

SECOND BAPTIST CHURCH

WEDDING POLICIES

FIRST THINGS FIRST

The Engagement Covenant

➤ Believing that marriage is a holy and sacred gift from God, it is our desire that couples approach marriage according to Biblical standards and in a way that is pleasing to God. In this regard, we ask that you accept an “engagement covenant” that includes the following three aspects:

1. **A Covenant of Belief**– Believing that God has intended Christians to only marry Christians, we require that **both bride and groom individually come to an understanding and acceptance of Christ’s sacrificial death, and that commitment to our Lord and Savior Jesus Christ be made evident.** (II Chronicles 6:14-16; Romans 10:9-10)
2. **A Covenant of Purity** – Believing that the sexual relationship has been designed and intended for marriage, we ask that you agree to abstain from any sexual relationship until after the wedding. Furthermore, believing that living arrangements that include cohabitation prior to the wedding is a compromise of your Christian witness, we ask that you agree to separate living arrangements until the wedding. (I Corinthians 6:9-11; I Corinthians 8:1-13)
3. **A Covenant of Faithfulness** – Believing that the Church is God’s greenhouse to grow strong marriages, we ask that you find a place of involvement in His Church, the Body of Christ, and pursue a lifestyle of faithfulness to your church family. (Hebrews 10:19-25)

- Due to the volume of wedding performed at Second Baptist Church, **only members and their children are permitted to be married at the church.**
- To **begin the reservation process**, please submit a *Wedding Application* (enclosed) along with a *deposit* to the Wedding Director. You may drop these items off at the information desk to be forwarded to the Wedding Director; or you may mail them to:

Wedding Director
Second Baptist Church
6400 Woodway
Houston, Texas 77057

- Reservations will not be held without an application and deposit.
- Reservations will be confirmed as soon as the date has been scheduled on the church calendar, and the minister you have chosen has agreed to officiate the ceremony. The sooner you meet with your minister, the sooner your wedding date and time will be completely confirmed.
- The Wedding Director will notify you when your wedding date has been scheduled on the church calendar.
 - Though a particular time and date will be reserved for your wedding while you are awaiting confirmation from a minister, please be aware that your confirmation is not complete until a minister has agreed to officiate your wedding.
 - After the Second Baptist Wedding Director has notified the minister of your choice it is your responsibility to make an appointment with him.
- The Second Baptist minister marrying you must approve all co-officiating ministers. The Second

Baptist minister marrying you must perform the Wedding vows.

➤ **Renewal of Vows will only be performed on an informal basis due to the demand of our facilities. (See informal weddings)**

➤ All Couples getting married at Second Baptist are required to fulfill the following preparation steps:

1. Complete the Marriage Preparation Workshop before the date of your wedding. The workshop is only offered four times a year (winter, spring, summer, fall). Contact the Marriage Prep Hotline 713 365-3490.
2. Meet with the minister marrying you for pre-marital counseling as many times as the minister recommends. "Getting acquainted" meeting should be as soon as possible. It is preferable that subsequent meetings occur during or after the Marriage Prep Workshop.
3. Take the Pre-Marriage Inventory, which will be used in counseling by your pastor. For more information call the Marriage Prep Hotline 713 365-3490.

FACILITIES

Wedding

- Woodway Campus - The Sanctuary seats 1,000 people on the first floor and additional 250 in the balcony.
- Woodway Campus - The Chapel will seat 225 people comfortably.
- West Campus - The Williams will seat 150 people comfortably.

- North Campus - The Worship Center will seat 1500 people comfortably.
- Due to seasonal demands on the facilities here at Second Baptist Church, **weddings are not scheduled on major holiday weekends of Easter, Memorial Day, the Fourth of July, Labor Day, Thanksgiving, Christmas and New Year's.**
- Our church venue is available for weddings on:

WOODWAY CAMPUS

Saturday

10 a.m. – Chapel

12 noon - Sanctuary

2 p.m. – Chapel

4 p.m. – Sanctuary

7:30 p.m. – Sanctuary

Sunday

3p.m. - Chapel

WEST CAMPUS– Saturday (2nd & 4th Weekend Only)

2 p.m. – Williams House

6p.m. – Williams House

NORTH CAMPUS

Friday

7:30p.m.-Worship Center

Saturday

10a.m. – Worship Center

2 p.m. – Worship Center

Sunday

3 p.m. – Worship Center

- Woodway Campus - The Atrium, Narthex, Deacon's Parlor, Magnolia Room and lobbies are not available for weddings.

- All Campuses - The room you choose for your wedding will be available **two hours** before the ceremony is scheduled to begin in order to accommodate your florist and photographer.

- All Campuses - A **ladies' dressing room** will be provided for **two hours** before your wedding and must be cleared of all belongings before the ceremony begins. The ladies dressing room will not be locked and the church assumes no responsibility for lost or stolen items. **Men should arrive dressed for the wedding.**

- Please help us by reminding your wedding party that smoking and alcoholic beverages are not permitted on the church property. Bubbles and balloons are acceptable. **Rice, confetti, birdseed, flower petals or any other material that might be thrown or dropped at the wedding or reception may NOT be used.**

Reception

Woodway Campus

- Woodway Campus Receptions are available only after the 10 a.m. and 12 noon wedding ceremonies.
- The Fellowship Hall accommodates 350 people with adjacent rooms increasing capacity to 450 and 500.
- The Magnolia Room and Deacon's Parlor will each accommodate 200 people. The Atrium may be reserved along with the Deacon's Parlor to serve larger receptions where additional setup is required.
- Woodway Campus Narthex and lobbies are NOT available for receptions.

WEST CAMPUS

- The Williams House reception room will accommodate 150 guests.

NORTH CAMPUS

- The reception areas will accommodate 100-200 guests.

Receptions must end and all decorations removed two and a half hours from the time your wedding is scheduled **to begin.**

- The **Director of Catering** will assist you with your plans for the receptions. **Except for cakes, the church must provide all catering services.** The Wedding Reception Fee will include dishes, tablecloths, punch, coffee, nuts and mints for 200 people along with a reception hostess and personnel to set up and clean up.

YOUR SBC WEDDING COORDINATOR

- You will meet with your Wedding Coordinator approximately **one month before your wedding date.**
- **Your Wedding Coordinator will contact you** to confirm the time, date, and location of your rehearsal, wedding, and reception, if applicable. She will also **schedule a meeting with you** to go over the details of your wedding, including the Order of Service. Please make sure you have **paid all fees** at or before your meeting with your Wedding Coordinator.
- Outside wedding coordinators are welcome and will need to work in conjunction with the one provided by Second Baptist.

THE REHEARSAL

- Your wedding rehearsal will be scheduled for **one hour on the evening** before your wedding date. Due to the

number of rehearsals scheduled each Friday, your rehearsal **must begin and end promptly on the hour.**

- Your Second Baptist Wedding Coordinator will conduct your rehearsal on behalf of the minister marrying you. Our ministers typically do not attend rehearsals.
- Please give your Marriage License to your Second Baptist Wedding Coordinator on the night of the rehearsal.
- It is very important that all members of your wedding party attend the rehearsal and that they arrive on time. If you have ushers in addition to groomsmen, please ask them to be present at the rehearsal. Parents of the bride and groom are also encouraged to attend.
- Since time for the wedding rehearsal is limited, vocalists must arrange a rehearsal time other than during the wedding rehearsal. Vocalists are responsible for contacting the Wedding Organist one month prior to the wedding to schedule an alternate rehearsal time.

PARTICIPATING CHILDREN

- **Children under the age of ten are permitted in the Processional only.** After the Processional, all children under the age of ten must be seated among the congregation. The **minister performing the ceremony will not proceed until all participating children are seated among the congregation.**
- **Babysitters** are not provided or recommended by Second Baptist Church.

WEDDING MUSIC

- Your Second Baptist Wedding Coordinator will help you plan the Order of Service for your wedding ceremony.
- As you are selecting the music for your wedding, please remember that this is a service of worship. **Only music that is suitable for a worship service may be used.** Only sacred, contemporary Christian

hymns, and classical instrumental music is permitted.

- **All music including song lyrics,** used in the wedding must be **submitted** to the **Wedding Coordinator, or Wedding Organist** and **approved at least one month prior to your wedding.**
- Woodway Campus - Both the Sanctuary and the Chapel are equipped with a pipe organ and grand piano. **The Minister of Music must approve any organist other than the SBC Wedding Organist at least one month prior to your wedding.**
- Individuals needing wedding vocalists and instrumentals (other than the Wedding Organist) should contact each person chosen to perform.
- **No taped music or vocal tracks are allowed.**

FLOWERS & DECORATIONS

- Your florist will have access to the room **two hours prior to the scheduled time of your wedding.** All flowers and decorations must be removed immediately following the wedding ceremony and pictures. **The Church does not store any wedding decorations.**
- The Chapel and Sanctuary are best accessed for unloading flowers and decorations from the east parking lot (Ripple Creek side). Please do not unload materials in the front circular drive.
- **Second Baptist does not provide candelabra, unity candles or candle lighters.** Candles must be spring-loaded or Paradise brand. Votive or dripless candles may be used in hurricane lamps. Aisle candles are permitted in hurricane lamps only.
- **In order to protect the carpet and furniture, plastic materials must be placed under all floral**

arrangements and candles. Please be careful to use nothing, which will mar the woodwork or furniture. Nails, staples, adhesives, etc. are not permitted. Pew markers must be secured with padded or plastic hooks.

- **The church facility and furniture may not be altered or moved.**

PHOTOGRAPHY & VIDEO-TAPING

- As you make plans with your photographer, remember that your wedding is a worship service and nothing should distract you or your guests from worshipping the Lord.
- During the Wedding Ceremony, **videotaping is allowed from the balcony only.**
- All photos taken after the wedding ceremony must be completed within **20 minutes** following the conclusion of the ceremony.
- The room for your wedding and surrounding church grounds is **only** available for photographers on the day of your wedding, immediately before or after the ceremony. **The church facilities are not available for bridal portraits or engagement photographs.**
- Those persons involved in videotaping and photographing your wedding should be dressed appropriately for the wedding.

DEPOSITS & FEES

Deposits

- A deposit must be submitted with your wedding application. **This deposit is not applicable to any fees.** Your deposit check will be deposited into the church account and a refund check will be sent back to you after your wedding, unless there is damage to any part of the church building resulting from your wedding or reception. Please make your check payable to **Second Baptist Church.**

- All deposits are non-refundable if you cancel your reservations.

- **Deposit amounts are as follows:**

WOODWAY CAMPUS

Wedding only.....\$200

Wedding and Reception\$300

WEST CAMPUS

Wedding/Reception.....\$300

NORTH CAMPUS

Wedding only.....\$200

Wedding and Reception.....\$300

Fees

- **All fees must be paid at or before your consultation with your Second Baptist Wedding Coordinator.** Please make your check payable to Second Baptist church.
- **All Wedding fees include** Administrative Fees, Organist, Sound and Lighting Engineer, Maintenance Personnel, and Utilities.

Wedding Fees

WOODWAY CAMPUS

Sanctuary.....\$800

Chapel.....\$725

WEST CAMPUS

Williams House.....\$725

(Only on 2nd & 4th Weekend of each month)

NORTH CAMPUS

Worship Center.....\$700

Minister – *on campus*... Second Baptist ministers meet with an engaged couple several times prior to the

wedding. An honorarium of \$200-\$300 is recommended.

Minister – *off campus*... An Honorarium should be adjusted for additional time, travel and expense.

Wedding Reception Fees

WOODWAY CAMPUS

- The Wedding Reception Fee includes dishes, tablecloths, punch, coffee, nuts and mints for 200 people. A reception hostess and personnel to set up and clean up will be provided.

Fellowship Hall.....	\$995
(Call for price to add adjacent rooms)	
Magnolia Room.....	\$1,345
Deacon’sParlor.....	\$1,445
(Call for price to add Atrium for larger reception)	

WEST CAMPUS

Reception <u>and</u> Wedding.....	\$725
Northwest Room – Wedding Ceremony	
Southwest Room and Lobby - Reception	

*The standard wedding set-up will include a maximum of 150 chairs to be set in the ceremony room (room 103), 20 chairs in both dressing rooms, four round tables with 10 chairs each along with 2 six foot tables in the reception room. Any set-up changes are the responsibility of the wedding party, with prior approval of the Second Baptist Facilities Supervisor.

*Reception arrangements will be coordinated through Second Baptist Food Services. Outside catering is allowed but will be subject to approval and policies of Second Baptist Food Services, and will include an on site Second Baptist Food Services supervisor.

NORTH CAMPUS

The Wedding Reception Fee includes dishes, tablecloths, punch, coffee, nuts, and mints for 200 people. A reception hostess and personnel to set up and clean up will be provided.

Parlor	\$450
Parlor and Mall.....	\$525
B312.....	\$450

Outside catering is allowed but will be subject to approval and policies of Second Baptist Food Services, and will include an on-site Second Baptist Food Services supervisor.

HELPFUL NUMBERS

Internet Access: www.weddings@second.org

Second Baptist Church – 713 465-3408

Wedding Director – 713 465-3408 ext 1050
msmith@second.org

Marriage prep Hotline – 713 365-3490

Marriage Prep on-line registration – www.second.org

Catering Director – 713 465-3408

Wedding Organist:

Carol McCutchen - 281-353-1584

Marshall Maxwell – 713-522-3514

Chan Pollock – 713-465-3408 x7095 –North Campus

INFORMAL WEDDINGS

- Some people do not want a formal wedding with the full services normally offered. An Informal Wedding best serves their needs. **There are no fees or deposits** required; however, because there is no church personnel provided other than the minister, **some restrictions exist.**

Informal Weddings

- An Informal Wedding is an informal ceremony involving family and a few close friends, **limited to 25 people.**
- **Informal Weddings** must be conducted by one of the ministers from Second Baptist Church. An informal Wedding may not be scheduled more than 30 days prior to the date of the wedding.

- **The Chapel, Parlor B and Prayer Garden are available for Informal Weddings, except for Saturday.** The Worship Center, Sanctuary Atrium, Narthex, Deacon's Parlor, Magnolia Room and lobbies are not available for Informal Weddings.
- **No Wedding Rehearsal is involved.** No food, drink, flower arrangements, decorations or candles may be used. The organ, piano and sound system are not available. Furniture in rooms may not be moved or altered.
- The facility scheduled for your informal Wedding will be available thirty minutes before the ceremony is scheduled to begin. There will be no dressing room available.
- **Please be certain to deliver your marriage license to the minister before the wedding.**
- Please help us by reminding your guests that smoking and alcoholic beverages are not permitted on the church property. **Rice, confetti, birdseed, flower petals or any other material that may be thrown or dropped at the wedding may not be used.** Bubbles and balloons are acceptable.

Office Weddings

- An Office Wedding is similar to an Informal Wedding, but takes place in the minister's office.
- A Wedding Reception at the church is not permitted following an Informal or an Office Wedding.

Scheduling an Informal or Office Wedding

- The church is able to accommodate Informal and Office Weddings only for members of Second Baptist Church and their children. **Submit your Informal or Office Wedding Application to the Wedding Director – then make an appointment with the Second Baptist minister whom you wish to conduct the ceremony. Informal Weddings**

will not be booked until a minister has agreed to perform the ceremony.

- All couples getting married at Second Baptist are **required to fulfill the following preparation steps:**
 1. Complete the Marriage Preparation Workshop before the date of your wedding. The workshop is only offered four times a year (winter, spring, summer, fall). Contact the Marriage Prep Hotline at 713 365-3490. Register for Marriage Prep on-line at – www.second.org
 2. Meet with the minister marrying you for pre-marital counseling as many times as the minister recommends. The first introductory meeting should be scheduled as soon as possible. It is preferable these subsequent meetings occur during or after the Marriage Prep Workshop.
 3. Take the Pre-Marriage Inventory that will be used in counseling by your pastor. There is an additional cost for this inventory. For more information call the Wedding Director at 713 465-3408 ext 1050 or the Marriage Prep Hotline at 713 365-3490.

Recommended Female Vocalists

Sarah Barrasa, soprano

713.962.6988 (H)

Sarah.barrasa@gmail.com

DVD available

Dianna Bolling, soprano

713.977.2768 (H)

D2Bolling@sbcglobal.net

CD available

Liza Brown, soprano

713.782.0787 (H)

lizabrown@comcast.net

Ami Figg, soprano

281.856.8691 (H)

amifigg@sbcglobal.net

Sarah Fuselier, 11:11 soloist

713.392.1906 (C)

sfuselier@gmail.com

Rachel Grasser

715.490.8000 (C)

rachelgrasser@gmail.com

Reagan Harper, alto

281.398.2050 (H)

Linda Huckabee, alto

713.365.2317 (W)

713.256.8559 (C)

lhuckabee@second.org

Kara Lee, soprano

713.465.3408 extension 1208 (W)

713.906.5545 (C)

kleee@second.org

DVD available

Janell Luce, soprano

713.822.3024 (C)

jkluce@houston.rr.com

Betsy Sanders, mezzo soprano

713.856.5038 (H)

832.594.5952 (W)

scott.betsy@sbcglobal.net

Amy Stockwell, soprano

281.391.8777 (W)

832.545.6730 (C)

amy@davidstockwell.org

www.davidstockwell.org

Krystin Terry, soprano

832.675.0432 (H)

832.689.2586 (C)

Eva Walters, soprano

713.465.3408 (W)

ewalters@second.org

Katie Warren

713.301.8878 (C)

katielee@gmail.com

Rhonda Williams

281.304.8455 (H)

832.515.1079

Recommended Male Vocalists

Scott Belin, tenor
713.465.3408 (W)
sbelin@second.org

Don Figg, tenor
281.856.8691 (H)
donfigg@sbcglobal.net
CD available

Chad Ireton
281.701.4302 (H)
713.431.1254 (W)
Chad.e.ireton@exxonmobil.com

Mark Nolin, bass
281.463.2275 (H)

Cole Ryden, tenor
832.398.2794 (H)
cryden24@yahoo.com

Chad Stone, tenor
813.784.3116 (C)
chadstonemusic@gmail.com

Eddie Struble, tenor
713.365.2400 (W)
estruble@second.org

Recommended Instrumentalists

Kris Becker, piano/organ
713.249.5984
kris@krisbechermusic.com

Paul Bexley, trumpet
281.646.8195

Peter Haig, piano/keyboard
281.858.0137

Mike Harris, trumpet
281.360.1121

Leah Hendrick, violin
713.715.9330
lhendrick@second.org

Alisa Pederson, Encore Strings/piano
281.879.0501
281.735.4005 (pgr.)

Vaughn Pederson, trumpet
281.879.0501
281.735.4005 (pgr.)

Jody Smith, cello
832.338.9187

Josh Smith, piano/strings
936.520.6216
joshsmith81@gmail.com

Holly Wilson, piano
713.382.3133
hluvspiano@yahoo.com