

# **The Vine Church**

## **Wedding Guidelines and Information**

Congratulations on choosing The Vine Church for your wedding. In so doing, you have made the decision to celebrate your marriage through a Christian worship service, in which every effort will be made to focus attention upon the gift of God's love as He unites you in marriage.

### **OFFICIANT**

It is expected that a minister of this church will officiate at your wedding service. Mike Delong is the Senior Minister at The Vine and can be contacted at 321-284-5734. If you wish to have another minister perform your wedding service, arrangements may be made at the discretion of our senior minister to extend an invitation to a guest minister. If a guest minister will be presiding they are **required** to be present for the wedding rehearsal.

### **WEDDING COORDINATOR**

Donna Maddox is the Wedding Consultant for The Vine Church. She will be responsible for booking your wedding, discussing specific concerns and details with you, and handling financial arrangements. Donna can offer many helpful suggestions and clarify matters of church policy. She can be contacted via phone at 407-709-8357 or E-mail: [ddtheflowerlady@aol.com](mailto:ddtheflowerlady@aol.com)

Once you have returned the enclosed Wedding Information Form, Donna Maddox will contact you. As your wedding coordinator she will play an integral part in your wedding from start to finish. Donna is well versed in matters of wedding etiquette and is capable and willing to take over many details that may be of concern to you. She will help direct your rehearsal by aiding the minister in preparing your wedding party for your ceremony. On the day of the wedding, the wedding coordinator opens and closes the church, assists the wedding party, directs the photographers and is available for any last minute consultation.

### **MUSIC**

Please notify Donna Maddox our wedding consultant, if you have a soloist at least one month prior to the wedding. Any recorded accompaniment must be in an MP3 format. The Vine also provides access to three large flat screens if you would like to provide a personal DVD. Vocalists will rehearse and have a sound check 30 minutes prior to the scheduled rehearsal time.

### **FLOWERS**

On the day of the wedding the church is opened one and one-half hours before the wedding time. Please notify your florist that this is the earliest they may have access to the Sanctuary for decorating. Donna Maddox is an experienced floral designer with over 20 years of experience. She will be more than happy to talk to you about providing this

service at a separate fee. Donna's services as a floral designer have nothing to do with the use of the church facilities, or her working as your coordinator. It is the responsibility of the wedding party to have flowers removed promptly at the conclusion of the service and wedding photographs.

**CANDLES:** We welcome the ambiance of candlelight used with caution and safety. No candles are allowed on the carpeted areas.

### **PHOTOGRAPHER**

Photographs may be taken prior to or at the conclusion of the wedding service. You and your photographer should make a list, before the wedding, of the various pictures you want posed. The church will remain open for one and one-half hours following the scheduled time of your wedding and all photographs must be completed during that time period. If you do not have a wedding photographer The Vine is able to provide this service at an additional fee.

### **VIDEOGRAPHER**

One video camera may be set on a tripod to record the service as long as it does not obstruct the ceremony. It may be manned by the videographer but is not to be moved from its tripod position. Verify with the minister as to the positioning he or she is comfortable with. Your videographer must check with the church sound technician to be certain that his sound frequency does not interfere with the church equipment.

### **REHEARSAL**

The wedding rehearsal is conducted by the wedding coordinator (and guest minister, if one is officiating). Rehearsals must begin on time and are limited to one hour. Therefore, we stress the need for all members of the wedding party to be present and prompt.

### **FEES**

A date will be held for your wedding upon receipt of a \$100.00 non-refundable deposit. You will receive a statement one month prior to the wedding for the remaining fees due.

### **With Due respect to The Vine Church:**

**No alcoholic beverages are allowed on church premises. No smoking is allowed on any church property.** It is the responsibility of the bride and groom to share these policies with all members of the wedding party.

The wedding fees include the use of the church for **one hour** for the wedding rehearsal and **three hours** on the day of the wedding. Please be aware that the church staff may have other obligations and will need to adhere to the specific times allotted. All photographs must be completed within the three hour time frame. Any additional facilities use will be billed at a rate of \$100 per half hour.

**Initial** \_\_\_\_\_.

Any items left may be picked up in the church office on Monday.

## **WEDDING FEES**

Non-Refundable Deposit (Hold Date)	100.00
Facilities Use Fee	200.00
Minister	200.00
Wedding Coordinator	200.00
Sound Technician	100.00

Additional Services:

## **GENERAL INFORMATION**

A counseling appointment is required by the ministerial staff at The Vine Church. You will need to schedule your appointment with the minister at least two months prior to your wedding date.

A Florida marriage license from any county is valid. The license, certificate of marriage and forwarding envelope must be presented to the wedding coordinator at the wedding rehearsal. The minister signs the certificate on the wedding day and will be returned to designated person.

A room is available for the bride & bridesmaids and should be cleared out immediately following the ceremony. The groom and groomsmen need to arrive in their wedding attire. The church is not responsible for any lost items.

Silk flower petals may be used as long as they are cleaned up by members of the wedding party.

The sanctuary has a seating capacity of 120 with 11 rows of chairs on each side of the church.

We look forward to your wedding ceremony in our church and want you to know that those in positions of responsible leadership will do everything to make your ceremony a joyous, sacred and memorable occasion.

## Wedding Check List

- \_\_\_\_\_ Payment of \$100 non-refundable deposit to hold wedding date.
- \_\_\_\_\_ Return Wedding Information Form to the wedding consultant as soon as possible following deposit but no later than two months prior to your wedding date.
- \_\_\_\_\_ Talk with Wedding Coordinator.
- \_\_\_\_\_ One month prior to the wedding, you will receive a statement from our wedding consultant concerning final payment of wedding fees.
- \_\_\_\_\_ One month prior to the wedding, notify the wedding consultant as to whether you have a soloist and who will be providing accompaniment.
- \_\_\_\_\_ Two weeks prior to the wedding, make a copy of any taped music being used and submit the original to the church office to be given to the sound technician.

## WEDDING CHRONOLOGY

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|---------------------------|--|
| 1 ½ hrs prior to ceremony | Church is opened by wedding coordinator<br>Florist may have access for decorating  |
| 1 hr prior                | Photographer and videographer should consult with wedding coordinator  |
| 20 minutes before         | Pre-service music<br>Ushers begin seating guest  |
| 5 minutes before:         | Groom enters   |
| Wedding begins            | Candle lighters light candelabra and unity candles<br>Grandparents, honored guests and parents are seated<br>Solo, if desired            |
| Following wedding         | Photographs may be taken in sanctuary; those with the Minister should be taken first.  |
| 3 hrs from opening        | Church is closed by wedding hostess. Any items left can be picked up by making arrangements with coordinator. Donna Maddox: 407-709-8357 |