

Non-Member Wedding Information Booklet
(using their own clergy)



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

Updated 01/07

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605-361-6718**

General Wedding Information for non-members using their clergy person and renting the building from Good News Reformed Church.

Setting the Date

1. Call the **church secretary at 361-6718 to schedule** the date and time of your wedding. The wedding is to be scheduled no later than 5:00 PM and you must be finished and out of the building by 8:00 PM if held on a Saturday.
2. The church secretary will send you a wedding information packet and a reservation form. Please complete the reservation form, include the damage and deposit fee, and return the form to the church. After the church office receives the deposit and damage fee the wedding date is reserved on the master calendar, based on a first come first serve basis..
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 and discuss church policies, procedures and related fees.
4. **Please do not call the church secretary or custodians with questions about your wedding.**

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, it is a ceremony not to be entered into lightly or hastily, but reverently 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 be married by their 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

If the couple is being married by another pastor they must present written verification of premarital counseling.

Guidelines

Non-members shall be granted use of the sanctuary and fellowship hall for weddings and receptions. However, church functions take precedence.

Fees: a \$250.00 deposit and damage fee must be included with the reservation form. This will be returned within two weeks after the wedding, if no damage is found.

Payments related to the fees listed below should be given to the Wedding Facilitator at the rehearsal for distribution.

	FEE	Make the check payable
1. Wedding	\$200.00	to Good News Reformed Church
2. Wedding and Reception	\$300.00	to Good News Reformed Church
3. Custodial Services		to Rick Menendez
Wedding	\$100.00	
Reception	\$ 75.00	
Rehearsal Dinner	\$ 50.00	
4. CD	\$ 2.00	to Good News Reformed Church
5. Musicians	You must contact and find your own musicians.	
6. Soloist		
7. Sound Technician	\$100.00	to Merlin DeBoer
8. Wedding Facilitator	\$75.00	to Lorraine DeBoer

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 classrooms #7 and #8.
2. You may decorate the sanctuary, but keep in mind that there is a preschool in the building Monday through Friday. 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. The deposit fee and any damage deposit 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 400.

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 custodian 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 wedding coordinator, Lorraine De Boer 361-9751 at least a month in advance to share your wedding plans if you desire the custodian 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 won't 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. The musicians are encouraged to practice at the church before the rehearsal date so they can become familiar with the sound system. Please make arrangements with Merlin DeBoer for the sound system and microphones.
4. The church is open Monday - Thursday from 9:00 AM – 4:30 PM and Friday from 9 AM – Noon. Call 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 seats approximately 80 to 100 people 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 and 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 please. It is your responsibility to return all items to the walls where they were originally placed when the reception is over. Failure to return items as found may result in some of your damage deposit fee from being returned.

Church Inventory:

Brass Candle Lighters - 2

Coffee carafes - 12

Punchbowl - 1

Lap trays are available

Silver Service - 1

Round tables that seat 6 to 8 people - 5

Six-foot long tables - 14

Folding chairs - approximately 150 - 200

100-cup coffee maker – 1

55-cup coffee maker - 2

Card tables - 2

Various serving bowls/platters (various quality)

Water pitchers are available

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) _____

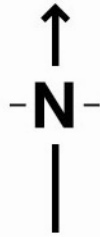
Minister name _____ Phone # _____

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) _____

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(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: Custodians _____ Wedding Facilitator _____



PLAYGROUND

WORSHIP CENTER
A

FIRE EXIT

FIRE EXIT

SOUND SYSTEM

C

FELLOWSHIP HALL
B

SENIOR PASTOR
K

CHURCH ADMINISTRATOR
J

FIRE EXIT

LIBRARY
D

G

FOYER
H

MEN'S RESTROOM

WOMEN'S RESTROOM

EDUCATION DIRECTOR
I

KITCHEN
F

BOY'S RESTROOM

GIRL'S RESTROOM

YOUTH DIRECTOR
E

OFFICE MANAGER

**GOOD NEWS
REFORMED CHURCH**

YOUTH ROOM
CLASSROOM 8

WORK ROOM

CLASSROOM 7

NURSERY
CLASSROOM 9

RESOURCE ROOM

CLASSROOM 6

CLASSROOM 5

DAYCARE DIRECTOR

DAYCARE RESOURCES

FIRE EXIT

CLASSROOM 4

CLASSROOM 3

CLASSROOM 2

CLASSROOM 1

**ROOM
RENTAL
MAP**