

*Your
Wedding
at Evergreen
New Hope*



Evergreen Church

Wedding Planning Packet

Congratulations on your engagement. We would love having your wedding here at Evergreen Church.

Due to our weekend services, weekly events and other special activities, our facilities are somewhat limited. We recommend you send in your request early to ensure your preferred wedding date is available. Your request may take up to two weeks for confirmation.

*To begin the Evergreen wedding process, please complete the **Wedding Information Form**.*

*Mail it to: Evergreen
Church
3351 Independence Ave N
New Hope, MN 55427
Attn: Wedding Coordinator*

We look forward to helping you plan your wedding ceremony and prepare for your life together!

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** If you have any questions regarding the policies in this booklet, please contact your Wedding Facility Coordinator.*

Evergreen Church Contact

Your Evergreen Wedding Facility Coordinator

Upon confirmation of your wedding date, an Evergreen Wedding Facility Coordinator will be assigned to assist you with your use of the church facility. Upon sending your deposit, please schedule the Initial Meeting with this Wedding Facility Coordinator.

Even a small wedding can be logistically complex. Your Wedding Facility Coordinator will take the guesswork out of coordinating the “church” side of your wedding. Your Wedding Facility Coordinator will:

- *Serve as your Evergreen liaison - available to answer questions, plan, and direct all Evergreen people, procedures, policies, rooms, and equipment*
- *Direct the rehearsal along with the officiating Pastor.*
- *Direct facility-related wedding day activities of the church staff, flowers and rental decorations deliveries, caterer, photographer, musicians, and vocalists*

At the Initial Meeting with your Wedding Facility Coordinator, you will tour the church, review the Wedding Planning Packet, and put together the general plan for your use of the facility for your wedding.

Please schedule the second and final meeting with your Wedding Facility Coordinator for six weeks prior to your wedding. At this meeting you will finalize all facility related details of your wedding. To this meeting, please bring the facility fee payment, and music and projection data.

Wedding Couple's Checklist

<i>Date Due</i>	<i>Item</i>	<i>Completed</i>
2 months. prior to the wedding date	Send Wedding Information form (includes facility request) to EC Wedding Facility Coordinator	
Within 2 wk. of receiving wedding date confirmation	Send deposit to EC Wedding Facility Coordinator	
Immediately after sending deposit	Initial meeting with EC Wedding Facility Coordinator	
Prior to wedding date	Fit to Be Tied class completed, if EC Pastor is officiating at your wedding	
6 weeks prior to the wedding date	Final meeting with EC Wedding Facility Coordinator <i>Bring:</i> Facility fee payment Marriage license Music and projection data	
1 to 3 days prior to the wedding date	Rehearsal <i>Bring:</i> Envelopes with Service Fees Wedding programs	
Wedding day	Marriage license signed by witnesses	

Requirements if ceremony is officiated by an EC Pastor

We look forward to assisting you prepare for your upcoming wedding and marriage. To be married by an Evergreen pastor, please consider the following questions:

- 1) Are either of you uncertain that you have a personal relationship with Jesus Christ, or are either of you uncertain that you have accepted Jesus Christ as the only Lord and Savior?
- 2) Are you living together or physically intimate?
- 3) Has either of you been previously married?

If you answered 'yes' to any of these questions, sit down with an Evergreen pastor. A 'yes' answer does not mean you cannot hold your wedding at Evergreen or be married by an Evergreen pastor; however, it does raise questions which will need to be addressed before the facility can be reserved.

Also, if an Evergreen pastor will be officiating at your wedding ceremony, you must complete the Fit to Be Tied premarital counseling program.

The Fit to Be Tied premarital counseling program is a ten-week program held at Evergreen Church in New Hope. The cost of this program is \$99 per wedding couple. For more information about this course and when it is offered, please contact Fred and Kym Poulson at [612/802-6720](tel:6128026720).

Requirements if ceremony is officiated by someone other than an EC Pastor

If you would like to hold your wedding at Evergreen but have someone other than an Evergreen pastor officiate your wedding ceremony, you must meet with and obtain approval from either Pastor Mark Stiglicz or Pastor Doug Patterson before the facility can be reserved.

Contact information:

Mark Stiglicz	763-971-8131	mstiglicz@evergreennewhope.com
Doug Patterson	952-542-8546	dpatterson@evergreennewhope.com

Evergreen Church is a Christian church and we reserve the right to disallow any activities in our building which we believe are contrary to the cause of Christ.

Evergreen New Hope

New Hope Wedding Facility Coordinator

Denise Hudson

Phone: 612-298-5478

Email: hudville@comcast.net

New Hope Facilities

If you would like to see the facilities available for your wedding, please contact a Wedding Facility Coordinator for a tour

Auditorium

Seating for up to 300 people

Equipment

The following equipment is available for your ceremony:

- *Basic microphone set-up*
- *Sound system*
- *Projection system*
- *Grand piano*

Fellowship Hall

Reception seating for approximately 200

60”round tables available

6 chairs per table

Rectangular tables also available for serving with 8 chairs per table

Can be used for a dance but wedding party would need to assist with table/chair take down in order to make room for a dance floor.

Kitchen

Catering kitchen only

*Food may be catered or brought in by the wedding party, but it must be pre-prepared. The wedding party must arrange to bring in table linens and dishes. **Alcoholic beverages are not allowed on church property.***

The wedding party is responsible for setting the tables (linens, dishes, etc.) and removing them. All receptions must be completed, including clean-up, by 9:00 P.M. Unless otherwise approved by the Wedding Facilities Coordinator.

New Hope Facility Fees

New Hope Rooms	EC Member *	EC Attender**	Non-Attenders
Damage Deposits - refundable			
Sanctuary	\$250	\$250	\$250
Fellowship Hall & Kitchen	\$100	\$100	\$100
Rental Fees – payable to Evergreen			
Sanctuary	Waived	\$150	\$300
Fellowship Hall & Kitchen	Waived	\$65	\$125
Service Fees – payable to individuals			
Wedding Facility Coordinator Fee – Wedding Only**	\$200	\$200	\$200
Wedding Facility Coordinator Fee – Wedding and Reception***	\$350	\$350	\$350
Custodian – Sanctuary	\$100	\$100	\$100
Custodian -- Sanctuary & Reception	\$150	\$150	\$150
EC Sound System Technician**	\$100	\$100	\$100

*****Rehearsal** – Includes 1.5 hours of rehearsal time.

***Members** – have attended EC membership class (at an Evergreen location or at The Rock or The Urban Refuge) and signed membership covenant document.

****Attender** – have attended EC (or the Rock or The Urban Refuge) for at least 3 months.

Damage Deposit

Damage Deposits are due to the Wedding Facility Coordinator within **two (2) weeks** of confirmation of the wedding date to **secure** the date of your wedding. The check is payable to Evergreen Church with “Wedding Damage Deposit [Location] [Wedding Date] [Couple’s Last Names]” in memo section. This check is deposited and not refunded until all billable fees and assessed damages have been paid. Uncollected fees remaining 30 days after the wedding date will be subtracted from this deposit.

Facility Fees

Facility fees, payable to Evergreen Church (“Wedding Facility Fees [Location], [Wedding Date] [Couple’s Last Names]” in the memo section), are due to the Wedding Facility Coordinator **six weeks** prior to the wedding. These fees are non-refundable.

Service Fees

Service fees, payable to specific people, are due to the Wedding Facility Coordinator at the rehearsal. Any fees paid to musicians are the responsibility of the wedding party. Please note that payment is preferred in cash and there should be a separate envelope for each person providing service. Please contact the New Hope Wedding Facility Coordinator with any questions about holding a wedding at Evergreen in New Hope.

Wedding & Facility Policies

- Liability:** Evergreen Church is not liable for loss, damage, or injury to person or persons using or renting church facilities. If any physical damage to the church occurs by guests or the wedding party, the couple or their parents are responsible for the cost of repairs.
- Facility Fees:** All Facility Fees, payable to Evergreen Church, must be provided to the Wedding Facility Coordinator six weeks prior to the wedding ceremony.
- Service Fees:** All Service Fees, payable to specific people, must be provided to the Wedding Facility Coordinator the night of the rehearsal.
- Time & Day Limits:** On Saturday, the latest ceremony is 5:00 P.M. with pictures before. Receptions must be completed by 9:00 pm. The sanctuary is not available Sunday mornings from 8:00 A.M. – 2:00 P.M. Weddings are not scheduled during Thanksgiving, Christmas or Easter weekend, 4th of July or during the last 3 weeks of December.
- Decorations:** The Sanctuary and Fellowship Hall are available for decorating 4 hours prior to the wedding start time. Any decorations must be removed immediately following the wedding. The wedding party is responsible for cleanup. The Wedding Facility Coordinator must approve all decorations. Some decorating may be done during rehearsal time if time allows.
- Music:** It may be instrumental or vocal, sung as a solo, duet, small ensemble, or congregation. All music selections should be reviewed with the Wedding Facility Coordinator.
- Flowers:** If not donated to the church, all flowers should be removed by the wedding party.
- Furniture Limits:** All furniture, band equipment, and church decorations are to remain in place unless approved by the Wedding Facility Coordinator. The Facility Manager is responsible for moving any furniture and band equipment.
- Room Use Limits:** Dressing rooms are assigned by the Wedding Facility Coordinator. If you need additional rooms, please make arrangements with your Wedding Facility Coordinator prior to the day of the wedding. The nursery is not available for weddings.
- Smoking & Alcohol:** Smoking and the use or possession of alcoholic beverages is not allowed anywhere in the building or on the church grounds.
- Rice/Silly String:** Rice, silly string, confetti, bird seeds, bubbles, flower petals, or any similar item is not allowed within the church. Blowing bubbles is allowed outside of the building.
- Gifts & Personal Items:** Evergreen assumes no responsibility for lost or stolen gifts or personal items. Please designate someone to be in charge of gifts and personal items at all times.
- Projection System:** Discuss with the Wedding Facility Coordinator.
- Sound System:** Discuss with the Wedding Facility Coordinator.
- Wedding Program:** Design, production and printing of the wedding program is the responsibility of the wedding couple.

Your Wedding

The Rehearsal

Rehearsals are usually held prior to the day of the wedding. Your Wedding Facility Coordinator will direct the rehearsal, according to all of the decisions the bride and groom have previously made. This relieves the bride and groom from remembering the logistics and details and enables them to fully enjoy the rehearsal along with their friends and family. The time allotted for rehearsal is 1.5 hours.

All members of the wedding party should attend the rehearsal. Bridesmaids, groomsmen, flower girls, ring bearers, readers, ushers, greeters, musicians, and parents should all attend.

Please bring the following items to the rehearsal and give them to the Wedding Facility Coordinator:

- Service fees in envelopes (the Wedding Facility Coordinator will distribute them for you)
- Wedding programs (the Wedding Facility Coordinator will store them on-site until the wedding)

The Wedding Day

With all the preparation over and decisions made, now is the time to relax and enjoy this special day!

Dressing Rooms

4 hours in advance of the ceremony your Wedding Facility Coordinator will open the church and church dressing rooms for the wedding party.

Flowers, Rented Decorations, & Wedding Cake

3 to 4 hours prior to the ceremony, flowers, rented decorations, and the wedding cake should be delivered. The Wedding Facility Coordinator will direct their initial placement based on the general design already decided on by the bride and groom. The church will not be open to accept these items prior to 4 hours before the ceremony.

Technician & Facility Manager

Before the ceremony the sound and projection technicians as well as the Facility Manager will arrive to set-up the rooms and conduct the initial test of the sound and projection equipment. The Wedding Facility Coordinator will provide them detailed guidelines based on decisions previously made by the bride and groom.

Musicians & Vocalists

2 ½ hours prior to the ceremony the musicians and vocalists should arrive at the Sanctuary. They will have 1 hour to conduct sound checks and practice prior to the wedding party's photo shoot. (Decorating by the wedding party will happen at the same time.)

Decorating

2 ½ hours prior to the ceremony the Sanctuary will be available for the wedding party to decorate. 1 hour is available before the wedding party photos begin. (The musicians and vocalists will be conducting their sound tests and practicing at the same time.)

Photographs

1 ½ hours prior to the ceremony the Sanctuary will be available for pictures of the wedding party for 1 hour. Additional pictures should be taken prior to this. If you would like an additional room for your photographer to set-up for portrait pictures, please arrange this with your Wedding Facility Coordinator at least 6 weeks prior to your wedding.

(Example: 5 P.M. ceremony)

- 1:00 P.M. Wedding party arrives and dresses
 Flowers, rented decorations, and cake arrive*

- 2:30 P.M. Decorate Auditorium, South Gathering Space, Gym (1 hr.)
 Musicians/Vocalists practice (1 hr.)*

- 3:30 P.M. Pictures at the church (1 hr.)*

- 4:30 P.M. Guests begin arriving*

- 5:00 P.M. Ceremony
 Witnesses sign Marriage License*

About Evergreen

Experience God – Not Religion

Evergreen Church is a non-denominational church with five locations throughout the Twin Cities. You'll find the perfect mix of timeless, Biblical principles presented in a non-traditional, contemporary way. When you come for a week-end service, you'll find a friendly, laid-back atmosphere that you don't need to dress up for.

Messages Designed for Today

At Evergreen, we take a realistic approach to the problems of life and how God is relevant. Each message is uniquely designed, offering Biblical answers for today's challenges without making you feel guilty. Most attenders say they can go home and immediately apply the teachings to their everyday lives. Evergreen offers more than just church – we offer an authentic spiritual experience. Our programs and seminars provide in-depth opportunities for people to explore Christianity through worship, communion, relationships, and extended Bible studies. You can get involved at your own pace and in your own way.

Be Part of the Evergreen Vision

We hope you'll not only enjoy Evergreen, but that you'll want to join us. Our goal is to give you the tools you need for successful Christian living. You'll be able to grow in your faith, enjoy life, and share how Christ has made the difference for you. For more information, visit evergreennewhope.com or the information table at our services.

EC - New Hope Wedding Planning Packet – Version #4 – 04/13/12
Wedding Information Form

Please complete this form and mail it to the church office to reserve your wedding date. **Please print carefully.**

Bride's Information

Name (First Last): _____

E-mail Address: _____

Address: _____

City/State/Zip: _____

Home Phone: _____

Work Phone: _____

Cell Phone: _____

EC Member: (Circle) BLM LKV NH Rock UR

EC Attender: (Circle) BLM LKV NH Rock UR

Groom's Information

Name (First Last): _____

E-mail Address: _____

Address: _____

City/State/Zip: _____

Home Phone: _____

Work Phone: _____

Cell Phone: _____

EC Member: (Circle) BLM LKV NH Rock UR

EC Attender: (Circle) BLM LKV NH Rock UR

Wedding Contact (If other than the bride)

Name (First Last): _____

E-mail Address: _____

Address: _____

City/State/Zip: _____

Home Phone: _____

Work Phone: _____

Cell Phone: _____

Facility Needs

Sanctuary: _____

Fellowship Hall –Reception: _____

(If you want EC Pastor to officiate)

Have completed Fit To Be Tied Premarital Program? (Circle) Yes or No

If no, scheduled completion date: _____

(If you want someone other than an EC Pastor to officiate)

Have you scheduled a meeting with Pastor Mark Stiglicz or Pastor Doug Patterson? (Circle) Yes or No

If no, scheduled meeting date: _____

Wedding Information

Saturday wedding: Ceremony start times between 11:00 AM and 5:00 PM with pictures before.

Sunday wedding: Ceremony start times between 5:00 PM and 7:00 PM with pictures before.

EC - New Hope Wedding Planning Packet – Version #4 – 04/13/12

Wedding (Date/Time):

	<i>Date</i>	<i>Time</i>
<i>1st Preference</i>	_____	_____
<i>2nd Preference</i>	_____	_____
<i>3rd Preference</i>	_____	_____

Who will be officiating at your wedding?

Name (First Last): _____

E-mail Address: _____

Address: _____

City/State/Zip: _____

Home Phone: _____

Work Phone: _____

Cell Phone: _____

Upon approval by the Wedding Facility Coordinator, your wedding date will be held for two weeks. The Deposit Form along with your damage deposit, payable to Evergreen Church, must be received by the Wedding Facility Coordinator within these two weeks to secure your wedding date.

Please note: the check will be returned at the end of the wedding ceremony.

For Wedding Facility Coordinator use only:

Facility Reservations:

Rehearsal Date:

Ceremony Date:

	<i>Start Time</i>	<i>End Time</i>	<i>Set Up Time</i>	<i>Ceremony</i>	<i>Tear Down Time</i>
<i>Sanctuary</i>					
<i>Fellowship Hall</i>					
<i>Kitchen</i>					
<i>Bride's Dressing Room</i>					
<i>Groom's Dressing Room</i>					
<i>Additional Room #1</i>					
<i>Additional Room #2</i>					

Wedding Damage Deposit Form

Please include this form with your Damage Deposit check.

DATE OF WEDDING: _____

Bride's Name

Groom's Name

A Damage Deposit is due to the Wedding Facility Coordinator within two (2) weeks of confirmation of the wedding date to **secure** the date of your wedding:

Sanctuary Damage Deposit \$250
Kitchen Damage Deposit \$100

The check is payable to **Evergreen Church** with "Wedding Damage Deposit New Hope, [Wedding Date] [Couple's Last Names]" in memo section.

This check is deposited and not refunded until all billable fees and assessed damages have been paid. Uncollected fees remaining 30 days after the wedding date will be subtracted from the deposit.

Mail deposit to:

Attn: New Hope Wedding Facility Coordinator
Evergreen Church
3351 Independence Ave N
New Hope, MN 55427

By signing below:

1. You acknowledge you have read, understood, and agree to abide by the regulations for the use of church property as written in the Wedding Planning Packet and EC New Hope's Facility Use Policy document.
2. You agree to confine all wedding-related activities to the areas confirmed, and will use the building only during the hours designated.

Printed Name of Requester

Day Phone #

Signature of the Requester