



3300 Eastern Ave, Sacramento CA 95821-4010
916-482-6444 Fax 916-482-6453 email office@woodsidesda.org

August 27, 2024

Dear: Vow Renewal Couple

The life-long commitment between a man and a woman has held a sacred place in God's eyes since He placed the first husband and wife in the garden. Woodside is honored that you would consider our campus for the place to begin a covenanted life together.

Society places great strain on relationships today. The value that a strong spiritual foundation brings to a home is greater now than ever. So we trust that choosing a church for your renewal will be much more than a convenient or aesthetic choice. We wish that behind your decision is the understanding of your need for God to be at the heart of your futures.

The accompanying renewal packet will explain the services and facilities we have available. I am available for pre-marital counseling if you have not already made arrangements. Our wedding coordinator and church secretary are also available to help answer your questions and keep this wedding a joyous occasion for you. The office hours are Monday and Thursday, 9:00-12 noon.

Please carefully read the material included with this letter and let us know how we can best serve you. We claim God's blessings for you and that you may realize your heart's desire for your future.

The best of life,
Head Pastor pastor@woodsidesda.org
Church Secretary (916) 482-6444 office@woodsidesda.org
Wedding coordinators: Church Secretary & Lead Pastor

Woodside Wedding Policy

“Make Christ first and last and best in everything. Constantly behold Him, and your love for Him will daily become deeper and stronger as it is submitted to the test of trial. And as your love for Him increases, your love for each other will grow deeper and stronger”

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We are pleased that you are considering sharing your wedding day with us at the Woodside Seventh Day Adventist Church. We believe we have much to offer to accommodate and facilitate your wishes for the special day.

About our Facilities

Woodside members have worked hard to upgrade and maintain beautiful facilities to make you and your guests as comfortable as possible for the hours you spend with us.

Two primary buildings are available for use to comfortably accommodate 250 people:

Woodside Sanctuary for the wedding ceremony

Woodside Center for the reception

In addition, some of our Sabbath School classrooms are available on the day of the wedding to be used for dressing, a meeting place, a place to have snacks as needed, a place for final inspection prior to the ceremony.

We have 95 marked parking spaces and additional room for overflow parking. Posted signs will designate non-parking areas for safety reasons. For larger weddings, Woodside staff (with some help from *your* friends) will help to make the best use of our parking facilities.

Decorating and Clean-up Policies

Sanctuary

A walk through our Sanctuary will tell you that we are diligent in our care for God’s House to be beautiful and comfortable. Decorations should be modest and enhance the sacredness of the worship experience.

Guidelines:

1. The use of nails, tacks, scotch tape, staples, pins, etc, is not permitted on the pews.
2. Flower arrangements on plastic clips can be attached to the pew as long as a cloth is placed between the plastic and the pew to prevent scratches.
3. Stand-alone columns or candleholders (candles must be completely enclosed) allow flowers or lights to be attached.
4. Netting can be attached to the pews (lights and/or flowers threaded) with lengths of ribbon tied completely around the pew seat and back support
5. Candelabras are available for the front area to be placed in a non-traffic area. Dripless candles must be used and extra carpet is laid down to capture any wax overflows.
6. A runner must be secured with tape that is compatible with the carpet (one that will not leave residual glue).

7. Silk flowers must be used by the flower girl to prevent bleeding into the carpet as they are stepped on by members of the wedding party
8. Directly after the ceremony and pictures, you must arrange for your friends and/or family to leave the Sanctuary the way you found it by removing all decorations, cleaning up any trash, vacuuming heavily used areas and replacing items that were moved aside.
9. Check-out will be approved by a wedding coordinator to ensure your full deposit is returned. Property damage will be deducted.

Woodside Center

The Woodside Center took many years to plan and build and we are grateful for the services offered inside. The entire downstairs area is at your disposal with the following considerations:

1. Decorations are very limited in the Woodside Center. The walls have sound-proof tiles and carpet that must be protected for long-term usage. The use of nails, tacks, scotch tape, staples, pins, etc, is not permitted. The basketball hoops and a main hook at the far end of the building have been creatively used for decorations.
2. Table decorations are encouraged and have been very imaginative. The number of guests may dictate how artistically tables and chairs can be arranged. All tables and chairs are available for use but must stay inside the facility.
3. When candles are used, they must be firmly anchored and completely enclosed for safety reasons.
4. Food burners are well protected and can be used to keep food hot.
5. Oven usage will be confined to warming food only.
6. Plan to bring the items you need to serve your guests (plates, cups, utensils, serving trays, table decorations, etc).
7. The kitchen area must be thoroughly cleaned (including the floor). Mops are available.
8. Chairs must be thoroughly brushed free of crumbs before stacking to prevent food mold.
9. Tables must be thoroughly cleaned for next time usage
10. The carpet area must be completely vacuumed – vacuum(s) are available
11. Papers in the restrooms should be picked up –Woodside staff will do the cleaning
12. The boardroom (off the kitchen) must be thoroughly cleaned
13. Check-out will be approved by a wedding coordinator to ensure your full deposit is returned. Property damage will be deducted.

Grounds

Much of the beauty of the Woodside Church setting is the property that supports the structures. All trash must be placed in plastic bags. A dumpster is available along the road that leads back to the Woodside Center – all trash must be able to fit inside with the lids closed. Anything that was moved must be placed back in the original positions (i.e., picnic tables)

Loading and Unloading

1. Vehicles may not pull up on the sidewalk to the Sanctuary. Parking is available close to each side entrance.
2. Vehicles may not pull up on the sidewalk to the Woodside Center. You can park close to the side door for unloading and reloading but then must move your vehicle to an unrestricted parking area when finished.
3. Under no circumstances should vehicles drive on lawn areas

Before the Vow Renewal

Counseling

Because marriage is a lifetime commitment, we require premarital counseling. As his schedule allows, the Woodside Church pastor is available to meet this requirement. You will need to make your own separate arrangements with him.

Vow Renewal Program

Although not required, a wedding program is informative for family, guests and the wedding coordination team. The program will also help guide the rehearsal process. Please add a note regarding guest camera usage during the worship service (see *photography* section below)

Music -

Your music choices must compliment the sacredness of the ceremony. The music must be submitted and approved one week prior to the rehearsal date. We are able to support CD, Cassette Tape or MP3 medium.

If the organ is to be used by a non-Woodside member, she/he must be approved by the Woodside Church organist. With advance planning, the Woodside Organist may be available for \$150 to include both the rehearsal and wedding ceremony.

Sound

In addition to microphone stands, a hand held and lapel (for the pastor) are available. The sound person associated with the Woodside wedding team will not be available for rehearsal but will be available ½ - 1 hour prior to the wedding for set-up and sound checks. Woodside staff only will operate all sound equipment.

Music –reception

Sound is available in the Woodside Center – microphone and music. Music choices must be appropriate for the reception and will be approved in advance. Because of wear and tear on the carpet, dancing is not allowed in the Center. Woodside staff only will operate all sound equipment.

Group Representative

Although most of the details are worked out ahead of time, there are always some last minute details that come up. Select someone to work with the Woodside coordination team who knows the overall *plan* and can facilitate any last minute questions or decisions.

Photography

Woodside firmly believes the renewal ceremony is a service of worship before God and all parties involved need to make every effort to ensure a meaningful worship experience.

To achieve the worshipful experience, specific guidelines must be followed:

1. No photographic flash equipment is to be discharged during the worship service. Pictures are allowed during the processional as the bridal party enters the sanctuary and again at the close of the service as the wedding party leaves the sanctuary.
2. Video cameras may be used during the worship experience. However, placement of the cameras is limited to areas where there is no distraction to the worship service.
3. The photographer is to remain inconspicuous throughout the entire worship service.
4. The sanctuary is available prior to the wedding service and after the service to complete picture requirements.
5. The photographer must dress in appropriate wedding attire.

Wife and Husband

Once the Couple arrives for the Renewal service, they will not leave the church grounds until their guests have left. If pictures at another location are needed, arrange to have them prior to arrival for the wedding service or after the reception.

Rehearsal

1. Remind the Renewal party that it is important to start on time
2. When each member arrives, direct them to the place in which they will stand
3. March out
4. March in
5. Go over the order of service
6. March back out
7. Repeat the process as needed

Time

Fees will not be refunded for reserved time not used.

If the facility is not cleaned and vacated by the time agreed, additional fees shall be due or will be deducted from the facility deposit.

Plan your time carefully to ensure the best usage of the facility. Stress the importance to your wedding party to show up on schedule.

Usage Fees

Function	Fee	Hours Included	Overage	Inclusions
Rehearsal	\$50	1.5	\$25 per ½ hour	Sanctuary
Renewal Day	\$750	4	\$100 per ½ hour	2.5 hours decorating, 30 minute service, 30 minute pictures, 30 minutes clean-up. Fee includes all services except Organist and Pastor.
Deposit	\$500			Covers both Church & Woodside Center if both used
Woodside Center (Option 1)	\$500	4	\$100 per ½ hour	Full usage of downstairs area including gym, kitchen, boardroom, restroom facilities. Access to all tables and chairs in the facility Access to sound system
Woodside Center (Option 2)	\$750	8	\$100 per ½ hour	Full usage of downstairs area including gym, kitchen, boardroom, restroom facilities. Access to all tables and chairs in the facility Access to sound system

How To Book a Vow Renewal Date

By now, you've contacted the Woodside Church and obtained this packet. Once you've reviewed the materials and determined our facility will meet the needs for your wedding day, call the church office to determine if the Sanctuary and/or Center are available for the selected date. The church secretary will contact one of the Woodside Wedding Coordinators to pass along your phone number.

Payment

The church office must receive ½ of the fees before the facility can be booked with your date.

Full payment must be sent to the church office 2 weeks prior to the wedding date.

Payment options are as follows:

- Cash
- Check
- Check against a Credit Card (Credit Cards themselves are *not* an option)

Wedding Application / Reservation Form

Woodside Seventh-day Adventist Church
3300 Eastern Ave, Sacramento CA 95821
(916) 482 6444, fax (916) 482 6453, woodsidesda@aol.com

I/We have read the Woodside Wedding Policy and agree to abide by the guidelines and policies as printed. _____ / _____

signature groom

signature bride

Vow Renewal Date: _____

Vow Renewal Time: _____

Rehearsal Date: _____

Rehearsal Time: _____

Wife: _____

Husband: _____

Address: _____

Address: _____

City: _____

City: _____

State, Zip: _____

State, Zip: _____

Telephone (day): _____

Telephone (day): _____

(evening): _____

(evening): _____

Minister: _____

Telephone: _____

Organist/Pianist: _____

Telephone: _____

Photographer: _____

Telephone: _____

Florist: _____

Telephone: _____

Coordinator: _____

Telephone: _____

Have you arranged premarital counseling? (y/n) _____ With whom? _____

Where will the reception be held? _____

Name of person in charge of Sanctuary clean-up: _____

Name of person in charge of Woodside Center clean-up: _____

Name and address of person for refund check: _____

Woodside SDA Church Use of Facilities Application

The date is not reserved until the application and deposit are received.
Application and deposit must be submitted a minimum of one month before the date requested.

Balance of fee must be turned in two weeks before the date requested.

'Hours needed' must include set up and clean up time.

Facility	Event	Rate	Hours	Total Hours	Date(s) Requested	Initials
Sanctuary	Rehearsal	\$50	1.5 max			
Sanctuary	Wedding	\$750	4 max			
Woodside Center (Option 1)	Reception	\$500	4 max			
Woodside Center (Option 2)	Reception	\$750	8 max			
Deposit		\$500				

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Payment

The church office must receive ½ of the fees before the facility can be booked with your date.

Full payment must be sent to the church office 2 weeks prior to the wedding date.

Payment options are as follows:

- Cash
- Check
- Check against a Credit Card (Credit Cards themselves are *not* an option)