

## **Weddings Policy**

### **OVERVIEW**

The building and grounds of East Glenville Community Church (EGCC) are for the purposes of glorifying Jesus Christ and providing for the life and ministry of the church, which includes weddings. Weddings will be governed by the EGCC Building and Grounds Policy and other applicable church policies. As used in this policy, “facilities” and “premises” and "church" includes both building and grounds. The details within this Policy and other EGCC Policies are expressed for clarity of understanding to help the wedding couple on their special day.

### **PHILOSOPHY OF MARRIAGE**

East Glenville Community Church believes that marriage is a covenant between a man and woman and God, as stated in the Church Constitution under Statement of Faith. As a part of this continuing Creation design, God made the two genders and brought them together as husband and wife.

Pastors at EGCC have the discretion about officiating at a marriage ceremony or granting permission for another pastor to officiate at the marriage ceremony of any couple requesting to be married at the church. They must abide by the Church’s Statement of Faith regarding marriage and determine in their own conscience before God whether a couple is capable of making and keeping the covenantal vows before God and assembled witnesses. They may choose to withhold permission based upon the following:

- One or both parties of the couple is younger than the State allows to be legally married.
- The couple is currently living together before marriage.
- The couple would not begin marriage “equally yoked” spiritually.
- The couple will not agree to a premarital counseling program.
- The pastor has serious misgivings about the advisability of the union.

In counseling a couple about their decision to be married, it is EGCC's desire is to see men and women whom God brings together thoroughly prepared to commit themselves to one another in marriage. EGCC also encourages couples establish themselves in a local congregation in their own communities, discovering, growing in and following Jesus Christ as His disciples. In doing so, couple will grow also in their relationship with one another by finding spiritual support, godly teaching, and divine enabling to keep their marriage vows.

### **SCHEDULING AND FEES**

As a part of the initial scheduling process, couples requesting a wedding at EGCC will meet with the Pastor for an initial get acquainted conversation and discuss the basic information about the wedding. This will enable him to forward on their request to the Trustees for approval and help the Pastor to shape with the couple the topics of their upcoming pre-marital sessions. The couple should also contact the Wedding Coordinator for a Facility Use Form and Wedding Policy.

Requests for the use of the facilities for weddings shall be the same for other requests for EGCC buildings and grounds. The weeks of Easter, Christmas and VBS are not available for weddings

As soon as they receive notice that approval has been received from the Pastor and Trustees, the couple should make an appointment to meet with the Wedding Coordinator. The Wedding Coordinator will help with all wedding and rehearsal details and go over individual fees that are paid directly to the EGCC personnel who are involved. Payment of these specific personnel fees will be supplied to the Wedding Coordinator at the rehearsal who will forward them on the couple's behalf.

- Custodial fee \$40
- Sound Tech for rehearsal & wedding \$140
- Media Tech (if needed) for rehearsal & wedding \$140
- Accompanist for rehearsal & wedding \$175
- Wedding Coordinator \$200

In cases of extenuating circumstances, fees may be lowered with the approval of the Senior Pastor and Trustees.

#### **OFFICIANTS AND PREMARITAL PROCESS:**

Services held at EGCC will be officiated by EGCC pastors or Senior Pastor's designee. The EGCC Pastor is the both the "officiate" as well as the "representative" of EGCC. He will respect the wishes of the bride and groom, but ultimately determines what is appropriate for inclusion in a worshipful ceremony. Christian clergy from outside the congregation who are legally permitted to perform weddings in the State of New York are welcome to perform weddings at EGCC as guided by this Policy and the larger policies of the church and must be in agreement with the mission and work of the EGCC and its pastoral staff. A letter documenting such agreement must be supplied if requested by the Senior Pastor before consent is given for that wedding to be placed on the church calendar.

The Pastor will meet with the couple for premarital counseling. Topics in these sessions will involve God's design for marriage, personalities, communication, family dynamics, and other such issues the Pastor shall determine useful for the couple to address together.

The couple is responsible to make the necessary legal arrangements for and obtaining a license to be married in the State of New York. This license is to be presented to the Pastor at the rehearsal.

If a non-EGCC clergy is performing the ceremony, written confirmation of the premarital counseling is required before the wedding date.

### **ROLE OF THE WEDDING COORDINATOR:**

The EGCC Wedding Coordinator will work with the couple on questions they may have, and be their connection to other EGCC personnel for arrangements such as an accompanist, sound, tech, and custodial support.

The EGCC Wedding Coordinator will be available to help the couple with decorative suggestions and wedding etiquette. She can also assist in any number of ways that may be helpful before and during the wedding. Her role is to make it possible for the couple, their families, and the attendants to enjoy the wedding rather than worry about details

Seating capacity of the Sanctuary is 468. The center rows seat 20 and the side pews seat 3 persons each. The length of the center aisle is 85 feet. EGCC does not have an aisle runner, so we encourage the couple to contact their florist to obtain one if it is desired.

The Wedding Coordinator speaks with the authority of EGCC Church. In the absence of the EGCC Pastor, any questions that may arise at a rehearsal or ceremony, direction from the EGCC Wedding Coordinator takes precedent over outside clergy officiating or any others including the couple's personal Wedding Coordinator.

### **MUSIC:**

EGCC Wedding Coordinator will help with the selection and coordination of the music to be played at the wedding. These selections should be finalized at least one month prior to the wedding. We prefer that only wedding appropriate music be used during ceremony. If necessary, the EGCC pastor officiating may determine that particular selections not be used.

Music, pictures, audio or video files to be included in the ceremony shall be provided to the Wedding Coordinator at least one week prior to the rehearsal.

### **ADDITIONAL GUIDELINES:**

It is the responsibility of the couple to coordinate with the Pastor and Wedding Coordinator to complete their arrangements and fulfill their responsibilities. In addition to the other EGCC Policies governing the use of the facilities which the Church Office will provide, these additional wedding-specific guidelines will apply:

- Bulletin preparation, production and copying may be provided by the Church Office.
- Ushers, flowers, unity candles (or alternative symbolism) are not supplied by the Church.
- Reception food is not supplied by the Church. However, outside groups, caterers and friends can be called upon to supply food. If a reception is to be held on the premises, EGCC personnel will provide the set-up and take down of tables and chairs. Decorating, undecorating and basic clean-up are the responsibilities of the couple. Use of space for a reception should be part of the initial building request.
- The Wedding Coordinator will assist the couple in advance of the rehearsal in designing an attractive layout for the Sanctuary.

- Rehearsals normally run one hour. As part of the premarital planning session, the Pastor will design the ceremony's wording and flow with the couple. At the rehearsal, the Pastor and Wedding Coordinator will tell people where to stand, how to process, etc. so that the couple may focus on their own roles.
- Other personnel whom the couple may require from outside EGCC such as florists, videographers, photographers, and caterers are requested to work with the EGCC Wedding Coordinator to ensure that necessary details are arranged in advance.
- Photographers and videographers are asked not to interfere with the ceremony.
- As stated in the EGCC Building and Grounds Policy, EGCC requests that participants and guests adhere to the "No Smoking" policy and "No Alcohol" policy, including champagne toasts. No food or drink (other than water) is allowed in the Sanctuary.
- After the Ceremony, the couple should ensure someone is assigned to gather all personal items out of any spaces used for preparation and that decorations, flowers, etc. are removed from the Sanctuary and Foyer. Unless otherwise instructed, flowers, decorations and runner will be disposed of following the ceremony.