REDEEMER CHURCH

Wedding Policy

Congratulations on your upcoming wedding! We pray God will richly bless your marriage. Once your date has been approved, please read this policy in its entirety. Then, refer to the checklist at the end and ensure all steps have been completed.

1. **Requirements for Weddings at Redeemer**
    a. Church facilities will be made available for Christian marriages by consent of the Redeemer Session or its designated agent, i.e. the Administration Committee. Requirements for consent will include but are not limited to:
        i. Receipt of Request For Wedding Reservations via web form
        ii. Compliance with this policy
        iii. Agreement that Redeemer will not be financially responsible for expenses incurred by wedding cancellation or rescheduling
        iv. Receipt of all applicable fees 60 days prior to the rehearsal
        v. Evidence that bride and groom are Christians
        vi. Evidence that bride and groom meet biblical and denominational requirements as interpreted by Redeemer
        vii. Compliance with civil laws
        viii. Compliance with other requirements by Redeemer's Session or its designated agents which will include:
            1. Interviews
            2. Counseling sessions
            3. Approval of officiating and assisting Ministers
            4. Approval of Wedding Service content (based upon orders of wedding services included in packet)
            5. Approval of decorations.
        ix. Availability of all requested spaces
        x. Availability of Redeemer's Wedding Facility Coordinator & AV Director

2. **Fees**
    a. All fees are due 60 days prior to the rehearsal date.
    b. Ceremony Fee
        i. $800.00 if bride or groom are members of Redeemer
        ii. $1,000.00 if not members
    c. Security Deposit–refundable after any charges for damages to church facilities are subtracted, or if cancellation is made more than 60 days before the rehearsal

date. *Violation of Redeemer's Wedding Policy in any way will result in revocation of a security deposit refund.*
   i. $200.00 if bride and groom are members of Redeemer
   ii. $500.00 if not members
d. Reception fee (if applicable): $300.00

3. **Redeemer will provide the following:**
   a. Facility usage for the following:
      i. Sanctuary, Narthex and several adjoining rooms including the Bride's Room and Youth Center for Bride, Groom, attendants and family.
      ii. Parking.
      iii. Additional spaces may be available pending availability.
   b. Services
      i. Redeemer's Wedding Facility Coordinator*, to include presence during the ceremony, rehearsal, and reception, coordination of unlocking facilities, **facility walk through, approval of decorations and AV requests.
      ii. Audio/Visual and Lighting system operation. *For complex AV needs such as a live band or DJ, a consultation with Redeemer's AV director is required.*
      iii. Facilities clean-up after the service.

**The Church Wedding Facilities Coordinator is contracted by Redeemer Jackson to ensure the ceremony complies with church policies and facility requirements. This role is distinct from a personal wedding planner or day-of coordinator. Couples are welcome to hire their own coordinator for additional services, doing so does not replace the Church Wedding Coordinator's role. Additional Coordination services provided by The Church Wedding Coordinator may be requested.*
***A facility walkthrough with Redeemer's Wedding Facilities Coordinator and any other coordinator (if applicable) is mandatory.*

4. **Proceedings**
   a. Music Guidelines
      i. Ceremony
         1. Music to be used during the ceremony must be approved by the officiant.
         2. Music to be used during the reception must be approved by the officiant. Dancing is permitted in Redeemer's Fellowship Hall

during receptions, but music selections must be tasteful and free of vulgarity.

3. If the officiant is not a member of Redeemer staff, all ceremony and reception music must also be approved by Redeemer's pastoral staff.

5. **Facility**
   a. The church is not responsible for personal items lost, damaged, or left on the premises. Any damage to church property beyond normal use will be deducted from the security deposit; costs exceeding the deposit are the couple's responsibility.
   b. Alcohol's presence and consumption is prohibited on Redeemer's Campus. This includes prior to and during the ceremony, as well as during rehearsals and receptions.
   c. Smoking/vaping is prohibited on Redeemer's Campus.
   d. Children must be supervised by a parent or designated adult at all times; they may not be left unattended in dressing rooms or hallways.
   e. Decor policies:
      1. Decor plans must be reviewed and approved by Redeemer's Wedding Facility Coordinator in advance.
      2. Restrictions
         a. Nothing may be affixed to walls, pews, doors, or furnishings with nails, tacks, screws, staples, glue, or other adhesives *INCLUDING* blue painters tape, only approved pew clips, command strips, ribbon ties, or freestanding stands.
         b. The modesty wall behind the pulpit may be decorated in tasteful fashion.
         c. Loose rice, birdseed, confetti, glitter, and similar throwable items are not permitted inside the building or on church grounds. Flower petals and bubbles are acceptable. Sparklers may only be used outside and must be on the tarmac and not near trees or grass.
         d. Candles used indoors must be inside of a globe to account for dripping wax.
   f. Kitchen Usage
      i. Use of the kitchen is subject to separate approval pending availability.
      ii. The kitchen must be cleaned after usage.

iii. All paper products must be supplied by the couple/caterer.
iv. The church refrigerator is available for food storage, the school refrigerator is not to be used.
v. Floral arrangements cannot be placed in the kitchen fridge.
vi. All food must be removed from the facility after the event.

g. Photography & Videography
   i. Photos can be taken around Redeemer's Campus no earlier than four hours prior to the ceremony, pending availability.
   ii. Requests to film or livestream must be discussed with Redeemer's Audio Visual Director.
h. Custodial Set up requests
   i. For receptions, the set up of tables and chairs in the fellowship hall may be requested. Estimated number of guests and other specific set up instructions are to be given to the Wedding Facility Coordinator.
i. Cleaning Instructions
   i. Removal of all decorations, boxes and all other items.
   ii. Flowers may be left in the Sanctuary for Sunday morning service, we're happy to have them, but *please inform the wedding coordinator in advance if you plan to do so.*
   iii. The sanctuary, fellowship hall, and adjacent rooms must be left "broom clean." The custodian will put the pulpit furniture back in place.
   iv. Food is allowed in the bride's room and the youth center before the ceremony and reception, but please ensure no food waste is left in those spaces and that there are no "mess/spill" prone items.

6. Scheduling

a. Preliminary scheduling will be completed in advance of agreement to this policy through the wedding request form and cleared by the Administration Committee.
b. Restrictions:
   1. Weddings & Receptions on Saturdays must conclude no later than 8:00pm, with the premises fully vacated by 9:00pm to allow for preparation for Sunday worship.
   2. During the school year (August-May):
      a. Weddings & rehearsals cannot occur Mon-Thurs.
      b. Weddings & receptions on Sundays must conclude no later than 8:00pm, with the premises fully vacated by 9:00pm to allow for preparation for school on Monday.
      c. On weeknights, rehearsals must begin after 3:30pm.

d. The day before the wedding, access to the church for decor purposes is available after 3:30pm. All caterers, florists, and others decorating must be scheduled after 3:30pm.
e. Facility walkthrough's with Redeemer's Wedding Coordinator can be scheduled during the school day but must not interfere with school proceedings and guests must sign in at the school entrance.

REDEEMER CHURCH

Wedding Checklist:

- ☐ Complete initial inquiry form including signature agreement.
- ☐ Submit all applicable fees 60 days prior to the wedding rehearsal.

With Redeemer's Wedding Facility Coordinator:

- ☐ Schedule a walkthrough of the facility with the WFC and any other coordinators.
- ☐ Submit AV requests via the WFC for AV Director's approval.
- ☐ Submit decoration plans to the WFC for approval.
- ☐ Submit requested reception table and chair setup to WFC (if applicable).
- ☐ Submit catering plan/kitchen use request for reception to WFC (if applicable).
- ☐ Submit requests for use of additional spaces on campus to WFC (if applicable).
- ☐ Submit a list of requested songs for ceremony and reception via WFC for officiant/staff approval (if applicable).
- ☐ Notify the WFC if you will be leaving flowers.