

Wedding Policy

WOODLAND PRESBYTERIAN CHURCH

Updated: January 22, 2020

OVERARCHING PRINCIPLE: Any wedding held at Woodland Presbyterian Church is first and foremost an act of Christian worship. The following expectations are designed to provide clarity and guidance for couples choosing to have their wedding ceremony at Woodland Presbyterian Church.

MINISTER: Ordinarily, a minister actively affiliated with Woodland Presbyterian will officiate at all weddings unless other arrangements are made and approved by Woodland's Session, the church's governing body. Former pastors at Woodland do not officiate for weddings that take place at Woodland.

SCHEDULING: To avoid scheduling conflicts, a wedding at Woodland will be considered scheduled when all four of the following tasks have been completed:

- You have conferred with the Woodland-affiliated minister and confirmed the time and date of the service.
- The "Wedding Record Sheet" (below) has been turned in.
- Your reservation deposit is paid.
- The couple has received written confirmation from the church.

Only one wedding will be scheduled per weekend. Ordinarily, weddings will not be scheduled during the weeks of Christmas and Easter.

REHEARSALS: Wedding rehearsals are typically scheduled in the late afternoon or early evening on the day before your wedding. Rehearsals are to be conducted by the minister officiating at the service.

MUSIC: The organist of Woodland Presbyterian Church will normally play for weddings conducted by Woodland-affiliated minister and may be available to play for other weddings. The Woodland organist must give permission for a guest organist to play.

The Woodland organist will coordinate the use of soloists and other instrumentalists for weddings at which he or she plays, and for other weddings upon arrangement. Contact Jo Schornikow 917-647-1808 or joschornikow@yahoo.com.au for current fees, which will be paid directly to her. All music to be used for weddings conducted by a Woodland-affiliated minister must be approved by the minister.

DECORATIONS: The church will provide white cloth paraments for the pulpit and communion table, and a brass cross on a wooden pedestal will normally sit on the communion table between a pair of candles in brass candlesticks. Four wrought-iron candelabras (seven candles each) are available upon request.

Live flower petals may not be strewn in the aisle since they may stain the carpet, and “glitter” may not be used anywhere. It is the responsibility of the wedding couple to remove all personal wedding decorations following the service.

PHOTOGRAPHY/VIDEOGRAPHY: For weddings conducted by a Woodland-affiliated minister, no flash photography, whether by a professional photographer or guests, may be used during the processional or the ceremony.

The photographer/videographer is not to move about during the service or in any way interfere with the service. The wedding couple is responsible for the photographer /videographer.

DEPOSIT: A *reservation deposit of \$250* must be paid to the church office before a wedding will be put on the church calendar. This deposit is refundable if the reservation is cancelled at least six months before the scheduled date. The remainder of all fees is due 30 days before the date of your wedding. The reservation deposit also serves as a damage and cleaning deposit. It will be returned in full if the building is left in the same condition it was found. If cleaning or repairs are needed, some or all of the deposit will be retained.

ADDITIONAL QUESTIONS: Additional questions not outlined in this policy will be addressed by the minister affiliated with Woodland Presbyterian Church, whether a permanent pastor, an interim, or temporary supply.

MEMBER WEDDING FEES

(1-Year Active Membership) No Charge

NON-MEMBER WEDDING FEES (*in addition to \$250 reservation deposit*)

Sanctuary and Parlor (dressing room)	\$1000
Assembly Room for Reception	\$500

MINISTER FEES: There are no set fees for the minister performing the service. It is customary for the officiant to receive a financial gift of appreciation.

WEDDING INFORMATION SHEET

MARRIAGE PARTNER #1 _____

ADDRESS _____

EMAIL ADDRESS _____

PHONE _____

MARRIAGE PARTNER #2 _____

ADDRESS _____

EMAIL ADDRESS _____

PHONE _____

The officiating minister will be _____

Name and contact information if other than the Woodland Minister

REHEARSAL DATE: _____ TIME: _____

WEDDING DATE: _____ TIME: _____

SPACES BEING USED: SANCTUARY / CHAPEL / FELLOWSHIP HALL / KITCHEN (please circle all that apply)

FLORIST NAME AND CONTACT INFORMATION

WHAT ARE YOUR PLANS WITH YOUR WEDDING FLOWERS?

___ We plan to remove them from the church immediately following the service.

___ We would like to donate the flowers for Woodland's worship service.

PHOTOGRAPHER NAME AND CONTACT INFORMATION

CATERER (IF USED) NAME AND CONTACT INFORMATION

We have received and read the wedding policy and agree to abide by its provisions.

Partner #1: _____ Date: _____

Partner #2: _____ Date: _____

Deposit Amount: \$_____. Date Paid: \$_____

Please return to Wedding Coordinator , Woodland Presbyterian Church, 211 North 11th Ave, Nashville, Tennessee, 37206 or to connections@woodlandnash.org. Feel free to call the church office with any additional questions: 615-802-8502

Once your date is confirmed by the church, you will receive written confirmation.