

**CHURCH OF THE REDEEMER**  
**1410 Dundee Road – Winter Haven, FL 33884**  
**Phone: 863-298-9849 – Fax: 863-292-0645**  
[www.redeemerwinterhaven.org](http://www.redeemerwinterhaven.org)

**WEDDING POLICY**

The Lord God said, “It is not good for the man to be alone; I will make a helper suitable for him,” Genesis 2:18. “For this reason a man will leave his father and mother and be united to his wife, and they will become one flesh.” Genesis 2:24.

The Marriage Ceremony is ordained by God and as such is a form of worship, especially for the bride and groom. We ask that you please consider this as you plan your service.

**I. WHO IS ELIGIBLE TO USE THE CHURCH**

- 1) Members of Church of the Redeemer
- 2) Non-communing children of members who can give a credible testimony of their faith in Christ.
- 3) Individuals that have been regularly attending Redeemer with permission of the Session.
- 4) Non-members of Redeemer with permission of the Session.

**II. APPLYING TO USE THE CHURCH**

The following procedures are to be followed by all individuals making application for use of the church:

- 1) Before making application, check with the church office to be sure there is not a conflict on the church calendar with the date you have selected, and make a temporary reservation.
- 2) It is the responsibility of the applicant to arrange for;
  - a) The pastor to officiate (the pastor may have additional requirements). Please note that if you wish to use a pastor other than one on the staff of Church of the Redeemer, you must obtain approval from the pastoral staff.
  - b) Musicians, wedding music, and special music. Musician services include help at the rehearsal and the wedding service.
    - i) In a wedding, most of the music facilitates movement. It is not the main event but a supplement to it. With that in mind, please think simply about your music selections. Our desire is to support, not to distract from or undermine the meaning of the occasion.
    - ii) The main stage area of the Sanctuary will be cleared by Worship Ministry personnel by the day of the rehearsal. Many items in the up-stage (closer to the back wall) area, such as the drum set, will not be removed. Other greenery may be rented and placed on the stage to further obscure the stage area. Care should be taken in the placement of plants and décor so that cables and other items on the stage are not damaged.

- iii) Members of the wedding party or their assistants (florists, decorators, etc.) may not move or remove anything from the stage without permission from the Arts and Worship Director.
  - iv) The Worship Director will approve the selection of music, and will assist in securing an Audio Technician. An appointment will be scheduled with the Director during the initial planning meeting. If you desire the Director's services as a musician during the wedding, you must contact him personally to secure his services. A note: It is customary to compensate musicians for their time and service. A fee of \$25.00 to \$100.00 is appropriate depending on the level of participation.
  - v) As previously stated, an Audio Technician will be secured for help during the rehearsal and the wedding service. The Worship Director is responsible for recruiting this person. This service is required for use of the Sanctuary (even if your wedding does not include music).
- c) Communicating times of rehearsal, wedding day deliveries, wedding day party arrival, etc. to the church administrative assistant.
  - d) Review of all arrangements and procedures for use of kitchen and equipment with the Church Administrator and/or other designated person.
  - e) All candles used in candelabra's must be refillable, drip less candles. Please take care in the use of candles to protect the carpets.
  - f) Agreement with the Church Administrator for arranging furniture and clean up.
  - g) Removal of **all** plants and flowers from the church facility immediately following the ceremony.

The office can supply you with the names and phone numbers of those approved by the church for these responsibilities. Please list the names of the individuals who have agreed to perform the services named and the date you talked to them. Return a copy of the completed application to the church office not less than 60 days before the wedding. Authorization for use of the church will not be given until the application (attached) is complete.

**III. CHARGES** - It is the churches desire that everyone eligible to use the church be able to do so. If you are unable to pay the costs associated with use of the facility you may be eligible to receive assistance. Please discuss your needs with the Pastor when you schedule your premarital counseling appointments.

- 1) The following is a list of fees for use of the facility;
  - a) Sanctuary (including foyer, restrooms, hallway, Coffee Room and Bridal Room) Nursery Room(s) – Large, per room  
(These rooms are used for the groom and his party to dress in) \$100.00\*
  - b) Audio Technician \$100.00
  - c) Fellowship Hall (including hallway, kitchen and restrooms) \$200.00\*
  - d) Extra Rooms each \$25.00
  - e) Custodial Fee \$100.00

*(All charges shown with an asterisk (\*) are inapplicable to members of Church of the Redeemer.)*

**NOTE:** All applicable fees are payable 7 days in advance of the wedding. Make checks payable to Church of the Redeemer.

2) There is no set fee for the Pastor. However an honorarium is customary and appropriate and is left to the discretion of the couple.

#### **IV. ACCEPTANCE**

If you have arranged for a pastor of this church to perform the wedding ceremony, acceptance of your application is automatic for members of the church. The Session will receive the application as information only. All other applications are subject to approval of the Session or their representative. The Clerk of the Session will notify you within 30 days from the receipt of the application and the date will be secured.

## V. APPLICATION FOR USE OF CHURCH FOR WEDDING

### Contact Information

**Bride:** \_\_\_\_\_

Phone (H): \_\_\_\_\_ (W) \_\_\_\_\_ (C) \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

Church Member  Non communing child of member  Attending non-member  Non-Member

**Groom:** \_\_\_\_\_

Phone (H): \_\_\_\_\_ (W) \_\_\_\_\_ (C) \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

Church Member  Non communing child of member  Attending non-member  Non-Member

**Local Contact** if both bride and groom reside out of town: \_\_\_\_\_

Phone (H): \_\_\_\_\_ (W) \_\_\_\_\_ (C) \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

Church Member  Non communing child of member  Attending non-member  Non-Member

Relationship to bride/groom: \_\_\_\_\_

May this person make decisions for the couple  Yes  No

### Facility Use

Wedding Date: \_\_\_\_\_ Time: \_\_\_\_\_

Location:  Sanctuary  Other

Rehearsal Date: \_\_\_\_\_ Time: \_\_\_\_\_

Location:  Fellowship Hall  Other

Reception Location:  Fellowship Hall  Other

## General Information

Presiding Pastor(s): \_\_\_\_\_

Musician: \_\_\_\_\_

Person to open / close: \_\_\_\_\_

Women's Ministry Kitchen Coordinator / Representative: \_\_\_\_\_

Florist: \_\_\_\_\_ Phone: \_\_\_\_\_

Plant Rental: \_\_\_\_\_ Phone: \_\_\_\_\_

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The completion of this form indicates that you agree with all the terms and rules for the use of the church and will follow all instructions given by individuals listed above.

Mail to: Church of the Redeemer  
1410 Dundee Road  
Winter Haven, FL 33884

### WEDDING POLICY PHONE LIST

- 1) Church office / Pastor: 863-298-9849
- 2) Worship Arts Director 863-298-9849
- 3) Building Facilitator 863-298-9849  
Arranged thru Administrative Assistant
- 4) Custodian 863-298-9849  
Arranged thru Administrative Assistant
- 5) Kitchen Managers

Note: The Kitchen Manager should be consulted about the availability of items the church has that can be borrowed for the wedding and / or the reception (only if held at the church) and the procedure for using them.