

WOODLANDS CHURCH – WOODLANDS CAMPUS

WEDDING POLICIES & PROCEDURES



“For this reason, a man will leave his father and mother and be united to his wife, and the two will become one flesh. So, they are no longer two but one. Therefore, what God has joined together, let man not separate.”

Mark 10:7-9 (NIV)



CONGRATULATIONS ON YOUR ENGAGEMENT

Thank you for expressing interest in having your wedding at Woodlands Church, Woodlands Campus. We greatly value the marriage relationship and will do our best to make your wedding day one that glorifies God and is the joyous occasion you anticipate. This document provides information about having your wedding at the Chapel in The Woods at Woodlands Church. Please contact our Wedding Services Department at 281.367.1900 for answers to questions and additional information.

ENGAGEMENT COMMITMENTS

We believe that marriage is a holy and sacred gift from God, so it is our intent that couples approach marriage according to biblical standards and in a way that is pleasing to God. Therefore, we require that you make the following engagement commitments, in order to be married at Woodlands Church by a Woodlands Church pastor.

BELIEFS

We believe God intends a marriage relationship to be equally yoked and that Christians should only marry Christians, so we encourage that both the bride and groom confirm their commitment to Jesus Christ as Lord and Savior.

PURITY

The sexual relationship has been designed by God and intended for marriage. We ask that you agree to abstain from any sexual relationship until after the wedding. Furthermore, *a living arrangement that includes cohabitation prior to the wedding is a compromise of Christian guidelines, so we require that you agree to separate living arrangements until after the wedding. Please contact us, if you have any questions. We desire to encourage and promote a healthy biblical start to every marriage.*

FAITHFULNESS

The church is God's primary tool for building strong marriages, so we encourage you to find a place to serve within the church and pursue a lifestyle of faithfulness to your church family.

MARRIAGE PREPARATIONS

ELIGIBILITY

Membership is not required to have a wedding at Woodlands Church. However, because of the investment our members have made to enable our growth, we offer them preferred scheduling and rates.

MEMBERS

Those who have attended the Membership Class are considered members and will receive a discount. *The step to become a member of Woodlands Church must be completed at least three (3) months prior to submitting a Wedding Application.* Members may make wedding reservations up to fifteen (15) months in advance, subject to availability.

NON-MEMBERS

Non-members are those who have not attended Membership Class. This includes regular attenders and visitors. Members who have completed the membership class *less than three (3) months of submitting a Wedding Application* will be given the non-member rate. Those in this category may make wedding reservations up to twelve (12) months in advance, subject to availability.

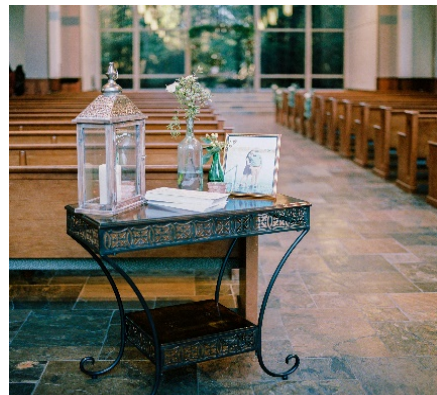
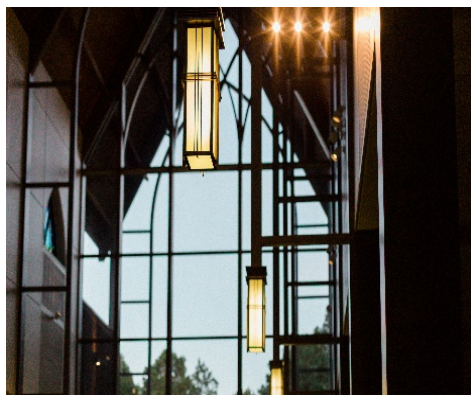
PRE-MARRIAGE PREPARATION

All couples getting married at Woodlands Church, by a Woodlands Church pastor, are required to fulfill the following preparation steps:

1. Complete an online marriage survey. After both of you complete the survey, you will meet with the presiding pastor for a one-hour "get acquainted" session. He will also review the results of your survey and discuss your wedding vows, at this meeting. Sometimes, the pastors will require more than one meeting.
2. Register and complete a pre-marital workshop prior to your wedding. This workshop is offered once each calendar quarter, so it is important that you schedule this early in the process. Please contact the Wedding Services Department 936.442.3131 for available dates. The workshop is accredited through *Together In Texas*.

Presiding Pastors & Guest Pastors

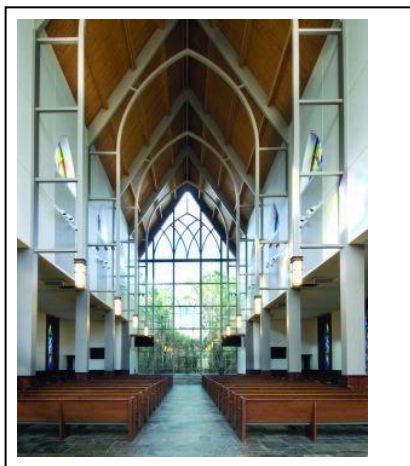
Woodlands Church can provide an ordained pastor to officiate weddings in the chapel. Due to time constraints, our Senior Pastor and Executive Pastor are not available to officiate. Woodlands Church welcomes guest pastors to officiate weddings. All guest pastors must be approved by Woodlands Church. Guest pastors must limit the ceremony to thirty (30) minutes. If you choose to secure your own pastor, you are exempt from the above Marriage Preparation requirements. *If for any reason the officiating guest pastor cannot perform his contracted duties, a Woodlands Church pastor **CANNOT** step in to officiate. We reserve the right to deny officiants that do not meet our requirements. A guest pastor **MUST** be established at the time the application is submitted. Any changes made to the application regarding a guest pastor must be made in writing a minimum of four months prior to the wedding date.*



WEDDING RESERVATIONS

Please contact our Wedding Services Department 936.442.3131 to request your preferred wedding date/time. Upon approval, please read our Policies/Procedures and Guidelines, then submit a signed application along with the required fee to secure your date. Your requested date can only be held for forty-eight (48) hours without an application and required fee. Checks or money orders can be made payable to Woodlands Church. You may drop off these items in the Prayer/Counseling room located to the left of our main sanctuary or mail them to:

**Woodlands Church
Wedding Services
One Fellowship Drive
The Woodlands, TX 77384**



WEDDING DAYS AND TIMES

<u>Chapel in the Woods/Off-Campus</u>	<u>Baptismal Pool</u> (Day Light Savings Time only)
Friday at 7:00pm	Friday at 6:00pm
Saturday at 11:00am or 4:00pm	Saturday at 10:00am
<i>(These times are not flexible)</i>	<i>(Bap. Pool is located behind the church)</i>

Rehearsal will be held the day before the wedding at 3:00pm or 4:00pm. Please check with the wedding director for available rehearsal times.

Our Worship Center, Atrium and Prayer Fountain (cross) are not available for wedding ceremonies. Weddings cannot be scheduled during the following holiday weekends: New Year's, Easter, Memorial Day, Independence Day, Labor Day, Thanksgiving and Christmas.

Note: We do not offer a reception venue.

DEPOSITS/CANCELLATIONS/FEEES

Damage Deposit

For the chapel, a \$500 Damage Deposit fee must be submitted with your approved Wedding Application. This fee will be deposited into the church account. A refund check will be sent back to you after the wedding, unless there is damage to any part of the church facilities resulting from your wedding or a breach of your contracted time in the chapel. The remainder of your wedding fees must be paid-in-full ninety (90) days prior to your wedding date.

For baptismal pool or off-campus weddings, the full wedding fee must be paid when you submit your application. *There is no damage deposit required.*

Cancellations

If you cancel your secured date for any reason, your deposit will NOT be refunded.

Wedding Fees

The wedding fee for the chapel includes pastor services, wedding coordinator, pre-marriage counseling, administrative fees, chapel coordinators, sound and lighting engineer, maintenance personnel, utilities, pre-marital workshop and online marriage survey.

- **Chapel in The Woods** (seats 400)
Member Rate: \$1,250; Non-Member Rate: \$2,250
(Initial \$500 Damage Deposit fee is refunded after the wedding and is not a part of the wedding fees.)
- **Baptismal Pool** (seats 40) or **Off-Campus Location**
Member Rate: \$550; Non-Member Rate: \$1,000

Please make all checks/money orders payable to Woodlands Church. **We do not accept credit card.**

These guidelines apply to the Chapel in the Woods. Your chapel coordinator will provide alternate guidelines that will be applicable for weddings at the baptismal pool.

CHAPEL COORDINATORS

Woodlands Church will assign two chapel coordinators to work with you during your wedding in the chapel. They do not offer services outside of the chapel. The coordinators will contact you about one week prior to your wedding, to schedule a meeting to review the details of your ceremony, including the order of service. They will ensure that the rehearsal and ceremony preparations are in place and they will be present during all activities in the chapel. Outside event planners are welcome and will agree to work under the direction of the coordinators provided by Woodlands Church.

WEDDING MUSIC

As you consider music for your wedding, please make selections that are suitable for a worship service. All instrumental music, as well as, songs with lyrics, must be appropriate for the chapel. Please download ceremony song choices onto a flash drive and bring it to the coordinator meeting. You are responsible for contacting and contracting any vocalists and/or instrumentalists you choose to perform at your ceremony. A sound and lighting engineer will be available to set-up any hired musicians, ninety (90) minutes prior to the wedding.

FLOWERS AND DECORATIONS

Your florist will have access to the chapel two hours prior to the scheduled time of your wedding. *All flowers and decorations must be removed immediately following the wedding ceremony and pictures.* The church does not store any wedding decorations the day before or after the ceremony. Taper candles must be dripleless. Votive or pillar candles must be used in hurricane lamps or lanterns. In order to protect chapel finishing's, plastic materials must be placed under all floral arrangements. Please be careful not to mar woodwork or flooring. Nails, staples, adhesives, etc., are not permitted. Pew markers must be secured with padded or plastic hooks. Real rose petals may not be dropped on the floor (silk only). Confetti, birdseed, rice, glitter, sparklers or sky lanterns are not to be used in church buildings or on church grounds. Chapel facilities and furniture may not be altered or moved. During the month of December, the chapel will be decorated for Christmas. These decorations may not be altered or moved.

PHOTOGRAPHY AND VIDEOTAPING

Photographs and videotape should be taken in a way that does not disrupt the wedding ceremony. No flash photography should be used during the ceremony. We ask that photographers refrain from being on the altar to take photos during the ceremony. We allow thirty (30) minutes for photographers to take pictures immediately following the ceremony. Ceremonies that begin late will take away from allotted photography time. The chapel is available (to contracted brides) for bridal portraits by appointment only. The people involved in videotaping and photographing your wedding should be dressed appropriately for the wedding. Our sound and light engineer is not responsible for audio recordings of the ceremony. The bride and groom are responsible for informing the photographer/videographer of these guidelines.

REHEARSAL

If applicable, your wedding rehearsal will be scheduled for one hour the day before your wedding date. Rehearsal times are: 3:00pm-4:00pm or 4:00pm-5:00pm. Since rehearsals are sometimes scheduled back-to-back, you must adhere to the scheduled start and end times for your rehearsal. Rehearsal day and time must be confirmed by the Wedding Services Director. Your chapel coordinators will conduct your rehearsal and act on behalf of the pastor who is marrying you, if he is unable to attend. It is important that all members of your wedding party attend the rehearsal and arrive on time. Parents of the bride and groom are encouraged to attend as well. Because time for the rehearsal is limited, vocalists and instrumentalists will not rehearse until the day of the ceremony. A sound and light engineer will be available for a sound check ninety (90) minutes before the ceremony begins.

WEDDING PARTY

It is expected that members of the wedding party will understand that the church is a house of God and will conduct themselves in a manner befitting a place of worship. Dressing rooms will be provided for the bride and groom in the chapel. These rooms will be available to the wedding party two hours before the ceremony begins. The church will not be responsible or liable for personal items such as clothing, phones, purses, etc., brought to the church if such items are lost, stolen or damaged. Prior to both the rehearsal and wedding, it is expected that members of the wedding party will refrain from using alcoholic beverages or drugs. No alcoholic beverages or drugs may be brought onto or consumed on church premises at any time, including parking lots. In addition, Woodlands Church is a non-smoking campus. The use of any tobacco products, E-cigarettes, vapors, etc. is prohibited. Note: No animals or weapons of any kind are allowed in the chapel.

CONTRACTED CHAPEL TIME

We offer two ceremony start times on Saturdays (11:00am or 4:00pm). For an 11:00am wedding, your contracted time in the chapel is 9:00am – 12:15pm. For a 4:00pm wedding, your contracted time in the chapel is 2:00pm – 5:15pm. On Fridays, we offer a 7:00pm ceremony start time and your contracted time in the chapel is 5:00pm – 8:15pm. Wedding Day timeline is as follows: Arrive at Chapel two (2) hours prior to ceremony start time. Ceremony will begin on time and will last no longer than thirty (30) minutes. Photographers will be given thirty (30) immediately following ceremony. Ceremonies that start late will cut into the photography time. Cleanup time is fifteen (15) minutes. It is suggested that there be a House Party (group of people who are not in the wedding or pictures) be assigned to assist with the removal of all items brought into the chapel. *These contracted times are non-negotiable. Any disregard to these agreed times for the chapel will result in a forfeit of your deposit.*

OFF CAMPUS WEDDINGS

A Woodlands Church pastor can sometimes preside over a wedding that is off campus. The venue cannot be more than twenty (20) miles from the church. All requirements for Engagement Commitment and Marriage Preparations will apply. The fee for an off-campus wedding will be the same as the fee for Baptismal Pool wedding. For pricing information, please refer to *Wedding Fees* section under DEPOSITS/CANCELLATIONS/FEEES. The ceremony start time, for an off campus wedding, must be no later than 4:00pm on a Saturday.

BAPTISMAL POOL WEDDINGS

We offer weddings at our small Baptismal Pool at Woodlands Church. The large fountain cross baptismal pool is not offered as a wedding site. For available dates/times, please refer to the *Wedding Reservations* section. During the winter months (Standard Time), we do not offer the Friday 6:00pm time slot. We can provide seating for a maximum of 40 guests. We do not offer a rehearsal day for Baptismal Pool weddings. Music can be played by acoustic instruments or a battery powered device. Our coordinators will meet with the bride/groom about one (1) week prior to the ceremony. The coordinators will do a walk-through of the ceremony on that day. In the event of inclement weather, the wedding will be held indoors in the lobby area of WC Kids near the South East entrance of the church. The chapel will not be offered as an option for inclement weather.

CHAPEL TOURS

We offer tours of the chapel on Wednesdays and Thursdays, by appointment only. Please call (936) 442-3131 to schedule an appointment.

Any violation of these rules will result in automatic loss of your deposit and may result in cancellation of the wedding. It is the obligation of the bride and groom to ensure that all members of the wedding party and all outside service providers understand these rules and abide by them.



Woodlands Church
Woodlands Campus
Wedding Policies & Procedures
March 2020