



WEDDING POLICY *For Church Members*

(At time of application, church members must have been a member of Woodridge for a minimum of 6 months to qualify as a church member under Wedding Policy guidelines.)

Your wedding is a sacred occasion. It will be most meaningful to you, your families and friends when there is careful planning. For that reason, all wedding parties must schedule and plan their event through Woodridge's Wedding Liaison. For Wedding Liaison fees please see fee schedule. These fees must be paid payable to the Wedding Liaison at the time of the 60 day walk thru. The following statements will govern your plans for your wedding here at Woodridge Baptist Church of Kingwood. We sincerely believe these policies to be the most suitable and practical for all concerned. Please read them carefully. Woodridge Baptist Church practices the biblical teaching that marriage is between one man and one woman; therefore, marriages outside those parameters will not be permitted on church property.

SETTING THE TIME OF YOUR WEDDING

Careful planning is necessary for ALL weddings. You will want to meet with the Wedding Liaison as early in advance as possible so that the use of the church space can be arranged without conflict. The date of the wedding is set in consultation with the Wedding Liaison who will clear the date with the church staff. At your consultation meeting with the Liaison, the wedding application form is completed, deposits are paid, and you will make arrangements for your conference(s) with the Pastor or his designee. At the time the date of the wedding is approved, and if the deposits have been paid, the wedding will be placed on the church calendar.

It is extremely important that the exact time indicated for the rehearsal, wedding, and reception be observed, and care should be taken to have all members of the wedding party in their place at the time indicated.

Weddings may be held in the main sanctuary. If the couple wishes to have it elsewhere, they need to check with the Wedding Liaison regarding the availability of the other facilities.

If the wedding is in the main sanctuary and is scheduled to begin after 6 PM on any Saturday, the wedding party should plan to use only the stage area in front of the main stage curtain. The main stage curtain will NOT be opened. The reason for this request is related to the enormous task involved in the setup of the audio/visual and instrumental equipment to be ready for Sunday morning worship.

If the wedding party requests the main stage curtain to be open for the ceremony at any other time, there will be an additional stage breakdown/setup fee of \$200.00. The main stage curtain is preferred to remain closed for ALL weddings.

Weddings may not commence any later than 7:00 p.m. **The sanctuary must be completely cleaned and vacated by 9:00 p.m (this includes all paraphernalia – ie: candles, flowers, etc.). All other facilities must be completely vacated by 10:00 p.m.**

Weddings must commence by 5 PM if the wedding reception is to be held at one of the church's facilities.

Weddings may not be scheduled on Sundays or the weekends of any major holidays, i.e. Christmas, New Years, Easter, etc. **Members may not schedule more than eighteen months in advance.**

YOUR WEDDING MUSIC

It is important to keep in mind that a church wedding is a service of the Church, and the music should be in keeping with the reverence that is observed upon entering the House of the Lord. The bride should provide in print the list of songs and music that will be used in the wedding to the Liaison at the time of the 60 day walk thru for the approval of the Minister of Music. If the accompanist is other than a Woodridge Accompanist, he/she must be approved by the Pastor or the Minister of Music.

When there is to be a soloist, it will be the responsibility of the couple to see that the soloist contacts the accompanist. In order to help insure a beautiful wedding and also to maintain high musical standards, final approval of any vocalist's selections and all music played at the ceremony will be made by the Pastor or the Minister of Music of the Church.

Arrangements for live music to be played at a reception in any Church facility must be approved by the Pastor or the Minister of Music. No dancing will be allowed with the exception of the traditional Bride/Father and Groom/Mother dance.

FLOWERS AND DECORATIONS **(PLEASE NOTE, AND GIVE TO FLORIST)**

In the sanctuary of the Church there exists a setting for a sacred service, which is dignified and beautiful. A minimum of decorations is required and this should be carefully planned. It is the responsibility of the couple to arrange with a florist for decorations.

Facility(ies) Damage Deposit: Bridal party shall be required to post a damage deposit for each facility used. This would be for damage of any kind – including, but not limited to, candle wax, inappropriate equipment, not cleaning up, etc. This would also include damages caused by any of the wedding parties' vendors, i.e. florist, caterers, etc. This deposit will be returned to the bride within 2 weeks following the event as soon as inspection is made and facilities have been checked and found to be in order.

Whenever candles are used, they must be of the drip-less variety and must be in candelabra, which will catch and contain all drippings so that the floor will be thoroughly protected. Bridal party will be held directly responsible for the cleaning of wax from all floor coverings and furniture in every case.

Under no conditions shall decorations be attached to the seating, other furniture, floors, isles, or walls by pinning, gluing, taping, or nailing. If seating bows are used, proper clips must be used.

All decorations and any other wedding items shall be removed from the sanctuary immediately following its use. Florists will have one hour after the wedding party completes their after wedding photos to clear the sanctuary. If the wedding reception is held on the campus, facilities must be vacated within 2 hours of the conclusion of the reception.

Cleaning of all facilities will be accomplished by church custodial employees. There will be an appropriate charge for cleaning.

Air-conditioning or heating will be turned on only at a reasonable time before any scheduled event (in any case, no more than eight hours in advance of any event). Florists should note this and not bring flowers too early. If it is desired for earlier operation of air-condition or heating, it may be provided at an extra charge. Please see fee schedule.

Florists, their employees, and all service company employees must refrain from the use of irreverent language, discourteous actions or smoking inside the building.

Logistics for stage set up

- The main stage curtain shall remain closed for any wedding beginning after 6 PM on Saturdays.
- Instruments, music stands, etc. that are not needed will be concealed behind the main stage curtain.
- Decorative plants may be used upon request of bridal party. Custodial staff will be in charge of bringing them to the front of the facility and returning them to their original locations. The bridal party will be responsible for arranging the plants on stage as desired.
- Audio/visual and lighting equipment may not be operated by anyone other than the trained Woodridge Media Staff.
- Any extra setup time must be scheduled at the time of the 60 day out walk thru with the Wedding Liaison.

AUDIO-VISUAL GUIDELINES

A Woodridge Sound Technician is **REQUIRED** at every wedding. Only trained Woodridge Media Staff are allowed to operate Woodridge's equipment.

If any video presentation is requested for the ceremony and/or reception, a Woodridge A/V Technician is also **REQUIRED** to be present.

NOTE: If any form of video presentation is requested, the presentation **MUST** be presented to the Woodridge Media Director a **minimum of 30 days** prior to the wedding. This is needed for testing and compatibility purposes. Acceptable formats are PowerPoint presentations or video in .AVI or .MOV formats.

An A/V Technical Needs Form should be completed at the 60 day walk thru in consultation with the Woodridge Media Director or his appointee and the bride and/or groom.

An audio recording only of the wedding ceremony will be provided to the bride by Woodridge.

If video taping of the ceremony is desired, the bridal party is responsible for hiring an outside professional company to perform this service.

OTHER IMPORTANT INSTRUCTIONS

1. No rice, confetti, real flower petals, bubbles, etc., shall be used inside any church facility. Silk flower petals are allowed. Birdseed or bubbles will be allowed outside only.
2. Seasonal decorations may not be removed or replaced for weddings. Violation of this policy will result in forfeiture of damage deposit.
3. The Church is not responsible for lost or stolen property.

4. No alcoholic beverages will be allowed. Violation of this policy will result in forfeiture of damage deposit.
5. The location of the Bride and her attendants' dressing room will be upstairs in Room 600.
6. The location of the Groom and his groomsmen's dressing room will be the Craft Room.

MEMBER FEES

The facility will be available for a total of 8 hours. A wedding date is not placed on the church calendar until the deposit is received and the request is approved by the church staff.

A minimum of 60 days prior to the wedding, a walk thru meeting **MUST** be arranged with the Wedding Liaison to finalize all requests and needs for the wedding. At this meeting the balance of the fees is due and payable. The Wedding Liaison fee is also due at this time. This check should be made payable to the Liaison. All other checks should be payable to Woodridge Baptist Church unless otherwise stated.

If your wedding date is canceled less than 60 days prior to the wedding, deposits paid to the Church will be forfeited as well as \$100 of the Liaison fee.

Unless otherwise specified, the fees are the responsibility of the bride and they are as follows:

Bride, groom or at least ONE parent must be a member of Woodridge Baptist Church.

1. Use of Sanctuary	No charge
2. Use of WAC (gym)	No charge
3. Use of Shelter	No charge
4. Use of Atrium	No charge
5. Use of Kitchen (Church's licensed food handler required)	\$200 minimum + \$25/hr over 4 hrs.
6. Woodridge Sound Technician (mandatory)	\$125.00 Wedding & Rehearsal \$25 per hour for Reception \$25 per hour for Rehearsal Dinner
7. Woodridge A/V Technician (Required if any video presentation is requested)	\$125.00
8. Accompanist	Couples Responsibility
9. Soloist	Couples Responsibility
10. Pastor's Honorarium	Responsibility of the groom
11. Custodial Charge*	\$150.00 for wedding facility \$250.00 for reception facility \$120.00 for rehearsal dinner
12. Main Stage Curtain Opened for Wedding Ceremony	\$200 stage breakdown/setup fee (prefer curtain to remain closed)
13. Facility Damage Deposit (to be returned within two weeks following the wedding unless damage occurred)	\$300.00 for Sanctuary \$200.00 for Shelter, WAC or Atrium
14. Wedding Liaison	\$250.00 rehearsal and ceremony \$150.00 rehearsal dinner \$300.00 reception

***Note:** Above Custodial charges for use of Shelter, WAC and Atrium include minimal setup of tables for a simple cake and punch reception. Any additional setups of tables and/or chairs for a reception or rehearsal dinner would require an additional fee of \$20.00 per man hour and must be approved by the Wedding Liaison. Rehearsal dinners must be catered by an outside company.