

Reception

Wedding reception inquiries can be made through our wedding coordinator, Sandra Samoska at 281-378-4040.

Fees

Worship Center \$350.00 / \$100
\$350 non-members / \$100 Members

Seminar Room \$100
(for weddings under 50 guests / free for members)

Gym \$500.00
(six hours / \$50 additional hour)

Minister \$200.00

Wedding Coordinator * \$250.00

Organist/Pianist \$150.00

Media Technician \$ 75.00 / \$150
\$75 for Ceremony only / \$150 for Ceremony & Reception (3hours)

Sound Technician * \$ 75.00 / \$150
\$75 for Ceremony only / \$150 for Ceremony & Reception (3hours)

Videographer \$ 75.00
\$75 for Ceremony only / \$150 for Ceremony & Reception (3hours)

Set-Ups * Amount Varies

Host / Security * \$15 / Hour

A minimum of 50% deposit is required before a wedding date will be confirmed. The balance due is to be paid 30 days prior to the wedding date. All checks should be made payable to WPC. * Required

General Information

Weddings at Windwood are open to our members and their families, which extends to the immediate relatives of member families provided they can affirm our understanding of the covenant of marriage.

We believe the wedding service is a worship service where we give thanks to God for the gift of marriage and for the special covenant relationship it establishes between a man and a woman, before God and His body of believers, the Church.

The Worship Center seats approximately six hundred people.

The throwing of rice or birdseed is not allowed (for insurance reasons).

Smoking is not permitted inside the building. The serving of alcoholic beverages is prohibited on church property.

The marriage license must be presented to the minister before the wedding can be performed. This should be done no later than the time of the rehearsal.

Windwood
Presbyterian Church
10555 Spring Cypress Road
Houston, Texas 77070
(281) 378-4040

Church Office Hours:
Monday - Friday
9:00 am - 5:00 pm

Weddings at Windwood



Officiating

All ceremonies are to be performed by an ordained minister. Normally, the minister officiating should be one of the ministers on staff at Windwood. Requests for other ministers must be approved.

Counseling

Couples need to arrange for receiving premarital counseling with the minister officiating at the service, prior to the wedding. Typically, one counseling session is required, but this is at the discretion of the minister.

Scheduling

Weddings may be scheduled any day of the week, subject to availability of the Worship Center. No weddings may be scheduled on church holidays such as Christmas Eve, Christmas Day, Good Friday or Easter. Please contact Rachel Bragg at 281-378-4040 for available dates. Normally, a rehearsal is scheduled for the night before the wedding and should be scheduled at the same time that you schedule the wedding. The wedding date is secured only after it has been approved by the pastoral staff at Windwood and deposit has been received.

Wedding Coordinator

Couples using the Worship Center for their Ceremony must retain the services of the Windwood Wedding Coordinator. The Coordinator's responsibility is to assist the wedding party in the use of the church facilities, ensure that the church policies are respected, and coordinate the flow of the ceremony. The coordinator will be present at the rehearsal and the wedding to answer questions, help with problems that may arise, and keep everything on schedule.

Once a wedding date has been reserved, please contact our wedding coordinator, Sandra Samoska at 281-378-4040.

Music

The wedding service is a worship service, therefore, appropriate music should be selected. The church reserves the right to approve music selections to be played. If organ/piano music is desired, the Windwood organist is to be consulted first for availability. In the event of a scheduling conflict, the wedding coordinator will provide you with a list of qualified substitutes. We will also be happy to suggest vocal or instrumental soloists, if desired. Our media technician should be consulted for any sound system requirements you may have such as the use of pre-recorded music, or equipment needed for vocalists or instrumentalists. Please discuss this with the wedding coordinator.

Photography

Photographs may be taken in the Worship Center prior to or immediately following the ceremony. Flash photographs may be made during the processional and recessional. All photographs made during the ceremony must be made without the use of a flash. Preserving the sanctity of the ceremony is very important, so photographers should not be a distraction or move around in the sanctuary during the ceremony, and should take every precaution not to make noise during this sacred event.

Videographer

Video is allowed prior to, during, and following the ceremony with the following restrictions: No "back lighting" may be used during the ceremony.

An unmanned video camera on a tripod may be placed in front of the Worship Center and turned

on 15 minutes prior to the service. Preserving the sanctity of the ceremony is very important and thus, videographers should not be a distraction and should take every precaution not to make noise during this sacred event. Windwood can provide a simple video recording of the ceremony taken from the media balcony. Consult the wedding coordinator for more information.

Decorations

Floral arrangements and candelabra may be used, if desired. A unity candle stand, various flower stands and candle pillars are available. Please inform our wedding coordinator if you would like to use any of these items. Chancel furniture, such as the pulpit, lectern, communion table, baptismal font and chairs may be moved. The risers located on the chancel can be moved pending approval by the Worship and Arts Council. In order to preserve the Worship Center, special care should be taken to protect the carpet and furniture. Therefore, the wedding coordinator will be in contact with the florist you hire, to discuss the various parameters of using our facilities for your wedding. Because more than one wedding may be scheduled on the same date, all decorations should be removed following the ceremony. No glitter or confetti of any kind is allowed, including outside.

Rehearsal

We believe rehearsals are a very important part of planning your wedding day. Please discuss the necessity and scheduling of the rehearsal with the wedding coordinator. One hour is generally adequate time for a rehearsal. It is important that the wedding party be present at the scheduled time.

