

Wedding Policy

WoodsEdge Community Church

A wedding ceremony is one of the most joyous events held in a church facility. It is an event where a couple comes before God to commit themselves to each other in marriage. Since God is the focal point, the ceremony should honor Him in every way.

Eligibility

It is required that you are a member or actively involved at WoodsEdge Church to have your ceremony here. Determination of eligibility will be made by the Marriage Pastor for any non-WoodsEdge members. Weddings also must be scheduled around any ministry events.

Premarital Counseling

If a couple is married at WoodsEdge Community Church, it is required that they receive premarital preparation. We have two options:

1. Couple has completed Merge and 3 counseling sessions with a WoodsEdge pastor/officiant (preferred option).
2. Couple has received premarital counseling (8 hours) and homework from a WoodsEdge pastor or another approved pastor or counselor.

Availability of Dates

We are a working church with many events throughout the year. The church calendar and the schedule of the ministerial staff will determine the availability of wedding dates. We cannot schedule weddings in December, the first week in January, or two weeks prior to Easter and one week following Easter. Other dates may be unavailable due to church events.

Wedding Days, Locations and Times

Rehearsal will be held the day before the wedding, preferably after 4pm.

Ceremony Locations

- Pavilion (up to 700 people)
- Lawn (150+ people)
- Baptismal (100 people or less)

Reception Locations

- Worship Center lobby (up to 400 people)
- Pavilion lobby (up to 75 people)
- Lawn (150+ people)

Reserving Your Wedding Time

To schedule a wedding, fill out the request form found at woodsedge.org/weddings which will put you in contact with the wedding coordinator. If a pastor from WoodsEdge Community

Church is scheduled to perform the wedding, then an initial meeting will be set up to discuss the overall plans with the officiating pastor. If a couple chooses to provide their own pastor, that pastor is to be approved by WoodsEdge Community Church. A non-refundable deposit of \$500 (which goes toward the cost of the wedding) is required to reserve the wedding date. The remainder of the fees will be due no later than 2 weeks prior to the wedding. The total hours from the beginning of the ceremony to the end of reception will not exceed 4 hours. If more time is requested, additional fees may be required.

Wedding Coordinator

WoodsEdge Community Church wants to ensure that you have a hassle-free, enjoyable wedding day. To provide that, we have wedding coordinators on staff that will assist you with your needs for the rehearsal and wedding. They will be the final authority over the rehearsal and wedding ceremony. Outside coordinators and planners are welcome; however, the coordinator from WoodsEdge Community Church will coordinate the rehearsal and ceremony. All correspondence regarding wedding events must be between the bride/groom and our coordinator, not the third-party planner. Outside planners are not to interfere with the responsibilities of our coordinator during the meeting, rehearsal, and wedding. If this occurs, they may be asked to dismiss themselves. Your coordinator will meet with you up to three times prior to your wedding date. Any additional time will need to be arranged between you and the coordinator.

Rehearsal

If applicable, your wedding rehearsal will be scheduled for 1 hour the day before your wedding date. You must adhere to the schedule start and end time. Your rehearsal day and time will be confirmed by the WoodsEdge wedding coordinator. It is important that all members of your wedding party attend the rehearsal and arrive on time. If you have ushers in addition to groomsmen, please ask them to attend the rehearsal. Parents of the bride and groom are also encouraged to attend. It is the couple's responsibility to invite all members of the wedding to the rehearsal, including the officiating pastor.

Rainy Day Provisions

If any part of your wedding is to be held outside, rainy day provisions will be made in advance. To preserve equipment, the church will make the final call for the location of the wedding at the time of the rehearsal if it has not already been made by the bride and groom. The wedding will take place in the same location as the rehearsal.

Dressing Room Provisions

The church will provide two dressing rooms for the wedding party. These rooms will be made available 6 hours prior to the wedding ceremony. We don't assume responsibility for lost, stolen or damaged items. All rooms must be left clean.

Marriage License

The marriage license must be given to the pastor performing the ceremony prior to the wedding day. Those arrangements will be worked out between the couple and the pastor.

Facilities and Equipment

Our facilities are equipped with sophisticated sound systems, which can only be operated by a WoodsEdge-authorized sound technician. A sound technician will be available one hour prior to the ceremony for a sound check. If more than one lighting scene is required, it will require a lighting technician at an additional charge. The church will provide any needed tables, chairs and linens as well as their setup and teardown.

Moving of Platform Items

Instruments, speakers, risers, chairs, communion tables, microphones, microphone stands, amplifiers, and any other items on the platform shall not be removed without the PRIOR permission of the Worship Pastor and/or Tech Director. Certain items can receive costly damage if they are disconnected, moved, etc.

Wedding Music

As you consider music for your wedding, please make selections that are suitable for a wedding. All music that will be used at the wedding must be submitted to the wedding coordinator via a Spotify playlist at least 4 weeks prior to your wedding. You are responsible for contacting, engaging and paying for any vocalists and instrumentalists you choose to perform.

Decorations

You may have access to the venue up to 6 hours prior to the wedding for decorating. You will schedule this with the WoodsEdge wedding coordinator. WoodsEdge Community Church does not provide any decorations. Decorations must not be attached with pins, staples, nails, screws, etc. We ask that you NOT use live flower petals for the flower girl. The only candles that are allowed for weddings are dripless florist candles. If you intend to have a reception that includes dancing, a dance floor will need to be provided to avoid floor damage. Please ask your coordinator for details on the kind of dance floor required. All decorations must be removed within your reserved time, and all trash must be picked up and discarded. Failure to do so may result in an additional fee.

Receptions

If you decide to hold a reception at the church following the ceremony, the church will provide any needed tables, chairs and linens along with their setup and teardown. It will be the couple's responsibility to provide everything else including food, decorations, DJ, dance floor, etc.

Photographer

The photographer you choose will have access to the venue up to 4 hours before the wedding. The photographer may take flash pictures of the parents being seated and the entrance of the bridal party. If you have a videographer, please see that they coordinate the location of the video equipment with the photographer so as not to conflict with each other. Please instruct the photographer to take any pictures requiring the pastor immediately following the ceremony so that they may leave if necessary.

Alcoholic Beverages

It is expected that members of the wedding party will understand that they will conduct themselves in a manner appropriate for a place of worship. No smoking or alcoholic beverages are allowed on the church premises. It is the responsibility of the bride and groom to see that the wedding party complies with this rule. Any member of the wedding party who is under the influence of alcohol will not be allowed to participate in the rehearsal or ceremony.

Property Damage

A \$200 minimum fee will be billed if WoodsEdge property is damaged during the rehearsal, wedding, or reception. Additional fees may be applied after damage has been assessed. As is custom at the conclusion of the wedding, no rice or bird seed may be thrown or used outside of the building. The Wedding Coordinator reserves the right to cancel any events if the renter fails to comply with any of the policies.

Cancellation

If you must cancel the wedding, please realize that if it is 7 days/168 hours prior to the wedding, you will lose your \$500 deposit. Additionally, any fees or costs already incurred by WoodsEdge Community Church as well as any coordinator fees already incurred, will be subtracted from the deposit refund.

By signing this form, I hereby affirm my agreement to the above and acknowledge the Wedding Policy at WoodsEdge Community Church.

Printed Bride Name _____

Bride Signature _____ Date: _____

Printed Groom Name _____

Groom Signature _____ Date: _____

Updated: 12-3-2024