

Weddings at Greenville First Christian Church

Congratulations on your engagement! Joining together as husband and wife under God's design is a monumental time in life. We consider it an honor to serve and guide you through this amazing process at GFCC. This packet contains detailed information your wedding at GFCC, including fees for custodian, wedding hostess, minister, musicians, vocalists, sound technicians; decorating guidelines; and more. Weddings on Saturday must begin by 5 p.m. or before. The church office can confirm if the sanctuary is available for the date you desire. **We require you to speak to the minister directly—they handle their schedules.** If the minister is not on staff at GFCC, the minister will need approval. A form is included in the packet.

A \$50.00 nonrefundable deposit is required of everyone reserving the church for a wedding. This fee must be paid at the time the wedding is put on the church calendar.

Setting a Date and Time:

- All wedding and accompanying activities are to be scheduled through the church office 618-664-0350.
- A \$50.00 (non-refundable) deposit and reservation form is required for the sanctuary at the time of scheduling. If you need other areas of the building additional calendars are involved and require additional fees.
- There are no weddings scheduled after 5 p.m. on Saturday. All decorations and people must be clear of the sanctuary by 7 p.m. to allow cleaning and worship ministry staff to set-up for services the next morning.

Use of Facilities:

- Included in the wedding packet are several forms and checklists to help you, the church office, wedding hostess, and custodian make your wedding day go smoothly. Please read and return any forms as soon as possible. If you have any questions, you can call the church office or the Wedding Hostess Coordinator.
- All personal properties are to be removed from the church building within a week after the wedding and shall not be left in places where they interfere with other church functions.
- Heating, lighting and sound equipment will be controlled by the custodian or other authorized individuals.
- NO SMOKING OR INTOXICATING BEVERAGES ARE PERMITTED AT ANY TIME IN ANY PART OF THE CHURCH BUILDING OR ON THE CHURCH GROUNDS. THIS APPLIES TO THE ENTIRE WEDDING PARTY.

Decorating:

- All decorations must be removable and non-marring to the candelabra and building furnishings. Please use care when attaching decorations; discuss this with your wedding hostess.
- Arrange to have decorations done at such time as not to interrupt other uses of the building throughout the day or evening. Contact the office as to when the sanctuary is available.
- Open candles will not be permitted in the church. All candles must be in a container preventing wax from dripping on furniture and carpeting. The candelabra should never be moved with votives in them.
- Absolutely no candles should be placed on the piano or keyboard.
- When using candles always think safety first.
- When securing bows to pews, please use pew clips. We have approximately 15 available for use.
- The use of the following materials is prohibited: any type of tape, nails, any glue, thumbtacks, putty, stickitack and bare wire. No tape should be used on any wood surfaces.
- Real flower petals are not to be thrown on the floors inside or outside the building.

Cost of Your Wedding

Ministerial Staff Fees

Counseling Fee* \$100.00 (Payable to the minister at the first counseling session)

Wedding Service Fee* \$100.00 (Payable to the minister the day of the ceremony)

*These fees apply to non-members of GFCC. If the couple is a member of the church, it is at their discretion the amount to pay the minister performing the services noted above.

Building & Support Staff Fees

Scheduling Deposit** (non-refundable) \$50.00

Building Use (non-members only) \$100.00

Custodian for the Wedding \$50.00

Custodian for the Reception Room \$50.00 (If the reception is held at the church)

Wedding Hostess \$75.00

Sound Technician \$75.00

**The scheduling deposit includes the use of any wedding accessories that the church has at no extra charge.

- No weddings will be held after 5 p.m. on Saturday.
- There is an additional \$100.00 charge for use of the church by non-members for weddings.
- A \$50.00 nonrefundable deposit is required of everyone reserving the church for a wedding. This fee must be paid at the time the wedding is put on the church calendar
- Brides' meetings are held throughout the year by wedding chairman Lauren Suess, and prospective brides should plan to attend one of these meetings.

Requirements for Your Wedding

Premarital Counseling

Premarital counseling is necessary in order to build a strong foundation for marriage. During your sessions you learn as much as possible about yourself, your future mate, and God's purpose for marriage ... *before* you tie the knot. This time also allows for the minister performing the ceremony to learn more about you to prepare for a ceremony that honors your future life together. God's Word exhorts us to be wise about our expectations for marriage and wise about whom we let into our hearts. Therefore, we require **four** sessions of premarital counseling, attending the premarital dinner (if available) will count as one of the four sessions.

We request that any non-member of GFCC pays the minister \$100.00 for the premarital counseling. Members are not subject to this fee.

*** Attention Brides ***

- Each bride will be assigned a wedding hostess. This person will help with various details at the rehearsal and on the day of the wedding.
- If you have questions, Lauren Suess is our Lead Wedding Hostess Coordinator. Please call the church office at 618-664-0350 for her contact information or email her at lauren_162010@hotmail.com.
- There is information in this packet for you to provide your decorator or florist, if you are hiring help. Please be sure to give them the church's guidelines for decorating.

Attention Brides, Wedding Decorators & Florists

*** Greenville FCC would like your help in keeping the appearance of our facility attractive ***

Decorating: The use of the following materials will be **prohibited**: any type of tape, nails, any glue, thumbtacks, putty, sticki-tack and bare wire.

Throwing Items: We do not allow any type of candy confetti, rice or glitter to be thrown inside or outside the building. Real flower petals are not to be thrown on the floors inside or outside the building.

Only Approved Items: ringing bells, blowing bubbles, releasing balloons and throwing birdseed. Silk petals can be used inside the church, but it is difficult to clean the front of the church.

If you would like to use an item not listed, see the Wedding Hostess or Church Administrator well in advance of the wedding to have it approved.

- When securing bows to pews please use pew clips. We have approximately 15 available in the wedding closet for your use.
- Candelabra owned by the church should never be moved with the votives in them.
- When attaching a decoration to the candelabra the wire must be covered by floral tape or with a pipe cleaner.
- Absolutely no tape of any kind should be used on wood surfaces.
- There are to be no decorations or candles placed on the piano or keyboard.

If there are further questions call the church office at 618-664-0350 or your wedding hostess. Thank you in advance for your cooperation!

Videos and Music Information

All media must be submitted to the office the Monday before the wedding

Our tech department must have time to test videos and music adequately. If there are format issues we can do our best to accommodate a fix with ample time, but in the event we receive the media late we make no guarantee the media will work properly.

Wedding Music:

We have a **Spotify account** and can create a playlist easily if you provide a list of the song title, version and artist. Please email this information to belinda@greenvillefcc.org or bring in a written sheet the Monday before your wedding.

Wedding Videos:

We only accept the following video format:

MPEG-4 (MP4 or M4V), please bring it to the office on a USB drive

When you begin creating your video, be sure it's in widescreen. Our screen is set-up for wide screen images, so please format your videos to 1280 x 720.

PowerPoint format (.ppt, .pptx, etc.) is not ideal as some elements may not be retained (such as transitions, fonts, music, etc.).

Pre-Wedding Check List

- Meet with the Minister for premarital counseling **four times** prior to the wedding date. You must call and arrange these meetings with the minister, do not wait for the minister to schedule them.
- Complete and turn in all forms in the wedding packet.
- Check in with the Bookkeeper to ensure you have made all necessary payments.
- Contact the church office for scheduling, if planning to use the Family Life Center for any part of your wedding.
- Attend a bride's meeting (if offered) before your wedding. Contact the hostess to answer any questions.
- Attend the Pre-marital Dinner (if offered) when you receive an invitation.
- Bring wedding video/ slideshow in to the Worship Arts Department the **week before** the wedding. Make sure the file is saved correctly and in the correct format. We do not accept powerpoint presentations.
- Confirm with your photographer that all pictures in the sanctuary will be complete by 7 p.m.
- At Rehearsal – remember you may bring the following to store at the church:
 - Any decorations you would like added to the church, guest book and pen, unity candle and tapers, a runner, etc...
 - Dresses and Tuxes (these will be stored in a locked room)
 - Discuss with your wedding hostess who will take any decorations following the ceremony
 - Confirm your send-off items are on the approved list to use (bubbles, birdseed, bells or balloons)
- At rehearsal make individual payments out to the following:

	Check Payable To	Members	Non-Members
FCC Building Use	<i>GFCC</i>		\$100
Minister	<i>Minister</i>		\$100
Custodian for Wedding	<i>Custodian</i>	\$50	\$50
Custodian for Reception at GFCC	<i>Custodian</i>	\$50	\$50
Sound Technician	<i>Sound Tech</i>	\$75	\$75
Wedding Hostess	<i>Hostess</i>	\$75	\$75

*If you are unsure who to pay or what you owe, the wedding hostess will have a list supplied by the church office.

Wedding Accessory Use Reservation Form

Please mark the items you plan to use and coordinate appropriately with your wedding hostess. The building use fee includes the fee for candles for most of the candelabras.

- Candelabra: 15 candle fan
- Candelabra: 9 candle tree (2 available)
- Candelabra: 15 candle spiral (2 available)
- Candelabra: 3 candle (8 units – stored in the attic) typically used in the aisle ways.
- Candelabra Unity holder – floor
- Candelabra Unity holder – table
- Candle Lighter/Snuffer
- White metal arch w/lights and tulle used near the entrance to the sanctuary
- Communion Plate & Cup
- Brass Stands

Alcohol Policy

It is the policy of the First Christian Church not to allow alcoholic beverages either on the premises or in the facilities of the church. Effective immediately, should any alcohol be detected prior to a rehearsal or wedding ceremony, the minister in charge has the authority to refuse to perform the wedding.

By signing below, the couple to be married agrees to this stipulation and agrees not to hold Greenville First Christian Church responsible for any costs incurred for the rehearsal and/or wedding, including but not limited to decorations, wedding attire, reception, flowers and all other costs associated with rehearsals and weddings.

By agreeing to this stipulation the couple is also responsible for the notification of the wedding party, ushers, parents and others associated with the ceremony regarding the alcohol policy.

_____ Bride _____ Date
_____ Groom _____ Date

Minister's Information

If you request to use a minister outside of GFCC to conduct your service—approval is needed by the Senior Minister and Elders of GFCC. We request this information be submitted for approval as soon as possible. This form should be submitted to the church office for approval. We will respond within 10 business.

Minister's Name: _____

Minister's Contact Information: _____

Minister's Current Church and Position: _____

Phone Number: _____ Cell Phone Number: _____

Email Address: _____

Relationship to Couple: _____

Pre Wedding Info

(Return to the office or email Missy@greenvillefcc.org)

Bride: _____ Cell Phone: _____

Groom: _____ Cell Phone: _____

Wedding Date: _____ Ceremony Time: _____

Rehearsal Date: _____ Rehearsal Time: _____

Bride's address: _____

Email address: _____

First Christian Church
Application for Use of Sanctuary Facilities for Weddings

Name: _____

Complete Address: _____

Home Phone: _____ Second Phone: _____

Date of Event: _____

Decorating Date & Time: _____

Rehearsal Date & Time: _____

Wedding Date & Time: _____

***Please be sure to include set-up and clean-up in this time. An additional charge will apply if you request the building to be unlocked before 8 a.m.**

Number of people expected for the Wedding: _____

Rooms Needed:

____ FLC Reception Room ____ FLC Kitchen ____ FLC Gym ____ Pathfinders (Room 101)

____ Fellowship Hall ____ Fellowship Kitchen ____ Sanctuary ____ Parlor (Room 218)

Classrooms (please list): _____

Special Needs: _____

(This includes stage, sound equipment, or any other requests, etc.)

By my signature below, I accept responsibility of the areas used by my event and for any damage that may occur.

Signature _____ Date _____

\$50.00 nonrefundable rental fee received _____ Date _____

***If you need to rent the building for a **rehearsal dinner** or **reception** an additional building use form will need to be processed and paid separately.*

Wedding Planning

Use this as a guide to consider before meeting with the minister. Please bring a draft of this with you to your first meeting with your Minister.

Date of Wedding: (month, day, year) _____ Time: _____
 Date of Rehearsal: (month, day, year) _____ Time: _____
 Wedding Location: _____
 Number of Guests expected: _____ Reception Location _____
 Rehearsal dinner in the Family Life Center? ____ Yes ____ No

BRIDE'S NAME: _____
 ADDRESS: (street, city, state) _____
 TELEPHONE #: _____
 E-MAIL ADDRESS: _____ CELL #: _____

GROOM'S NAME: _____
 ADDRESS: (street, city, state) _____
 TELEPHONE #: _____
 E-MAIL ADDRESS: _____ CELL #: _____

BRIDAL PARTY NAMES

Maid/Matron of Honor _____ Best Man _____

Attendants: Bride

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____

Groom

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____

Flower Girl _____

- Ushers
1. _____
 3. _____

Ring bearer _____

2. _____
4. _____

Candle lighters _____

Music: Vocalist _____
Instrumentalist _____
Pianist _____

Minister _____ Assisting Minister _____

Guest Book Attendants _____

PARENTS OF THE COUPLE

BRIDE'S FATHER _____ STEPFATHER _____

BRIDE'S MOTHER _____ seated by _____

STEPMOTHER _____ seated by _____

GROOM'S MOTHER _____ seated by _____

STEPMOTHER _____ seated by _____

GROOM'S FATHER _____ STEPFATHER _____

BRIDE'S GRANDPARENTS _____ seated by _____

_____ seated by _____

GROOM'S GRANDPARENTS _____ seated by _____

_____ seated by _____

OTHER SPECIAL GUESTS

_____ seated by _____

_____ seated by _____

Wedding Hostess _____ Phone # _____

No-Alcohol Agreement Signed? ____ Yes ____ No

Aisle Runner? ____ Yes ____ No

Items used for sendoff? Bells Bubbles Birdseed Balloons

COUPLE'S ADDRESS AFTER WEDDING: _____

ARE YOU INTERESTED IN HAVING A MENTORING COUPLE? ____ Yes ____ No