

Your Wedding **at Woodburn Baptist Church**

Your wedding is a sacred occasion, and it is appropriate that you would choose to get married in a house of worship. Understanding the importance of this ceremony for you, we want to ensure that all the details pertaining to church facilities are carefully laid out. The following guidelines represent wedding policy and procedures at Woodburn Baptist Church. These instructions are based on our genuine desire to welcome weddings at our church, to preserve the integrity of the church as a house of Christian worship, and to minimize costs.

- 1. Scheduling:** Reserve church facilities for your wedding by contacting the church secretary (Monday through Friday, 8:00 a.m. to 4:00 p.m.). A short reservation form must be filled out and a deposit check of \$200.00 will hold your date on the calendar. Deposit checks are cashed and deposited, and a refund will be issued after the wedding date and after final inspection.
- 2. Services of the Church Staff:** The pastor conducts weddings as his schedule permits. All couples who desire to be married by our pastor must contact him personally. He will require that every couple meet with him for 3-4 premarital counseling sessions. Prior to these sessions with the pastor, a relationship questionnaire will be completed by each partner and sent off for scoring by computer; the company which administers this inventory requires a \$35.00 fee per couple (payable to the church). Appointments for these sessions are to be scheduled with the pastor no sooner than one month prior to the wedding date.

In Sunday worship meetings, church instrumentalists serve the congregation as volunteers. If a couple wishes to secure church instrumentalists to play for the wedding, they must contact the instrumentalists personally and discuss matters of scheduling, music selection, and payment. Outside instrumentalists are welcome.

Due to the complexity of our church sound and video system and stage equipment, a sound technician from the church must be contracted for your wedding. The standard fee, which includes clearing the stage, running sound for the rehearsal and wedding, and re-setting the stage, is \$100.00. Removal of any equipment must be supervised by the sound technicians. You are responsible for coordinating with the sound tech. Please contract with our sound technician at least 30 days prior to the wedding.

At Woodburn Baptist Church, custodians are contracted to clean once weekly prior to Sunday worship services. All individuals or groups who use the building through the week are required to clean up after their own function. Naturally, this policy applies to wedding parties. The couple must designate who will be responsible for cleaning up all utilized areas after the wedding and reception. In every instance, it is expected that church facilities be returned to perfect readiness for Sunday morning. A checklist will be provided in order to determine cleaning obligations and completion.

- 3. Regulations of Building Use:** Typically, the bride and bridesmaids use the larger classrooms for dressing. The groom and his men may choose another area for their dressing. The church will in no instance be responsible for purses, clothing, or other personal possessions left unattended in dressing rooms or other areas.

The couple is welcome to use plants, decorations and arrange sanctuary stage furnishings, as long as they are returned to their original position after the wedding. Please do not use nails, glue, tape, staples, or pins on walls, pews or furniture. When candles are used, they must be mechanical or dripless. In every case the couple will be responsible for the cleaning of any wax from floors, carpets, walls, and furniture.

At all times, persons are expected to respect the religious function and significance of church grounds and facilities. Children are to be supervised and instructed not to run in the sanctuary and hallways. Alcoholic beverages are forbidden. Smoking is prohibited inside the facilities (including bathrooms and dressing rooms).

- 4. Fees and Deposits:** A \$200 deposit is required for members and non-members alike. This deposit will gladly be refunded upon final inspection of church facilities and return of all church keys and items.

For church members, their children, and their grandchildren, there is no fee for the use of church facilities. Naturally, members are still responsible for their own wedding cleanup. For nonmembers, the fee for church usage is \$300.00

TOTAL FEES:

\$200.00 Deposit to secure date and use of the building (refundable upon final inspection of church and return of keys).

\$35.00 Pre-Marital counseling assessment

\$300.00 Non-refundable fee for non-members

\$100.00 Sound Technician fee

\$150.00 There will be a janitorial fee for those who do not wish to clean the building and return the church to perfect readiness for Sunday morning, according to the checklist. See Number 2, paragraph 4.