

Wedding Policies

Introduction

We are delighted that you are interested in having your wedding at River Oaks Baptist Church. We understand how special this day is for each of you and that every detail is very important. Among all the decisions and details that go into planning a perfect wedding celebration, we encourage you not to ignore the spiritual aspect of your wedding. Believing that marriage is a holy and sacred gift from God we ask that you approach your wedding ceremony in a way that is pleasing to God.

["Marriage should be honored by all..."](#)
[Hebrews 13:4](#)

Reservations

To begin the reservation process, please contact our Wedding Coordinator to determine if your desired rehearsal and wedding dates are available. Please note, that due to the demands of our facilities, weddings are not scheduled on Sundays, the major holiday weekends of Good Friday, Easter, the Fourth of July, Thanksgiving, Christmas and New Year's.

To confirm your wedding reservation, please submit a *Wedding Application (enclosed)* along with a *deposit* to our Wedding Coordinator.

Reservations will not be held without an application and deposit.



Facilities

The facilities available for your wedding are:

- Sanctuary – Newly renovated; Will seat a up to 450 people
- Chapel – Will seat up to 80 people

The room you choose for your wedding will be available **four hours** before the ceremony is scheduled to begin to accommodate your florist and photographer.

A **ladies' dressing room** is provided **four hours** before your wedding and must be cleared of all belongings upon the conclusion of the wedding. **Men should arrive dressed for the wedding.**

Smoking and alcoholic beverages are strictly prohibited on the church property. No member of the wedding party who is under the influence of alcohol or drugs will be permitted to participate in the rehearsal or wedding.

Ministerial Services

If you wish to have one of our Ministers on staff at River Oaks Baptist Church perform your wedding ceremony, please indicate that on your Wedding Application. Our Wedding Coordinator will check the availability of our Ministers on the day of your wedding. If a Minister from River Oaks Baptist Church performs the wedding ceremony, marital counseling is required.

If you plan to have your own Minister perform your wedding ceremony at River Oaks Baptist Church, please indicate that on your Wedding Application and provide the Ministers contact information. Any outside Minister performing a wedding ceremony at River Oaks Baptist Church

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must be a Christian, credentialed by his/her denomination/faith, and be acknowledged by the state of Texas as a person who can legally perform wedding ceremonies.

ROBC Wedding Coordinator

Please plan to meet with our Wedding Coordinator at least one month prior to your wedding date. At this meeting she will go over the details of your wedding, including the Order of Service. Please make sure you have **paid all fees** at or before this meeting.

Outside wedding coordinators are welcome and will need to work in conjunction with the River Oaks Baptist Church Wedding Coordinator.

The Rehearsal

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

The River Oaks Baptist Church Wedding Coordinator will conduct your rehearsal.

Please give your Marriage License to the ROBC 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, flower girls and/or ring bearers, please ask them to be present at the rehearsal as well. Parents and grandparents of the bride and groom are also encouraged to attend.

Due to the wedding rehearsal time limits, vocalists must arrange a rehearsal time other than the wedding rehearsal. In addition, the

sound engineer will not be present at the wedding rehearsal.

Wedding Music

As you are selecting the music for your wedding, please remember that this is a service of worship. Therefore, only sacred, Christian or classical music is permitted. All music used in the wedding must be submitted to the Wedding Coordinator and approved a least one month prior to your wedding date.

If you are interested in having the church organist/pianist play at your wedding, please let the Wedding Coordinator know so she can check availability. Any organist or pianist other than the ROBC Organist/Pianist must be approved one month prior to your wedding.

If you would like to have vocalists and/or instrumentalists for your wedding, please contact those individuals directly. You will need to notify your ROBC Wedding Coordinator of your music plans at least one month prior to the wedding.

If you wish to supply your own music, please provide the songs in CD or MP3 format to the ROBC Wedding Coordinator at least one month prior to your wedding date.



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Sound & Lighting Engineer

A Sound & Lighting Engineer will be present on the day of your wedding to set up and monitor all microphones, music and lighting. Please discuss your sound and lighting needs with your Wedding Coordinator at least one month prior to your wedding.

The Sound & Lighting Engineer will not attend the rehearsal; however, he will arrive at least 2 hours before the wedding ceremony begins on the day of your wedding.

Flowers & Decorations

Your florist will have access to the Sanctuary **four hours prior to the scheduled time of your wedding**. All flowers and decorations must be removed immediately following the wedding ceremony and pictures. **ROBC does not store any wedding decorations.**

River Oaks Baptist Church does not provide candelabras, unity candles or candle lighters. Votive or dripless candles may be used in hurricane lamps. And candles may not be placed in or surrounded by any flammable material.



In order to protect the carpet and furniture, plastic material must be placed under all floral arrangements and candles. Please do not use anything that will damage the carpet, woodwork or furniture. Nails, pins, staples, adhesives, etc. are not permitted. Pew markers must be secured with padded hooks.

Rice, confetti, bird seed, real flower petals and any other material that might be thrown or dropped are not permitted. We do not allow pets as part of the ceremony, water fountains or sparklers. We do not permit aisle runners or candles to be placed along the aisle.

The church furniture may not be altered or moved.

If any damage to the carpet, furniture or church building is found, the deposit will not be refunded and additional fees may apply to repair damages.

Photography & Videography

Please remember that your wedding is a worship service; therefore, the photography and videography should not distract you or your guests from the ceremony. The use of flash photography is prohibited during the wedding ceremony.

During the ceremony, videotaping is allowed from the room directly above the sanctuary (window opens into the sanctuary) or a tripod may be discreetly located in the choir loft.

Immediately following the ceremony, the couple will have one hour for any final pictures.

Please make sure all your vendors are aware of the policies at River Oaks Baptist Church.

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Deposits & Fees

A deposit of **\$250** must be submitted with your application. **The deposit is not applicable to any fees.** Your deposit check will be deposited into the church account and a refund check sent back to you within 30 days after your wedding, unless there is damage to any part of the church building resulting from your wedding. Please make your check payable to **River Oaks Baptist Church.**

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

There is no charge for the use of the facilities for members of River Oaks Baptist Church. A “member” is a person that has been an active member at River Oaks Baptist Church for at least one year.

For non-members of River Oaks Baptist Church, the facility fees are as follows:

- Sanctuary - \$1,200
- Chapel - \$600

All fees must be paid at or before your meeting with the ROBC Wedding Coordinator.

Wedding fees include Administrative Fees, Sound and Lighting Engineer, Maintenance Personnel, and Utilities.

The River Oaks Baptist Church organist is not always available for every wedding. If she is available and you would like her to play for your wedding, her fee is \$300. This payment is due at or before your meeting with the River Oaks Baptist Church Wedding Coordinator.

River Oaks Baptist Church ministers, if performing the wedding ceremony, will meet with the engaged couple several times prior to the wedding. An honorarium of \$300-500 is recommended.

In Conclusion

If you agree with these policies and desire to have your wedding at River Oaks Baptist Church, please complete the Wedding Application form and send it, along with your deposit, to:

Cheyenne Leibe
River Oaks Baptist Church
2300 Willowick Boulevard
Houston, Texas 77027
Phone: 713.622.0570 ext. 100
Email: cleibe@robc.org

You will be contacted following the receipt of your application and deposit to finalize your wedding plans.

If you have any questions regarding the policies or our facilities, please contact our Wedding Coordinator by email or phone.



Wedding Application

River Oaks Baptist Church • 2300 Willowick Road • Houston, TX 77027 • 713.622.0570

Bride's Full Name: _____ Groom's Full Name: _____
Preferred Name: _____ Preferred Name: _____
Address: _____ Address: _____
City: _____ ST _____ Zip _____ City: _____ ST _____ Zip _____
Phone (H) _____ Phone (W) _____ Phone (H) _____ Phone (W) _____
Phone (C) _____ Phone (C) _____
Email: _____ Email: _____
Occupation: _____ Occupation: _____
Date of Birth: _____ Date of Birth: _____
Have you ever been married before? Yes No Have you ever been married before? Yes No
If "Yes", when was your divorce final? _____ If "Yes", when was your divorce final? _____
River Oaks Baptist Church Member? Yes No River Oaks Baptist Church Member? Yes No
If "No", Church Affiliation _____ If "No", Church Affiliation _____
Address After Marriage _____ Address After Marriage _____
City: _____ ST _____ Zip _____ City: _____ ST _____ Zip _____

Wedding Ceremony

Date _____ Time _____ If not a ROBC Minister,
Rehearsal Date _____ Time _____ Name: _____
 Sanctuary Chapel Church Name & Affiliation: _____
Minister _____

Contractors

ROBC Organist/Pianist? Yes No Other: Name _____
Florist _____ Photographer _____
Videographer _____

We have read and understand the "Wedding Policies." We agree to uphold them and ensure that contractors and members of the wedding party will abide by the policies as well.

Bride's Signature

Date Signed

Groom's Signature

Date Signed

Office Use Only	Date Received _____	Deposit Received \$ _____
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