



WEDDING REQUEST FORM

Congratulations on your upcoming wedding! We pray for your success and happiness as you embark upon the Holy Covenant of marriage. We want to do all we can to help make your celebration as special as possible. Therefore, it is imperative that you follow these procedures precisely as printed. We will be more than glad to answer any and all of your questions in the spirit of this celebration.

In order for your marriage to be completed sanctioned and approved by the designated church officials, the bride or the groom must be a member of this church for at least nine months prior to the wedding. Members must have completed Discipleship Training: New Converts & New Members Class prior to scheduling the wedding. A premarital inventory, premarital workshop, and premarital counseling must also be completed one month before the wedding.

(Note: If you or your significant other are active duty military and are deployed or work outside of the Hampton Roads area, we will make every effort to offer grace.) Completion of these requirements is an investment in building your relationship with God and with each other.

After reviewing the attached procedures, please complete and return the attached Wedding Application Form with your non-refundable deposit of \$100.⁰⁰ **at least six months prior** to the date of your wedding. *Please review these procedures carefully to ensure that you are fully aware of what is required.* We stand ready to assist you in making your wedding day special.

Congratulations and may God bless your union!

Because of Calvary,

Melvin O. Marriner, M. Div., D. Min.

Senior Pastor

SCHEDULING YOUR WEDDING

Wedding dates are approved on a first-come basis. In order for members to be eligible to be married at Grove Church or to be married by a minister of Grove Church, they must complete the Discipleship Training: New Converts & New Members Class prior to scheduling the wedding. The bride or the groom must be a member of this church for at least nine months prior to the wedding. A premarital inventory, premarital workshop, and premarital counseling must also be completed one month before the wedding.

To schedule your wedding, members should complete the enclosed Wedding Application Form and return it with you \$100 nonrefundable deposit to the Assistant Pastor of Congregational Care and Premarital Counselor, Shirley Jackson.

In order to ensure the best for your Christian growth, nonmember weddings and weddings of unbelievers of Jesus Christ will not be permitted at Grove Church.

Weddings generally are not scheduled before 12 noon and no later than 6:00 p.m. Weddings are not scheduled on holiday weekends, during the week of Resurrection Sunday (Easter), the week before Christmas, the week after Christmas or on Sundays. Weddings may be scheduled as far into the future as our ministry scheduler provides but no less than six months in advance.

THE PASTORS

The pastors of our church will work with members to help make your wedding a meaningful expression of your commitment to each other and to Christ and help you prepare for a lifelong covenant of growth and love.

One of our pastors will officiate at your wedding. Other clergy may be approved by the Senior Pastor to assist.

The Senior Pastor is responsible for everything about the wedding that happens on the church campus. When he is not present, that responsibility is delegated to the Wedding Consultant.

Grove Church pastors will counsel with you regarding the meaning of Christian marriage, preparation for a meaningful marriage, and other concerns raised by the couple. Generally, three sessions are required; however, the number and length of the sessions will be determined by the couple and the pastor. Counseling sessions are scheduled by our Assistant Pastor of Congregational Care and Premarital Counselor, Shirley Jackson.

WEDDING CONSULTANT

To insure that every detail of your wedding is properly planned and carried out in accordance with our church policies, we provide the ministry of the Wedding Consultant. You will need to make an appointment with your Wedding Consultant by calling Pastor Shirley Jackson at 757-967-9611 at least six months prior to your wedding. The Wedding Consultant will discuss plans, clarify policies, discuss options and resolve any questions you may have about the wedding and rehearsal.

The Wedding Consultant will review your proposed order of worship and music so that those requests may be submitted to the Assistant Pastor of Congregational Care for approval by the Senior Pastor. The Wedding Consultant will then coordinate with the musician at least four weeks before the wedding to ensure that the musician is fully aware of the approved music. Once approved, the Wedding Consultant will share the approved music with the musician. If you request it, the Wedding Consultant will schedule a time for you to meet with the musician. **The couple should communicate all requests for the musician through the Wedding Consultant.**

At the rehearsal, the Wedding Consultant will lead the participants through every detail of the wedding and ensure that each person understands what will happen on the day of the wedding and are familiar with the church's policies and procedures. Rehearsals will begin on time and last no more than two hours. Fees will be charged as noted on page 6. At the wedding, the Wedding Consultant will see that everything runs smoothly from the time you arrive until after the wedding when you are ready for pictures.

Every wedding that includes music, photography, and/or invited guests, whether in the Fellowship Hall, Prayer Garden or Sanctuary, must include the services of our Wedding Consultant.

If a personal Wedding Coordinator is to assist the bride and her attendants, that person must meet with and work under the supervision of our Wedding Consultant. The Wedding Consultant must meet with the bride and the personal Wedding Coordinator.

If you will have a reception, our Wedding Consultant may be employed to assist you with your reception or you may employ the services of an independent consultant.

THE WEDDING WORSHIP SERVICE

The wedding is a service of worship in which we celebrate God's gift of love and affirm the covenant between a man and woman in holy matrimony. Changes or additions to the service must be approved by the Senior Pastor and must be consistent with the theological tradition of the church. Decisions you will need to make regarding the service will include:

- Would you like to receive Holy Communion?
- Do you want one or more congregational hymns?
- Do you want a family member or friend to read a scripture?
- Will you have solos or special music?
- Will you light a unity candle?

Also see the questions on the Wedding Application Form.

Children are welcomed as members of the wedding party but they must be mature enough to participate effectively in the service. **Wedding programs should not be printed until the Senior Pastor has approved the order of worship and the music.**

DECORATIONS

Since our church is already furnished as a place of dignity that honors God, decorations are not usually needed and additions should be carefully planned.

It is the responsibility of the couple to arrange with a florist for floral decorations. In the placing of flowers, palms or other decorations, precautionary steps must be taken to insure that the floors, carpets, walls and furnishing will not be damaged.

A simple arrangement of flowers may mark reserved pews. Except for the markers, no other decorations will be attached to the furniture. No nailing of wires or scotch tape will be used in decorating. Floral tape may be used.

The altar is central to the service. Plans and flowers may not block the view of the cross or access to the altar. Pulpit furniture and the communion table may not be moved.

In selecting the color scheme of your wedding, you should first consider colors in the existing facilities. If your wedding is scheduled during seasonal celebrations such as Easter or Christmas, it must be planned with the existing decorations, such as red poinsettias at Christmas and lilies at Easter.

The sanctuary is generally not accessible during the hours of 10am and noon on Saturdays. The building will be open for flowers to be delivered 1½ - 2 hours before the wedding or before 10am. You may use some of your allocated rehearsal time to decorate on Friday evening; however, be advised that the sanctuary is in use on Saturday mornings and the church cannot be responsible for decorations. The florist, family and whoever decorates must remove all decorations no later than one hour following the wedding and will be responsible for damage incurred. Flowers may be left for Sunday worship, if you so desire. The custodian is available to assist.

Extreme care must be taken when using candles. Drip-less candles must be used, the floor must be covered with plastic and all droppings must be disposed of after the wedding.

The Wedding Consultant will answer any questions you may have about any of these matters.

Please use the attached “Church Policy for Florist” to give to your florist. Return the signed form to your Wedding Consultant at least 30 days before the wedding.

MUSIC

Music is a vital part of this sacred worship service. Its purpose is to maintain and create a spirit of Christian worship. All instrumental and vocal music should be chosen in consultation with the Wedding Consultant and the musician. Music must be appropriate for worship and reflect Biblical themes and perspective. There are normally five songs in a standard wedding ceremony. The Senior Pastor has the final authority regarding music selected. **Wedding programs should not be printed until the Senior Pastor approves the Order of Worship and the music.**

Once approved, the Wedding Consultant will share the approved music with the musician. If requested, the Wedding Consultant will schedule a time for you to meet with the musician. In addition to the processional music and recessional music, we suggest the following places during the ceremony when music could enhance the service. Choose the spots carefully as it is possible to use too much music in the service.

1. At the seating of the mothers.
2. A hymn sung by all in attendance prior to the processional music.
3. During the lighting of the unity candle. (Choose a song where the theme relates directly to the lighting of the unity candle.)
4. While the couple is kneeling during the prayer.

The Wedding Consultant will coordinate with the musician to ensure all runs smoothly.

REHEARSAL AND REHEARSAL DINNER

Rehearsals should begin and end on time. The Wedding Consultant will host, the musician will attend and the officiating pastor will preside. Rehearsal time is normally 6:00 -8:00 p.m. If a rehearsal dinner is scheduled, the rehearsal time will be 6:00 – 7:30 p.m. and the rehearsal dinner will be 7:30 – 9:00 p.m. Cooking is not permitted in the kitchen. Consumption of alcohol and/or smoking is not permitted on any part of the Grove Church campus, including parking lots.

SANCTUARY SOUND

A sound technician is required for sanctuary and weddings and is included in the fees. The sound technician for Fellowship Hall weddings is the same per hour rate as for overtime.

PHOTOGRAPHY

Capturing the memories of this most sacred worship service is extremely important. The attached POLICY FOR WEDDING PHOTOGRAPHERS will ensure that it is done decently and in order. **Please review them with your photographer, obtain the appropriate signatures and return a copy to the Wedding Consultant at least 30 days before the ceremony.**

THE WEDDING PARTY

We expect members of the wedding party to conduct themselves in a manner befitting the atmosphere of a place of worship.

All participants should arrive on time. No member of the wedding party who is under the influence of alcohol will be permitted to participate in the wedding or the rehearsal. Alcoholic beverages and smoking are not permitted on the church premises at anytime.

Confetti or rice may not be thrown in the buildings or on the grounds. Bird seed may be thrown outside of the building.

The bride and groom must ensure that these policies are made known and followed by all members of the wedding party. The Wedding Consultant may assist you.

DRESSING ROOMS

The Wedding Consultant will direct you to the designated dressing areas. The bride and groom or someone designated by them will arrange for the security of personal property before, during and after the wedding. Grove Church cannot be responsible for personal belongings and we request the designee remove everything from these rooms prior to the wedding.

FEES

Grove Church considers weddings a ministry. However, certain necessary charges cover the cost of the building maintenance and utilities, as well as the time and skills invested in your wedding by our staff.

The cost for a Sanctuary ceremony for members is \$450. This fee includes the Couples Inventory, premarital counseling, premarital workshop, Custodian, Musician, Wedding Consultant, Sound Technician and Security. All fees assume a two and a half hour period from the beginning of the wedding to the end of picture-taking. **Additional fees will be charged beyond the 2½ hour timeframe.**

The cost for Sanctuary Renewal of Vows ceremony is \$350. Additional fees will be charged beyond the 2½ hour timeframe.

It is possible to have a simple wedding in the Prayer Garden with no more than 15 people. This arrangement must be approved by the Senior Pastor. **The cost for a Prayer Garden ceremony is \$200** and includes the Couples Inventory, premarital counseling, premarital workshop, Custodian and Wedding Consultant fees. No food is allowed in the Prayer Garden.

The cost for off site weddings is \$150 and includes the Couples Inventory, premarital counseling, and the premarital workshop.

It is customary to give a monetary Love Gift to the Pastor who officiates your wedding whether at the church or off site.

Please note that the Wedding Consultant, Sound Technician, Custodian and Security cost \$25 each for every additional hour, or any part thereof, beyond the wedding rehearsal period. Please be sure your request is in writing and is included with your application.

Receptions may also be held at the church and charges for Sound Technician, Custodian and Security will apply. Grove does not provide catering services. However, our Wedding Consultant can make referrals.

A non-refundable security deposit of \$100 is required for members. **Your wedding date cannot be confirmed until the security deposit is received and the Senior Pastor approves.** In case of a conflict in the requested date and time, you will be notified by the Assistant Pastor of Congregational Care. If your wedding is cancelled, the \$100 fee is only refundable if the reason for the cancellation is that our pastoral staff is unable to perform your ceremony or if there is a documented emergency.

All other fees and the marriage license must be given to the Wedding Consultant at least 30 days before the ceremony. All fees are payable to Grove Church either by check, cash, or money order.

The Custodial Fee includes opening and preparation of facilities 1½ hours before the wedding, being available to assist the wedding party, cleaning inside the building, and closing. Other arrangements may be made by special request. Please make all special requests to the Wedding Consultant in writing at least two weeks before the wedding.

You may contact the Church Office between 9am and 5pm, Monday through Friday by calling 757-484-4149. Our fax number is 757-686-8029.

We are happy to serve you and your wedding party. Please let me know if you have any questions. May God richly bless your preparation for marriage as well as your ceremony. Ask Him to guide you daily as you minister to one another in this covenant relationship you will establish.

I have read and understand the requirements and policy stated above.

APPLICANT'S SIGNATURE

DATE

WEDDING CONSULTANT

DATE



WEDDING APPLICATION FORM

Please complete this form and submit to the Assistant Pastor of Congregational Care with your \$100 deposit.

Date Submitted: ____/____/____

REQUESTED DATES

Wedding: Month: ____ Day: ____ Year: ____ Time: ____

Rehearsal: Month: ____ Day: ____ Year: ____ Time: ____

Rehearsal Dinner/Fellowship Hall: Day: ____ Time: ____ # Guests: ____

After Wedding Reception / Fellowship Hall: Yes ____ No ____

Ceremony Location: Sanctuary ____ Prayer Garden: ____ Other: ____

BRIDE'S INFORMATION

Name of Bride: _____
Full name

Mailing Address: _____

Contact Number: _____
Home No. Cell No.

Church Membership: _____

Discipleship Training / New Converts & New Members Class Confirmation: ____/____/____

GROOM'S INFORMATION

Name of Groom: _____
Full name

Mailing Address: _____

Contact Number: _____
Home No. Cell No.

Church Membership: _____

Discipleship Training / New Converts & New Members Class Confirmation: ____/____/____

POST MARITAL INFORMATION

How do you want your names to appear on correspondence after the marriage?

Mailing Address and Phone No. after the marriage?

CEREMONY INFORMATION

Name of Bride's Parents: _____

Name of Groom's Parents: _____

Music:

Organ _____ Piano: _____ Soloist: _____ Other: _____

Name of Florist: _____ **Phone No.** _____

Will florist...

Leave flowers in the church? Yes _____ No _____ Provide Altar Cloth? Yes _____ No _____

Provide Unity Candle? Yes _____ No _____ Provide Candelabra? Yes _____ No _____

Name of Photographer: _____ **Phone No:** _____

SPACE REQUESTED AND DATES FOR EACH:

_____ Sanctuary	_____ Fellowship Hall (FH)
_____ Prayer Garden	_____ Back Parking Lot (BPL)
_____ Front Parking Lot	_____ Multipurpose Room (MR)
_____ Kitchen (non-cooking only) (K)	

EQUIPMENT / SERVICES NEEDED (Check and include facility initials)

_____ Musician	_____ Chairs
_____ Organ (Sanctuary Only)	_____ Piano (Sanctuary Only)
_____ Table(s)	_____ TV/VCR
_____ Projector/Screen	

WILL PAY FEES BY:

_____ Check _____ Cash

FOR OFFICE USE ONLY

Bride: _____

Groom: _____

Date /Time of Wedding: _____

Location: _____

Requirements /Dates Completed:

Discipleship Training: ____/____/____

Couples Inventory: ____/____/____

Pre-Marital Workshop: ____/____/____

Pre-Marital Counseling: ____/____/____

FACILITIES / SERVICES	COST	OFFICE USE ONLY
Sanctuary Wedding	\$450.00	
Sanctuary Renewal of Vows	\$350.00	
Prayer Garden Wedding	\$200.00	
Prayer Garden Renewal of Vows	\$200.00	
Off-Site Wedding	\$150.00	
Officiating Minister	Love Gift	
Sexton/Custodian	\$50.00 <i>(each additional 2 hr. period)</i>	
Projection / Sound System Operator	\$50.00 <i>(per person each additional 2 hr. period)</i>	
		TOTAL DUE \$ _____ AMOUNT PAID \$ _____ BALANCE DUE \$ _____

Applicant's Signature: _____

Date: _____

Reviewed by:

Assistant Pastor of Congregational Care _____

Date: _____

Pastor of Congregational Care & Transformation _____

Date: _____

Approved by:

Dr. Melvin O. Marriner, Senior Pastor _____

Date: _____

**RETURN THIS APPLICATION TO THE ASSISTANT PASTOR OF CONGREGATIONAL CARE WITH YOUR \$100 DEPOSIT.
(Keep a copy for your files)**