

# RIVER OAKS COMMUNITY CHURCH WEDDING POLICY

At River Oaks, we believe Christian marriage is a holy union between a man and a woman, instituted by God the Father, blessed by Jesus Christ, and empowered by the Holy Spirit. We are delighted that you would like to be married here, and want to do what we can to make your wedding experience a memorable and joyous occasion.

As you begin the process of planning your wedding, please keep in mind:

- No more than one wedding will be scheduled on a given day.
- Scheduled church activities cannot be changed to accommodate weddings.

## Pre-marital counseling

As soon as you have a date reserved for the wedding, you should book the date with the pastor you would like to officiate at your wedding. You and your fiancé should expect to meet with the pastor or a counseling partner several times for pre-marital counseling in the months before the wedding. You can expect this process to take up to four months. The pastor will help you plan your ceremony when you meet.

## Pastor

A pastor of River Oaks will normally preside over a wedding in the church. However, if approved by the Session, a minister from outside River Oaks may perform the wedding.

## Wedding Coordinator

The church's Wedding Coordinator is here to ensure that your wedding runs smoothly and with as little stress to the bride and groom as possible. Your coordinator will give you a tour of the facility (if you wish) when you meet and ask you to complete the Wedding Coordinator Worksheet. She will also go over the guidelines included in this wedding policy.

Your coordinator will provide answers to questions concerning facilities, procedures, rehearsals, decorations, and custodial services. She will act as the liaison between you and the church. She will be present at both your rehearsal and the wedding ceremony to help you in any way she can.

The wedding coordinator will need contact information for the following service providers and should be made aware when they will be arriving to set up prior to the wedding.

- Florist
- Photographer – Please inform the photographer that flash photography should be kept to a minimum during the ceremony.
- Videographer
- Musicians
- Caterer

The bride and groom and their families are responsible for ensuring that all outside service providers follow the policies set forth by River Oaks Community Church.

## Sound Technician

River Oaks Community Church has a sophisticated sound system. Weddings in our sanctuary require the services of a sound technician for the use of mics, pre-recorded music, and recording the ceremony. This person will also take care of lighting. Any PowerPoint (or similar) projects must be in final format. The sound technician is not responsible for preparing these. All finalized projects need to be provided to River Oaks Community Church a minimum of one week prior to the wedding.

## The Ceremony

A Christian wedding is a worship service. All elements of the service should be in keeping with the reverence and respect of the occasion. The music should point people to God and show evidence of your Christian commitment. Music should be approved by the pastor performing the ceremony.

The sanctuary has been designed as a place of worship. River Oaks has a very talented team of set designers. This team is responsible for creating an environment in the sanctuary and on the stage that supports the current sermon series. These designs cannot be dismantled or moved for a wedding ceremony. No furnishings or church equipment should be removed from the sanctuary without the approval of the wedding coordinator. No nails, wires, hooks, or tacks are allowed, and no material may be attached to the chairs. Protective materials should be placed under candelabras or other decorations that could damage the carpet.

The use of birdseed, bubbles, etc. should be used outside only. Please refrain from using rice, since it is not healthy for the birds.

## Cleaning

It is the responsibility of the bride and groom and their families to see that everything is returned to its original position immediately after the event. Dressing rooms should be left as they were found prior to the event.

For a weekday wedding, all activities should be completed by 9 p.m. and cleanup must be completed by 10 p.m.

For a Saturday wedding, all activities should be completed by 5 p.m. and cleanup must be completed by 6 p.m.

Due to regularly scheduled activities at the church, no Sunday weddings will be approved.

## The Reception

The caterer must be approved by the Wedding Coordinator. If the caterer uses the kitchen, they are expected to clean up afterwards. Ultimate responsibility lies with the bride and groom. Table decorations are allowed.

## Miscellaneous

No alcoholic beverages may be served at any time on the church premises. It is expected that church members and their guests refrain from drinking any alcoholic beverages on the church property.

No smoking will be allowed in the church facility at any time. Members and guests are expected to go outside the building, where receptacles are provided for cigar and cigarette butts.

Childcare services are not available for the wedding parties.

River Oaks is not responsible for the security of personal items left unattended in the building.