



## Getting Married at Woodlawn

- ◆ Complete room request form & read/sign policies & procedures.
- ◆ Fill out wedding profile form.
- ◆ After approval of room request, please turn in your \$100 deposit and that will secure the date of your wedding on the church calendar.
- ◆ Schedule a time to meet with one of our ministers (David Ritsema or Lane Northcut) to discuss premarital counseling.

Each couple is required to complete a 6-week premarital counseling class with one of our ministers. There is a \$30 fee to cover the cost of counseling materials, etc.

Woodlawn uses Prepare/Enrich inventory to help in marriage preparation. To learn more, go to [www.prepare-enrich.com](http://www.prepare-enrich.com).

- ◆ Obtain a marriage license at the County Courthouse with the appropriate amount of time before ceremony. The cost for a marriage license is \$71.00. For more information on obtaining a marriage license go to [www.co.travis.tx.us/county\\_clerk/marriage\\_licenses.asp](http://www.co.travis.tx.us/county_clerk/marriage_licenses.asp).



## Woodlawn Wedding Fees

Below are the costs of using the facilities for a wedding at Woodlawn Baptist Church. The amount will be due and payable in the church office at least one week prior to the rehearsal. **A deposit of \$100.00 will put the date on the calendar.**

### MEMBERS

#### Wedding and Rehearsal

Auditorium \$450.00

Chapel \$225.00

#### Wedding, Rehearsal & Reception in M103/104

Auditorium \$550.00

Chapel \$325.00

### NON-MEMBERS

#### Wedding and Rehearsal

Auditorium \$650.00

Chapel \$500.00

#### Wedding, Rehearsal & Reception in M103/104

Auditorium \$750.00

Chapel \$625.00

The above fees include the use of the church's wedding equipment. There is an additional \$75.00 fee if the Minister of Music is asked to sing and/or play for the wedding.

The Pastor does not charge for his services, however an honorarium is customary.



## General Information

Special rooms will be provided for dressing rooms for the wedding party as requested. Woodlawn Baptist Church will not be responsible for any personal articles lost.

Smoking and alcoholic beverages will not be permitted at any time within the church buildings. No rice is to be thrown in the buildings or on the walkways.

All floral decorations shall be removed immediately following the ceremony unless arrangements with the church staff have been made.

The church reserves the right to restrict florists who violate the regulations.

If the couple prefers the use of professional consultants these same wedding policies shall be followed. If professional consultants are used for the wedding, their services are to be strictly confined to helping and preparing the bride for the ceremony.





### Music

Music used in connection with the ceremony should be in keeping with the sacredness and dignity of the wedding service. Selection of soloists, organists or pianists is the responsibility of the wedding party. There is an additional \$75.00 fee if the Minister of Music is asked to sing and/or play for the wedding.

### Sound System

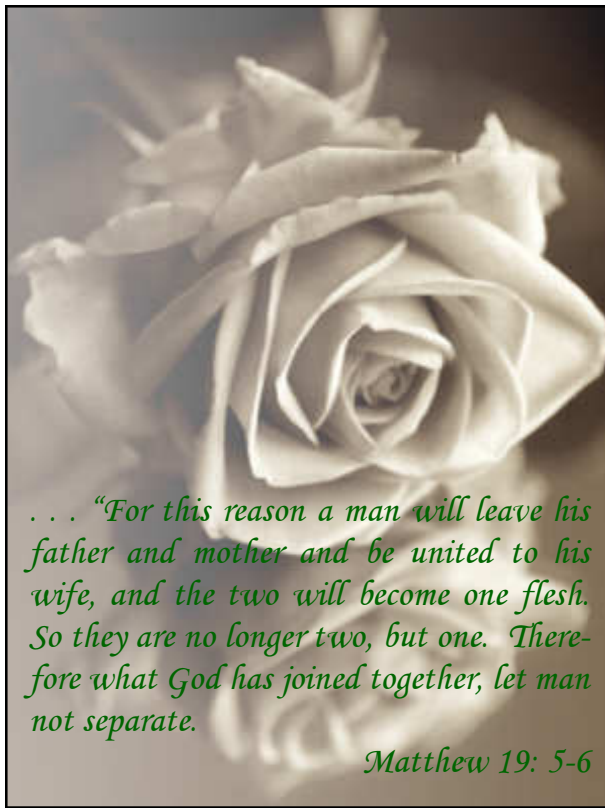
The church will provide a technician to run the church's sound system for weddings. This person will also be at the rehearsal in order to practice with the soloists and to insure proper placement of microphones, monitors, musicians, etc. While a tuxedo will not be required, the technician will dress appropriately for the wedding. All equipment will be returned to its proper place and secured prior to the next service in the church.

### Receptions

Receptions may be held in the Memorial Building Dining Hall (M-103) following the ceremony. The church staff will not be responsible for organizing the physical details of the reception. The same policies listed for floral decorations in the auditorium shall be followed where applicable in the decoration of the Memorial Building.

### Photographers

Flash photographs may be taken during the processional provided the photographer does not locate themselves any nearer the front than the center of the auditorium or chapel. Only time exposures may be taken during the ceremonies in the sanctuary. Flash photographs will be permitted as the couple comes up the aisle during the recessional. Videotaping of weddings is allowed. The photographer must be stationary during the ceremony and may not be located on the platform with the wedding party.



*... "For this reason a man will leave his father and mother and be united to his wife, and the two will become one flesh. So they are no longer two, but one. Therefore what God has joined together, let man not separate.*

*Matthew 19: 5-6*



### Ministry Team and Contact Information

**David Ritsema**, Lead Pastor (Ext. 8)

**Lane Northcut**, Executive Pastor (Ext. 13)

**J.K. Weger**, Worship Pastor (Ext. 11)

**Bryan Hall**, Youth & College Pastor (Ext. 22)

**Dana Tye**, Director of Childhood Ministries (Ext. 12)

**Woodlawn Baptist Church**

Phone 512.442.7858 • Fax 512.442.5976

[www.woodlawnbc.org](http://www.woodlawnbc.org)



# Woodlawn Baptist Church

## Your Wedding at Woodlawn

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