

Thank you for considering us for this important day!

Please let us know if you have any questions.

**We welcome the chance to help you make your
wedding day extra special!**



218-327-9343 or office@grefc.org

Join us on Sundays!

www.grefc.org

Find us on social media!



Services at 9:00 am & 10:30 am In-Person or Online on Facebook & YouTube!

The original document was created using Microsoft Publisher and can be found on the GREFC Administrative Assistant's computer at: GREFC/Administration/Policies/GREFC Wedding Policy.pub

WEDDING POLICY



**GRAND RAPIDS
EVANGELICAL FREE CHURCH**
WWW.GREFC.ORG

Approved: 10/18/22

Revised: 11/01/2022

Weddings at GREFC

Weddings are one of life's biggest celebrations! It is our desire that your wedding be one of the best experiences of your lives. At Grand Rapids Evangelical Free Church (GREFC) our goal is to not only prepare for a wonderful wedding, but also a God-honoring marriage.

We believe that God created man and woman with the intent that they be joined in marriage for their entire lives so that each might give to the other what each lacked alone. Since God designed and blessed marriage, it makes sense that following His commands is the only way to a truly fulfilling marriage. Because we are committed to building strong marriages, we have developed the Bible-based guidelines you will find in our wedding policy.

**"...what God has joined together,
let man not separate."**

Matthew 19:6

original location and set up in the original orientation (all rooms have a furniture placement diagram near the door). The person/group requesting furniture/equipment assumes full responsibility for the costs of damage, repair, or replacement. All tables and chairs are to be thoroughly cleaned before being returned.

11. All lights should be turned off and doors locked after the facility is used. Return any guest key cards to the Church Office or leave in the black box in the front vestibule.
12. Abusive/foul language, violent behavior, drug, or alcohol abuse will not be tolerated on the premises. Any persons exhibiting such behavior will be required to leave and failure to do so will cause us to contact the police.
13. All questions regarding these policies may be directed to the church office. Church office hours are Monday, Tuesday & Thursday, 9:00 am-3:00 pm.

Forms

The following forms will be completed by the wedding couple and returned to the church office:

- Premarital Counseling Agreement (Step 1)
- Wedding Agreement (Step 2)
- Fee Worksheet (Step 3)
- Wedding Information Sheet (Step 4)

General Facility Use Guidelines

1. Please be aware that there may be more than one group using the facility before, during or after your event. Therefore, please be respectful of others by keeping your noise level appropriate, spaces in order, and by starting and ending promptly at the time for which you reserved the space. If your event will be noisy by nature, please inform the church as you are booking your event.
2. Each user is limited to the activities and space(s) that are reserved.
3. Each user is expected to leave the building reasonably clean and in the same condition it was in prior to the event. Remove all items associated with your event immediately following the event.
4. Each user will be held responsible for any damages done to church property or equipment. Please immediately report any damage to the Church Office.
5. Each user assumes liability for injuries to persons attending the event and for damages or loss of user's property.
6. Pets are not allowed in the building except for service animals. Users are responsible for cleaning any waste generated by their pet(s) on the church grounds.
7. Any groups that require the use of the sound or lighting systems in the worship center must have a church sound/lighting technician on duty at a cost of \$75/hour.
8. Kitchen equipment should be washed, dried, and reshelfed after use. Kitchen supplies (e.g. paper plates, napkins, plastic utensils, lemonade mix, etc.) are the responsibility of the group that is reserving the space (the church's supplies are for the church's ministries). Any leftover food items are not to be kept at the church unless prior arrangements have been made with Church Staff.
9. All children under the age of 13 must be always under the supervision of their parents or other adults at least 21 years old and are not permitted to roam freely within the building or on church property. The church's nursery, preschool/Sunday school rooms will be locked and unavailable for childcare purposes.
10. Furniture and equipment will not be removed from the church property and all furniture and equipment must be returned to its

GREFC's Wedding Policy

GREFC recognizes that the church building has been dedicated to God for his glory and that all events hosted in it should be in line with this purpose.

- Because we care not only about the wedding, but about your marriage, prior to scheduling any wedding, the couple will need to meet with a member of GREFC's Pastoral staff to discuss our wedding policies and the reasons for them.
- We will gladly consider performing a wedding if both parties are Christians. In light of 2 Corinthians 6:14, we must not join Christians to non-Christians.
- To better equip couples for marriage, pre-marital counseling is a non-negotiable requirement. The bride and groom must meet with the officiating pastor a minimum of 3 months prior to the wedding (if at all possible) to address any potential issues. Premarital counseling does not have to be done by GREFC pastoral staff.
- Weddings at GREFC, in general, are for those who are a part of the GREFC family. If you attend another church, we may ask to connect with your local pastor.
- As marriage is designed by God for the common good, the marriage of non-church attenders may be performed in accordance with God's Word and related church policies.
- Couples who are living together or who are involved in a physical relationship will need to separate (unless there are extenuating circumstances) and remain sexually abstinent until marriage. (1 Cor. 6:13, Eph. 5:3)
- We do not condone divorce, but neither do we condemn those who have fallen into that circumstance. The re-marriage of divorced persons may be conducted after consideration and review of the appropriate scriptures, individual circumstances, and related church policies.
- We believe God's Word teaches the value and dignity of all people. Also, we believe God's Word defines marriage as a sacred union between a man and a woman. While we respect the right of any individual, church or group to hold a different view, this is our biblical position. Therefore, the Pastors and Elders of GREFC have agreed that our Pastor's services and/or use of our church facilities for weddings is limited to this faith position.

Scheduling a Wedding

- Carefully read through GREFC's Wedding Policy. Questions may be directed to the church office.
- Contact the church office to determine if the date you are wanting is available. The church will not accept appointments more than one year before the wedding date.
- If the date is available, make an appointment with one of GREFC's pastors. The pastor will go through the policy, answer any questions, and direct you to complete the appropriate forms.
- Once approval is granted (couple has met with a pastor, forms are signed and deposits are submitted), we will officially schedule the wedding date.
We strongly recommend that you finalize your date with the church before you reserve a reception venue.
- To avoid disappointment, please do not send out announcements or save-the-date cards until your wedding date has been confirmed in writing.
- The marriage license and certificates must be to the pastor for signing no later than one (1) week prior to the wedding.

Financial Arrangements

- Fifty percent (50%) of the wedding cost is required at the time of scheduling along with a separate one-hundred dollar (\$100) damage deposit. No weddings will be scheduled on the church calendar without this payment.
- Balance due is payable no later than fourteen (14) days prior to the wedding.
- Cost of the wedding will be determined by the services requested by the couple and/or their families.
- There is a discount for members of GREFC and their immediate family members. Membership status is determined at the time this brochure is picked up by the couple.
- All financial details will be put in writing and signed by both parties.

The following chart displays the space rental fees, required fees, and optional costs:

	GREFC Member	GREFC Attender	Non-Attender
Space Rental			
Worship Center (ceremony)	FREE	\$100	\$200
Community Room & Kitchen (meal reception)**	\$50	\$100	\$200
Community Room (for coffee/beverage service only)	FREE	FREE	\$50
Youth Room & Infant Nursery (Bride & Groom Dressing Rooms)	FREE	FREE	FREE
Damage Deposit*	\$100	\$100	\$100
Sound Technician*	\$75/hr	\$75/hr	\$75/hr
Custodian*	\$75	\$75	\$75
Wedding Hostess*	FREE	FREE	\$125
Coffee/Beverage Service	See Page 8	See Page 8	See Page 8

These fees do not include customary monetary gifts to the officiating pastor, musicians or others who participate in the ceremony.

*Required for every wedding. Damage deposit is refundable if all conditions are met.

**Meal & meal preparers/servers not included.

Wedding Ceremony Policy

Coffee/Beverage Service includes:

- Use of our BUNN coffee maker, coffee filters, coffee (regular & decaf).
- Use of our Kurig and Kurig pods.
- Creamers and sweeteners, insulated cups, lids, napkins, air pots and thermal carafes. All must be cleaned and returned to their original locations.
- Use of an electric kettle for hot water, various teas, ciders, and hot chocolate.
- Water dispensers with infuse inserts. (Ice must be purchased separately and brought onsite – freezer space is available in the storage room off the Community Room.)
- Lemonade Mix.

Coffee/Beverage Service Costs:

1. \$25 for groups sized 1-50,
 2. \$50 for groups sized 50-100,
 3. \$75 for 100-150,
- For groups larger than 150 please consult with the Administrative Assistant.

You are allowed to bring all your own supplies (listed above) and use our coffee equipment (Bunn Coffee maker, Kurig, electric water kettle, water dispensers) to make coffee at no charge. All equipment must be rinsed/cleaned and return to its original location.

- A rehearsal before the wedding ceremony is required. Rehearsals must be scheduled when you schedule the wedding date. The preferred people needed at rehearsal include: bride, groom, maid of honor, best man, attendants, flower girl, ring bearer, ushers, candle lighters, readers, musicians, parents.
- GREFC's facilities will not be used for a dance.
- Smoking is not allowed in the building or at the entrances/exits.
- Alcoholic beverages and illegal substances are not permitted in the buildings or on the grounds of the church.
- The church kitchen is only available if the wedding reception is also at GREFC. If food is prepared in the church kitchen (as opposed to simply serving pre-cooked food), at least one of the preparers must have taken food safety training. Serving food is limited to pre-approved areas. Please check with the church office before reserving your space.
- Because we want to be able to give you back your damage deposit, you may not use the following items:
 - Rice, bird seed, fresh flower petals, or confetti
 - Nails, wires or tape without the prior approval of the church office.
 - Red Kool-Aid, punch, Jello, or anything with red food dye.
- The families are responsible for making sure the grounds are kept free of litter.
- The families are responsible for making sure all policies are followed by all attending. Failure to adhere to these policies may result in the forfeiture of your damage deposit. All personal items, decorations and/or rental equipment must be removed immediately after the ceremony, or following the reception if the reception is at the church. The deadline for a Friday wedding is 10:00 pm; the deadline for a Saturday wedding is 8:00 pm. There will be a \$300 late fee applied for those who do not meet the deadline. Special arrangements may be possible for an additional fee. Please check with the church office to request a later time.

Other Wedding Considerations

- GREFC will provide two rooms for the women and men in the wedding party to get dressed. Women will be in the infant nursery and men will be in the youth room. If the wedding party prefers to get ready off-site, please let the church know.
- Bridal party and guests to GREFC should remain within open public areas (Worship Center, Foyer, Community Room or dressing rooms). The children's wing (KidZone) is off-limits during the rehearsal and wedding.
- GREFC will provide one (1) card-key to the bridal party to be used to get in the facility if it is outside of regular office hours. The card-key will be deactivated immediately after the wedding deadline.
- The facilities will be available for decorating or food prep on Friday beginning at noon for a Saturday wedding.
- All decorating is the responsibility of the wedding couple.
- Low voltage lighting and contained candles are the only acceptable forms of additional lighting allowed. Extension cords are the responsibility of the wedding couple.
- Photography and video taping are allowed during the ceremony if done discretely and without the addition of special lighting. All equipment must allow for movement of guests, access to exits and not cause any damage to the facility.
- The facility's floors, carpets, walls and furnishings must be respected and protected in the placement of flowers, greenery and other decorations. The flower girl may drop only silk flower petals – no live flower petals are allowed.
- Please inform the church office of any deliveries of flowers or other decorations when the wedding couple will not be at the church.
- All spaces used by the wedding party must be returned to the state that the rooms were in prior to the wedding. The wedding couple or their representative are responsible for signing a completed clean-up check list. The damage deposit will be refunded after inspection of the facility.

Fee Schedule

Members and attenders of GREFC receive discounts on space rental fees and waiving of the requirement for a wedding hostess. Discounted rates apply if the Bride, Groom or Parents of the Bride or Groom are members or attenders of GREFC.

Required Fees for all weddings:

- A **Damage Deposit** of \$100 is required for every wedding. If all policies are upheld and all spaces returned to their prior state, your Damage Deposit will be returned after the wedding. If GREFC decides to retain part or all of the Damage Deposit, we will inform you in writing why we are keeping part or all of the deposit. The wedding couple is responsible for the cost of any damage above and beyond the amount of the damage deposit.
- A **GREFC sound technician** is required for all weddings held in the Worship Center. The charge for a sound technician is \$75/hr. We do not allow any untrained, non-GREFC sound technicians to use our sound/lighting system without prior approval.
- **Custodial services** are required for every wedding. The charge for custodial services is a flat fee of \$75.
- A **GREFC-provided Wedding Hostess** is required for all weddings of non-GREFC members/attenders. The cost for the Wedding Hostess is a flat fee of \$125.

Optional Coffee/Beverage Service

Whether or not you have a meal reception at the church, you may choose to have coffee or other beverages available to your wedding party or your guests before, during and after your wedding. You must supply someone to prepare and serve the coffee and follow all our coffee service instructions (it would be very helpful to have the coffee preparer meet with church staff for training prior to the wedding).