

Lindenwood Christian Church
2400 Union Avenue
Memphis, TN 38112

We rejoice with you as you plan your wedding at Lindenwood Christian Church. The staff and church family are excited to share its ministries with you through the event of your wedding. We want to help you make this a joyous occasion as well as one that has deep meaning for you now and in years to come.

Marriage in the church is a sacred ceremony uniting a man and a woman who have determined they wish a life of love and happiness together with the blessings of the church. The church plays an important role in adding a deeper meaning to the ceremony because of the place where it is held, and the introduction of the spiritual through scripture, sacred hymns and spoken words. Our goal is to provide a Christian worship setting that is sacred and honors the institution of Christian marriage.

Lindenwood Christian Church has various policies and guidelines concerning the wedding ceremony and the use of the church facilities. These are outlined in this booklet and the accompanying agreements. It is very important that the prospective bride and groom read these materials and understand the rules applicable to the florist, photographer and videographer providing services to you. You are equally responsible for seeing that all people providing services at your wedding comply with the policies and guidelines of Lindenwood Christian Church.

The Ministers, Organist and Wedding Consultant are all experienced in the details of wedding planning and are happy to assist you. Careful planning and our working together with you will contribute to a joyous wedding.

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901-458-8506

Reserving Your Day, Time and Place

The scheduling of all arrangements for the wedding, rehearsal and reception should be made as far in advance as possible through our Facilities Coordinator (901-278-0028). A prospective bride and groom are required to submit the Wedding Contract Form and fees at least 90 days prior to the wedding date. (The wedding date will only become final once the form and fees are received.) Please note that if these forms and payments are not received by the specified date, the wedding date, location and time will be released and made available to another couple. Members may reserve facilities as far in advance as they wish. For purposes of these guidelines, "member" means the bride and groom or parents or grandparents of the bride and groom.

Lindenwood Sanctuary

Seats 900



H.T.Wood Chapel

Seats 250



Scott Jordan Meditation Garden

Seats up to 100



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Wedding Fees

Lindenwood Sanctuary: Non-Member - \$2275.00

H.T. Wood Chapel: Non-Member - \$2075.00

Meditation Garden: Non-Member - \$1875.00

These fees are for the organist, wedding consultant, technical support, security, custodial staff, and facilities coordinator. They do not include fees for other musicians or other charges for arranging for special musicians and their rehearsals. To offset the cost of providing for special needs requiring additional maintenance and housekeeping, fees in addition to those above may be required.

Wedding Coordinator

A Lindenwood Wedding Coordinator will assist you with your rehearsal and on your wedding day. Our goal is to make your journey to the altar less stressful and your wedding day a joyous and sacred occasion, while helping the wedding party and your professional florist, photographer and videographer follow the regulations of Lindenwood Christian Church.

A Lindenwood Coordinator will work with all weddings. Any other coordinator will be welcome to assist. Only our Wedding Coordinator, in cooperation with the officiating minister, will conduct the rehearsal; she will also assist the minister and the wedding party in the process of ceremony.

The Coordinator will keep an "Emergency Kit" in the bride's dressing room equipped with hair pins, safety pins, needle and thread, hooks and eyes, corsage pins, glue, hairspray, aspirin, mints, gum and mouthwash.

Officiating Minister

A staff minister will need to agree to perform the ceremony or a guest minister will need to be approved as the officiating minister.

Premarital Counseling

Lindenwood Christian Church strongly suggests that you get premarital counseling in order to have a healthy marriage. You will also save money on your marriage license if you get premarital counseling. We recommend that you have counseling with your officiating minister. If your officiating minister is not available to give you counseling then the ministers at Lindenwood will be happy to assist you.

Marriage License

The wedding license must be given to the officiating minister at the rehearsal.

Decorating the Church

Because the church is beautiful in itself, elaborate and expensive decorations are unnecessary and should be in keeping with the sacredness of the ceremony. The bride and groom should read and be familiar with the terms of Lindenwood's Florist Agreement and the restrictions regarding the decorating of the Sanctuary and Chapel. The florist must sign the agreement and return it to Lindenwood 30 days prior to the wedding date.

The following items are available through the church. If you wish to include any of them in your ceremony, arrangements can be made through your wedding coordinator. There is no fee for these items: A Prie Dieu (kneeling bench), Communion Elements, and Candelabra.

The Wedding Music

Music plays a very important part in creating the mood for your wedding. Therefore, it is important that all music be carefully selected to stress the spiritual significance of the service. Some music is not appropriate for a church wedding and you are encouraged to discuss your ideas with the Lindenwood minister or Lindenwood music representative if not using a Lindenwood minister before making specific selections. All ceremony music should be "sacred." Prelude music usually begins 20 minutes prior to the wedding, contingent upon the number of invited guests and the seating of your guests. If desired, the Processional music for Clergy/ Groomsmen/Bridal party may also be the same music for the Bride, or once the last person of the wedding party is in place, a separate selection may begin for procession of the Bride only. The Recessional is one selection for the entire Bridal party.

Photographs

Photographs provide a lasting record of this meaningful experience. However, because the wedding is a worship service, all photographers (amateur and professional) are asked to hold in reverence the ceremony and the place. This means that no flash photography is allowed after the processional.

Photographs by friends are not allowed during the ceremony, as this breaks into the solemnity of the service. Please advise your friends and family of this.

To help professional photographers in their planning we have enclosed a Photographer Agreement in the back of this booklet. Please see that your photographer signs a copy and returns it to Lindenwood no later than 30 days before the ceremony.

Video Recordings, Lights and Sound

If you would like to have your wedding ceremony videotaped, the Media Director at Lindenwood will have first right of refusal. You can contact the Media Director at 901-458-8506 for a Wedding Package price list or more information.

If the Media Director chooses not to perform the videotaping, please select a professional skilled in the use of video equipment. Choose a videographer who will be able to attend the rehearsal. This helps avoid confusion and misunderstandings on your wedding day. Videographers must follow the regulations set by the church. Please see that your videographer signs a copy of the Videographers Agreement and returns a copy to the church no later than 30 days prior to the wedding date.

For arrangements for special lighting effects and use of microphones, a light and sound operator may be available through the Media Director at Lindenwood.

The Rehearsal

The rehearsal will be conducted exclusively by our Wedding Coordinator, in cooperation with the officiating minister, if he or she is present. The rehearsal is an integral part of the wedding and should proceed in a manner respectful of the Bride, Groom and the place of worship. **The rehearsal will begin promptly at the scheduled time, please be sure that the bridal party, ushers, parents and grandparents arrive 15 minutes before the scheduled rehearsal time. The marriage license should be given to the officiating minister or the Wedding Coordinator at the rehearsal.** We've included a Rehearsal Worksheet to help you organize your wedding party and to let us know of your desires or special needs. Please complete the worksheet and give it to the Wedding Coordinator upon arrival for the rehearsal.

Parking

There are several parking lots on the grounds of Lindenwood Christian Church. Wedding guests should park in the lot off Union Avenue for the best access to the Sanctuary. The lot near the Child Care and Life Center has the best access to the Foyer and Garden.

The Dressing Rooms

For a Sanctuary Wedding the Bride and attendants will use the women's room off the Foyer and the adjacent Bell Conference Room for dressing. For a Chapel Wedding, the Bride and attendants will use the Powder Room adjacent to the Chapel. Before and after the wedding, no personal items should be left unattended. Your Wedding Coordinator will lock the Bride's dressing room during the ceremony.

The groom and his attendants generally come dressed for the wedding. However, a room will be made available for the Groom if requested.

The Reception

Several possibilities are available for a reception at the church and provide an ideal way for guests to celebrate your wedding without driving to another location.

Stauffer Hall – Fee \$1200 – has a capacity of 288 people for a seated dinner and up to 450 people for a stand-up reception. Stauffer Hall rental for reception only without wedding at Lindenwood - \$1700

The Grand Foyer – Fee \$700 – has a capacity of 100 people for a seated dinner and up to 300 people for a stand-up reception.

The Library (adjacent to H. T. Wood Chapel) – Fee \$500 – has a capacity of 30 people for a seated dinner and up to 60 people for a stand-up reception.

Scott Jordan Meditation Garden – Fee \$500 – has a capacity of up to 100 people for a stand-up reception only.

If your reception will be held at Lindenwood, our in house caterer, Fork It Over Catering will be given the first right of refusal to cater the wedding reception.

- Smoking is not permitted inside of the church building.
- The use of rice and confetti is prohibited inside and outside of the church.



Forms

The following pages contain all of the forms that you are required to complete to be married at Lindenwood Christian Church. The copies in this booklet are yours to keep. A duplicated set of detached documents to complete and return to the Facilities Coordinator by the appropriate date is included in the back of your booklet.

- Wedding Contract Form and Payment Check: Due 90 days prior to wedding
- Wedding Reception Maintenance Request Form: Due 60 days prior to wedding
- Florist Agreement: Due 30 days prior to wedding
- Photographer Agreement: Due 30 days prior to wedding
- Videographer Agreement: Due 30 days prior to wedding
- Wedding Rehearsal Worksheet: Due at the rehearsal

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LINDENWOOD WEDDING CONTRACT

Date of Wedding _____ Time _____ Date of Rehearsal _____ Time _____
Place of Wedding Sanctuary _____ Chapel _____ Garden _____ Foyer _____
Minister _____ Consultant _____
Organist _____ Reception Yes No Place _____

BRIDE

GROOM

Name _____
Parents _____
Address _____

Home Phone _____
Work Phone _____
E-mail _____
Church Member Yes No
If not a member are you affiliated with a
member of Lindenwood? _____

Name _____
Parents _____
Address _____

Home Phone _____
Work Phone _____
E-Mail _____
Church Member Yes No
If not a member are you affiliated with a
member of Lindenwood? _____

Couple's Address after Marriage

Address _____
City _____ State _____ Zip _____

FEES			
Wedding Site	\$ _____	Date Paid	_____
Reception Site	\$ _____	Check #	_____
Media	\$ _____		
Total Due	\$ _____		

I have read the policies in the wedding manual for rehearsals and weddings at Lindenwood Christian Church and I agree to abide by them. I will make every effort to insure that my guests do likewise. I will be responsible for any damage caused by those involved in my rehearsal and wedding ceremony.

Bride's signature _____ **Date** _____

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Wedding Reception Maintenance Request Form

Please submit to the wedding coordinator (60) sixty working days prior to the reception.

Date of Request: _____

Wedding Party: _____

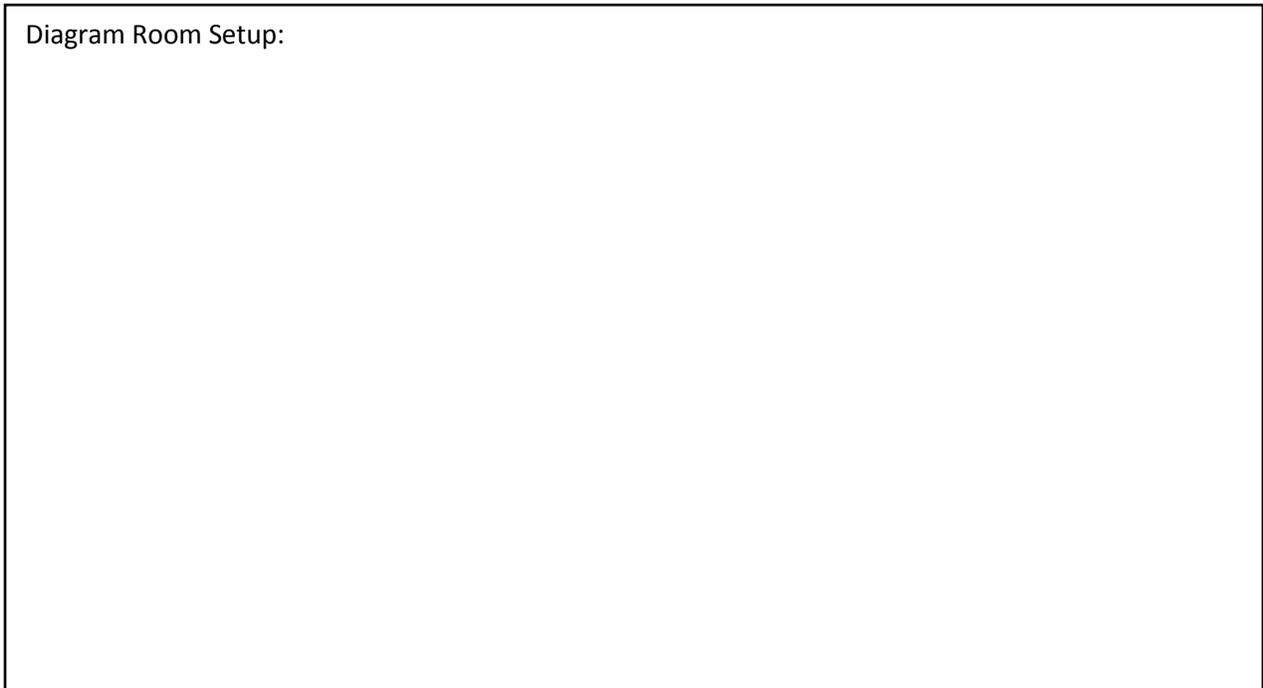
Date of Reception: _____

Requested by - Name: _____ Phone: _____

Expected Attendance: _____ Reception Location: _____

Set-Up Time: _____ Breakdown Time: _____

Diagram Room Setup:



Lindenwood's Guidelines for Florists

Wedding Party _____

Date of Wedding _____

Florist _____

Florist's signature _____

Please read these regulations, sign this copy and return it to the church in the envelope provided, along with proof of liability and workman's comp insurance. Keep one copy for reference.

1. Decorations should be in keeping with the sacredness of the church.
2. Only dripless candles may be used. The wedding party will be responsible for cleaning wax found on floors, furniture or carpets.
3. If aisle candles are used, they must have hurricanes and all possible precautions should be taken for the safety of everyone present.
4. No nails, thumbtacks, staples, pins or screws are to be driven into any part of the building. No tape or glue will be used to fasten decorations to the furniture or building.
5. Only wrapped wire, padded clamps or ribbon may be used to attach bows, ferns or flowers to the pews. Plastic picnic table cloth clips may be purchased from the Dollar store that serve this purpose well.
6. No furnishings shall be moved.
7. After consulting with the bride, florist should schedule their time to decorate with the church Events Coordinator. This time should be scheduled 1-2 weeks before the wedding.
8. Removal of all decorations must begin immediately after the photographer has finished taking pictures. This is the responsibility of the florist and must be completed within an hour and a half.
9. If the wedding is on Saturday and the family of the bride or groom wishes to leave a floral arrangement for the worship service the next day, this must be arranged in advance with the Minister's Assistant.

Lindenwood's Guidelines for Photographers

Wedding Party _____
Date of Wedding _____
Photographer _____
Photographer's signature _____

Please read these regulations sign this copy and return it to the church in the envelope provided, along with proof of liability and workman's comp insurance. Keep one copy as reference.

1. The church will be open and reserved for the wedding party two hours prior to the wedding and one hour after the service for the purpose of taking pictures.
2. During the processional and recessional, photographers may take limited photos of the bride and wedding party from the back of the Sanctuary or Chapel.
3. Photographs during the ceremony may be taken only from the rear of the Chapel or the Sanctuary balcony and only with a noiseless camera with no flash.
4. No flashes may be used during the ceremony.
5. Movement and other distractions must be kept to a minimum and must not distract from the sanctity of the ceremony.

Lindenwood's Guidelines for Videographers

Wedding Party _____

Date of Wedding _____

Videographer _____

Videographer's signature _____

Please read these regulations, sign this copy and return it to the church in the envelope provided, along with proof of liability and workman's comp insurance. Keep one copy as reference.

1. No more than two video cameras will be allowed in the Sanctuary.
2. Video recordings must be taken with available light. No lamps or reflectors will be used.
3. The video camera is best located in the balcony of the Sanctuary or in the back corner of the Chapel.
4. A stationary camera may be used in either side aisle behind the second column in the Sanctuary.
5. No cameras will be allowed on the Chancel or the center aisle. Completely concealed remote cameras may be used in the choir loft.
6. Movement and other distractions should be kept to a minimum and must not distract from the sanctity of the ceremony.
7. Videographers should attend the rehearsal.

Wedding Rehearsal Worksheet

To help your rehearsal and wedding go smoothly, please complete this rehearsal worksheet and give it to your wedding consultant upon arrival for the rehearsal:

Wedding Party _____

Maid/Matron of Honor _____

Best Man _____

Total number of bridesmaids _____ Groomsmen _____

Will the groomsmen also be ushering? _____ Number of ushers _____

Who will be the head usher? _____

Flower Girl _____ Age _____ Ring bearer _____ Age _____

Bride's parents _____

Groom's parents _____

Special guests _____

Who will light candles? _____

Will there be a unity candle? _____

Will there be Communion? _____

Who will seat mothers? _____

Who will seat grandmothers? _____

How many family pews should be reserved? _____

In what order will the attendants process and recess? _____

Who will escort mothers and special guests after the ceremony? _____

When will the wedding pictures be taken? _____

What time should wedding party arrive before the wedding? _____