuary Use \$500.00 | Fellowship Hall \$300.00 |
| • Musician Fee \$100.00 | Kitchen Use \$100.00 |
-

1. All fees must be paid three (3) days in advance of the service to be rendered.
2. Flowers are allowed in the sanctuary and the pulpit.
3. The pulpit furniture is not allowed to be moved around in or out of the pulpit.
4. The church's musician must be contacted by the interested person to make arrangements with him for his service.
5. Non-members must pay for the services performed by the musician(s).
6. If the interested person wants to bring in his own musician then the Minister of Music, the Trustees and the Pastor must approve the written request.
7. A written request must be submitted to the Pastor's office for use of church property and will be forwarded to the Committee for action.
8. The request will be granted or not granted by the Committee and the Pastor.

OLIVE BRANCH A.M.E. CHURCH

**1734 HIGHWAY 17, NORTH
MOUNT PLEASANT, SC 29464
843-884-5130**

OTHER USAGES POLICY OF CHURCH PROPERTY

FOR INACTIVE MEMBERS:

An Inactive member is defined as a member whose name is on the roll of the church but is not in good and regular standing and is not meeting the obligations of the church. This type member must pay the applicable fees.

SCHEDULED FEES:

Pastoral Care	\$200.00	Fellowship Hall	\$300.00
Custodian Fee	\$100.00	Kitchen	\$100.00
Sanctuary Use	\$500.00	Musician	\$100.00

1. All fees must be paid not later than three (3) days in advance of the service to be rendered.
2. Flowers are allowed in the sanctuary.
3. The pulpit furniture is not allowed to be moved around in or out of the pulpit.
4. The church's musician must be contacted by the bride/groom to make arrangements with him for his services.
5. Inactive members must pay the church musician for the services provided by the musician(s).
6. If the interested person wants to bring in his own musician, the Minister of Music, Trustees and the Pastor of Olive Branch must approve the request. The request must be in writing.
7. A written request for usage of the church building and properties must be submitted to the pastor's office who will forward it to the Committee.
8. The request shall only be granted or not granted by the Committee and the Pastor.
9. The fees should be paid to the church according to the fee schedule after the request is granted.