

Lake Ridge Baptist Church Staff Listing

Pastoral Staff

Dr. Patterson (Pat) D. Ellis, *Pastor*
Neil Newcomb, *Minister of Education, Outreach, Administration, and Senior Adults*
Mark Andrist, *Minister of Worship*
Sherry Radcliffe, *Minister of Children*
Bill and Audra Skiba, *Interim Ministers of Students*

Administrative Staff

Samantha Allen, *Administrative Assistant*
Leslie Tufarolo, *Financial Secretary*
Nancy Pohlmeier, *Part-time Secretary*



Dear Bride and Groom:

At Lake Ridge Baptist Church, it is our intention that your wedding ceremony is not just an event, but a rich spiritual experience for you, your family, and your friends. God has ordained marriage for his people; it is very sacred and precious. It's one of life's most important events that we do.

When two people come together in the power of His love and in the presence of those dear to them, the perfect triangle of love - you, your spouse, and God - is complete. We want your wedding to be filled with great joy, happiness, and above all to be Christ-honoring.

We hope the following information will be helpful to you in making your wedding plans. Thank you for allowing us to minister to you and to be a part of this wonderful event in your lives.

*In Christ,
Dr. Patterson D. Ellis*

WEDDING POLICY

The Lake Ridge Baptist Church of Woodbridge (LRBC) provides its facilities for weddings as part of our ministry to members and to the community. Because marriage is ordained by God, it is our desire that your wedding be a blessed and Christ-honoring event. These guidelines are provided to assure proper stewardship of our resources and to ensure communication of procedures and expectations.

All weddings are scheduled through the church office. Weddings performed by outside ministers require approval from our Pastor, and should be coordinated through him.

Smoking is not permitted in the buildings. Consumption of alcoholic beverages of any kind is not permitted in the church buildings or on church grounds. Any infractions of the rules will result in forfeiting of all deposits. No exceptions.

The first step in reserving the date, place, and time of your wedding is contacting the Administrative Assistant at the church office. Your request to use our facilities must be approved by the LRBC Property Committee. We ask that you refrain from announcing the date or any other arrangements for your wedding before you receive this approval. A list of fees can be found on page 8 of this policy. Please keep in mind that you may receive deposits back if the facilities are in good condition after your wedding has taken place.

No Sunday weddings will be scheduled and weddings will not be scheduled on Holiday weekends. Changes in the location or time of the wedding may **only** be arranged through **both** the Administrative Assistant and the Wedding Director. Requests for changes must be made well in advance of the original date given and flexibility will be necessary.

Wedding Information Form and Wedding Contract

There is a Wedding Information Form and Wedding Contract included in this packet for submission to the LRBC office. The forms should be as complete as possible, signed by both the bride and groom, and returned to the church office. Those forms will then be submitted for the Property Committee's approval. You will be notified when the committee has approved your event. Typically, it takes a few days.

Steps to have your wedding at LRBC:

- Check your preferred date and time with the LRBC office to avoid conflicts with existing events.
- Complete the Wedding Information Form and the Wedding Contract and returned it to the church office, and have the event approved by the Property Committee.
- After an approval, submit your deposits.

(After you have submitted your deposit, your wedding will be added to the church calendar.)

- LRBC Members: See fee schedule on page 8.
- Non-LRBC Members: See fee schedule on page 8.

Other items to be completed:

- Secure confirmation from your minister to perform the wedding ceremony on the specified date.
- Receive contact information for the LRBC Wedding coordinator from the church office and make contact to start the process.

Sanctuary Use

The LRBC sanctuary holds approximately 225 guests comfortably and you may choose a one center aisle or a two-aisle arrangement of chairs. The Sanctuary has an organ, and a piano for use with LRBC's approval. The Sanctuary has a sound system, which requires a LRBC-trained sound technician. (This would be an additional charge.) Church items that are available for use during your wedding include: four brass candelabras (each holds seven candles), a brass unity candleholder, brass candle lighters, a wedding banner, and eight wall sconces.

Fuson Fellowship Hall Use

Wedding receptions in LRBC's Fuson Fellowship Hall are limited to members of Lake Ridge Baptist Church only. The Fuson Fellowship Hall must be reserved and confirmed by the church office. The Fellowship Hall can seat 170 people comfortably for a sit-down dinner reception. It can hold 225 people for a stand-up reception tables for refreshments and the wedding cake. Please take these numbers into account when planning. For our church members, the Fuson Fellowship Hall also has a sound system and a sound technician may be hired to operate the system for the reception. An outside DJ may be used in the fellowship hall for music, but they must provide all their own equipment and all music must be approved by the LRBC wedding director and/or Minister of Worship. Unless instructed otherwise, all receptions must be completed and all guests out of the building by 8:00 p.m. All decorations and clean-up must be finished by 10:00 p.m.

WEDDING DIRECTOR

All weddings at LRBC must involve LRBC's Wedding Director. The Wedding Director serves as a liaison between the wedding party and LRBC once your wedding arrangements have been approved by the Property Committee and placed on the church calendar. The Administrative Assistant will give your name to the director who will discuss with you all the arrangements for your wedding.

The Wedding Director is available to help the wedding party in any of the following capacities:

- ☞ Arrange with the Bride/Groom the details of the wedding and reception.
- ☞ Contact and make arrangements with the Sound Technician, Kitchen Committee, Musicians, and Custodian, as necessary, for your wedding arrangements.
- ☞ Relay written information concerning the rehearsal and wedding ceremony (order of service, etc) to the pastor prior to the rehearsal.
- ☞ Discuss, at least 21 days prior to the wedding, all music used in the wedding with the Minister of Worship and receive approval for it.
- ☞ Receive information from the Bride/Groom concerning all vendors providing services for the wedding and coordinate the times at which they will do their work at LRBC, making sure the church office is aware of all arrangements.
- ☞ Direct the rehearsal with the pastor.
- ☞ Be present and oversee the work of vendors providing service for the wedding/reception in the church to ensure that it is done according to LRBC facility use policy.
- ☞ Direct the wedding ceremony.
- ☞ Give general supervision to wedding party, florist, decorator, photographer, and caterer **before, during, and after the wedding ceremony** and church reception (if the reception is in the Fuson Fellowship Hall) to be certain that all LRBC facility use policies are followed.
- ☞ See that all non-church equipment brought in for the wedding and reception is removed and that the church is left in proper order.
- ☞ Remain at the church until all wedding related work has been satisfactorily completed, and all persons involved in the wedding have left the church.

FLORIST/DECORATOR

LRBC asks that florists observe the following procedures for weddings/receptions at Lake Ridge Baptist Church.

- ☞ The Florist, or person responsible for the decorations, must contact the Wedding Director to request the time for decorating the Sanctuary and/or the Fuson Fellowship Hall.
- ☞ All candles used must be driplless and must be placed in candelabra to insure no drippings on the floor or carpet. The florist will be responsible for the cost of the removal of any dripping that occurs. Brass wax savers should be used to prevent dripping. Candles or candelabra must not be placed on, in, nor be surrounded by any flammable material.
- ☞ Protective material must be used under all flower arrangements to protect carpets and furniture. No preservative harmful to carpets may be used in the flower containers. No flowers may be placed on the musical instruments.
- ☞ No decorations of any kind may be tacked, nailed, stapled, or taped to the doors, walls, chairs, or furniture (except for pre-existing nails). If pew bows are used, you will need to use pins to attach to the chairs.
- ☞ Windows should not be decorated, or covered in any way.
- ☞ Furniture may be moved, and if requested, our custodial staff will assist. The piano and organ are not to be moved.
- ☞ All decorations must be removed immediately following the wedding.
- ☞ Any items brought to the wedding for use in the ceremony/reception and left at LRBC longer than 7 days, become the property of Lake Ridge Baptist Church. Arrangements can be made to extend this time, if necessary.
- ☞ Seasonal decorations in the Church must not be removed or changed without special permission through the Administrative Assistant or the Property Committee.
- ☞ The greenery hanging on the walls may be changed using bows that coordinate with the colors used in the wedding.
- ☞ The wedding banner may be requested and displayed for the wedding.
- ☞ LRBC is not liable for any loss or damage to any items brought into the Church for use at weddings and/or receptions.
- ☞ LRBC reserves the right to restrict the privileges of any florist who violates these regulations.
- ☞ Only silk petals may be used by a flower girl.

PHOTOGRAPHER

LRBC asks that photographers observe the following procedures for weddings/ receptions at Lake Ridge Baptist Church.

- ☞ In order to avoid disruption during the ceremony, photographers are asked to stay in the back part of the sanctuary during this time. You may photograph from the front of the sanctuary during the processional and recessional only.
- ☞ Cameras are absolutely not allowed in the pulpit area during the ceremony.
- ☞ Video cameras may be used from the pews and stationary video cameras are allowed in the aisle near the pews or on the area in front of the baptistery, but not in the pulpit area.
- ☞ Please do not cause damage to the chairs and furniture by placing cameras and other equipment on them in a careless way.
- ☞ Please do not stand on pulpit or sanctuary chairs or other furniture when taking pictures.
- ☞ All discarded materials are to be removed by the photographer and placed in trash receptacles.
- ☞ Any items brought to the wedding for use in the ceremony/ reception and left at LRBC longer than 7 days, become the property of Lake Ridge Baptist Church. Arrangements can be made to extend this time, if necessary.
- ☞ LRBC is not liable for any loss or damage to any items brought into the Church.
- ☞ LRBC reserves the right to restrict the privileges of any photographer who violates these regulations.

CATERER

LRBC asks that caterers observe the following procedures for weddings/receptions for members at Lake Ridge Baptist Church.

- ☞ **No alcohol of any type is allowed in the church. Any infractions will result in loss of all deposit monies.**
- ☞ The caterer, or persons responsible for the food, must contact the Wedding Director to request the time for set-up in the kitchen and the Fuson Fellowship Hall. The kitchen coordinator may require a meeting to review the policies of the kitchen before permission is given for kitchen use.
- ☞ The church kitchen may be used for food preparation and warming.
- ☞ The kitchen has an automatic ice machine that may be used.
- ☞ All kitchen items used must be washed, rinsed, and sanitized with a bleach bath and then returned to their original place.
- ☞ All counter tops, sinks, and stove tops must be cleaned before leaving.
- ☞ Storage of food in the church kitchen refrigerators must be coordinated with the Wedding Director, who will work out details with the kitchen coordinator.
- ☞ No storage is available in the freezer.
- ☞ Caterers are not allowed to use any of the kitchen paper products for their reception (i.e. paper plates, plasticware or silverware, cups, napkins, etc.). *Any infraction of this will result in additional charges to the wedding party.*
- ☞ Any items brought to the wedding for use in the ceremony/reception and left at LRBC longer than 7 days, become the property of Lake Ridge Baptist Church. Arrangements can be made to extend this time, if necessary.
- ☞ LRBC is not liable for any loss or damage to any items brought in to the church.
- ☞ LRBC reserved the right to restrict the privileges of any caterer who violates these regulations.

Fees for Services (Members)

Use of Sanctuary	\$300.00 wedding ceremony only (Breakdown: \$100.00 deposit; \$200.00 Wedding Director Fee.)
Fuson Fellowship Hall	\$200.00 reception only (Breakdown: \$150.00 deposit for both the Fuson Fellowship Hall and Kitchen; \$50.00 Wedding Director Fee.)
Pastor	\$200.00
Organist/Pianist/Vocalist	\$150.00 (each person)
Sound Technician	\$60.00 (each for Sanctuary or Fellowship Hall)
Custodian	Approximately \$50.00. Paid by the hour at time-and-a-half rate. The Financial Secretary will figure the amount owed and deduct the amount from the deposit or send a bill for the services.

Fees for Services (Non-Members)

(no receptions allowed in the Fuson Fellowship Hall)

Use of Sanctuary	\$650.00 (Breakdown: \$150.00 deposit, \$300.00 user fee, and \$200.00 required wedding director fee.)
Pastor	\$200.00
Organist/Pianist/Vocalist	\$150.00 (each person)
Sound Technician (for Sanctuary)	\$60.00
Custodian	Approximately \$50.00. Paid by the hour at time-and-a-half rate. The Financial Secretary will figure the amount owed and deduct the amount from the deposit or send a bill for the services.