

## THE RANSOM CHURCH WEDDING POLICY

The Ransom Church wants you to have a very special wedding with the freedom to use creative and traditional elements to enhance the significance of this occasion. The Ransom Church wants to render the best possible service to its attendees and friends. Use of our building for wedding ceremonies are open to any individual and is not limited to The Ransom Church attendees and/or members. South Campus is available for wedding ceremonies however due to the ministry demands of our church, Downtown Campus is not available.

This booklet is designed to help you prepare for your wedding ceremony. Please read each page carefully. You will find answers to commonly asked questions, procedures necessary to the fulfillment of your plans, and suggestions for the use of facilities and equipment.

### 1. SCHEDULING THE WEDDING

The initial scheduling of the wedding and rehearsal must be made with the church office using the enclosed reservation form and payment of the deposit. It is strongly suggested to secure a date on the church calendar four months before that date to allow adequate time to schedule pre-marital counseling. We have several staff pastor's that may be available to officiate your wedding for you. If you are in need of a pastor, please visit our website at [ransom.church/weddings](http://ransom.church/weddings) to fill out our Wedding & Pastor Request Form. It is our policy that any ceremony held in our facility be in compliance with our church standards. The Warehouse's (worship center) maximum capacity is 275 people.

Weddings at The Ransom must be scheduled at a time that does not interfere with the scheduled services of the church. Holiday weekend weddings are not permitted. It is also our policy that no weddings be scheduled on Sundays. Saturday weddings are to be scheduled no later than 4:00 PM in order to have the building cleared by 6:00 PM to allow for cleaning for Sunday worship. If you desire an evening ceremony, it can be scheduled for a Friday evening. There is to be no more than one wedding scheduled per day or more than one per month (January-November) at The Ransom Church. All reservations are first come first serve.

In the event a wedding needs to be canceled, we must receive a 60 day written notice submitted to the office. All prepaid fees will be reimbursed in full. After 60 days, the deposit will only be reimbursed.

### 2. PRE-MARITAL COUNSELING

Pre-marital counseling is required for anyone having a wedding at The Ransom Church and must be done through our Marriage Mentoring ministry, an ordained pastor or licensed counseling organization.

### 3. CHURCH USE

- a. All rooms are to be left in the same condition and arrangement as found. Any re-arrangement of The Warehouse platform will be by the permission of the wedding coordinator. Someone designated by the wedding party should be responsible to inspect and replace all church and wedding equipment and/or furniture. The coordinator will secure the name(s) of the designee(s) prior to the wedding.
- b. No smoking in the building at any time.
- c. No alcoholic beverages in the building or on the grounds at any time.
- d. No rice or birdseed used – please check with the coordinator for other options.
- e. Existing sets, decorations and other props used for The Ransom Church worship and other events will vary throughout the year. Some of these sets will not be movable and it is at the discretion of the church and wedding coordinator as to what will be moved for the wedding ceremony. Be sure to discuss this with your wedding coordinator.
- f. Decorations must not be fastened to the woodwork or furniture with screws, nails or wire. Decorations must be removed from the Warehouse following the ceremony.
- g. If candelabras are being used they must be spring-loaded. Other candles used for decoration

- must have prior approval.
- h. The Ransom Church does not have a center aisle. Due to the layout and width of the room, we are unable to change or rearrange the layout of the chairs. Please address any questions with your wedding coordinator.
  - i. An agreement to cover the cost of any damage to the church or property as a result of the wedding will be signed at the time of the reservation.
  - j. It is the responsibility of the wedding family to remove litter and debris from parking lot and ground caused by wedding guests.
  - k. A walk-through with the wedding coordinator is required before departure from the building.

#### **4. PARKING**

Parking is permitted in The Ransom Church parking lot along the North, East and South sides of the building. If you are in need of more parking spaces, speak to your wedding coordinator who will assist you in securing more parking from the neighboring businesses/schools.

#### **5. COSTS**

- a. Church rental – The Ransom Church is honored to host your wedding ceremony at no charge.
- b. Pastor - \$200 *honorarium* – *This should be written directly to the pastor and will be collected by the wedding coordinator at the rehearsal.*
- c. Audio Technician - \$100. *This should be written as a separate check and will be collected by the wedding coordinator at the rehearsal.* The audio tech will be present at both the rehearsal and the ceremony and is charge of setting up all microphones, sound, etc. needed for the wedding. A Ransom Church audio technician is required.
- e. Wedding Coordinator - \$200. *This should be written directly to the coordinator and will be collected at the rehearsal.* This person is appointed by The Ransom Church and serves as the church liaison to the bridal party and family. The coordinator's responsibilities include but are not limited to:
  - 1. Confirming the wedding with the bride by phone and review the policy manual and answer any questions.
  - 2. Be available by phone for questions throughout the preparation time.
  - 3. Meeting the bride 1-2 weeks before the wedding to go over final details.
  - 4. Assist in rearranging the stage (if needed) and will be present to assist the pastor during the rehearsal.
  - 5. Coordinate with the bride to enter the church to decorate the day before along with having the church open when the bride arrives the day of the wedding.
  - 6. She will be present 2 hours before the wedding ceremony along with 1 hour following. In the event of photos being taken following the wedding resulting in extending time at the church, arrangements will need to be made with the coordinator.
  - 7. She will do the final walk through with the assigned person following the exit of all guests from the church.
  - 8. Collect payments the night of the rehearsal and distribute to respective people.
  - 9. Assist in confirming additional parking needs.
- f. Custodial - \$75 *will be collected the night of the rehearsal and should be written to The Ransom Church.*
- g. Damage deposit/reservation fee: \$250 *will be collected at the time of the reservation. This should be written as a separate check and written to The Ransom Church.* The deposit will be refunded after the wedding pending building inspection following the ceremony and returned by mail to the address listed on the check.

## **6. MUSIC**

Guidelines to help in making your musical selections:

- a. Consult the officiating pastor for suggestions for musicians (if using church's musicians) as well as recommended musical arrangements.
- b. Select music that will honor God and express the meaning of Christian marriage.
- c. Work with the musicians you choose well in advance to provide adequate time for rehearsals, etc.
- d. Prerecorded music may also be used. Please bring your playlist via CD or mp3 player to the rehearsal with details on song names and where they are to be played in the ceremony for the audio technician.

## **7. DRESSING AREAS**

The bride and her attendants are welcome to use the Ransom Kids area located on the second floor. The groom and his attendants are welcome to use the Nursery located on the first floor.

## **8. MARRIAGE LICENSE**

The marriage license should be delivered to the pastor at the rehearsal or earlier so that it may be prepared. The pastor will arrange a time for your best man and your maid/matron of honor to meet for the license to be signed the day of the wedding.

## **9. PRINTED PROGRAM**

As part of your premarital counseling, the pastor can advise you of the order of service and other information you may want to consider having printed for your guests.

## **10. WEDDING PHOTOGRAPHY**

You may choose to take your wedding pictures before or after the ceremony. We suggest that you take them before the ceremony while the wedding party is still fresh and then following the service they may go directly to the reception. Videography is permitted. Please use discretion as to where the photographer will set up. Please check with the Wedding Coordinator if you have questions.

## **11. FLORIST and DECORATIONS**

It is the responsibility of the wedding family to arrange with a florist for decorations. Flowers should be delivered the day of the wedding. It is advisable to call the wedding coordinator to coordinate time of delivery.

The drum set on stage is not moveable. Speak to the wedding coordinator discuss options for stage decorations and coverage.

## **12. GUESTBOOK**

The guest book should be the responsibility of a particular person. The church has a small round table with a black cover can be provided in the lobby so that guests may register as they arrive. The guest book should be closed five minutes prior to the start of the ceremony so that all guests may be seated. The guest book will then be moved to the place of the reception for the remaining guests to sign. Please see that someone is assigned to this arrangement.

## **13. WEDDING REHEARSAL**

The wedding rehearsal is an important part of the preparation for your wedding. All members of the wedding party and the ushers should be present. The musicians and audio technicians will also be at the rehearsal. Be sure your rehearsal date and time are scheduled with the church office. Usually it is held the evening prior to the day of the wedding.

**TIME:** The rehearsal usually takes about an hour. The time will be set with your pastor. Frequently, the parents of the groom provide a rehearsal dinner at a nearby restaurant and the time should be related to such a dinner. The rehearsal should begin promptly at the time scheduled. Please urge all who are to take part in the wedding to be prompt.

**PROCEDURE:** The wedding coordinator will coordinate the rehearsal with the officiating pastor. The processional and recessional will be rehearsed as well as details given to the wedding party, ushers, bride and groom.

By rehearsal time the bride and groom should know:

- How many chairs to be reserved in front for relatives allowing for seven persons per row. These persons should be notified they are in a reserved section so they can inform the ushers when arriving for the wedding ceremony.
- The number of grandparents to be seated on which sides. Guests other than close relatives are seated on both sides of the Warehouse without regard to their being “friends of the bride” or “friends of the groom”. This provided a more equal seating arrangement.
- It will be decided whether the groom or an usher will usher the parents of the bride and the parents of the groom.
- The order of the wedding party – where they will stand and who is matched with whom in the recessional.

The church is not available for rehearsal dinner.

#### **14. USHERS**

Ushers should be in place 30 minutes prior to the wedding ceremony

- Candles can be lit 15 minutes before to ceremony begins
- The ushers are to encourage guests to enter the Warehouse and to escort them out after the ceremony
- They may offer your arm to female guests. Otherwise, a gentle indication and verbal greeting “Please follow me” will allow you to be genuinely helpful and courteous.
- They should fill the front of the Warehouse first allowing the rear to be used by latecomers.
- Distribute programs to the guests as needed.
- Seating the family - At appointed time escort immediate family to their seats, if they are not part of the procession. The order if seating is:
  - Grandparents of the groom
  - Grandparents of the bride
  - Mother and Father of groom
  - Mother of bride
- Following the service – Escort the immediate family out after the ceremony in reverse order
- Parents of bride
- Parents of groom
- Grandparents of bride
- Grandparents of groom
- Return to usher guest out by rows

#### **15. RECEPTIONS**

Reception space is not available at any of The Ransom Church buildings.