

Congratulations

CONGRATULATIONS!

Your wedding day is one of the most meaningful days in your lives, and we are so pleased that you have decided to be married at Ingleside. This day will be the culmination of years of hopes and dreams and months of planning and will mark the start of your life together. We are honored to help you prepare for a beautiful wedding ceremony and a marriage that will last "until death do us part."

As you plan for your wedding, these guidelines will answer many questions that you may have. They are intended to clearly communicate our understanding of how we can serve you and how you can plan a day marked by beauty, reverence, and a joyous commitment. Our staff is excited to encourage your next steps to plan a wedding that brings great glory to God as you begin a marriage that honors Him. In addition to our Membership Pastor and Wedding Coordinator, others on our staff look forward to helping you take each step!

Again, congratulations! We are eager to assist you in planning this memorable life event!

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Eligibility

The facilities of Ingleside are available for the weddings of Ingleside members, their children, and grandchildren.

Costs

We value marriage and celebrate your decision to marry at Ingleside. We are pleased to be able to offer our beautiful facilities for your wedding day. Additionally, we desire to make a significant investment in your marriage by covering the full cost of the required premarital counseling.

We ask that you make a modest financial commitment to being wed here, and we will provide excellent support for you along the way.

WEDDING \$1,300

The wedding fee covers the cost of the facilities and various personnel who will work to support your wedding, including the Ingleside Wedding Coordinator, Wedding Assistant, Sound Technician, and Facilities Team. This fee does not cover honorariums you desire to give to musicians, pastoral staff, or others leading in the service.

Please provide the Wedding Fee to the Wedding Coordinator on the evening of the Wedding Rehearsal.

REHEARSAL DINNER & RECEPTION

Should you wish to have a rehearsal dinner and/or wedding reception at Ingleside, in addition to food costs, we ask that you pay the following fees.

Rehearsal Dinner or Reception in the Fellowship Hall \$450 Reception in the Gathering Area \$500

The Ingleside Food Service Team is available but not required to cater your rehearsal dinner and/or reception. The Wedding Coordinator will be pleased to help you relate to the Executive Chef, who can provide a quote for your food service needs.

Please pay 80% of any Food Service Fees no later than 30 days prior to your wedding. Pay the remaining balance on the evening of the Wedding Rehearsal.

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Scheduling

ONE

Submit your requested wedding date on the Wedding Information Form and the Bride and Groom Questionnaires to the Assistant to the Membership Pastor. These forms can be submitted up to a year in advance.

TWO

Complete a premarital interview with the Membership Pastor at least four months prior to the wedding date. In the premarital interview, we will let you know if your wedding date has been approved and review the requirements for weddings at Ingleside.

THREE

The weekends closest to the following dates are not available for weddings: New Year's Day, Palm Sunday, Easter, Memorial Day, Independence Day, Labor Day, Thanksgiving, Christmas Musical Presentation, and Christmas Day.

Weddings need to begin no earlier than 10:30 a.m. and no later than 6:00 p.m.





Prerequisites

ONE

The bride and groom must individually confess their personal faith in Jesus Christ as Savior and Lord.

TWO

The bride and groom must commit to the pursuit of a holy lifestyle, which includes sexual abstinence and not living together until they are married.

THREE

The bride and groom must commit to completing our premarital counseling (paid for by Ingleside).

FOUR

The bride and groom must commit to honor the guidelines for weddings at Ingleside.

First Things

PREMARITAL COUNSELING

In addition to helping you plan for a beautiful wedding day, we want to help you prepare for a lifelong marriage. We require each couple to receive PREPARE or SYMBIS premarital counseling. We have partnered with various Christian counselors who can provide the counseling. Because we believe so strongly in this preparation for marriage, we will make a significant financial investment by covering the full cost of the required premarital counseling. We will provide info on how to schedule premarital counseling at the premarital interview.

WEDDING COORDINATOR

Our Wedding Coordinator is an experienced wedding planner who will serve you in numerous ways. Once your wedding is approved, she will contact you to schedule meetings to plan your wedding day. She can help guide you through a myriad of decisions, answer questions, communicate your needs to our staff, and assist you in selecting your photographer, florist, and caterer. She will also direct your wedding rehearsal and wedding. And, if you like, she will help plan and execute your reception.



Facilities

The Ingleside Chapel, Bride's Room, and Groom's Room are available for all Ingleside weddings.

The Fellowship Hall is available for rehearsal dinners or receptions.

The Gathering Area outside the Worship Center is available for receptions.

We are unable to offer childcare or childcare facilities during weddings or rehearsals.

The typical pattern for weddings at Ingleside includes a Friday evening rehearsal in preparation for a Saturday wedding.

The rehearsal should last no longer than one hour.

On the day of your wedding rehearsal, so long as there is no conflict with other scheduled church activities, you may schedule access to the church facilities beginning at 9:00 a.m.

You will be allowed in the church facilities on the morning of your wedding to prepare for your wedding. You can schedule the opening time with the Wedding Coordinator. We ask that all of your wedding décor be removed from the Chapel within three hours of the start of your wedding.

While Scripture teaches that drunkenness is a sin, we recognize that Christ-followers often come to different understandings regarding whether to consume alcoholic beverages. However, because we believe that Scripture provides abundant wisdom and caution regarding the use of alcohol, we think it wise to prohibit the use of alcohol on our campus (Proverbs 20:1; 21:17; 23:29-35; 1 Corinthians 1:31).

Therefore, NO alcoholic beverages will be allowed on the church premises.

Similarly, no smoking is allowed on church property.



Your Ceremony

SERVICE PLANNING

The Ingleside pastor who will officiate your wedding will schedule a meeting with you to plan a service that will honor the Lord. This appointment is typically six to eight weeks before your wedding and after you have completed your premarital counseling.

MUSIC

We regard your wedding service as a time of sacred worship that will glorify God. Accordingly, we ask that you consider musicians whose lifestyles are consistent with biblical Christianity. Additionally, song lyrics should present a biblical understanding of Christian love and commitment. Sacred music and traditional wedding music will likely be approved.

If you have questions or would like assistance in selecting musicians or music, you can email our Worship Arts office at worship@ingleside.org. The Wedding Coordinator is also available to help.

Live music is encouraged to make your wedding service of worship as effective and memorable as possible. Please submit a list of instrumentalists and singers to the Wedding Coordinator at least one month before the wedding.

Please also submit a list of all vocal and instrumental song titles for approval to the Wedding Coordinator at least one month before the wedding. A recording and/or lyrics may be requested prior to approval.

DECORATIONS

We ask that you help us care for the church properties when using candles. Please use battery-operated candles or open-flame candles only if proper precautions are taken to prevent a fire hazard or the dripping of wax. (Use pillar candles on a plate, votives in holders, or dripless candles in chasers.)

If you wish to use any containers holding water or moisture, please be certain they are leak-proof and placed on a protective surface.

Please help us protect our building and furnishings by using no tacks, nails, wire, or tape when decorating inside or outside the church buildings.

The pulpit and other furnishings on the platform will be removed unless you request otherwise.

If flower girls will drop flower petals, please arrange for them to use only artificial petals.

In the unlikely event of damage to carpets, furnishings, or instruments, please understand that you will be financially responsible for any needed restoration.

Please be aware that the church may be decorated with seasonal decorations, and these decorations will remain in place.

Please have the florist schedule the removal of their possessions within three hours of the start of your wedding.

The Wedding Coordinator will meet with your florist to review these guidelines to ensure that they are understood and followed.





Your Reception

You are welcome to use the Fellowship Hall or the Gathering Area for your reception. The Fellowship Hall can accommodate up to 175 guests for a stand-up reception or 125 guests for a seated meal. The Gathering Area can accommodate up to 500 guests for a stand-up reception or 160 guests for a seated meal. Additional fees for the use of these spaces can be found on the Costs page (p. 5).

Our Facilities Team will be pleased to set up 60" round tables, padded chairs, and bistro (high-top) tables. Please communicate the room set-up that you desire with the Wedding Coordinator. She will communicate your set-up needs with our Facilities Team.

If you will be using the Gathering Area for your reception, please understand that no furniture in the Gathering Area may be moved for the reception. Also, please use tables to serve food or beverages, not the Welcome Desk.

Please plan to end your reception no later than four hours after the start of the wedding ceremony.

As you plan, please help us preserve the beauty of our facilities. We ask that you not decorate with glitter or serve red beverages.



As you leave the church, wedding guests may use bubbles or sparklers outside the buildings. We ask that you not use rice, confetti, or glitter. Any creative send-off plans should be approved by the Wedding Coordinator.

In the unlikely event of damage to equipment, carpets, or furnishings, please understand that you will be financially responsible for any needed restoration.

MUSIC

Background level Christian, instrumental, or other music befitting a Christian wedding may be used during the wedding reception. If you have specific songs you wish to be played during the reception, please submit all reception music to the Wedding Coordinator for approval at least one month before the wedding. Submit the songs via a link to a playlist (like Spotify).

A limited amount of dancing is allowed at receptions. Please understand:

Up to three songs will be allowed for dancing the traditional bride/groom, father/daughter, and mother/son dances, all in a slow or tasteful format. Other family members and friends may also participate. After the final song, the music returns to background level Christian or classical music.

Please submit these songs to the Wedding Coordinator for approval at least one month before the wedding. Submit the songs via a link to a playlist (like Spotify).

We are unable to move church instruments into the Gathering Area.



Your wedding ceremony is a service of sacred worship. We want your photographer and videographer to capture their images in a manner that will not distract those in attendance. The goal is to keep everyone's focus on the Lord and on the wedding ceremony.

Pictures and video may be taken in the Chapel or on the church grounds before and after the wedding ceremony.

We ask that photographers and/or videographers help protect the church property by not standing on pews or any other furniture.

We ask that photographers take pictures during the ceremony in the following manner:

Flash photography is allowed during the processional and recessional from the areas designated by the Wedding Coordinator in the back of the Chapel.

While the wedding party is at the altar, photographers may take pictures <u>without flash</u> from the areas designated by the Wedding Coordinator in the back of the Chapel. They will not be allowed to move about in front of guests.

If you wish to have the minister included in posed pictures after the ceremony, please ask the photographer to take these pictures first.

We ask that videographers record the wedding ceremony in the Chapel in the following manner:

The videographer may take video during the processional and recessional from the areas designated by the Wedding Coordinator in the back of the Chapel.

Video cameras may be placed in the areas designated by the Wedding Coordinator in the back of the Chapel or out of view from the congregation after approval by the Wedding Coordinator.

While the wedding party is at the altar, videographers may capture footage from the areas designated by the Wedding Coordinator in the back of the Chapel. They will not be allowed to move about in front of guests.

No additional lights may be used.

Any production coordination, such as additional sound needs for video, should be requested from the Wedding Coordinator a week before the wedding and coordinated with the Ingleside Sound Technician no less than thirty minutes prior to the wedding.

The Wedding Coordinator will meet with your photographer/videographer to review these guidelines to ensure that they are understood and followed.

Wedding guests sometimes distract wedding ceremonies with their use of cell phones to take pictures or videos. If you plan to have a printed program, you may wish to include the following statement: "We ask that you respect the wedding party and other guests by taking NO photographs or video during the service. We also ask that all cell phones be set to silent mode. Thank you."



Food

The Ingleside Food Service Team is available to cater your rehearsal dinner and/or reception. The Wedding Coordinator will be pleased to help you relate to the Executive Chef, who can provide a quote for your food service needs.

A deposit of 80% of the quoted price for food is due to the Wedding Coordinator no later than 30 days prior to the wedding, with the balance due at the rehearsal.

OUTSIDE CATERING

Once approved by the Wedding Coordinator, an outsider caterer will be welcome to use the Kitchen, Fellowship Hall, and Gathering Area for your rehearsal dinner and/or reception. Fees for the use of these spaces can be found on the Costs page (see p.5).

Whenever the kitchen facilities are in use, a Kitchen Attendant will be on hand to answer any questions or to clarify kitchen policies and procedures.

While the caterer is expected to bring prepared food, they will have access to our kitchen and the following resources: dish machine, stove, ovens, a designated refrigerator, ice machine, and coffee maker. Caterers will need to furnish all other portable equipment, supplies, food, serving pieces, and paper goods.

Please ask your caterer to communicate their needs to the Wedding Coordinator a month before the wedding.

Black or white linen tablecloths may be used for a fee. The Wedding Coordinator will be pleased to provide current pricing.

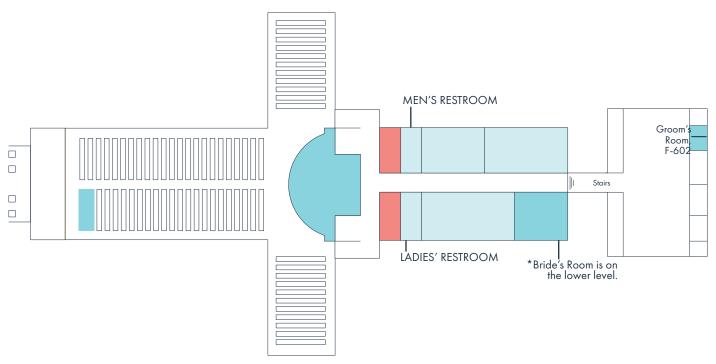
Consistent with our commitment to honor Christ and His church, we do not allow alcohol to be served at rehearsal dinners or receptions held on church property (see Usage p.11).

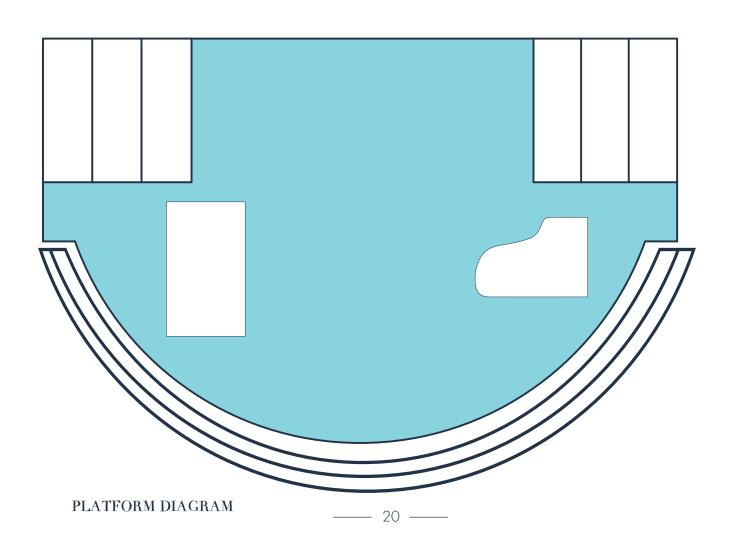
The caterer will be expected to clean all areas and equipment they use and bag all trash in bags supplied by the church.

Please have the caterer complete all clean-up of the Kitchen, Fellowship Hall, and/or Gathering Area within five hours of the start of your wedding.

If you will be using the Gathering Area for your reception, your caterer will have access to a small staging room just off the Gathering Area. Your caterer should be aware that no furniture in the Gathering Area may be moved for the reception. Also, food or beverages should be served from tables, not the Welcome desk.

CHAPEL DIAGRAM







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