

# ***Your Wedding At Second Baptist Church***

## **WEDDING POLICIES**

### **FIRST THINGS FIRST, *The Engagement Covenant***

Believing that marriage is a holy and sacred gift from God between a biologically born male and a biologically born female, 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:

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)

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 compromises 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)

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)

Second Baptist Church wedding venues are available to members and their children only.

To begin the reservation process, please submit a *Wedding Application* 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, Carol Hendrick, 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 and Message.

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

- Attend the Marriage Prep Workshop before the date of your wedding. The workshop is offered three times a year. For information: [www.second.org/marriageprep](http://www.second.org/marriageprep)
- Meet with the minister marrying you for pre-marital counseling as many times as the minister recommends. A “Getting acquainted” meeting should be as soon as possible.
- Take the Pre-Marriage Assessment, which will be used in counseling by your pastor. The assessment can be obtained by calling the wedding office, and should be taken no later than 4 months prior to your wedding date.

## **Wedding Venues**

### **Woodway**

Sanctuary - capacity seating - 800

Hankamer Chapel - capacity seating - 200

**West** - The Williams House, capacity seating - 150

**North** - The Worship Center, capacity seating 1000.

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.

## **Venues & Times**

### **WOODWAY**

Saturday

- 10 a.m. – Hankamer Chapel
- 12 noon - Sanctuary
- 2 p.m. – Hankamer Chapel
- 4 p.m. – Sanctuary
- 7:30 p.m. – Sanctuary or Hankamer Chapel

Sunday

- 3p.m. – Hankamer Chapel

The Atrium, Narthex, Deacons' Parlor, Magnolia Room and lobbies are not available for weddings.

### **WEST– Saturday (2<sup>nd</sup> & 4<sup>th</sup> Weekend Only)**

- 2 p.m. – Williams House
- 6 p.m. – Williams House

### **NORTH**

Friday

- 7:30p.m.-Worship Center

Saturday

- 10 a.m. – Worship Center
- 1 p.m. – Worship Center

Sunday

- 3 p.m. – Worship Center

### **1463, PEARLAND and CYPRESS CAMPUSES**

To schedule a wedding, please call 713 465-3408 ext. 1050 to speak with our Wedding Director.

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.

## ***Receptions***

### **Woodway**

- Woodway Campus Receptions are available only after the 10 a.m. and 12 noon wedding ceremonies.
- The Magnolia Room and Deacons' Parlor will each accommodate 200 people. The Atrium may be reserved along with the Deacons' Parlor to serve larger receptions where additional setup is required.
- Woodway Campus Narthex and Lobbies are NOT available for receptions.

### **West**

The Williams House reception room will accommodate 150 guests.

### **North**

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.

### **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 Church.

### **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.

### **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.
- 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.
- Vocalist and musicians will rehearse one hour prior to the wedding ceremony.
- All music including song lyrics, used in the wedding must be submitted to the Wedding Coordinator, Organist/Pianist and approved at least one month prior to your wedding.
- Wedding Organist/Pianist is provided by SBC, you must contract independently with vocalists and instrumentals needed for your ceremony.
- 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. SBC does not store any wedding decorations.
- The Hankamer 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. All candles must be dripless. 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 & VIDEOTAPING**

- 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, photography and 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.

- The use of cell phones is prohibited.

## 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

Wedding only...\$200  
Wedding and Reception...\$300

### West

Wedding and Reception...\$300

### North

Wedding only...\$200  
Wedding and Reception...\$300

## Wedding 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. Wedding fees include a Wedding Coordinator, Pianist/Organist, Sound and Lighting Engineer, Housekeeping and Utilities.

### Woodway

Sanctuary...\$850  
Hankamer Chapel... \$800

### West (Only on 2<sup>nd</sup> & 4<sup>th</sup> Weekend of each month)

Williams House...\$900

### North

Worship Center...\$850

### SBC Minister Honorariums:

*On campus* - \$350-400 is recommended.

*Off campus* – the Honorarium should be adjusted for additional time, travel and expense.

## Reception Fees

### Woodway

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.

Magnolia Room...\$1,345  
Deacons' Parlor...\$1,445  
(Call for price to add Atrium for larger reception)

### West

Reception and Wedding...\$900  
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 Church Facilities Supervisor.

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

## **North**

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: [second.org/wedding](http://second.org/wedding)

Second Baptist Church: 713 465-3408

Wedding Director: 713 465-3408 ext. 1050, [chendrick@second.org](mailto:chendrick@second.org)

Marriage Prep: [second.org/marriageprep](http://second.org/marriageprep)

Catering Director, Bethany Hardcastle: 713 465-3408

## **INFORMAL WEDDINGS**

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

- 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 Hankamer 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 venue 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.

## **Scheduling an Informal Wedding**

- The church is able to accommodate Informal and Office Weddings only for members of Second Baptist Church and their children. Submit a Wedding Application to the Wedding Director. Informal Weddings will not be booked until a SBC minister has agreed to perform the ceremony.
- All couples getting married at Second Baptist are required to fulfill the following preparation steps:
- Complete the Marriage Preparation Workshop before the date of your wedding. The workshop is only offered three times a year. Register for Marriage Prep on-line at [www.second.org](http://www.second.org)
- 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.
- Take the Pre-Marriage Assessment 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.