

## 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 3 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 3 p.m. on Saturday due to our evening services. All decorations and people must be clear of the sanctuary by 4:30 p.m. to allow Saturday service music & tech time to set-up.

### 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.

1100 Killarney Drive, Greenville, IL 62246 Phone: 618-664-0652 Fax: 618-664-4551

## 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.

### 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 3 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 Megan Neece, 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 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.
- There will be bride's meetings scheduled to inform you of services and decorating supplies available and to answer any questions you might have. It is MANDATORY that every bride attends at least one of these meetings before her wedding. Two meetings will be held a year. Please watch the bulletin and newsletter for details. If you do not have access to those, call the church office for updated dates.
- If you have questions before there is a meeting, Megan Neece is our Wedding Hostess Coordinator. Please call the church office at 618-664-0350 for her contact information or email her at [smneece@gmail.com](mailto:smneece@gmail.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.

Any music format is acceptable, including audio files (via email, jump drive or sd card) or Compact Disc. 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:

MPEG-4 (MP4 or M4V)

MOV (default format exported from iMovie)

WMV (default format exported from Windows Movie Maker and PowerPoint)

When you begin creating your slideshow, be sure your slides are 1280 x 720 (widescreen format). 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.). Instructions for exporting your PowerPoint to WMV format can be found here:

<http://office.microsoft.com/en-us/powerpoint-help/turn-your-presentation-into-a-video-HA010336763.aspx>

## 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 before your wedding. Contact the hostess to answer any questions you might have.
- Attend the Pre-marital Dinner when you receive an invitation. They are offered 2 times a year and are a great way to learn from other married couples in a relaxed atmosphere what it takes to succeed in marriage.
- Bring wedding video/ slideshow in to Worship pastor 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 4:30 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 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
<b>FCC Building Use</b>	<i>GFCC</i>		\$100
<b>Minister</b>	<i>Minister</i>		\$100
<b>Custodian for Wedding</b>	<i>Custodian</i>	\$50	\$50
<b>Custodian for Reception at GFCC</b>	<i>Custodian</i>	\$50	\$50
<b>Sound Technician</b>	<i>Sound Tech</i>	\$75	\$75
<b>Wedding Hostess</b>	<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: \_\_\_\_\_

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## 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.

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