

# Willow Drive Wedding Policy Booklet

Hello, and welcome to Willow Drive Baptist Church. We are pleased and excited that you have expressed an interest and desire to be married in our church. The marriage ceremony is a worship service in which a man and a woman enter into a covenant relationship with God. It is not a social event, but rather a sacred rite in which two people pledge themselves to each other under the blessing of God and are united by Him and to Him in holy wedlock. As you begin your marriage in a church service, may it indicate your desire to place Christ at the head of your marriage and your home.

This booklet is put together to assist you in preparation for your marriage ceremony. We hope that it will serve as a guide so that you might understand what you may expect from the church and what is expected from you. It is our desire to help you make your wedding a memorable, beautiful and meaningful event. To accomplish this, we have compiled this booklet of policies and forms to be followed in order to make your day flow as smoothly as possible. Please read this booklet carefully. We believe these policies to be the most suitable and practical for all concerned. If you have any questions, please feel free to discuss them with one of the Ministry Associates or the WDBC Wedding Coordinator.

## The Minister

All weddings performed in WDBC must be approved by the Pastor. If the WDBC Pastor is performing the ceremony, it is recommended that the Pastor's ministry assistant be contacted as soon as possible in order that times can be arranged for pre-marital counseling, wedding rehearsal and the wedding ceremony. Arrangements for counseling should be made at least eight (8) weeks prior to the wedding ceremony. Both bride and groom are required to attend these sessions.

In consultation with the WDBC Pastor, a minister from another church or another denomination may perform the ceremony. The visiting minister may perform the ceremony only if the bride and groom have gone through pre-marital counseling with him/her or his/her designee. Pre-marital counseling must consist of a least three sessions.

## Arrangements

All wedding dates must be requested through the Pastor's ministry assistant and placed on the church calendar before any public announcements are made. Dates are not secured on the calendar until a deposit has been made. Emphasis is given to scheduling the wedding as far in advance as possible, giving dates and times for the rehearsal, ceremony, reception and facilities desired. After carefully reading through this policy booklet, the application should be completed and turned in to the Pastor's ministry assistant with the required deposit. At this point the wedding will be scheduled on the church calendar. All completed paperwork should be turned into the WDBC Wedding Coordinator at least one month before the ceremony date and all fees will be paid at this time.

A wedding coordinator will be assigned to minister to the bridal party throughout the planning process of all activities scheduled at the church to insure that church policies are followed and assist in making the wedding as worry-free as possible.

Meetings are to be scheduled in advance to determine the involvement of the WDBC Wedding Coordinator. The WDBC Wedding Coordinator is not to be mistaken as a wedding planner, but rather is to serve as a liaison between the bridal party and WDBC.

Weddings are not scheduled on Sundays or Wednesdays.  
Weddings are not scheduled earlier than 10:00 a.m. nor later than 8:00 p.m., unless with the Pastor's approval.

## Facilities

Church facilities are available to both church members and non-members. Facilities available include the Worship Center, Atrium, Kitchen, and Various Multipurpose Rooms. Facility information is included in this booklet outlining the church grounds and facility sizes.

Food and drinks are not permitted at any time inside the Worship Center. The wedding party may have drinks and light snacks in the dressing areas only during the dressing process.

All areas of the church must be ready for use during the Sunday School and Worship services each Sunday. The church therefore cannot provide facilities or personnel for child care for weddings and related events.

## Conduct

Since a wedding is a worship service, members of the wedding party and families are expected to conduct themselves at all times in a manner befitting that of a place of worship. It is the responsibility of the bride and groom to familiarize all members of the wedding party with the policies of this church.

Members of the wedding party and families are to refrain from using any alcoholic beverages or drugs prior to and during any wedding related activity held at the church. No alcoholic beverages may be brought to the church or served on the church premises at any time. It is the responsibility of the bride and groom to be certain this policy is understood and followed by all members of the wedding party and those associated with the wedding in any way (florist, caterer, photographer,...)

Smoking and Profanity are not permitted in any of our church buildings or anywhere on church property. It is again the responsibility of the bride and groom to be certain this policy is

understood and followed by members of the wedding party and those who service the wedding.

Breakage of and/or damage to any church property equipment or facilities must be reimbursed at replacement value.

The church is not responsible for lost or stolen articles or equipment. It is highly recommended that no valuables be left in any dressing areas during the service and or reception. It is also recommended that all personal and rented property be removed from the church grounds immediately following the wedding.

## **Musicians and Music**

The organist and/or pianist must be approved by the WDBC Wedding Coordinator for all weddings when the organ or piano is used. Only organists on an approved list will be allowed to use the organ. To get on the approved list, an organist must go over organ uses and policy with the church organist. Settings on the organ may not be changed. Please indicate the organist/pianist name on the wedding application form.

Music is a very important part of the wedding ceremony and should at all times be music which is suitable for a sacred occasion. Should the couple desire to have a soloist, they should carefully choose this person and the music to be sung. WDBC has competent soloists, pianists and organists who may be hired if so desired. A list of soloists, pianists and organists may be obtained from the WDBC wedding coordinator. All arrangements and payments with these individuals are the couple's responsibility.

Because of the sophisticated nature of the sound system, you are required to use the WDBC Sound Technician to run all such equipment. The Sound Technician will be available at both the rehearsal and wedding ceremony. Please make arrangements with all soloists to be at the rehearsal so the Sound Technician will be able to coordinate with the soloist(s) at that time and it will not be necessary to set up additional practice times.

## Decorations

The flowers and other decorations for the church are the responsibility of the bride and groom. Those in charge of decorating will observe the following Worship Center policies. If there are any questions, please check with the wedding coordinator.

Attachment of decorations shall be made with padded holders so the pews, railings, furniture, or any permanent fixtures in the Worship Center are not damaged. Attachment of decorations by gluing, pinning, taping or nailing to the pews, furniture or permanent fixtures is prohibited, unless approved by the WDBC wedding coordinator.

All signs, posters or decorations removed for the wedding must be replaced as found.

Tables, chairs and other furnishings that are moved must be returned immediately after the wedding, exactly as they were before being moved.

Altar furniture may be moved only under the direct supervision of the Sound Technician. Plants and instruments may not be moved except by the Sound Technician. Please consult with the WDBC Wedding Coordinator and/or Sound Technician if the need arises. All candles and candelabras must have protective floor covering under them. There is no such thing as non-drip candles. All candles must be extinguished immediately following the service, using only candlesnuffers. This is to prevent melted wax from being blown onto furnishings and carpet.

If the Worship Center is being used during a special holiday season, seasonal church decorations may not be altered.

No real rose or flower petals are to be dropped onto the carpet as they stain when stepped on by guests. Only silk petals may be dropped by flower girls and must be picked up following the ceremony.

If arrangements have been made by the wedding party to leave the floral arrangements for the next day's Worship Service, please inform the wedding coordinator.

If the wedding party would like to donate any purchased equipment or decorations to WDBC for future wedding services, please speak to the wedding coordinator.

All other decorations and flowers must be removed immediately following the service.

Anyone (including florists) decorating any room in the church is expected to return the room to the same condition in which they

found it when they began decorating. All floral arrangements and outside equipment brought into the church by outside parties shall be removed within 2 hours after the wedding ceremony, unless previous arrangements have been made through the WDBC Wedding Coordinator.

The Sound Technician and Wedding Coordinator are responsible for the set-up and take-down of the stage (altar) area. Arrangements can be made in advance with the WDBC Wedding Coordinator or during the rehearsal with the Sound Technician. Arrangements must be made with the WDBC Wedding Coordinator to decorate in advance of the ceremony. The Wedding Coordinator and Sound Technician are responsible for moving furniture and equipment before and after the ceremony / reception, however it is the responsibility of the wedding party to clean and return the facility to its original form.

## Fees

A fee schedule is attached at the end of this booklet. Member fees are available to anyone who has been an active member of WDBC for at least 6 months prior to the event date.

The Security Deposit must be paid upon booking.

The Rental Cost must be submitted at time of booking. The rental check will be held until 1 month before the event, at which time it will be deposited.

Security Deposit checks will be held until the event takes place. Upon successful completion of the event, the security deposit check will be mailed back to the person who submitted the check. Any damages or breaking of the rules will result in the party losing their security deposit refund.

If an event cancels, notice must be given to the church at least 1 month in advance in order to receive a refund of the deposit.

## **Photographer and Videographer**

We are happy to cooperate in every possible way in your having a complete photographic record of the wedding; yet, we are primarily concerned that this is a worship service and it is carried out with dignity and devotion. Please arrange to take as many pictures as possible prior to the wedding ceremony or after the ceremony, preceding the reception. There will be no flash photos taken during any prayer time. Flash photography may be taken during the wedding at the bride and grooms approval. Video taping may be done during the ceremony from a fixed location determined prior to the ceremony. Please make sure your photographer/videographer are informed of and are willing to adhere to all church policies prior to making any arrangements with them.

## **Wedding Rehearsal**

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

The presiding Minister will direct the rehearsal with the help of the WDBC wedding coordinator. The marriage license should be delivered to the Pastor at or before the wedding rehearsal.

All Worship Center rules involving conduct are to be adhered to during the wedding rehearsal as well as the ceremony.

## Wedding Reception

When the reception is to be held at WDBC, all policies must be followed.

If the Hall / Kitchen / Atrium are reserved, the following guidelines must be followed:

**Dishes:** All dishes used must be washed and put away immediately after use. Dishes should not be left in the drain rack.

**Floor:** Mop up any spills or water. Sweep floor after kitchen is used.

**Appliances:** Insure all cooking appliances are turned off and refrigerator is left as found. Remove all food and drink brought in for the wedding following the reception.

**Furniture:** Tables and chairs may be set up and used as necessitated. Tables and chairs are not to be moved to other parts of the church building or be taken off premises. The room must be returned to its original design following use.

**Cleaning:** The hall, kitchen and/or atrium are to be cleaned and in proper order immediately following use. After a Saturday event, it must be cleaned and in proper order to allow for Sunday morning use by the church. All garbage is to be removed from the premises and placed in the trash dumpster located outside, behind the church hall, adjacent to the parking lot.

**Decorations:** As with the Worship Center, no decorations may be put up which will permanently mar or deface the interior of the Hall or Atrium. Arrangements may be made with the wedding coordinator to decorate the Hall or Atrium in advance of the reception as scheduling allows.

The kitchen is to be kept locked when not in use with the keys to be kept in the church office or with the wedding coordinator. Confetti, rice, wheat, silly string and shaving cream should not be used in or around any part of the interior or exterior of the church buildings. Birdseed and bubbles are acceptable for use outside of the church buildings. Birdseed must be swept up after the bride and groom leave the grounds.

It is also suggested that if car(s) are to be decorated that those decorating the cars use discretion as to what is written.

# About W.D.B.C.

## Worship Center

Seating Capacity: 325 seated comfortably

Eight Sections separated from front to back and left to right.

One (1) center aisle & Two (2) side aisles.

Center aisle: ~50' sanctuary entrance to altar

Far Left section: 8 pews (front) and 5 pews (back)

Left Center section: 11 pews (front) and 5 pews (back)

Right Center section: 12 pews (front) and 5 pews (back)

Far Right section: 8 pews (front) and 5 pews (back)

Altar: Three (3) steps leading to altar

Carpet / Wood: Medium / Dark green carpeting with Oak pews with seating covered in Green fabric.

Balcony: None – Sound loft accessible for videotaping / photography with prior arrangements made with WDDBC Wedding Coordinator.

## Dressing Rooms

Dressing areas are available for the bridal party and grooms party at no additional charge.

The men's area is at the back of the Sanctuary and has 2 dressing areas and restrooms available.

The ladies area is located in the building adjacent to the incoming drive of the Church. This room has a bridal vanity table, full length mirror, table for other bridal party members to use and a restroom. There is also a tall closet rod to hang long dresses if necessary.

Please ask the Wedding Coordinator to see available facilities.

## **Kitchen – Main Building**

The kitchen is equipped with the following appliances:

Refrigerator  
Microwave  
Ovens  
4 Burner Stove Top  
Coffee Pots

Dimensions of Kitchen: approx. 9' x 22'

## **Atrium**

The Atrium is available as a reception area for the wedding reception.

Dimensions of Atrium: approx. 34' x 55'

The greeting desk, located in the center of the atrium, is movable. The nursery check-in desk, located on the left side of the atrium, can not be moved.

Round Tables and Chairs are available for set-up in this area. The Atrium has 10 round tables, which seat 8 comfortably, and 6 oblong tables, which seat 10 comfortably. Round tables are 5' diameter and oblong tables are 8' length x 4' width.

Chairs available: 140

It is the responsibility of the wedding party to set-up and remove all tables and chairs, unless payment has been made prior to the ceremony for this service.

Plastic sheeting or drop cloths must be put down on the floor under any food service area, including the wedding cake and punch tables.

No red / pink drinks or punch may be served in the Atrium.

## Multipurpose Rooms

Multipurpose Rooms and Classrooms are available if needed. Please ask to see available facilities. During warmer months, the rooms must be cooled in advance. Please make arrangements with the wedding coordinator to do this.

There are 3 multi-purpose rooms in the building adjacent to the kitchen, of which the adjoining walls can be opened and made into a larger area.

Dimensions of these 3 rooms are:

Room 1: approx. 30' x 23'

Room 2: approx. 24' x 24'

Room 3: approx. 24' x 23'

The multi-purpose rooms have the following available:

10 round tables, which seat 8 comfortably

8 oblong tables, which seat 10 comfortably

Round tables are 5' diameter and oblong tables are 8' length.

Chairs available: 140

It is the responsibility of the wedding party to set-up and remove all tables and chairs, unless payment has been made prior to the ceremony for this service.

There is only one set of tables and chairs, and not enough to set up both the Atrium and Multi-Purpose rooms.

# Willow Drive Baptist Church

## Facilities Fee Schedule

<b>Area / Service</b>	<b>*Church Members</b>	<b>Non-Church Members</b>	<b>Comments</b>
Security Deposit, required for Weddings Non-negotiable	\$75	\$200	No reservations are confirmed until after deposit is received by church office. If buildings are damaged or misused, the deposit will not be refunded.
Worship Center Non-negotiable	\$275	\$550	Includes Sound Technician, Janitor and Wedding/Building Coordinator for 4 hours from start of event. Wedding rehearsal included.
<b>OPTIONAL</b>			
Hourly rate after 4 hours for event	\$15.00	\$30.00	
Atrium Rental	\$150.00	\$250.00	This fee is only incurred if Atrium is used to host event (i.e., reception.)
Kitchen Rental	\$20.00	\$40.00	Fee covers Rental of room and use of appliances only
Single Multi-purpose Room	\$20.00	\$40.00	Cost per room
All three Multi-purpose Rooms	\$50.00	\$100.00	Covers rental of room only, Does not include set-up or take-down of tables & chairs
Set-up / Take-down of Chairs	Ea 0.25	Ea 0.25	
Set-up / Take-down of Tables	Ea \$1.00	Ea \$1.00	

\* Member fees are available to anyone who has been an active member of WDBC for at least 6 months prior to the event date.

All fees must be paid upon booking – see page 6 for explanation of fee schedule.

*Effective 05/14/07*

# VISITING / OFFICIATING MINISTER - WEDDING

Willow Drive Baptist Church, Lake Jackson, Texas

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: Home \_\_\_\_\_ Work \_\_\_\_\_

Ordained Minister: \_\_\_\_\_ Yes \_\_\_\_\_ No

Denomination of Ordination: \_\_\_\_\_

Church where you currently serve or attend:

Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

Wedding you are performing: \_\_\_\_\_

Date: \_\_\_\_\_

If you have any questions, please contact Pastor Scott McKay or his ministry assistant at 979-297-4079 or the WDBC Wedding Coordinator.

Please return completed form to: Willow Drive Baptist Church  
Wedding Coordinator  
200 Willow Drive  
Lake Jackson, TX 77566  
979-297-4079  
979-297-4072 fax

## Caterer's Wedding Agreement

All caterers using facilities at Willow Drive Baptist Church will be expected to leave the facilities clean and orderly. If any damage occurs, it is to be paid for by the person doing the damage. It is required that the WDBC Wedding Coordinator supervises the use of any kitchen facilities during wedding events. Any furniture or equipment belonging to the church is to be moved by approval of WDBC Wedding Coordinator only.

Please confirm times with WDBC Wedding Coordinator for set-up and clean of caterer's services. This is to prevent conflicts from occurring and to prevent the church buildings from being left unattended or locked when needed.

Drinking of alcoholic beverages, use of drugs, smoking and profanity will not be permitted before, during or after the rehearsal, wedding or reception or anywhere on church property.

We, the catering service, have read and agree to comply with the policies of Willow Drive Baptist Church regarding Wedding rehearsals and receptions.

Wedding Date & Ceremony Time: \_\_\_\_\_

Bride's Name: \_\_\_\_\_

Event: Reception \_\_\_\_\_ Start Time (approximate) \_\_\_\_\_

Rehearsal Dinner \_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

Building access date(s) \_\_\_\_\_ Time \_\_\_\_\_ to \_\_\_\_\_

Signed X \_\_\_\_\_

Print Caterer Name \_\_\_\_\_

Company Name \_\_\_\_\_

Address, Phone & Fax \_\_\_\_\_

Additional Contact Name & Phone \_\_\_\_\_

RETURN FORM TO WDBC WEDDING COORDINATOR

## Florist's Wedding Agreement

All Florists decorating any facility at Willow Drive Baptist Church will be expected to leave the facilities in the same condition in which they began. If any damage occurs, it is to be paid for by the person doing the damage. It is required that the WDBC Wedding Coordinator supervises any decorating during wedding events. Any furniture or equipment belonging to the church is to be moved by approval of WDBC Wedding Coordinator only. No nails, tacks, tape, glue, etc. are to be used on woodwork, walls, furniture, pews or other fixtures, unless approved by WDBC Wedding Coordinator.

Please confirm times with WDBC Wedding Coordinator for set-up and removal of florist's services. This is to prevent conflicts from occurring and to prevent the church buildings from being left unattended or locked when needed.

Drinking of alcoholic beverages, use of drugs, smoking and profanity will not be permitted before, during or after the rehearsal, wedding or reception or anywhere on church property.

We, the florist service, have read and agree to comply with the policies of Willow Drive Baptist Church regarding floral and decorations for weddings.

Wedding Date & Ceremony Time: \_\_\_\_\_

Bride's Name: \_\_\_\_\_

Building access date(s) \_\_\_\_\_ Time \_\_\_\_\_ to \_\_\_\_\_

Signed        X \_\_\_\_\_

Print Florist Name \_\_\_\_\_

Company Name \_\_\_\_\_

Address, Phone & Fax \_\_\_\_\_

Additional Contact Name & Phone \_\_\_\_\_

RETURN FORM TO WDBC WEDDING COORDINATOR

## Videographer Wedding Agreement

All Photographers / Videographers contracted to serve at Willow Drive Baptist Church will be expected to leave the facilities in the same condition in which they began. If any damage occurs, it is to be paid for by the person doing the damage. Any furniture or equipment belonging to the church is to be moved by approval of WDBC Wedding Coordinator only. To prevent wax spillage, please do not re-arrange the candles for pictures. Consult the WDBC Wedding Coordinator for other arrangements.

Please plan to take as many pictures as possible prior to the wedding ceremony. No flash photography may be made during prayer time. Flash photos may be made at the bride and grooms approval. Videography may be done during the ceremony, provided no additional outside lighting is necessary. The videographer may not interfere with the wedding ceremony once begun.

Please confirm times with WDBC Wedding Coordinator for set-up and removal of photography / videography services. This is to prevent conflicts from occurring and to prevent the church buildings from being left unattended or locked when needed.

Drinking of alcoholic beverages, use of drugs, smoking and profanity will not be permitted before, during or after the rehearsal, wedding or reception or anywhere on church property.

We, the photography / videography service, have read and agree to comply with the policies of Willow Drive Baptist Church regarding photography/videography for weddings.

Wedding Date & Ceremony Time: \_\_\_\_\_

Bride's Name: \_\_\_\_\_

Building access date(s) \_\_\_\_\_ Time \_\_\_\_\_ to \_\_\_\_\_

Signed X \_\_\_\_\_

Print Photographer / Videographer Name \_\_\_\_\_

Company Name \_\_\_\_\_

Address, Phone & Fax \_\_\_\_\_

Additional Contact Name & Phone \_\_\_\_\_

RETURN FORM TO WDBC WEDDING COORDINATOR

## Photographer Wedding Agreement

All Photographers / Videographers contracted to serve at Willow Drive Baptist Church will be expected to leave the facilities in the same condition in which they began. If any damage occurs, it is to be paid for by the person doing the damage. Any furniture or equipment belonging to the church is to be moved by approval of WDBC Wedding Coordinator only. To prevent wax spillage, please do not re-arrange the candles for pictures. Consult the WDBC Wedding Coordinator for other arrangements.

Please plan to take as many pictures as possible prior to the wedding ceremony. No flash photography may be made during prayer time. Flash photos may be made at the bride and grooms approval. Videography may be done during the ceremony, provided no additional outside lighting is necessary. The videographer may not interfere with the wedding ceremony once begun.

Please confirm times with WDBC Wedding Coordinator for set-up and removal of photography / videography services. This is to prevent conflicts from occurring and to prevent the church buildings from being left unattended or locked when needed.

Drinking of alcoholic beverages, use of drugs, smoking and profanity will not be permitted before, during or after the rehearsal, wedding or reception or anywhere on church property.

We, the photography / videography service, have read and agree to comply with the policies of Willow Drive Baptist Church regarding photography/videography for weddings.

Wedding Date & Ceremony Time: \_\_\_\_\_

Bride's Name: \_\_\_\_\_

Building access date(s) \_\_\_\_\_ Time \_\_\_\_\_ to \_\_\_\_\_

Signed X \_\_\_\_\_

Print Photographer / Videographer Name \_\_\_\_\_

Company Name \_\_\_\_\_

Address, Phone & Fax \_\_\_\_\_

Additional Contact Name & Phone \_\_\_\_\_

RETURN FORM TO WDBC WEDDING COORDINATOR

**WILLOW DRIVE BAPTIST CHURCH**  
**WEDDING APPLICATION / RESERVATION FORM**

200 Willow Drive, Lake Jackson, TX 77566 979-297-4079, fax 979-297-4072

To be turned into the church office, accompanied by the required deposit. No date is confirmed until fees are received and a pastoral conference is held. In the event the wedding is cancelled, fees will be returned.

Desired Wedding Date: \_\_\_\_\_ Ceremony Time: \_\_\_\_\_

Bride: \_\_\_\_\_ Member of what Church: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Groom: \_\_\_\_\_ Member of what Church: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Address after Marriage: \_\_\_\_\_

Pastor performing Ceremony: \_\_\_\_\_ Phone: \_\_\_\_\_

Church: \_\_\_\_\_ Denomination: \_\_\_\_\_

Rehearsal Time/Date: \_\_\_\_\_

Reception Time: \_\_\_\_\_ # of Guests Expected: \_\_\_\_\_

We desire to reserve: (Please check below)

Worship Center \_\_\_\_\_

Fellowship Hall \_\_\_\_\_ Kitchen \_\_\_\_\_

Multipurpose Room(s) / Classroom(s) \_\_\_\_\_

Why do you desire a church wedding?

\_\_\_\_\_

Why have you selected Willow Drive Baptist Church?

\_\_\_\_\_

Damage Clause: The Bride and Groom will be liable for any damages which might occur to the buildings and or furnishings of WDBC during the time of use by this wedding party and all those associated with this wedding. Have you familiarized yourself with our Church Policies concerning weddings and the use of the WDBC facilities? \_\_\_\_\_ Will you abide by these policies? \_\_\_\_\_

Signature below states agreement with all said policies and liabilities:

Bride's Signature \_\_\_\_\_ Date \_\_\_\_\_

Groom's Signature \_\_\_\_\_ Date \_\_\_\_\_



*Willow Drive Baptist Church Wedding Coordinator*

*Kim Miller*

*979-798-1509 home*

*979-415-5050 cell*

*kimberlyomiller@hotmail.com*