



## Weddings

## **Weddings at Greenville First Christian Church**

Congratulations on your engagement! This packet contains detailed information about having a wedding at GFCC, including fees for custodian, wedding coordinator, pastor, musicians, vocalists, sound technicians; decorating guidelines; and more. We do not schedule any wedding ceremonies after 5:00 p.m. The church office can confirm if the sanctuary is available, but requires that you speak to the minister directly that you are interested in performing the ceremony—they handle their schedules. 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 is required at the time of scheduling.
- Scheduling should be far enough in advance to allow proper planning time for the custodian.
- There are no weddings scheduled after 5:00 p.m. on Saturdays.
- All decorations and people must be clear of the sanctuary by 7:00 p.m.

### **Use of Facilities:**

- Included in the wedding packet are several forms and checklists to help you, the church office, wedding coordinator 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 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.

### **Cost of Your Wedding:**

- Scheduling Deposit\* (non-refundable) \$50
- Building Use (nonmembers only) \$100
- Custodian for the Wedding \$75
- Custodian for the Reception Room \$50
- Wedding Coordinator \$100
- Sound Technician \$75

### **Suggested fees** (you should discuss these fees directly with the individual as they may vary)

- Pastor \$50-100
- Soloist \$50-75
- Accompanist \$50-75

**\*\*\* Attention Wedding Decorators & Florists \*\*\***

GFCC would like your help in keeping the appearance of our facility attractive.

**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 coordinator.
- 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, sticky-tack and bare wire.
- Real flower petals are not to be thrown on the floors inside or outside the building.

**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.

**Approved items:**

Ringling bells, blowing bubbles, releasing balloons and throwing birdseed. Silk petals can be used inside the church, but it is difficult to clean them up outside the church. If you would like to use an item not listed, see the wedding coordinator 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.

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

### **\*\*\* Attention Brides \*\*\***

- Each bride will be assigned a wedding coordinator. This person will help with various details at the rehearsal and on the day of the wedding.
- If you have questions, please contact your wedding coordinator. Please call the church office at 618-664-0350 for contact information.
- 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.

#### **Slideshows and Music Information:**

All media must be submitted to the office one week before the rehearsal for the wedding so our tech department can test videos and music adequately. If there are format issues we will do our best to accommodate a fix with ample time, but in the event we receive the media late charges may apply to alter the format.

Any music format is acceptable and should be delivered via email or thumb drive. We do not provide a music library for you to choose from as there are many versions of songs. It is your responsibility to provide your own music for the wedding.

Most video formats are acceptable, including:

MP4

M4V

MOV (default format exported from iMovie)

When you begin creating your slideshow, be sure your slides are 1600 x 900 (widescreen format) for best results. All videos must be delivered via flash drive. We do not have the ability to play DVDs.

#### **Before Wedding Check List**

- Meet with your pastor at least twice prior to the wedding date.
- Contact the church office for scheduling, if planning to use the Family Life Center for any part of your wedding.
- Bring wedding video/music in to worship pastor the week before the wedding to confirm the format.
- Confirm with your photographer that all pictures in the sanctuary will be complete by 7:00 p.m. We strongly encourage all pictures to be done before the wedding.
- 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 coordinator who will take any decorations following the ceremony

- At rehearsal make individual payments out to the following:
  - GFCC (wedding coordinator will communicate the exact amount)
  - Pastor
  - Soloist (if applicable)
  - Accompanist (if applicable)

\*If you are unsure who to pay or what you owe, the wedding coordinator 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 coordinator. 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 pastor 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: \_\_\_\_\_

### **Pastor's Information**

If the pastor conducting your service is not from Greenville First Christian Church, we require the following information to be on file in the church office at least 30 days before your wedding.

Pastor's Name: \_\_\_\_\_

Pastor's Contact Information: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Cell Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Relationship to Couple: \_\_\_\_\_



## Application for Use of Facilities

Name: \_\_\_\_\_

Complete Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Second Phone: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Description of Event: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Starting Time\*: \_\_\_\_\_ Ending Time\*: \_\_\_\_\_

*\*Please be sure to include set-up and clean-up in this time.*

Number of people expected for the event: \_\_\_\_\_

Rooms Scheduled:

\_\_\_\_ FLC Reception Room    \_\_\_\_ FLC Kitchen    \_\_\_\_ FLC Gym    \_\_\_\_ FLC Showers

\_\_\_\_ Small Gym    \_\_\_\_ Small Gym Kitchen    \_\_\_\_ Auditorium

Classrooms (please list): \_\_\_\_\_

Special Needs: \_\_\_\_\_

\_\_\_\_\_

(This includes using the stage, sound equipment, seating for more than 96 people in the reception room, seating more than 400 in the gym, etc... Note: white table linens are no longer available.)

**By my signature below, I accept responsibility for the clean-up of the areas used by my event and for any damage that may occur. I understand that I will be charged an additional fee if I cause damage, fail to clean and/or fail to dispose the trash to the dumpsters outside the building.**

Signature \_\_\_\_\_

Date \_\_\_\_\_

## Wedding Planning Guide

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

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 #: \_\_\_\_\_

Email Address: \_\_\_\_\_ CELL #: \_\_\_\_\_

GROOM'S NAME: \_\_\_\_\_

Address: (street, city, state) \_\_\_\_\_

\_\_\_\_\_ TELEPHONE #: \_\_\_\_\_

Email Address: \_\_\_\_\_ CELL #: \_\_\_\_\_

### BRIDAL PARTY NAMES

Maid/Matron of Honor \_\_\_\_\_

Best Man \_\_\_\_\_

### Attendants: Bride

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_

Flower Girl \_\_\_\_\_

Ushers 1. \_\_\_\_\_

### Groom

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_

Ring bearer \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_ 4. \_\_\_\_\_  
Candle lighters \_\_\_\_\_

Music: Vocalist \_\_\_\_\_  
Instrumentalist \_\_\_\_\_  
Pianist \_\_\_\_\_

Pastor \_\_\_\_\_ Assisting Pastor \_\_\_\_\_

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 Coordinator \_\_\_\_\_ Phone # \_\_\_\_\_

No-Alcohol Agreement Signed? \_\_\_\_ Yes \_\_\_\_ No

Aisle Runner? \_\_\_\_ Yes \_\_\_\_ No

#### COUPLE'S ADDRESS AFTER WEDDING:

\_\_\_\_\_

ARE YOU INTERESTED IN HAVING A MENTORING COUPLE? \_\_\_\_ Yes \_\_\_\_ No