

GREENTREE CHURCH WEDDING GUIDELINES

1. Prerequisites:

- A) Currently we are only scheduling weddings at Greentree Church for members and/or regular attendees. At least one of the individuals must qualify. A regular attendee is someone who has been attending our services weekly for at least the past six months.
- B) Before a wedding is conducted at Greentree, the couple must complete pre-marital counseling approved by the church. This counseling is provided to our members and regular attendees at no cost. Contact the church office for more information.
- C) Greentree strongly suggests that couples know and date each other for a period of one year prior to considering marriage.
- D) Any exceptions to any of the above must be approved by agreement of our pastors.

2. Scheduling: Dates remain “tentative” until the premarital counseling has been satisfactorily completed.

A) Fees:

- 1. There are no fees for members or regular attendees to use the church auditorium for weddings. However, there is a \$150 payment required to schedule and reserve the facilities. This payment is made to the church but goes to our custodian and our church sound technician who service your wedding.
- 2. If weddings are approved for those who are not regular Greentree attendees, there is a \$700 fee required to reserve the facilities. This fee includes our custodial and sound technician services as well as use of the facilities. It does not include any honorarium to the officiating minister. If facilities or sound people are required for the rehearsal, this fee will be increased to cover that cost.
- 3. Village Chapel - There is a \$50 fee for members or for regular attendees who wish to use the chapel for their wedding. For all others, that fee is \$150.
- 4. All of the above fees are refundable up to four (4) weeks prior to the wedding.
- 5. An honorarium is not required for the minister from any of our members or regular attendees, but if desired, one may be given directly to the officiating minister.

B) **Rehearsals:** Rehearsals are generally scheduled for the night before the wedding, after consulting with the officiating pastor and our church calendar to confirm that is possible.

C) **Time:** Saturday weddings are scheduled between 10 am and 3 pm. Due to our need to set-up for Sunday services, all wedding related activity (i.e. pictures, etc) must be completed by 4:30 pm.

D) **Insurance:** For weddings other than members or regular attendees, insurance certificates naming Greentree Church “as an additional insured” must be provided at least four (4) weeks prior to the wedding.

E) **Receptions:** Our Family Life Center may be available for a reception, but it would be scheduled separately by contacting our executive pastor. The fees to use the FLC vary depending on the size and needs of the reception. Please note that receptions in our FLC need to conclude no later than 6:00 pm.

3. Ceremony: After the premarital counseling is completed, all arrangements concerning the rehearsal and the actual ceremony will be made with the officiating minister on our staff.

- A) **Minister:** Couples may request any minister on our staff, but scheduling will depend on their availability. Any ministers, other than those on our staff, taking part in the service must be approved before the application is approved.
- B) **Music:** It is the responsibility of the bride and groom to make all music arrangements. The following are people in our church who have frequently been used:

*Recommended pianist /organist:

Renee Gramiak 404-9278
Robin Van Duzee 264-1327

*Recommended soloists:

Robin Burton 653-6640
Renee Gramiak 404-9278
Dana Tedeschi 624-9589

- C) **Flowers:** Flower arrangements can be brought in. Unfortunately, no substitutions of silk flowers can be made in the current church arrangements. Flowers, arrangements & bows left behind will be discarded.
- D) **Candles:** Candelabra can be supplied if desired. If a unity candle is to be used, the wedding party supplies the candle, table, table covering, lighter, or matches.
- E) **Aisle Runner:** We do not provide a runner for the center aisle. If you desire one, contact a local florist. For safety reasons, runners are not permitted on the stairs. The center aisle requires a runner no longer than 18 ft.
- F) The church will be open one hour before the wedding.

4. Special Items:

- A) Smoking is prohibited within all church buildings.
- B) No food or drink of any kind is permitted as part of wedding functions except in a reception on our campus.
- C) Alcoholic beverages are not permitted on the church grounds.
- D) The tossing of rice, birdseed or flower petals is prohibited inside *and* outside the building.