

Our Chapel can seat approximately 80 people. For larger weddings, the Sanctuary is available and can seat nearly 300 people.

**Wedding programs** - Wedding programs are acceptable for the wedding ceremony. The church office is not responsible for providing these programs, however if you have any questions regarding the programs, contact the wedding coordinator.

**Fees** - There are required fees for having your wedding here at The Woodside Village Church. A two-hundred dollar reservation fee is required to reserve your date and attached to the agreement. This deposit fee will be returned if the premises is left in the proper order and will be mailed after the wedding. This fee secures your wedding date and time. The wedding fees are due one month prior to the wedding date.

**Premarital Workshop Requirement** - It is the church policy that every couple must attend counseling sessions if they are to be married by Pastor Mike at The Woodside Village Church,



### Directions

#### From North of Woodside:

Take 280 South towards San Jose, take 84/Woodside Road exit (going west) and continue one mile. The Church and Chapel are on the right hand side of the road next door to the Woodside Library.

OR

Take 101 South towards San Jose, take 84/Woodside Road exit (going west) and continue one mile. The Church and Chapel are on the right hand side of the road next door to the Woodside Library.

#### From South of Woodside:

Take 280 North towards San Francisco, take 84/Woodside Road exit (going west) and continue one mile. The Church and Chapel are on the right hand side of the road next door to the Woodside Library.

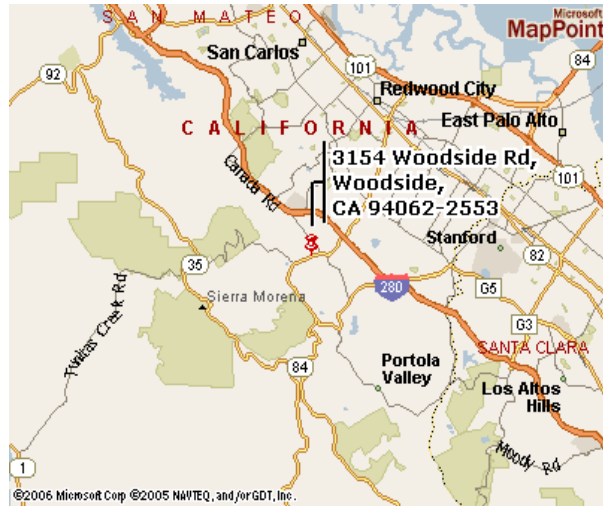
OR

Take 101 North towards San Francisco, take 84/Woodside Road exit (going west) and continue one mile. The Church and Chapel are on the right hand side of the road next door to the Woodside Library.



## THE WOODSIDE VILLAGE CHURCH

Congregational  
3154 Woodside Road  
Woodside, CA 94062  
650.851.1587  
[www.wvchurch.org](http://www.wvchurch.org)



Please call the Church Office to speak with the Wedding Coordinator (650.851.1587) to make to schedule a wedding in our Chapel or Sanctuary. To secure your wedding date a \$200 refundable deposit and Wedding Agreement is required. The balance is due one month prior to the wedding date.

The dressing rooms, Chapel/Sanctuary and courtyard will be available 90 minutes before your scheduled wedding time.

**Officiator** - Pastor Michael (Mike) Harvey, an ordained Lutheran Minister will officiate the ceremony. After the wedding date has been chosen you must call Pastor Mike to set up counseling sessions. It is the church policy that every couple must attend counseling sessions. During these sessions you will get acquainted and discuss the plans for your wedding.

If a guest pastor is desired, approval must be given by our pastor. Ministers of any Christian denomination are welcome to officiate the wedding.

**The Wedding Coordinator** - The Wedding Coordinator will schedule your wedding, collect the fees and agreement. On the day of the rehearsal the Wedding Coordinator will direct the wedding party. Prior to your wedding, you may call the Wedding Coordinator for any questions pertaining to your wedding.

**Belfry** - There is a Belfry located in the Chapel. If desired, it can be rung to announce the beginning and conclusion to your wedding. The flower girls and ring bearers enjoy ringing the Chapel bell.



#### *Policies and General Information:*

**Music** - We require that all musical arrangements be approved by our Minister of Music, Dorothy Straks. No recorded music is allowed in the Sanctuary or Chapel unless approved the by Pastor.

**The Wedding Ceremony** - begins with 20-30 minutes of prelude music. After the prelude, there is generally special music for the seating of the mothers and grandmothers. Then the bridal party (bridesmaids, maid/matron of honor, flower girl, ring bearer) proceeds down the aisle, followed by the bride and father/mother. They arrive at the church altar where the groom, groomsmen and minister are assembled. This bridal march is accompanied by a processional tune. During the service there may be a few hymns. Optional solos and a short piece for the lighting of the Unity Candle or Rose Ceremony may also occur. At the end of the service, the bride and groom march down the aisle to a recessional tune. The ceremony concludes with an instrumental postlude as the guests depart.

**The Prelude** - the very beginning of the wedding, the time when guests first arrive.

**The Pre-Processional** - the time usually reserved for special friends, family members and other honored guests (not part of the official wedding party) to be escorted down the aisle.

**The Processional** - the actual entrance of the wedding party.

**Unity Candle** - an optional part of the Ceremony, usually a candle-lighting and brief period of reflection on the unity of the bride and groom.

**Rose Ceremony** - A simple exchange of a single rose between the bride and groom. The rose represents the giving of a gift of unconditional love... not just on the wedding day, but for the future of the couple's marriage.

**The Recessional** - the bride and groom's return down the aisle after the Ceremony.

**Flowers** - may be placed on the Gradine, (the large table behind the altar), in front of the altar, in front of the pulpit, and on the aisle pews. Flowers and decorations are not to be placed on the altar. Plastic aisle runners, rice, confetti, birdseed, and bubbles are not to be used on church grounds. Artificial flower petals down the center aisle may be used, but removal of the petals following the ceremony is the responsibility of the wedding party. Decorations are not to be taped or nailed to the pews. Aisle candles are prohibited. Candelabras and aisle bows are available for rent. Inform the wedding coordinator if you plan to use a Unity Candle or have a Rose Ceremony. Flowers may be delivered on the morning of the wedding.

**Photographs/Video Equipment** - The wedding ceremony is considered a worship service; no flash photography is to be used during the service. Flash is only permitted during the processional and the recessional. Please mention this in your program. Video camera placement must be stationary; taping is permitted during the entire service. Equipment must be set up 45 minutes prior to the ceremony.

**Parking** is available in our two parking lots and at the Woodside Elementary School across the street from the church grounds.

**Marriage License** - Licenses may be obtained at the San Mateo County Clerk's Office, 555 County Center, First Floor, Redwood City, CA. Monday thru Friday, 8 a.m. - 4:30 p.m. 650.363.4500 You must bring the license to the rehearsal.

