

Wedding Guidebook

Sugar Grove Church



Congratulations...

...on your engagement and upcoming wedding! We trust that this season of life will be a rich experience for the two of you as you prepare to join together in Christian marriage.

This **Wedding Guidebook** is designed to be a tool to help you as you go through the process of preparing for your wedding day. Please be sure to read it thoroughly.

Your **Pastor** will meet with you to assist you in establishing a solid Biblical basis for your marriage.

Wedding Approval Process

Please read the Wedding Guidelines thoroughly to verify you have no problems being in compliance with them.

A Wedding Questionnaire must be completed by both the prospective bride and groom. This may be completed on-line.

The church requires 6 months notice for all weddings.

The prospective husband and wife must have accepted Jesus Christ as their personal Savior and must be able to give a testimony of their salvation to the pastor.

We follow the Biblical definition of marriage, one man and one woman. We will not perform same-sex marriages (Romans 1:26-27).

The prospective husband and wife must not be living together or engaging in sexual activity before their wedding day (Hebrews 13:4).

A previously divorced person may be remarried by the pastor or in the church. This will be at the pastor and elders discretion after the initial pastor interview with the couple.

After the application is turned in, a time will be set up for an initial interview with a pastor. You will be contacted to set up the Pre-Marriage Counseling date(s)/time(s).

The date and time of the wedding must be approved by administration and the officiating pastor.

Premarital Counseling

Premarital counseling is required for all couples being married at Sugar Grove Church through our premarital counseling process. This is a 6 month process, therefore we will need a 6 month lead time on all weddings. After completing the Wedding Preliminary Questionnaire, you will meet with a Pastor for an initial meeting. The counseling fee is \$150, and is a seven-session process.

Wedding Guidelines

Ceremony Cost

The Ceremony fee-Onsite (This includes church personnel and facility fees.)

Non-Member: \$650

Member: \$450

The Ceremony-Offsite: Suggested honorarium of \$150 (Can be given to the pastor directly)

The reception which can be held in our Worship Center (if you choose to have it here)

Non-Member-\$400

Member-\$300

To reserve the church, we require half of the total combined ceremony and on-site reception cost before it will go on the church calendar.

Wedding Coordinator

The church will provide a wedding coordinator who will help with all wedding ceremonies that are located at the church. The wedding coordinator will be there to assist with details of the wedding ceremony, to make sure everything goes as planned, and makes sure the couple knows how to utilize the church facility for their wedding.

Dresses

Since it is our desire to honor God in everything, we ask that you make modesty a priority in choosing your Bridal dress and the attendant's dresses.

Dressing Rooms

The church has several options available for dressing rooms for both the bride and groom and their respective parties. This can be discussed further with the wedding coordinator.

Decorating “Helps”

Decorating is the responsibility of the bride and groom and their family and friends. The Maintenance staff is not responsible for decorating. Maintenance will set up the items that have been requested on the Wedding information form.

Access to the church may be granted the day before and the day of your wedding. Please check with the office to ensure someone will be available to let you into the church.

The piano and organ will remain in position, but any other items may be removed by Sugar Grove Maintenance staff upon request.

You are responsible for picking up your decorations, aisle runners, etc. before leaving the church. Any items borrowed from the church will be taken care of by Sugar Grove Maintenance.

Music

We desire to honor God in everything, so all music selected for your ceremony and reception (held at Sugar Grove) must be appropriate and God-honoring. Please be mindful of all the lyrics chosen.

The bride is responsible for providing vocalists and instrumentalists of her choice. The piano and organ are available, but they are not to be moved.

Sound, Light, Media Technicians

Sugar Grove has a technician that will be in charge of the lights, sound and media. If you would like to play a slideshow during your ceremony, please turn in the media file to the Production Director at the church at least three weeks prior to the ceremony so it can be tested. The Production Director is not responsible to select or purchase music for the ceremony.

Food, Beverages, Smoking

The following guidelines are to be followed if you have your Rehearsal Dinner, Ceremony, or Reception at the church. These guidelines also apply to the personnel preparing snacks for the bridal party.

- * It is important to have a caterer or volunteer lined up to handle food preparation and the serving of the food at the dinner or reception. This is typically a paid position, but you are free to get a friend to handle it on a volunteer basis.

- * Clearly mark all items left in the kitchen before the wedding and remove everything immediately after the event. Please do not leave any leftovers in the refrigerators, freezers or on the counters.

- * The church has linens available for the tables, however a \$4 cleaning fee PER PIECE is required to be paid along with all other fees. If a table cloth is permanently stained, there is a \$10 replacement fee.

- * Alcoholic beverages are NOT allowed on the premises.

- * Smoking is prohibited on all Sugar Grove Church property (both inside and outside)

Pictures

Your photographer may attend any of the three coordinating meetings or may visit the church during office hours, Monday through Thursday.

Nursery Facilities

The nursery facility is not available for children during the rehearsal, wedding, or reception unless the wedding party provides a babysitter.

Marriage License

The bride and groom BOTH need to go to the County Courthouse 60 days or less prior to the day of the wedding and your license needs to be turned in to the pastor at the Rehearsal. **The Pastor cannot perform your ceremony without your license!**

Miscellaneous

NO rice or sparklers may be used at the end of the ceremony. Bubbles or birdseed are acceptable outside of the building.

Anything that involves a flame (outside of a unity candle), must be pre-approved.

The Chapel can seat up to 250 people. The Modern Worship Center/multi-purpose room (for reception) can seat approximately 250-275 at tables.

Dancing is ONLY PERMITTED for the couple's first dance, groom/mother and bride/father dances, or WITH ELDER APPROVAL.

Overview of Fees

Premarital Counseling: \$150

(This is to be paid to the office before or at the first premarital mentor orientation)

The Ceremony fee at Sugar Grove (This includes church personnel and facility fees)

Non-Member: \$650

Member: \$450

Pastor for off-site wedding: \$150 (Suggested honorarium) Can be given to the Pastor directly.

Reception at Sugar Grove:

Non-Member-\$400

Member-\$300

Table Linen Fee: \$4 per Table Linen (\$10 replacement fee)

Please Note: To reserve the church facility, we require half of the total cost (ceremony with/without reception) after the couple's initial pastor interview. This should be dropped off to the church office. The remainder may be paid no later than 2 weeks before the wedding date.

Overview of Premarital Training

- 1) Submit Preliminary Wedding Questionnaire (on-line)
- 2) Meet with the officiating Pastor for interview
- 3) Attend Premarital Training Orientation
(scheduled twice a year)
- 4) Meet 3-5 times with a pastor OR a Mentor Couple to go through SYMBIS Premarital Training
- 5) Meet with Pastor officiating the wedding to go over ceremony details.