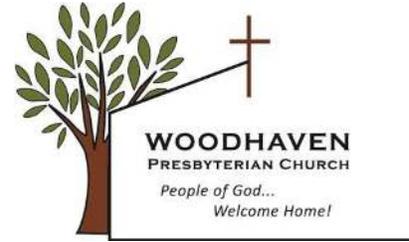


Wedding Policy of Woodhaven Presbyterian Church

PRESBYTERIAN CHURCH (USA)

Rev. Shane Webb, Pastor
Tracy Herron, Director of Music Ministries
Joe Snyder, Organist
Debbie Dickinson, Office Administrator



Dear Friends:

Grace to you and peace as you prepare to step into the joyful world of married life. The guide you now hold in your hands will help you make your way through the important considerations about a wedding service at Woodhaven Presbyterian Church. Along with this guide, we also offer you our personal assistance.

The Pastor & Staff of Woodhaven wish you every happiness in your life together and sincerely hope that your wedding in our church will be a sacred and beautiful occasion. We hope that your participation in a local church will be a part of your new relationship together. We encourage you to contact one of our staff for assistance in finding such a congregation.

Please know that with all considerations ahead, we are holding you in prayer.

Rev. Shane Webb, Pastor & the Staff of Woodhaven

THE WEDDING IS A WORSHIP SERVICE

The wedding is a worship service of the congregation. As a service of Christian worship, the marriage service is under the direction of the Pastor and the supervision of the Session (the Board of Elders). The marriage ordinarily takes place in a special service, which focuses upon marriage as a gift of God and an expression of the Christian life.

Music suitable for the marriage service directs attention to God and expresses the faith of the church. Flowers, decorations, and other appointments should be appropriate to the place of worship, enhance the worshipers' consciousness of the reality of God, and reflect the integrity and simplicity of Christian life.

AGREEMENT FOR WEDDING SERVICES

Wedding Date _____

Bride's Name _____

Groom's Name _____

1. Agreement

This constitutes a contract and agreement for a wedding ceremony to be conducted at Woodhaven Presbyterian Church, including other services as mentioned or listed below.

2. Non-Member Weddings

Unless the bride, groom, parent, or guardian is an active member of Woodhaven Presbyterian Church for six months prior to scheduling the wedding, the wedding is regarded as one of a non-member. Non-member couples are encouraged to attend our worship service to better understand our worship tradition.

3. Fees

The schedule of fees can be found on the fee sheet which is attached.

Other: Information for the bulletin should be turned in two weeks prior to the wedding date. If the couple is responsible for printing the bulletins, a proof must be approved by the Pastor prior to printing.

4. Services of the Pastor

As a service of Christian worship, the marriage service is under the directions of the Pastor of Woodhaven and the supervision of the Session. In the event that a minister other than a Pastor of Woodhaven is desired to perform the wedding ceremony, permission first must be obtained from the Woodhaven Pastor. A letter requesting permission should be sent to the Woodhaven Pastor and should include the date and time requested for the ceremony, as well as the name, address, title, and denomination of the outside clergy. The Pastor of Woodhaven must also be present and participate in all elements of the rehearsal and wedding ceremony to ensure that all policies outlined in this statement are followed.

5. Premarital Counseling

The bride and groom will meet with the Pastor of Woodhaven prior to the ceremony to engage in premarital counseling. They will need to schedule appointments with our Pastor by calling the church office at (972) 541-0747. The counseling conversations will cover such areas as expectations in marriage, communication, where difficulties arise and the Christian meaning of the marriage relationship. An important aspect of these premarital appointments is the planning of the actual wedding.

6. The Facilities of the Church

The Sanctuary has a seating capacity of 350 people and a seven foot center aisle. The bride and bridesmaids will have access to the Bride's Room that leads into a dressing area and a restroom. The groom and groomsmen will have access to the Groom's Room and a restroom. Hancock Hall has a catering kitchen with icemaker, restrooms, and has the capacity of 50 to 200 people for reception.

7. Rehearsal

The Pastor will lead the rehearsal. Everyone in the wedding party should be present at the time of the rehearsal. Since the time of many people is involved, it is very important that everyone be present 20 minutes prior to the start of rehearsal.

8. Music

The Director of Music Ministries is a highly trained professional musician who will assist you in selecting music for your wedding. Only Woodhaven's church designated organist plays the church organ for weddings in the church. Any instrumentalist or soloist is under the direction of the Director of Music Ministries. All music must be approved by the Director of Music Ministries and the Pastor of Woodhaven.

As noted above, a soloist can be provided for an additional fee. The music staff can recommend soloists.

If musical selections are numerous or outside the scope of traditional wedding music, additional fees may apply at the discretion of the Director of Music Ministries.

9. Sound

Woodhaven has complicated sound systems both in the Sanctuary and in the Fellowship Hall, including a variety of wired and wireless microphones. A trained technician who is a member of the church's sound team will be assigned to operate the sound systems as necessary during the rehearsal, the wedding and at the reception. No one other than a Woodhaven sound technician may operate the sound systems.

10. Decorations

Flowers should be kept to a discreet level appropriate to the worship experience as discussed with the Pastor. Please work with your decorator to ensure that all flowers, candles and other furnishings are in place at least thirty (30) minutes before photos are to begin prior to the ceremony.

See Attachment A for policies that you must provide to your florist and/or decorator.

11. Weddings During Advent & Easter

The Sanctuary is decorated during the Advent and Easter seasons. These decorations may be used, free of charge. Once these decorations are in place, they are not to be removed or rearranged until after these seasons. Please discuss these arrangements with our Pastor so you will have an understanding of these special decorations.

12. Photographs

Pictures taken prior to the beginning of the ceremony must conclude 30 minutes before the ceremony is scheduled to begin. No flash pictures may be taken during the wedding ceremony. Pictures may be taken from the rear of the sanctuary during the processional and recessional. The wedding party may return after the wedding and all pictures may be made at that time. If the officiating minister is to be included in posed pictures after the wedding ceremony, he or she should be notified before the wedding. Time exposures are permissible from the back of the sanctuary/balcony during the service. Arrangements for a video are possible from the balcony or choir loft and must be coordinated with the Director of Music Ministries.

See Attachment B for policies that you must provide to your photographer and videographer.

13. The Marriage License

It is the bride and groom's responsibility to obtain the marriage license.

- The license is good for 30 days from the date obtained. However, there is a 72 hour waiting period from the time the license was purchased until the time the wedding ceremony can be performed.
- Proof of license must be presented to the Pastor at the rehearsal. Weddings may not be performed without a license.
- The license will be presented to the Pastor the day of the wedding. After the ceremony the Pastor will sign the license, the license will be mailed from the church office to the County Clerk, on the first business day following the wedding.

14. General Policies

- The Wedding Ceremony will start at the scheduled time (grandparents and/or parents to be seated). Guests arriving late will be seated following the processional.
- The Wedding Ceremony Form (Attachment C) must be completed a minimum of two (2) months prior to the ceremony date.
- The use of alcoholic beverages or smoking in the church or on the church property is strictly prohibited.
- Birdseed and rice are not permitted to be thrown on the church property.
- Aisle runners are not permitted.
- All special or unusual procedures must be cleared with the Pastor a minimum of three (3) weeks before the rehearsal.
- The church will expect a clear schedule of all requested building use times at least ten (10) days in advance.
- Seating of wedding guests in the choir loft is not permitted.
- Only one wedding ceremony may be conducted on a given day.
- There are dressing rooms for both the Bride and her attendants and for the Groom and his attendants. Following dressing, please make sure that all valuables are removed and placed in a safe place (e.g., the trunk of your car).

Woodhaven Presbyterian Church is not responsible for any loss of or damage to any personal property before, during, or after the wedding ceremony that may occur on church property.

Attachment A

Policies Concerning Florists and/or Decorators

- You may decorate for the wedding three (3) hours before the wedding time. Be sure to coordinate with the wedding couple about times for pictures, so you will be finished prior to picture-taking.
- If additional time is needed to decorate, contact the Pastor or church office. He/She may be able to arrange for additional time on the day of the wedding or during business hours on the day before the wedding. This use of church property must be coordinated with the church staff to assure that another event is not already scheduled during all or part of the time requested.
- Thirty (30) minutes are allowed for photos following the wedding service before cleanup begins.
- Our custodians are not responsible for cleaning up your decorations or for saving items you might want to keep.
- You may not use any adhesive substance (i.e. tape, staples, tacks, glue, etc.) on any surfaces, including wood floors, pews, railings, Communion Table, walls, doors and woodwork. Furniture on the chancel of the Sanctuary may not be moved.
- If there is not a florist, and the decorator is someone who will be participating in the wedding activities, the wedding couple must designate someone else for the appropriate clean up of the decorations.
- Aisle runners are not allowed.
- All furniture must remain in place during the wedding ceremony. All religious symbols of God's grace must remain and cannot be moved. No other items, including candles or flowers, may be placed on the Communion Table. The Communion Table and Baptismal Font must be visible at all times, not hidden from view.
See item 11 referring to holiday flowers and décor.
- The driving of tacks and nails or use of tape or any materials that damage the property or furnishings is prohibited. To prevent damage from dripping candle wax, spring-loaded candles must be used.
- Furnishing any candles or candelabras is the responsibility of the florist. (The church does have a limited number of candelabras and candles that may be used upon request). All such furnishings must be removed from the sanctuary immediately following either the conclusion of the wedding or post-ceremony photos and may be stored in the Bride's Room. Any property belonging to a florist or outside decorator must be picked up from the church on the first business day following the ceremony at the latest.
- Promotional material for your business may not be displayed or distributed at Woodhaven Presbyterian Church.
- Wedding couples are to give this policy statement to their florists/decorators as soon as possible. The florist/ decorator must assure the wedding couple that he/she can and will abide by these policies.

Attachment B

Policies Concerning Photographers & Videographers

- No flash or extra lighting may be used during the wedding ceremony. A flash photo, in the back of the sanctuary, can be taken as the Bride and her attendants enter for the Processional. Under no circumstances may you stand in the center of the aisle as the wedding party is entering. A flash photo, also from the back of the sanctuary, can be taken as the wedding couple exits down the aisle at the recessional. Please be prepared with equipment that can handle the necessary exposure for any photos taken without flash during the ceremony other than those listed.
- The photographer or videographer must be dressed appropriately and may not roam in view of the guests seated in the pews. The best solution for this is to take pictures from the balcony. A stationary video camera may be placed in the choir loft to record the ceremony from the back of the church.
- Formal photographs may be taken before and/or after the wedding ceremony. Please be efficient in your work so as not to interfere with the scheduled time of the wedding, or to hold the wedding party more than thirty (30) minutes after their ceremony.
- Formal photos in the sanctuary must be completed and all equipment removed completely thirty (30) minutes before the service begins. Thirty (30) minutes before the service organ music begins and ushers will begin seating guests.
- Any formal photos taken after the ceremony must be completed no more than thirty (30) minutes after the conclusion of the wedding.
- Promotional material for your business may not be displayed or distributed at Woodhaven Presbyterian Church.
- Wedding Couples are to give this policy statement to their photographers/videographers as soon as possible. The photographer/videographer must assure the wedding couple that he/she can and will abide by these policies.

Attachment C
WEDDING CEREMONY

Bride: _____

Address: _____

Bride's email: _____

DOB: _____ Home Phone: _____ Cell Phone: _____

Workplace: _____ Work Phone: _____

Mother's name: _____

Father's name: _____

Groom: _____

Address: _____

Groom's email: _____

DOB: _____ Home Phone: _____ Cell Phone: _____

Workplace: _____ Work Phone: _____

Mother's name: _____

Father's name: _____

Obtain license and give to Pastor for review before rehearsal: _____

Rehearsal: Date: _____ Time: _____ Place: _____

Ceremony: Date: _____ Time: _____ Place: _____

Reception: Date: _____ Time: _____ Place: _____

Do all the people involved know church rules/customs/policies? YES or NO

Florist's Name: _____

Contact phone: _____

Coordinator's Name: _____

Contact phone: _____

Photographer's Name: _____

Contact phone: _____

Videographer's Name: _____

Contact phone: _____

Musician (list name, voice or instrument, and selection(s)): _____

Contact phone: _____

Are you using the Church's candelabra and/or candles? YES or NO

Are there children participating in the service? YES or NO

(If yes, please list names, ages, and what the child will be doing.)

Other participants, such as readers or additional clergy? YES or NO

(If yes, please list names and responsibilities.)

Bride's Attendants: Maid/Matron of Honor: _____

2. _____

3. _____

4. _____

Will they be dressing at the church? YES or NO

Groom's Attendants: Best Man: _____

2. _____

3. _____

4. _____

Will they be dressing at the Church? YES or NO

Will pictures be taken before the service? NO or YES, then beginning at what time? _____

Will you have a receiving line at the church following the service? YES or NO

Has your bulletin been approved by the Minister? YES or NO

Anticipated number of guests: _____

Will you be using the Fellowship Hall? YES or NO

Describe activity/function/timeframe for the usage of the Fellowship Hall: _____

How/Where will the bridal party leave the Church? _____

I/We have read and understood all provisions of the Agreement for Wedding Services and will abide by them. I/We likewise accept the responsibility for repair or replacement regarding any damage which may occur during my/our use of the building (subject to church approval), furnishings and/or landscaping.

Signatures:

Responsible Party: _____ Date: _____

Bride: _____ Date: _____

Groom: _____ Date: _____

For Woodhaven: _____ Date: _____