

# Member Wedding Information Booklet



**Good News Reformed Church  
1800 South Valley View Road  
Sioux Falls, SD 57106  
(605)361-6718**

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## **General Wedding Information for MEMBERS of Good News Reformed Church**

### **Setting the Date**

1. Call the **church secretary at 361-6718 to schedule** the date and time of your wedding. If only the wedding is held at the church the latest starting time is 5:00 PM; if both the wedding & reception are to be held at the church you will need to be out of the church by 8:00 PM.
2. The church secretary will send you a wedding information packet and a reservation form. Please complete the reservation form and return to the church with a check for the deposit, which is not cashed unless damage has resulted. The date is placed on the calendar after the reservation form and fee have been received by the church office.
3. Contact the Wedding Facilitator, **Lorraine DeBoer**, by phone at home 361-9751 or work 965-3230 at least one month prior to your wedding, and two months prior if you are having your reception in the fellowship hall. She will answer any questions you have about the wedding information packet, discuss church policies, procedures and related fees and show you around the church. You may also contact Lorraine by e-mail at [merlinlorraine@msn.com](mailto:merlinlorraine@msn.com).

**Please do not call the church secretary or custodians with questions about your wedding. Call the Wedding Facilitator listed above.**

### **The Christian Marriage Ceremony**

The Christian marriage ceremony is an assembly before God, family and friends where two persons vow to share the rest of their lives together. It is an honorable estate, instituted by God when He said that a man shall leave his mother and father and shall cleave to his wife; and the two shall be one flesh. Therefore, the wedding ceremony should not to be entered into lightly or hastily, but reverently, discreetly, and in the fear of God.

### **The Board of Elders**

In as much as the Board of Elders believes that marriage is an institution blessed and held in high esteem by God, the elders request that all couples wanting to get married by a Good News pastor meet with them first. This meeting will be held at a regular elders meeting (third Tuesday of each month at 6:30 PM) and will consist of a time of sharing and prayer.

### **Counseling Sessions**

The couples are to contact the Pastor to begin the process of premarital and marital counseling. The couples will meet five times with a professional counselor and one time with the professional counselor and pastor prior to marriage. The couple will be responsible to pay for three sessions at a cost of \$75 per session. The first five sessions are to be held at Sioux Empire Christian Counseling, 2000 S. Sycamore Ave., Sioux Falls, SD (605-271-0261) while the sixth session will be held in the pastor's office at Good

News Church. The church will pay for three of the premarital sessions. The church will also pay for three counseling sessions during the first year of marriage. These sessions, at four, eight and twelve months, are ways to ensure the couple is adjusting to the first year of marriage.

### **Guidelines**

All members and their immediate family (son, daughter) shall be granted use of the sanctuary and fellowship hall for weddings and receptions. However, church functions take precedence.

**All payments related to the fees listed below should be given to the Wedding Facilitator, Lorraine DeBoer, at the rehearsal for distribution. Fees: a \$250.00 reservation-deposit damage fee must be included when the enclosed reservation form is returned to the church. This fee will be returned within two weeks after the wedding, if no damage is found or accessed.**

- |   |   |  |
|---|---|--|
| 1. Wedding  | } | <b>\$250.00 Reservation Fee &amp; Damage Deposit</b> (refundable)  |
| 2. Wedding and Reception  |   |  |
| 3. Custodial Services ( <b>Make the check payable to Rick Menendez</b> )    |   |  |
| Wedding only  |   | \$100.00   |
| Reception   |   | \$ 75.00   |
| Rehearsal Dinner  |   | \$ 50.00   |
| 4. Pastor   |   | \$100.00   |
| 5. CD   |   | \$ 2.00  |
| 6. Musicians  | } | The church has some names of musicians, but you will need to contact them yourself and agree on a price. |
| 7. Soloist  |   |  |
| 8. Sound Technician ( <b>Make the check payable to Merlin DeBoer</b> )      |   | \$100.00   |
| 9. Wedding Facilitator ( <b>Make the check payable to Lorraine DeBoer</b> ) |   | \$75.00  |

### **Wedding Setup**

1. Guests should confine themselves to those parts of the building in which their activity is being conducted. Members of the wedding party may dress in classroom #7 & #8.
2. You may decorate the sanctuary, but keep in mind that there is a preschool in the building. If you are planning to use the fellowship hall, you may decorate it after 6:00 PM. The church will not be responsible for items left unattended. Please be sure to take your personal items from any room used during the rehearsal and wedding. **DO NOT** leave items in the classrooms, restrooms or kitchen after the wedding.
3. Please, use masking tape or wire to fasten decorations to the chairs in the sanctuary.

4. Reimbursement to the church for any damage done to church equipment or the building while in use will be taken out of the reservation fee and damage deposit. If no damage is accessed the fee will be returned within two weeks following the wedding.
5. NO SMOKING will be allowed in the church, restrooms included.
6. There will be no ALCOHOLIC BEVERAGES consumed or served in the church or on church property.
7. Contact the Wedding Facilitator if you need to get into the church for any reason.
8. Candelabra are not available, but may be rented. Please use spring-loaded candles to avoid drips.
9. No rice, confetti, bubbles, or birdseed is allowed in the church. Outside please use birdseed or bubbles instead of rice or confetti.
10. The sanctuary seats approximately 450 - 500.
11. The church does not provide an aisle runner. The length of the center aisle is 45 feet.
12. The church does not offer bulletin printing for weddings.
13. Videotaping - There are no rules for videotaping; it may be done from wherever you feel the best location to be.
14. Custodial services **must** be used for any wedding and/or reception larger than 15. ***The janitor will set up and take down chairs if the fellowship hall is to be used for receptions. See the fee listing on page 2. Contact the custodian, Rick Menendez, through the wedding coordinator Lorraine De Boer 361-9751 at least a month in advance to share your wedding plans if you desire him to set up the reception hall.***
15. Please, remember that anything you move in the sanctuary, entry or fellowship hall must be returned to the original location. This will be your responsibility.
16. On the day of your wedding, right before you have your wedding pictures taken, you should remove most of your belongings from the church. By doing this, you will not have to worry about packing everything and carrying it to your "getaway car". **The church is not responsible** for any items left in the church or lost.

### **The Sound System**

The sound system amplifies all the instruments and is essential for the use of microphones during the wedding ceremony. It is recommended that the system be used so that everyone attending your wedding will be able to hear properly. In the case of a very small or "family only" wedding, it may not be needed. **At least one month prior to your wedding, contact Merlin and Lorraine DeBoer (361-9751) to run the sound system.** See page 2 for the fee.

### **Music**

A Christian marriage involves more than two people promising their love and faithfulness to each other. It involves the asking of God's blessing and guidance. Music can be an important part of any worship

service, including a wedding. The music should always call to mind the worship of God, and His role in the Christian marriage.

1. Select your musicians, instrumentalists and vocalists early enough so they can prepare the music properly.
2. Make financial arrangements with your musicians. Inquire about fees that they normally receive. Each person has different expectations.
3. If your musicians are from outside the church, encourage them to practice at the church before the rehearsal date so they can become familiar with the sound system.
4. The church is open Monday - Thursday from 9:00 AM – 4:30 PM and Friday from 9 AM – Noon. Call first to be sure the worship center is available. If another time is needed, contact the Wedding Facilitator.
5. You may use pre-recorded music for your wedding ceremony. Contact the sound technician with your questions.

### **The Reception**

1. If you are having a reception in the fellowship hall, it is suggested that you have an attendant in the nursery.
2. No property of the kitchen is to be used in the parking lot or taken outside the church for any reason. If you are having the reception here, we strongly suggest catered meals only. If you choose not to utilize a caterer, please understand that you will be responsible to provide people for preparation and distribution of food, and cleaning the kitchen. Please be sure to leave the kitchen as you found it.
3. The wedding party must provide all paper products, coffee, cream, and sugar or make arrangements with the caterer to provide these items.
4. All surplus food is to be removed from the kitchen after the reception. The family should provide containers for the leftover food and drink.
5. Any deliveries that are to take place during the seating of guests or the ceremony should use the west door of the fellowship hall.
6. The fellowship hall comfortably seats approximately 80 – 100 with either round tables or long tables.
7. The kitchen items (coffee carafes, serving bowls, platters, etc.) are available for use, but many of these items are older, used daily and may not match. Please take the time to see what is available in the kitchen so you can plan accordingly.
8. If you wish to decorate the fellowship hall, you may remove items or decorations from the walls. Please use staples to put items on the walls. No tape is to be used, please. After the reception, it is your responsibility to return all items to their original place. Failure to return items as found may result in some of your damage deposit fee from being returned.
9. Generally speaking, the Pastor does not attend rehearsal and reception dinners unless otherwise stated.

## **Church Inventory:**

1. Brass Candle Lighters - 2
2. Coffee carafes - 12
3. Punchbowl - 1
4. Lap trays are available
5. Silver Service - 1
6. Round tables that seat 6 to 8 people - 5
7. Six-foot long tables - 14
8. Folding chairs - approximately 150 - 200
9. 100-cup coffee maker – 1
10. 55-cup coffee maker - 2
11. Card tables - 2
12. Various serving bowls/platters (various quality)
13. Water pitchers are available
14. **NO table skirts, cloth tablecloths or napkins.**

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**Wedding Rental Reservation Form**

Please complete the following information and return to the church office with the \$250.00 reservation damage deposit fee to reserve the date on the master calendar.

**Name of Bride** \_\_\_\_\_  
**Address** \_\_\_\_\_  
(city, state, zip code) \_\_\_\_\_  
**Phone (home)** \_\_\_\_\_ **(work)** \_\_\_\_\_  
(cell) \_\_\_\_\_

**Name of Groom** \_\_\_\_\_  
**Address** \_\_\_\_\_  
(city, state, zip code) \_\_\_\_\_  
**Phone (home)** \_\_\_\_\_ **(work)** \_\_\_\_\_  
(cell) \_\_\_\_\_

**Mailing address after the wedding** \_\_\_\_\_  
\_\_\_\_\_

**Wedding Date** \_\_\_\_\_  
**Wedding time** \_\_\_\_\_  
**Start time (include set-up, pictures, etc.)** \_\_\_\_\_  
**End time (include clean-up)** \_\_\_\_\_  
**Rooms needed (see map enclosed)** \_\_\_\_\_

**Rehearsal Date** \_\_\_\_\_  
**Rehearsal time** \_\_\_\_\_  
**Start time (include set-up)** \_\_\_\_\_  
**End time (include clean-up)** \_\_\_\_\_  
**Rooms needed (see map enclosed)** \_\_\_\_\_  
**Rehearsal dinner at church (yes) \_\_\_\_\_ (no) \_\_\_\_\_**  
**Start time (include set-up)** \_\_\_\_\_  
**End time (include clean-up)** \_\_\_\_\_  
**Rooms needed (see map enclosed)** \_\_\_\_\_

**Minister name** \_\_\_\_\_ **Phone #** \_\_\_\_\_

**Approximate number of people attending wedding** \_\_\_\_\_

**I have read and agree to honor the GNRC Wedding Rental and Policy guidelines:**

**Signature of Contact/Responsible Party:** \_\_\_\_\_ **(date)** \_\_\_\_\_

=====  
(To be completed by Good News Church staff) **Date approved** Yes No  
**Policy booklet sent:** Yes No **Damage Deposit \$250 paid** Date \_\_\_\_\_ **Ck #** \_\_\_\_\_  
**Staff notified:** Pastor \_\_\_\_\_ **Custodians** \_\_\_\_\_ **Wedding Facilitator** \_\_\_\_\_

