



**SUMMIT WOODS**  
BAPTIST CHURCH

Congratulations! We are excited you are considering Summit Woods Baptist Church (SWBC) for your wedding. We are eager to assist you in making your wedding a beautiful and meaningful event. First, we would like to share with you our policy for having a wedding at SWBC.

At Summit Woods Baptist Church, we desire to “exalt the King and extend the Kingdom.” We feel that every ministry and event that takes place in our church must further that desire. We believe the Bible is clear in terms of a marriage being a divine union between one man and one woman who are like-minded believers in Christ. With that, it is our policy that at least either the bride or groom must be an active member of SWBC, or an immediate family member of an active SWBC member.

**Important definitions:**

- **“Active member of SWBC”:** includes regular attendance and involvement in our local body within the last year
- **“Immediate family member”:** mother, father, daughter, son, brother or sister of an active SWBC member

If a Pastor or Elder of SWBC is to perform your wedding, pre-marital counseling (approximately 6 to 8 sessions) must be completed before a wedding date can be confirmed. Our Elders, prior to the confirmation of the wedding date, must approve all pastors conducting wedding ceremonies. If an outside pastor is approved to conduct the wedding ceremony, the couple must complete a pre-marital interview with at least one of the Elders of SWBC before the ceremony can be scheduled.

We look forward to assisting you as the plans for your wedding day draw near. Please be sure to read the entire wedding policy and direct any questions or requests for clarification to the Wedding Coordinator.

Once the bride and groom are approved to move forward in scheduling a wedding date:

1. Reach out to the Wedding Coordinator as soon as possible to discuss available dates and secure your wedding date on the church calendar.
2. Set up an appointment to meet with the Wedding Coordinator to tour facility and discuss preliminary wedding weekend arrangements.
3. At least two months prior to the wedding date, meet with the Wedding Coordinator to provide finalized details for the wedding weekend.

The proper name and address of the church:  
Summit Woods Baptist Church  
2501 SE Shenandoah Drive  
Lee's Summit, MO 64063

### **SWBC Wedding Staff Roles and Responsibilities:**

#### **Wedding Coordinator:**

- Meets with couple to tour facility and discuss wedding plans as well as roles and expectations for the wedding weekend.
- Communicates with church Office Administrator and custodial team regarding wedding weekend details.
- Coordinates with sound team and security team to schedule a Sound Technician and a Security Guard for the wedding.
- Schedules wedding, rehearsal, and reception on the church calendar through the Office Administrator.
- Meets to discuss details of the wedding, rehearsal, and reception plans.
- Shows items that are available for use from the SWBC Wedding Closet.
- Presence is required at church the entire time wedding party is there. (Including: decorating, getting ready, clean up, etc.)

Please understand that it is essential to keep the Wedding Coordinator informed. Please assume nothing and discuss plans and/or changes in plans as soon as practical as the wedding day approaches. It is our prayer that God will use our resources and experience to humbly administer the grace of God so that your wedding day will be a beautiful one.

### **Specific Wedding Restrictions and Requirements:**

The following requirements have been designed to preserve the solemnity of a Christian wedding service as well as protect the house built to worship the Lord.

**Security:** A security guard is required for every ceremony and reception event.

**Custodian:** A custodian will be hired for every ceremony and reception event.

**Sound Technician:** A SWBC trained sound technician will be hired for every ceremony event.

**Items Allowed for Send-off Toss:** No loose or liquid items, such as birdseed, flower petals, or bubbles are allowed inside the building at any time. Please distribute these items outside the building following the ceremony or reception.

**Car Decorations:** The wedding party is responsible for cleaning any car decoration materials on the premises immediately after the ceremony or reception.

**Flowers:** All floral arrangements placed on the altar, church tables or ledges must have a waterproof plate under them to protect the surface. Flowers are not to be placed on the piano. Artificial flower petals may be used on the aisle but real flower petals may only be used on the aisle if an aisle runner is in place. They are not to be placed directly on the carpet.

**Candles:** All candles for candelabras must be of the drip-less variety. Other candles to be used must have a holder or protective container under them to protect the surface.

**Pew Bows/Arrangements:** Pew Bows or arrangements may only be attached to pews with felt lined or padded clips. No tape, nails, staples, or glue will be used. (There are a total of 13 pew rows down the center aisle; 26 total pews)

**Stage Arrangement:** The podium is only to be moved by a representative of SWBC. Please request during discussions with the Wedding Coordinator well in advance for the podium to be moved if so desired. In addition, the podium may be used at another location on the platform as well. The choir chairs can be removed; however the risers are to stay on the stage. The piano, drums, and other music equipment will not be removed from the stage, however the equipment will be consolidated as much as possible by a SWBC staff member.

**Music:** Music will play an important part in your wedding ceremony. All music must be appropriate for a church setting. The Wedding Coordinator must approve all music selections at least two weeks prior to rehearsal and ceremony. A sound technician will be scheduled for your wedding, they will be available at both the rehearsal and wedding ceremony. At least one week before your wedding rehearsal, please provide the Wedding Coordinator with the final list of the music you have chosen along with an agenda as to which song will be played at what point in the ceremony. Please also provide a list of the songs, musicians and soloists you will be using. This information will be distributed to the sound technician prior to your rehearsal so that they can note these selections in your ceremony and set up microphones, etc. for the rehearsal.

**Building Floors:** No glue, tape, nails, staples, or wax products will be used on the floors.

**Food:** When refreshments other than punch, coffee, cake, mints and nuts are planned, the following requirements apply:

- All additional foods must be prepared away from the church kitchen and be ready to serve when brought in.
- Caterers must leave the facilities in the same condition as found.
- The Kitchen Policy will be followed and discussed in detail with Wedding Coordinator if any foods other than the refreshments listed above are expected.

**Dressing Rooms:** The wedding party is responsible for removing all items brought into the dressing rooms at the end of the ceremony. The rooms should be left as they were found. The church is not responsible for items lost, stolen or left after the conclusion of the wedding.

**Rehearsal:** It is important for all individuals involved in the ceremony to be prompt at the rehearsal. Please ensure the following are in attendance: Bride & Groom; Maid/Matron of Honor; Best Man; Bridesmaids; Groomsmen; Parents of Bride & Groom; Grandparents of the Bride & Groom; Flower Girl(s); Ring Bearer(s); Ushers; Musicians and any other participants in the ceremony.

**Removal of Wedding Items:** The wedding party is responsible for removing candles, floral arrangements, pew decorations, etc. at the end of the ceremony/final pictures.

**Items from SWBC Wedding Closet:** All items that are used from SWBC must be returned to Wedding Representative immediately following ceremony or reception. All items are to be in the same condition as when the items were received.

**Policy Restrictions:** Alcoholic beverages, illegal drugs, tobacco products of any kind and anyone under the influence are not permitted on the premises at any time. There is to be no smoking on the premises. During the reception you may have only dinner music playing.

**Dancing at Reception:** A couple's first dance, father-daughter dance, and mother-son dance are allowed during a reception at SWBC.

**Wedding License:** Please bring your wedding license to the rehearsal. This will give your minister the opportunity to review the license and organize the signatures of the witnesses as he deems appropriate.

**Schedule Available for Weddings:** The facility is available for a wedding (ceremony and/or reception), Friday from 10:00 AM and ending no later than 9:00 PM; Saturdays from 10:00 AM ending no later than 6:00 PM. The facility is not available Monday – Thursday and not available at all on Sundays or Holidays.

## Wedding Fees for SWBC Members:

If bride or groom is an active SWBC member in good standing, the following fees apply:

### **Wedding Ceremony: (Total Cost: \$500)**

- Facility is free of charge
- Wedding Coordinator \$200
- Sound Technician \$100
- Custodial fee \$100
- Security fee \$100

### **Rehearsal Dinner: (Total Cost: \$300)**

- Fellowship Hall is free of charge
- Custodial fee \$100
- Wedding Coordinator \$200

### **Wedding Reception: (Total Cost: \$400)**

- Fellowship Hall is free of charge
- Custodial fee \$100
- Security fee \$100
- Wedding Coordinator \$200

**Details:** Wedding Party is to set up tables and chairs, custodian will remove following reception. Rented tables, chairs and other equipment outside SWBC equipment must be set up, taken down and removed by the wedding party at the conclusion of the reception. If SWBC sound equipment is requested for use, a Sound Technician is required.

**Fee Schedule:** All fees for wedding, rehearsal dinner, and/or reception are due on the day of the rehearsal. Fees may be paid using cash or check only. Please prepare payments separately and the Wedding Coordinator will distribute payments. The Custodial fees can be made payable to 'SWBC' and put 'Wedding Custodian' in the memo line. The Wedding Coordinator, Sound Technician, and Security Guard will need to be paid individually, as they are not employed by the church.

## Wedding Fees for Non-SWBC Members:

If bride or groom is an immediate family member of an active SWBC member, the following fees apply:

**Security Deposit:** \$50 (non-refundable; applies to total cost of selected packages)

### **Wedding Ceremony: (Total Cost: \$2,000)**

- Wedding Coordinator \$600
- Sound Technician \$200
- Custodian \$200
- Security Guard \$200
- Facility Rental (Sanctuary & 2 dressing rooms) \$800

### **Rehearsal Dinner: (Total Cost: \$700)**

- Custodian \$200
- Fellowship Hall/Kitchen Rental \$200
- Wedding Coordinator \$300

### **Reception: (Total Cost: \$2,000)**

- Fellowship Hall/Kitchen Rental \$800
- Custodian \$200
- Security Guard \$200
- Wedding Coordinator \$600
- Sound Technician \$200

**Details:** Renters are to set up tables and chairs, custodian will remove following reception. Rented tables, chairs and other equipment outside SWBC equipment must be set up, taken down and removed by the wedding party at the conclusion. If SWBC sound equipment is requested for use, a Sound Technician is required.

**Fee Schedule:** All fees for wedding, rehearsal dinner, and/or reception are due one week prior to your wedding date. Fees may be paid using cash or check only. Please prepare payments separately and the Wedding Coordinator will distribute payments. The facility rental and custodial fees can be combined and made payable to 'SWBC' and include 'Wedding' in the memo line. The Wedding Coordinator, Sound Technician, and Security Guard will need to be paid individually, as they are not employed by the church.