

# WEDDING POLICIES AND PROCEDURES

Thank you for your interest in using the facilities of Woodlawn Baptist Church. God has richly blessed our church family with a variety of buildings to meet the many needs of our congregation and community.

The purpose of our facilities is to provide a place for worship, education, and Christian ministry for the glory of God. To accomplish the multitude of ministries hosted through our church, we are constantly maintaining, upgrading and expanding our church campus. Your cooperation in following our policies and procedures is gratefully appreciated.

All activities are to be consistent with the teachings and cause of Christ. Individuals that wish to use the facilities that oppose the Biblical teaching of Woodlawn Baptist Church are not allowed to use the facilities. For instance, Woodlawn Baptist Church believes that marriage is a sacred union between one male and one female. Any organization, group, or individuals that do not respect this belief, will not be approved to use the facilities. Also, no alcohol or tobacco in any form will be allowed at any time. Illegal drugs, fireworks, or other hazardous items of any kind are never allowed on the grounds or in any building.

## GENERAL INFORMATION

- Special rooms will be provided for dressing rooms for the wedding party as requested. The Woodlawn Baptist Church will not be responsible for any personal articles lost.
- Smoking and alcoholic beverages will not be permitted at any time within the church buildings. There will be no food or drink in the Worship Center. No rice is to be thrown in the buildings or on the walkways. All birdseed is to be thrown outside.
- All floral decorations shall be removed immediately following the ceremony unless contrary arrangements with the church staff have been made.
- The church reserves the right to restrict florists who violate the regulations.
- If the couple prefers the use of professional consultants these same wedding policies shall be followed. If professional consultants are used for the wedding, their services are to be strictly confined to helping and preparing the bride for the rehearsal and ceremony.
- The church will be unlocked two hours before the scheduled wedding unless otherwise approved.

- Wedding rehearsals are to be scheduled for 6:00 pm the day prior to the wedding unless otherwise specified. Rehearsals will be limited to two hours.
- Be aware that the flooring for the Worship Center is stained concrete. Items used in the wedding ceremony such as rose petals or wedding runners can be a slip hazard. No tape of any kind will be allowed on the floor of the Worship Center.
- No Items are to be left. Take **all** items you bring.

## **RESERVATIONS**

As soon as you know the date you desire for your wedding, contact the church to see if that date is available. All requests are considered to be only a “request” until they are reviewed and approved at a staff meeting. You will then fill out the form called “Request for Wedding Reservation.” This form along with a \$100 deposit must be turned in to be able to request an official date on the church calendar. Once your reservation is accepted, our church hostess will be contacting you to help you in the process of using the facilities.

Unless the bride, groom, their parents, or grandparents are members of the church at the time the wedding is scheduled, the wedding is regarded as one of a non-member. Non-members are charged for rental fees for the facilities, custodial fees for the wedding and reception, church hostess fee, and lighting and sound technician fee. The rental fees are waived for members, but all other fees will apply.

Woodlawn’s first commitment will always be to our church ministries. For this reason, we cannot book weddings on the following dates: Good Friday, Easter weekend, Thanksgiving Day, Thanksgiving weekend, Christmas Eve or Christmas Day. We also do not book on the following additional holidays: Independence Day, Halloween, New Year’s Eve and New Year’s Day.

No weddings may be booked for Sunday mornings or Wednesday evenings. When a wedding ceremony and a reception are scheduled for a Saturday, it cannot start past 5:00 p.m. If only a wedding ceremony is to be held at the church on a Saturday, it cannot start past 6:00 pm.

## **CHURCH WEDDING HOSTESS**

Weddings require a church hostess. The hostess is your contact person at the church. The church hostess will...

- a. Help you plan the details of your event using the church facilities.
- b. Schedule to lock and unlock the facilities for you.
- c. Make available to you all the resources of the church: rooms, tables, candle holders, kitchen and kitchen items, chairs and other essential items.

- d. Help secure sound technicians, instrumentalists, custodial services, and support personnel.

The church wedding hostess will contact you to schedule an introductory meeting to go over the use of the facilities and will meet with you again 30 days before the wedding to finalize final room arrangements, delivery times, sound equipment needs, and other necessary details of the wedding.

The church wedding hostess is **not** a wedding coordinator. A wedding coordinator will typically help coordinate the rehearsal and help with coordination during the wedding. The church wedding hostesses at Woodlawn may be willing to serve in this capacity for an additional fee that you would need to negotiate with them.

### **PREMARITAL COUNSELING**

All couples who wish to use the facilities at Woodlawn Baptist Church for a wedding and/or reception are required to take part in premarital counseling. Couples would need to call the church office to set up a meeting with one of the ministers on staff.

### **MUSIC AND SOUNDS SYSTEM**

The church will provide (an additional expense) a technician to run the church's sound system for weddings. This person will also be at the rehearsal in order to practice with the soloists and to insure proper placement of microphones, monitors, musicians, etc. While a tuxedo will not be required, the technician will dress appropriately for the wedding.

Music used in connection with the ceremony should be in keeping with the sacredness and dignity of the wedding service. Selection of soloists, organists or pianists is the responsibility of the wedding party. Pre-recorded music should be given to the sound technician 14 days before the ceremony, so the technician can plan how best to play the music through the sound system.

### **RECEPTIONS**

Receptions may be held in the Fellowship Center, Great Hall or M103 (Dining Room) following the ceremony. The church staff will not be responsible for organizing the physical details of the reception. The same policies listed for floral decorations in the Worship Center shall be followed where applicable in the decoration of the Memorial Building and Great Hall. **The wall hangings in Great Hall may not be removed.** They can be rolled up or they can be covered with anything that does not damage them in any way. The photographs may be removed, but must be put back in exactly the same order and manner. Absolutely no alcohol may be served. If the wedding takes place on a Saturday, the reception **must be** over no later than 7:00 pm.

## **FLORIST RESPONSIBILITIES**

**(This page is to be given to the florist that handles your wedding)**

1. When setting up for wedding in the Worship Center, keep in mind the church has been cleaned for the wedding.
2. Remove all equipment and boxes from the area.
3. The aisles and areas used by the wedding party and guests will be cleaned by a church employee, but this does not include areas used by florists or caterers.

## **FLORAL DECORATIONS**

1. Only dripless candles may be used and must be placed in candelabras to prevent drippings on the floor or carpet. In the event of drippings on the floor or carpet, the florist or wedding planner are responsible for the cleaning of the wax.
2. No decorations may be attached in any way to the building or furniture. Furniture in the sanctuary may only be moved by the church janitorial staff. **Choir chairs may not be removed from the choir loft.**

Those who fail to comply with these rules may be denied the privilege of the use of our facilities.

## **PHOTOGRAPHS**

Flash photographs may be taken during the processional provided the photographer does not locate themselves any nearer the front than the center of the Worship Center. Only time exposures may be taken during the ceremonies in the sanctuary. Flash photographs will be permitted as the couple comes up the aisle during the recessional. Videotaping of weddings is allowed. The photographer must be stationary during the ceremony and may not be located on the platform with the wedding party.

## **PHOTOGRAPHS**

**(This page is to be given to the photographer that handles your wedding)**

1. Flash photographs may be taken during the processional provided the photographer does not locate himself any nearer the front than the center of the Worship Center.
2. Only time exposures may be taken during the ceremony. The wedding party may return for photographs after the wedding guests have departed if such pictures are desired.
3. Flash photographs will be permitted as the couple comes up the aisle during the recessional

## **CATERER RESPONSIBILITIES**

(This page is to be given to the caterer that handles your wedding)

1. Leave the kitchen as clean and orderly as it was found. After all equipment has been removed from the area, a last cleaning of all countertops, carts and sinks should be made.
2. The floor should be mopped with a clean mop.
3. If church tables have been used by caterers, these should be cleaned, folded and stacked with the others.

(Those who fail to comply with these rules may be denied the privilege of the use of our facilities)