



Weddings

AT NORTHWOODS

Congratulations on your engagement! We love hearing about God bringing couples together in marriage and are excited at the possibility of serving you during the process of preparing for marriage. Northwoods has a beautiful wooded property and we hold weddings for both members and non-members with 2 worship areas as options for a ceremony.



Our Chapel holds up to 80 guests and our Sanctuary can comfortably hold 450.

Please take a look through our wedding policies manual for prices and more information.



If you are interested in using the Church for your wedding. Please contact:

Nicole Castillo, nicole@northwoods.org.



NORTHWOODS PRESBYTERIAN CHURCH
WEDDING POLICY

Effective 2013

3320 Cypress Creek Parkway
Houston, Texas 77068
281-444-8861

INTRODUCTION

These policies are provided by the church in order to assist couples and their families as they make wedding plans. The months before a wedding are often busy and confusing ones. We offer these guidelines with the hope that they will help to clarify and simplify your plans and assist you in arranging a joyful marriage worship service.

Northwoods Presbyterian Church is itself guided by the statements in the Constitution of our denomination concerning the marriage service:

“The Christian marriage ceremony is a service of worship before God, normally conducted within the house of God. Reverence shall be expected on the part of all present, and the service shall be under the sole direction of the minister.

Such music as accompanies the ceremony should direct attention to God, who sanctifies marriage, and special care should be taken to assure that it is suitable and reverent. If desired, the congregation may be invited to join in the singing of hymns at the beginning and conclusion of the service.

Flowers, decorations, and other appointments should not be unduly elaborate. In all the activities surrounding the ceremony, excessive expense and ostentation should be avoided.”

DATE AND TIME OF WEDDING

Weddings may not be scheduled during Holy Week. Weddings and rehearsals may not be scheduled on:

Thanksgiving Day	
Thanksgiving Weekend	
Christmas Eve	New Year’s Eve
Christmas Day	New Year’s Day

Also, please refer to the print-out from the church’s calendar system listing the “no wedding” weekends.

Weddings without a reception can be scheduled no later than 5pm. Weddings having a reception in the Narthex can be scheduled no later than 3pm.

Unless the bride or groom or parents or guardians are active members of Northwoods Presbyterian Church at the time the wedding is scheduled, the wedding is regarded as one of a non-member. **A new member must be active in the church for six (6) months before a wedding can be placed on the calendar as a member.** A non-member wedding cannot be scheduled in excess of six (6) months before the date desired, in order to permit members of the church to have preference of dates.

MAKING THE RESERVATION

A tentative reservation for wedding and rehearsal dates can be made with the wedding coordinator. She/he will contact the church office to determine that the date is available for a wedding. She/he will also contact a minister of the church to perform the wedding. **The reservation is confirmed when you have returned your completed Wedding Registry form, Acknowledgment of Understanding of Policies, and all fees to the church office.** The hour and date of the wedding and rehearsal must be set at the time the sanctuary is reserved. Any changes concerning hours and dates should be made only to the wedding coordinator. **All forms to be signed by the bride and the florist, photographer, and videographer must be signed and returned to the wedding coordinator 30 days prior to the wedding for the reservation to remain on the church calendar.** All fees pertaining to the wedding are to be paid **with the reservation**. Your check will be deposited to a special account. All fees will be disbursed on the day of your wedding. They will be returned if the wedding is canceled twenty-four (24) hours prior to the ceremony. The deposit will be refunded within seven (7) days following the wedding if all of the church policies have been upheld by the wedding party, florist, photographer, caterer or other persons involved in the wedding.

CLERGY

A conference with the minister should take place at least three (3) months before the wedding unless the minister agrees otherwise. The minister will provide premarital counseling with the bride and groom and will cover the ceremony, wedding vows and church policies.

Guest clergy may, at the discretion and invitation of the minister of Northwoods, participate at the wedding ceremony. The proper procedure is for the minister of Northwoods to personally invite the guest clergy. Please provide the wedding coordinator with the name and address of the guest clergy.

FACILITIES

The church facility, commonly used for the wedding, is the sanctuary. It will be heated and/or cooled for the rehearsal and the ceremony. Dressing room facilities are limited. The Bell/Bride Room is available for the bride's party and the Choir Robe Room for the groom. The church will be open two and one-half (2 1/2) hours prior to the wedding time and one (1) hour following the ceremony. Any additional time will require an additional fee.

NON-MEMBER WEDDINGS

Northwoods Presbyterian Church was founded as church that would be dedicated to serving the community. We do not prohibit non-members from being married in our sanctuary. Non-members should be aware that we believe that the wedding ceremony is a service of worship that reflects our beliefs about God, Jesus Christ, and the nature of human relationships. The additional costs that are associated with non-member weddings reflect the diversion of resources from community ministries and the costs that we incur in utilities and personnel.

RESPONSIBILITIES OF THE WEDDING PARTY

1. The church will not be responsible or liable for loss, theft, or damage to any items belonging to a member of the wedding party. This includes dresses for the wedding, suits, tuxedos, purses, etc. The dressing rooms may be locked.
2. No alcoholic beverages or unlawful substances will be permitted or consumed in the church. No rehearsal or wedding ceremony will be held if these items are found to be on the premises of the church. The minister reserves the right to cancel a rehearsal or wedding ceremony if there is evidence of alcohol use by any member of the wedding party.
3. Smoking is not allowed in the church facilities.
4. No food or drink is allowed in the sanctuary/chapel building, except during a reception held in the narthex following the ceremony.
5. When the couple is leaving the church, no rice, birdseed or flower petals may be thrown.
6. All forms to be signed by the bride and the florist, photographer, and videographer must be signed and returned to the Wedding Coordinator 30 days prior to the wedding for the reservation to remain on the church calendar.
7. The compliance with these regulations and any loss or damage to the church or furnishings is the responsibility of the bride.

Failure to comply with any of these regulations will result in forfeiture of the deposit. The Minister and/or church officials maintain the right to correct any violations of these regulations.

WEDDING MUSIC

The purpose of the music in a wedding ceremony, like the ceremony itself, is to glorify God. Northwoods insists upon music that is in good taste, is theologically sound, and is suitable for a Christian worship service.

The organist of this church will be the organist for all weddings. In the event of a schedule conflict, the organist will arrange for a qualified substitute. The church organist has right of first refusal and with the Director of Music must approve all guest organists. The bride is reminded to make her selections, both instrumental and vocal, **only after discussion** with the organist in order that the music be in keeping with the worship and dignity of the sacred service. It is recommended that the bride contact the organist three (3) months prior to the wedding to make her selections. Music of a classical or sacred nature is appropriate for the celebration of a wedding service in the sanctuary. No secular music is acceptable for the wedding ceremony.

The organist will be happy to secure a qualified soloist if the bride so desires. A guest soloist or instrumentalist must be approved by the Director of Music. The bride should always confer with the organist before selecting a solo. Appropriate dress for the soloist would be a dress for a woman and a suit and tie for a man. A list of some examples of appropriate solos and wedding music is provided below.

Prelude Music

Adagio from Sonata I	Mendelssohn
Abide With Me	Bach
Air for the G String	Bach
Arioso	Bach
Blessed Jesus, We Are Here	Bach
Prelude in C	Johnson
Allegro	Handel
Cornet Voluntary	Walond
Allegro	Arne
Flute Piece	Hine
Liturgical Prelude I	Oldroyd
Liturgical Prelude II	Oldroyd
Apres un Reve	Faure
Aria	Callahan
Rhosymedre	Vaughan Williams
Petite Prelude	Jongen
Aria	Manz

Processional Music

Jesu, Joy of Our Desiring	Bach
Processional in E Flat Major	Johnson
Allegro	Boyce
O Love, How Deep, How Broad, How High	
The Agincourt Hymn	
The Prince of Denmark's March	Clarke
Trumpet Tune	Clarke
Trumpet Tune in D Major	Johnson
Trumpet Allemande	Holborne
Bridal Chorus	Wagner
Canon in D	Pachelbel
Trumpet Voluntary	Stanley
Processional on Lobe Den Heren	Shaw

Vocal Selections

Ave Maria	Schubert
Father of Life and Love	Schubert
Charity	Hartley
This is the Day	Brown
The Gift of Love	Hopson
Go Now in Hope	Bach/Hopson
Wedding Prayer	Dunlap
The Lord's Prayer	Peeters
The Lord's Prayer	Malotte (Solo or Duet)
Bridal Prayer	Copeland
Wedding Song	Peeters
Wedding Song (There is Love)	Traditional
Lord, Be Our Wedding Guest	Childs
Love	Broughton
Three Songs for Weddings	
Whither Thou Goest	Engel
Lord, Who at Cana's Wedding Feast	Held
O God of Love, Our Rest and Hope	Lovelace
For Love Shall Be Our Song	Wagner
The Call	Vaughan Williams
Grace, Peace Unto You	Jothen
O Lord Most Holy	Franck
Wedding Song (Whither Thou Goest)	Peeters
Now Sing We Joyfully Unto God	Young
Processional	Clokey

Hymns

#455	All Creatures of Our God and King
#464	Joyful, Joyful, We Adore Thee
#376	Love, Divine, All Loves Excelling
#555	Now Thank We All Our God
#533	O Perfect Love
#534	The Grace of Life is Theirs
#473	For the Beauty of the Earth O God of Joy and Laughter

Handbell Selections

Glorious Things of Thee Are Spoken	McKechnie
This Is My Father's World	McKechnie
I Come With Joy	Tucker
Holy, Holy, Holy, Lord God Almighty	Harlen
O Worship the King	Larson
Procession of Praise	Sherman

Recessional Music

Hornpipe	Handel
Fanfare	Handel
The Rejoicing	Handel
Psalm 19	Marcello
Rondeau	Mouret
Allegro Moderato	Handel
Now Thank We All Our God	Karg-Elert
Rigaudon	Campra
Praise the Lord with Drums and Cymbals	Karg-Elert
Toccata in Seven	Rutter
Praise God, From Whom All Blessings Flow	Burkhard
Toccata from Symphony V	Widor
Prelude in A Classic Style	Young

The organist fee includes a consultation with the bride, a one-hour rehearsal with soloist and/or instrumentalist and the wedding ceremony. An additional fee is charged for extra rehearsals.

WEDDING COORDINATOR

In order to provide coordination and assistance at the rehearsal and wedding ceremony, a wedding coordinator will be present. She/he will assist in keeping everything on schedule, answering any questions, helping with small emergencies and ensuring that all church policies are respected.

FLORAL DECORATIONS

Floral arrangements should be limited because of the beauty and significance of the sanctuary. All decorations, including candelabra, must leave the symbols of the church in clear view. These symbols include the cross, altar table, pulpit, chalice and baptismal bowl. No decorations of any kind may be placed on the cross, pulpit, altar table, piano, organ or walls of the sanctuary. The parament cloths on the altar table and pulpit may be changed from their seasonal color to white.

There are two wooden pedestals that may be used for flower arrangements in the chancel area. The silk plants in the chancel area may be moved to another part of the chancel area, but must be returned to their original location following the ceremony. Special care must be taken, as they are very heavy. Potted greenery may be placed on the steps leading to the chancel area, but should have protective bottoms to prevent leaking watered. Candelabra may be rented, but dripless type candles should be used and protective means should be used beneath the candelabra to prevent melted wax from dripping on the floor.

Bows and/or flowers may be attached to the end of the pews. They should be attached with wrapped wire that will not damage the wood. No candles are permitted on the pews. The banners hanging in the rear of the church may not be moved.

In order to preserve the sanctuary/ chapel, decorations should not be attached with pins, tacks, nails or glue. Lighting in the sanctuary may be adjusted with the assistance of the custodian. All decorations must be removed within one (1) hour following the ceremony.

PHOTOGRAPHS

It is requested that photographs of the wedding ceremony be made in such a manner as to maintain the greatest dignity and most sacred aspects of the service. Therefore, **no flash photographs may be taken once the bride has started down the aisle.** A flash photograph of the bride and her father may be taken before they start down the aisle. Photographers are encouraged to take as many photographs before the ceremony as possible. The sanctuary and narthex may be used up to 30 minutes before the ceremony begins. Photographs may be taken in the rooms where the bride and groom are dressing until the wedding begins.

Only time exposures may be taken during the ceremony and should be made from behind the post in the rear of the sanctuary. The photographer is cautioned to make sure that no noise is involved in taking time exposures, changing of film, etc. Equipment may not be placed in the pews and the photographer may not stand in the pews.

VIDEOTAPING

Videotaping is allowed during the ceremony. A videographer may film from behind the post at the rear of the sanctuary. The videographer is cautioned to make sure that there is no noise involved in filming during the ceremony. Equipment may not be placed in the pews and the videographer may not stand in the pews. Additionally, a still video camera mounted on a tripod may be placed in the front of the sanctuary to the side of the chancel area. The videographer must set up the camera and turn it on 30 minutes prior to the ceremony. The videographer may not return to the camera until after the ceremony.

WEDDING RECEPTION

The Narthex will be available for a reception for two (2) hours following the wedding. Additional time may be available for a fee, subject to availability. Two tables with white cloths are available. Everything else must be rented. The church has limited kitchen facilities so the caterer is encouraged to bring all food prepared for serving. No alcoholic beverages are allowed on the church grounds and smoking is not allowed inside the church buildings.

FEES: MEMBERS

No Deposit Required

Wedding Coordinator: \$150.00

Pre- Marital Inventory and Counseling: \$100.00

Building use: \$0 (rehearsal, wedding for 4 hours)
\$ 25.00 (for each hour over 4 hours, subject to availability)

Custodian: \$75.00 (rehearsal, wedding)

Organist: \$175.00 (consultation, one [one-hour] rehearsal with soloist/instrumentalist, wedding) The organist does not attend the rehearsal.
\$25.00 (per hour for additional rehearsals)

Sound: \$100.00 (not necessary for a Chapel wedding)

Clergy: \$200.00 (consultations, wedding)

\$800 Total without reception

The normal fees for members reflect services rendered by staff and others beyond the scope of their normal duties.

Additional music may be arranged through the Director of Music.

If a reception is to follow in the Narthex the following fee schedule applies:

Wedding Coordinator: \$100.00

Reception: None (Narthex for 2 hours following the wedding.)

Custodian: \$50.00 (reception)

All fees pertaining to the wedding are to be paid in full with the reservation. Your check will be deposited into a special account. Fees will be disbursed on the day of your wedding. They will be returned if the wedding is canceled more than 24 hours prior to the wedding. The deposit is fully refundable within 7 days if all the policies of the church have been upheld by the wedding party, florist, photographer, caterer, or other persons involved in the wedding.

FEES: NON-MEMBERS

Damage deposit: \$100.00 (refundable 7 days after wedding)

Wedding Coordinator: \$150.00

Pre-Marriage Inventory and Counseling: \$100.00

Building use: Sanctuary, \$400.00 (rehearsal, wedding for 4 hours)
\$ 25.00 (for each hour over 4 hours, subject to availability)
Chapel, \$125.00 (Rehearsal, wedding for 4 hours)

Custodian: \$75.00 (rehearsal, wedding)

Organist: \$175.00 (consultation, one [one-hour] rehearsal with soloist/instrumentalist, wedding) The organist does not attend the rehearsal.
\$ 25.00 (per hour for additional rehearsals)

Sound: \$100.00 (not necessary for a Chapel wedding)

Clergy: \$200.00 (consultations, wedding) If you have your own clergy, this fee still applies.

\$1300 Total without Reception

The normal fees for members reflect services rendered by staff and others beyond the scope of their normal duties. They also reflect the costs involved for utilities and other services related to the wedding.

Additional music may be arranged through the Director of Music.

All fees pertaining to the wedding are to be paid in full with the reservation. Your check will be deposited into a special account. Fees will be disbursed on the day of your wedding. They will be returned if the wedding is canceled more than 24 hours prior to the wedding. The deposit is fully refundable within 7 days if all the policies of the church have been upheld by the wedding party, florist, photographer, caterer, or other persons involved in the wedding.

NORTHWOODS PRESBYTERIAN CHURCH

FLORIST

Floral arrangements should be limited because of the beauty and significance of the sanctuary. All decorations, including candelabras, shall leave the symbols of the church in clear view. Those symbols are the cross, pulpit, and communion table. No decorations are to be placed on or in front of the cross, pulpit, or communion table.

FAILURE TO COMPLY WILL RESULT IN LOSS OF DEPOSIT

INSTRUCTIONS FOR THE FLORIST

The following rules must be observed:

1. Nothing may be placed on the walls, cross, pulpit, altar table, piano, or organ.
2. Flower arrangements may be placed on the two pedestals in the chancel area.
3. Potted greenery may be placed on the steps leading to the chancel area.
4. If the silk plants are moved to another place in the chancel area, they must be returned to their original location.
5. Candelabras may be rented, but dripless candles must be used and protective measures should be used under the candelabras to prevent wax dripping on the floor or carpet.
6. Bows and/or flowers may be attached to the ends of the pews. They must be attached with wrapped wire that will not damage the wood. No candles are permitted on the pews.
7. All possible care must be taken to protect the church buildings. Please do not fasten decorations with tape, tacks, pins, staples, or glue.
8. Floral decorations may be placed in the sanctuary beginning 2_ hours before the ceremony and must be complete at least 45 minutes prior to the ceremony.
9. All equipment, candelabras, and flowers must be removed from the church immediately after the wedding. Cleaning must be completed within 1 hour.
10. All Christmas decorations (including the giving tree, bows, wreaths, etc.) will be in place from the Saturday preceding Advent through the first Sunday following Epiphany.

I have read these instructions and will comply with them.

Bride's signature _____ Date _____

Florist's signature _____ Date _____

Name of Florist _____ Phone No. _____

(Please print)

(Please return a signed copy to the Wedding Coordinator, at least 30 days prior to the wedding)

NORTHWOODS PRESBYTERIAN CHURCH

PHOTOGRAPHER

It is requested that photographs of the ceremony be made in such a manner as to maintain the greatest dignity and most sacred aspects of the wedding ceremony. **During the ceremony, only time exposures may be made from behind the post in the rear of the sanctuary.** Most photographs related to the wedding should be posed for before the ceremony.

The following rules should be observed:

- 1. Photographs may begin 2 hours before the ceremony. Photographs may be taken in the narthex until 30 minutes prior to the ceremony. Photographs may be taken in the dressing rooms of the bride and groom until the ceremony starts.**
- 2. Flash photography may not be used once the bride starts down the aisle.**
- 3. A flash photograph may be taken of the bride and her father before they start down the aisle.**
- 4. During the ceremony, only time exposures are allowed from behind the post in the rear of the sanctuary.**
- 5. Equipment should not be placed in the pews nor should the photographer stand in the pews.**
- 6. The photographer is not to make noise during the ceremony such as changing film or moving around.**

I have read these instructions and will comply with them.

Bride's signature _____ Date _____

Photographer's signature _____ Date _____

Name of Photographer _____ Phone No. _____
(Please print)

NORTHWOODS PRESBYTERIAN CHURCH

VIDEOGRAPHER

Videotaping is allowed during the ceremony. If a still camera on a tripod is to be used then it may be placed either in the front or the rear of the sanctuary. If a videographer will be filming the video using a handheld camera then the video must be shot from behind the post at the rear of the sanctuary.

The following rules should be observed:

- 1. All video recording shall be done in the back of the sanctuary from between the back wall and the last row of pews without obstructing any aisles or doorways.**
- 2. An unmanned video camera may be placed in the front of the sanctuary to the left or right of the chancel, no closer than 20 feet from the steps.**
- 3. All equipment needs to be in place 30 minutes prior to the start of the service.**
- 4. There should be no noise or distracting movement by the videographer during the service.**

I have read these instructions and will comply with them.

Bride's signature _____ Date _____

Videographer's signature _____ Date _____

Name of Videographer _____ Phone No. _____

(Please print)

(Please return a signed copy to the Wedding Coordinator, at least 30 days prior to the wedding.)

NORTHWOODS PRESBYTERIAN CHURCH

ACKNOWLEDGMENT OF POLICIES

I have received a copy of the Northwoods Presbyterian Church Wedding Policy. I have read and I understand the policies contained therein. I understand that failure to comply with the policies will result in forfeiture of my deposit. I further understand that I am responsible for the adherence to the policies by the wedding party, florist, photographer, caterer and all other persons involved with the wedding.

Bride's signature _____
Date _____

Groom's signature _____
Date _____

Northwoods Presbyterian Church

3320 FM Cypress Creek Parkway
Houston, Texas 77068
281-444-8861
Fax 281-444-7152

Wedding Information Form

PLEASE PRINT:

TIME and DATE OF WEDDING: ____:____ am / pm Month/Day _____, 20 ____.

Bride's Name _____ Church member: Yes ____ No ____

Address _____ Zip Code _____

Phone Nos. (home) _____ (work) _____

Cell Phone _____ Email _____

Groom's Name _____ Church member: Yes ____ No ____

Address _____ Zip Code _____

Phone Nos. (home) _____ (work) _____

Cell Phone _____ Email _____

Minister Leading Service _____

Wedding rehearsal will take place at 6:00 p.m. the Friday before the wedding.

Bride's Signature: _____ Date: _____

Groom's Signature: _____ Date: _____

For office use only:

Coordinator: \$ _____

Marriage Inventory: \$ _____

Organist: \$ _____

Reception: \$ _____

Custodian: \$ _____

Sanctuary: \$ _____

Minister: \$ _____

Deposit \$ _____

TOTAL \$ _____

Date Received: _____

Church Administrator Approval: _____

Date: _____