



**HENDERSON HILLS**  
BAPTIST CHURCH

*Weddings at Henderson Hills*



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## **Congratulations!**

The pastors and congregation of Henderson Hills Baptist Church are delighted you desire to have a church wedding. We rejoice that you have chosen to share this truly significant service of worship and celebration with us. Our sincere hope and prayer is that your marriage will be blessed by enduring happiness and mutual commitment to God and His Church. It is our desire to make every ceremony a beautiful and worshipful event by extending every possible courtesy. The following policies have been prepared to assist you in making your wedding a memorable one. We look forward to celebrating your special day with you!







## HHBC Wedding Policies\*

### CHURCH FACILITIES

1. The rehearsal, wedding, and reception dates must be approved by the Wedding Coordinator, the Media Director, the Congregational Care Pastor, and the Administrative Office. The church's facilities are not available for weddings on Sundays, holidays, or holiday weekends. Saturday weddings must take place in the morning, and all wedding related activities must be concluded, and the church vacated by 2 pm. The wedding date cannot be officially confirmed more than six months in advance, and only one wedding per weekend will be scheduled.
2. Seasonal church decorations will not be moved to accommodate a wedding. The pulpit and stage extension can be moved by our staff, as can artificial trees and bushes. Prior arrangement must be made through the Wedding Coordinator.
3. Nothing on stage may be moved or modified by anyone other than HHBC personnel. In most cases, equipment/instruments will not be moved for wedding ceremonies. In certain cases, HHBC personnel may be able to accommodate a request for simple changes. Request for stage changes must be made at least two weeks prior to the wedding date. Upon request, black or white pipe and drape can be placed in front of stage equipment.
4. Smoking and consumption of alcoholic beverages are not permitted anywhere on church property.
5. Birdseed, confetti, sparklers, and fresh flower petals may not be used inside the church building. Silk flower petals may be used sparingly. Rice is prohibited inside and outside the buildings — walking on rice is hazardous.
6. Only dripless mechanical candles are allowed for use, with the only exception being the unity candle. Carrying lighted candles is prohibited.
7. An outside caterer may be used for the rehearsal dinner and/or reception in Henderson Hills Baptist Church's facilities. All arrangements must be approved by the Wedding Coordinator in advance. The caterer must furnish ALL supplies and equipment needed. (No kitchen access, see below).
8. The church's kitchen is not available for use, however requests for ice can be arranged through the Wedding Coordinator.
9. Dressing rooms are available for the wedding party. The church assumes no responsibility for any items lost or stolen on the premises.
10. Each wedding party is expected to keep the facilities clean and orderly for others to use. If food is brought into the dressing rooms the wedding party is responsible for cleanup. Food and drinks are not allowed in the Worship Center.
11. Small children must be supervised and are not allowed to wander throughout the church building.

\* We reserve the right to decline the request of any person to use Henderson Hills Baptist Church facilities or property for a ceremony when, in our judgment, there are significant concerns that one or both of the applicants may not be qualified to enter into the sacred union of marriage for theological, doctrinal, moral, or legal reasons. We reserve the right to decline the request of any person to use Henderson Hills Baptist Church facilities or property to host or house any group, function, or event inconsistent with the biblical standards for marriage and our policy on marriage, divorce, gender, and human sexuality. (pg. 9)



## Wedding Music

A Christian wedding ceremony is a worship service, and the music selected should be in keeping with the sacredness and dignity of worship. If the keyboard is to be used it will be played wherever it is located on the stage at that time.



## Decorations/Florist

1. The wedding party is responsible for reserving enough time prior to the rehearsal and wedding for preparation and decorating. Setup time should be coordinated with the Wedding Coordinator. No tacks, nails, tape, staples, or other materials that can cause damage may be used in decorating.
2. Flowers must be arranged and situated to prevent water damage and must be removed from the building at the conclusion of the ceremony. Florists are to arrange delivery schedule with the Wedding Coordinator.



## Rehearsal

The officiating pastor and Wedding Coordinator will direct the rehearsal, which is usually held in the evening, the day before the wedding. The wedding party is expected to assemble in the Worship Center promptly at the scheduled rehearsal time. Rehearsals should rarely exceed one hour.



## Media/Video/Photography

1. Only portable TV/DVDs are available for use in the Gathering (fixed TVs are unavailable).
2. Henderson Hills Baptist Church provides basic media support (sound, piano, and basic lighting). Other services are available for ceremony and reception, for an additional cost, and must be prearranged through the Wedding Coordinator. The sound system for receptions (indoor and outdoor) is to be provided by the bride/groom.
3. The photographer should not be a distraction to the ceremony. A protective cloth is required if he/she plans to stand on the chairs or other furniture to take pictures. Balcony access is not available.







## Wedding Fees

The Wedding Coordinator is responsible for explaining the financial obligations in detail to the bride and groom. Outdoor ceremonies are possible (weather permitting), but will include additional charges. Payment of fees are to be made payable to HHBC and given to the Wedding Coordinator. A \$50 refundable deposit is required at the time of scheduling, and all other obligations must be paid prior to the ceremony. The bride/groom will assume financial responsibility for any damage to the church property, building, or furnishings associated with the wedding, as indicated in the Wedding Contract in the Appendices.

Facility Usage Fees	HHBC Member	Non-Member	Extras	Price
Wedding/Worship Center	\$300	\$750	Special Lighting	\$50
Wedding/Village Green	\$400	\$850	<i>(Without special lighting, lights will remain fully on).</i>	
Wedding/Lobby	Variable	Variable		
Reception/Lobby	\$200	\$500	Video Operator	\$50
Reception/Village Green	Variable	Variable	<i>(For showing a video/slideshow during the ceremony - not for recording the actual ceremony. Slideshows with sound must be on a DVD or Flash Drive and not on Power Point).</i>	
			Table Cloth Rental	\$3 each

The fees cover the services of the custodial staff, audio/visual staff, and the Wedding Coordinator. They do not include honorariums for the pastor, soloist, musicians, special lighting, or video.



## Policies Regarding Marriage

The Bible explains the original intention and core elements of marriage. In the New Testament, various epistles give explicit instructions on the union of a man and a woman. In light of this revelation from God, Henderson Hills Baptist Church views marriage as a profound spiritual institution established by God. Due to the nature and importance of marriage in the biblical record, Henderson Hills Baptist Church adopts the following policies:

### Officiating Pastor

Only ordained pastors of Henderson Hill Baptist Church or those approved by the Elder Council shall officiate marriage ceremonies conducted on church property. Clergy not employed by Henderson Hills Baptist Church may officiate a wedding on church premises only after agreeing to follow the marriage beliefs and policies of Henderson Hill Baptist Church including this document. Such clergy needs the approval of the Elder Council's v before officiating any wedding at Henderson Hills Baptist Church. Pastors or staff employed by Henderson Hill Baptist Church as well as non-staff Elders shall not officiate a same-sex or transgender marriage ceremony regardless of where it is held.

### Pastoral Policies

1. Each couple to be married at Henderson Hills Baptist Church is required to complete premarital counseling before the wedding date. Arrangements for the counseling sessions should be made with the officiating pastor. Anyone using an outside officiate must still complete the counseling. Information concerning the marriage license should be discussed during the counseling sessions. According to 2 Corinthians 6:14-18, our pastors reserve the right to decide whom they will unite in Christian marriage.
2. The wedding ceremony is a Christian worship occasion, and Henderson Hill Baptist Church's pastors and worship leaders are here to assist in planning a personal and worshipful ceremony. The officiating pastor will work with the wedding party to ensure all aspects of the wedding service are appropriate. Members of the wedding party are expected to conduct themselves accordingly.





# Statement on Marriage, Divorce, Gender & Human Sexuality

- The Bible teaches that marriage is a monogamous, heterosexual union instituted and ordained by God (Genesis 2:18-25; Ephesians 5:22-33). As such, it is to be an exclusive, covenantal union of one man and one woman for the purpose of a lifetime of mutual commitment and companionship. A civil government's sanction of a union will be recognized as a legitimate marriage by this church only to the extent that it is consistent with the biblical pattern described above.
- We believe that the term "marriage" has only one meaning. It is a covenant union sanctioned by God, which joins one man and one woman in a single, exclusive relationship as delineated in Scripture (Genesis 2:23-24).
- We believe that the marriages of believers are to illustrate the loving relationship of Christ and His church, with the husband loving his wife as Christ loves the church and the wife responding to her husband's loving leadership as the church responds to Christ (Ephesians 5:18-33).
- We believe that God hates divorce, permitting it only where there has been unrepentant sexual sin (Malachi 2:14-16; Matthew 5:32, 19:9) or desertion by an unbeliever (1 Corinthians 7:12-15).
- We believe that God intends sexual intimacy to only occur between a man and a woman who are married to each other and that God has commanded that no intimate sexual activity is to occur outside of a marriage between a man and a woman (Hebrews 13:4).
- We believe that gender is profound, important, meaningfully created by God, and fixed for eternity (Genesis 2:7, 22).
- We believe that any form of sexual immorality, such as adultery, fornication, homosexuality, bisexual conduct, bestiality, incest, polygamy, or any attempt to change one's gender, or disagreement with one's biological gender is sinful and offensive to God (Leviticus 18:1-30; Matthew 5:28; Romans 1:26-29; 1 Corinthians 5:1, 6:9; 1 Thessalonians 4:1-8).
- We believe the recognition of same-sex or trans-gendered marriages, civil unions, or domestic partnerships are prohibited by Scripture. Rather than promoting the family and the common good of a community, the recognition and sanction of same-sex marriage, civil unions, or domestic partnerships is detrimental to a society. Such a redefinition of marriage devalues the institution, the family, and the unique role of both a man and a woman in a child's life.
- We believe that God offers redemption and restoration to one's created identity to all who confess and forsake their sin, seeking forgiveness and mercy through Jesus Christ. This forgiveness is total and complete (Psalm 103:11-12, 130:3-4; Isaiah 43:25, 44:22; John 5:24; Colossians 2:13-14). Any man or woman who has received that forgiveness is "in Christ" and is a "new creation" (2 Corinthians 5:17).
- We believe that every person must be afforded compassion, love, kindness, respect, and dignity. Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with the Scriptures nor the doctrine and practices of this church.
- In order to preserve the function and integrity of the church as the local body of Christ and to provide a biblical role model to the church members and the community, it is imperative that all persons employed by our church in any capacity or who serve as volunteers should abide by and agree to this position statement and conduct themselves accordingly.





## APPENDICES



# Questions for Bride & Groom

1. **Name of Bride:** \_\_\_\_\_ **Name of Groom:** \_\_\_\_\_

2. **Officiating Minister:** \_\_\_\_\_

(NOTE: Bride and groom must go through premarital counseling. Outside officiants must be approved through HHBC).

3. **Preferred Wedding Date:** \_\_\_\_\_ **Rehearsal Date:** \_\_\_\_\_

4. **Approximate number of people attending:**

Rehearsal \_\_\_\_\_ Ceremony \_\_\_\_\_ Reception \_\_\_\_\_

5. **Areas Needed & Times** (check all that apply):

**Rehearsal:** ☐ Worship Center ☐ Village Green ☐ Gathering Time \_\_\_\_\_

**Ceremony:** ☐ Worship Center ☐ Village Green ☐ Gathering Time \_\_\_\_\_

**Reception:** ☐ Gathering ☐ Patio ☐ Gym ☐ Off Campus Time \_\_\_\_\_

6. **Event Setup** (check all that apply):

**Rehearsal/Ceremony:**

☐ Guest book table \_\_\_\_\_ ☐ Gifts Table \_\_\_\_\_ ☐ CD ☐ Playlist ☐ Stand for Unity Candle

☐ Live music (What instrumentation): \_\_\_\_\_ ☐ Mics \_\_\_\_\_ # of people speaking

**Vendors' Contact Information:**

Pianist \_\_\_\_\_ Phone \_\_\_\_\_

Vocalist \_\_\_\_\_ Phone \_\_\_\_\_

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

Caterer \_\_\_\_\_ Phone \_\_\_\_\_

Photographer \_\_\_\_\_ Phone \_\_\_\_\_

Other \_\_\_\_\_ Phone \_\_\_\_\_

**Reception:**

Tablecloths: ☐ Provide your own ☐ Rent through HHBC (Ask Wedding Coordinator)

☐ Slides/video ☐ CD ☐ Playlist ☐ Live music (What instrumentation): \_\_\_\_\_

☐ Mics \_\_\_\_\_ # of people speaking

Please provide detailed drawing or information on how you want the reception set up

(use map provided on back of form or attach another sheet).

7. **Wedding Party & Song Cues**

**Seating of the Family** Song \_\_\_\_\_

Groom's Grandparents

\_\_\_\_\_ Usher \_\_\_\_\_

\_\_\_\_\_ Usher \_\_\_\_\_

Bride's Grandparents

\_\_\_\_\_ Usher \_\_\_\_\_

\_\_\_\_\_ Usher \_\_\_\_\_

Groom's Parents

\_\_\_\_\_ Usher \_\_\_\_\_

Bride's Mom

\_\_\_\_\_ Usher \_\_\_\_\_



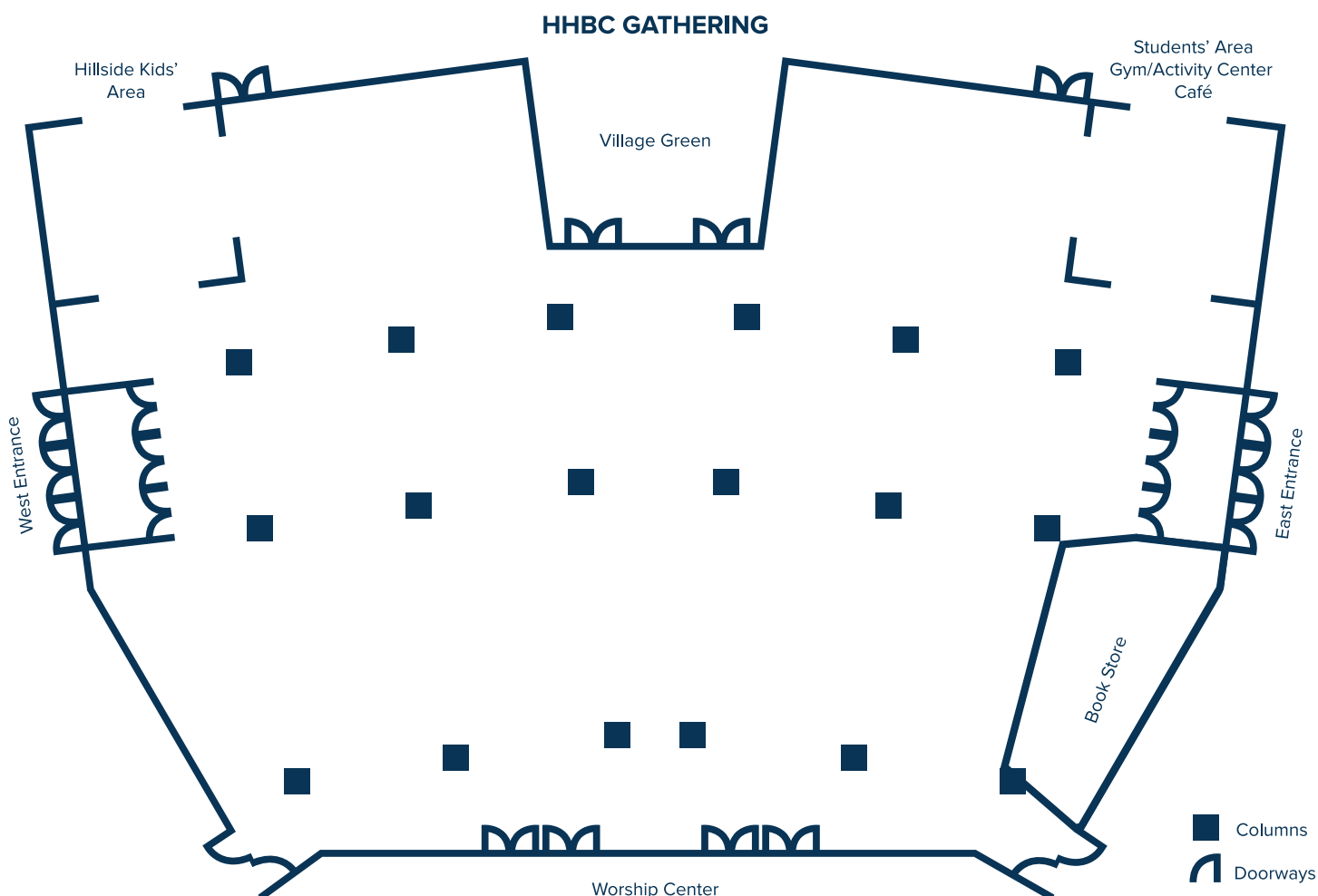


**Bridal Party** \_\_\_\_\_ **Song** \_\_\_\_\_  
 Groomsmen (*in order starting w/ Best man*) \_\_\_\_\_  
 \_\_\_\_\_  
 Bridesmaids (*in order starting w/ Maid of Honor*) \_\_\_\_\_  
 \_\_\_\_\_  
 Flower girl \_\_\_\_\_ Ring Bearer \_\_\_\_\_  
**Bride** \_\_\_\_\_ **Song** \_\_\_\_\_  
 Father of the Bride \_\_\_\_\_ Bride \_\_\_\_\_

## Reception Layout

Bride/Groom: \_\_\_\_\_  
 Wedding Date: \_\_\_\_\_  
 Time: \_\_\_\_\_  
 Number of Guests: \_\_\_\_\_  
 Rental Tablecloths: Yes No

Specify number of tables: guest tables, food table(s), cake table(s), etc. Round tables are usually used for guests and rectangle ones are used for food and gifts.





Date of Wedding \_\_\_\_\_

## Wedding Contract

### Personal Information:

Bride's Full Name \_\_\_\_\_ Age \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

\_\_\_\_\_ Email \_\_\_\_\_

HHBC Church Member? ☐ Yes ☐ No If not, where? \_\_\_\_\_

Groom's Full Name \_\_\_\_\_ Age \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

\_\_\_\_\_ Email \_\_\_\_\_

HHBC Church Member? ☐ Yes ☐ No If not, where? \_\_\_\_\_

### Wedding Dates:

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

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

Reception at HHBC? ☐ Yes ☐ No Room \_\_\_\_\_

### Minister:

Minister Performing Ceremony: \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Pre-Marital Counseling \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Congregational Care Pastor's Authorization: (If using outside clergy ) \_\_\_\_\_

*We have read and understand Henderson Hills Baptist Church's Wedding Policies. We agree to abide by all said policies and further agree to immediately notify the Henderson Hills Wedding Coordinator of any circumstance or instance that may need clarification or exception. We agree to be held personally liable for payment of damages to any of the facilities or equipment used. If damage should occur, the church shall make the necessary repairs and bill us. Failure to comply with written policies will void agreement and may prevent use of Henderson Hills Baptist Church's facilities.*

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Bride's Signature

\_\_\_\_\_  
Groom's Signature

\_\_\_\_\_  
Wedding Coordinator

**Wedding** \$ \_\_\_\_\_  
**Reception** \$ \_\_\_\_\_  
**Deposit** \$ \_\_\_\_\_  
**Tablecloths** \$ \_\_\_\_\_  
**Total** \$ \_\_\_\_\_

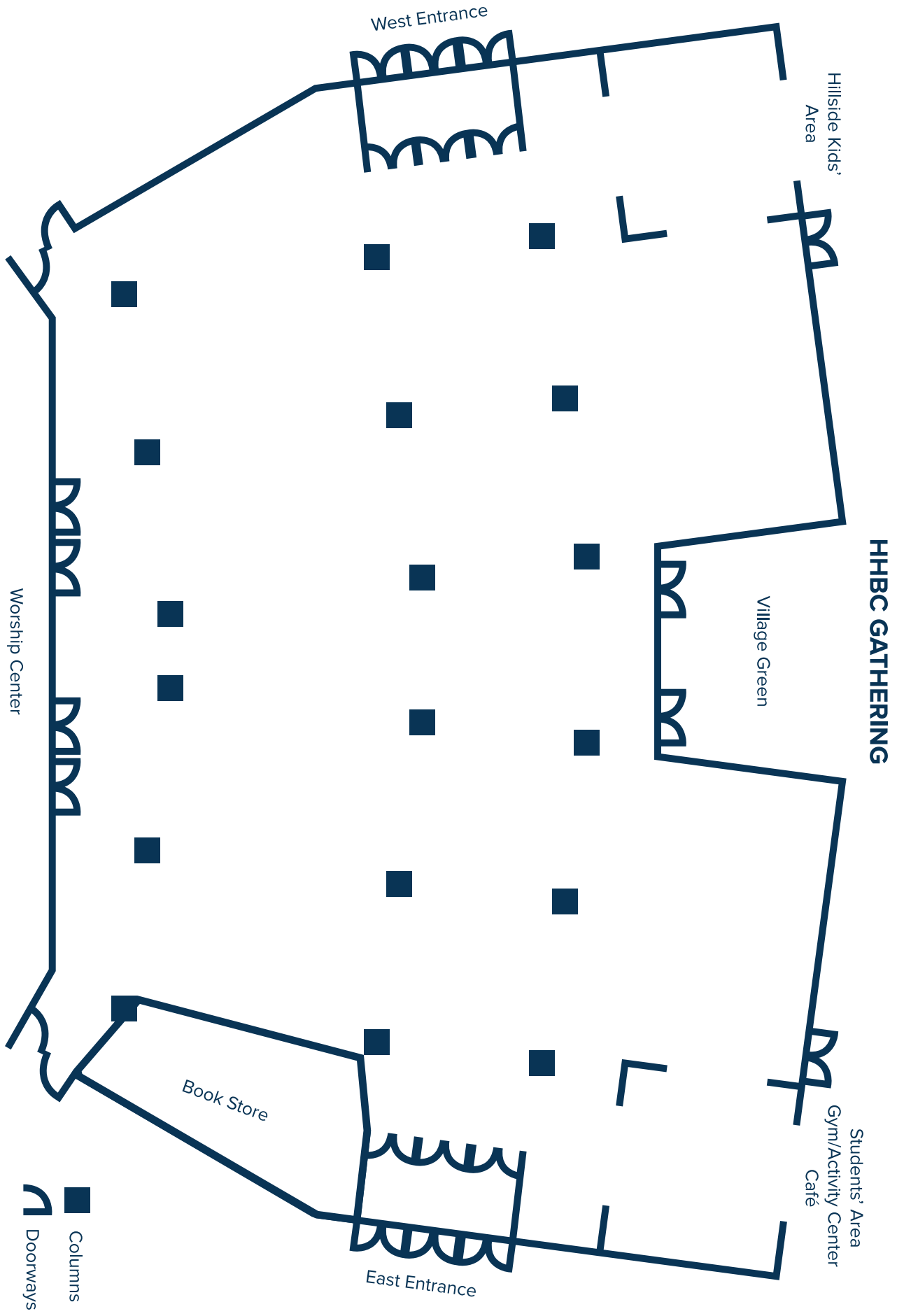
**Tablecloths:**  
Color \_\_\_\_\_  
Size \_\_\_\_\_  
Number \_\_\_\_\_



Bride/Groom: \_\_\_\_\_  
Wedding Date: \_\_\_\_\_  
Time: \_\_\_\_\_  
Number of Guests: \_\_\_\_\_  
Rental Tablecloths: Yes \_\_\_\_\_ No \_\_\_\_\_

# Reception Layout

Specify number of tables: guest tables, food table(s), cake table(s), etc. Round tables are usually used for guests and rectangle ones are used for food and gifts.



 Columns

 Doorways



A photograph of a wedding ceremony taking place outdoors at dusk. A bride in a white lace gown and veil stands in the center, facing away from the camera. To her left, the groom in a dark suit and orange tie looks on. To her right, an officiant in a dark suit and glasses is speaking. They are positioned under a rustic arch made of tree branches, which is decorated with warm-toned string lights. A bridesmaid in a purple dress is partially visible on the far left. The background shows trees and a building with lights.

**We can't wait to celebrate with you!**



For questions and more information:  
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HHBC Wedding Coordinator  
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**HHBC**  
HENDERSON HILLS BAPTIST CHURCH

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