



Weddings

Christ Church at Grove Farm



Weddings

at Christ Church at Grove Farm

Getting married is an exciting time in your life. We at Christ Church want the ceremony and blessing to be as beautiful and memorable as possible. The wedding team at Christ Church at Grove Farm is ready to work with you to make your day as wonderful as you always imagined it would be.

Our wedding coordinator, Susan Aleshire, will contact you at least eight weeks before your wedding to discuss your plans, and explain the guidelines and procedures for weddings at Christ Church. If you have questions prior to your meeting, feel free to contact our her sooner. She can be reached at 412-741-4900 ext. 127, or saleshire@ccgf.org

*Any variances from our standard procedure must be cleared with the
Wedding Coordinator and approved by the officiating Pastor.
If you have a private Wedding Coordinator for the ceremony,
he or she must work with the Christ Church Wedding Coordinator.*

Qualifications

For a wedding to take place at Christ Church at Grove Farm:

- One or both of the couple to be married is a member or committed to becoming a member of Christ Church; or
- A parent, grandparent or close relative of either the bride or groom is a member of Christ Church.

The above may be exempted by the Senior Pastor.

Procedures to Schedule Ceremony Date

1. Contact Kirsten Kopf, our Office Manager to see if your desired wedding date is available on the church calendar. She can be reached at 412-741-4900, ext. 120, or kkopf@ccgf.org.
2. Contact the Pastor with whom you wish to perform your wedding ceremony to confirm their availability for your desired wedding date.
3. Complete the wedding application and return it to the Office Manager.

Sanctuary or Wilson Hall Wedding Fees

Wedding Team Services \$200

Sound/Audio Services \$200

Maintenance Services \$200

Lighting/Visual Services \$200/person

Couples requesting visual presentations during the wedding ceremony are required to contact our Technical Services Manager, Ed Sciulli, 412-741-4900, ext. 132, at least three weeks before the wedding.

If you have booked your wedding in Wilson Hall, please understand that we change the set on the platform for various events.

What the set will look like on your wedding day cannot be predicted, nor can it be changed for your wedding.

Oliver Chapel Wedding Fees

- Wedding Team fees remain the same.
- Maintenance services will be reduced to \$100.
- Audio, visual, and special lighting are not offered.

Pastors

Only Christ Church ordained pastors are permitted to officiate (perform the exchange of vows) the marriage service. Guest pastors may assist with scripture reading or prayers at the discretion of the Christ Church pastor in charge.

The prospective bride and groom are responsible for contacting the pastor who is performing the ceremony to confirm availability.

Pastoral Fees

An honorarium for the pastor officiating your wedding is at your discretion. We suggest a minimum of \$200 per pastor to be given to them.

The pre-marital counseling fee is to be paid at the time of counseling.

Wedding License

Your wedding license must be turned in to the Office Manager **no later than seven business days before the rehearsal**. This is important so that necessary paper work can be completed in time for the wedding.

Flowers/Pew Decorations

The bride and groom are responsible for all floral arrangements such as bouquets, boutonnieres, and ceremony decorations. Please note that flower girls cannot drop real flower petals due to the problem of staining. Silk flowers or petals are acceptable.

Pew decorations must be attached with ribbon or elastic bands. No tape, tack, adhesives, wires or plastic clips may be used.

Crash (Aisle Runner)

If you choose to use a crash, we require that you use a non-woven fabric referred to as Lace, similar to Pellon. Paper or plastic materials are not permitted due to the increased tripping hazard with high heels, canes, and walkers.

Music During the Ceremony

We ask that musical selections, both contemporary and timeless, are appropriate.

Please contact Executive Pastor Marcus Gresham or Brad Lebakken for ideas, suggestions, or hiring additional musicians or soloists. Pastor Marcus can be reached at 412-741-4900 ext. 147, or mgresham@ccgf.org. Brad can be reached at 412-805-1298, or blebakken@ccgf.org.

Photography & Videography

We respectfully request that you honor our traditions regarding photography and/or videography, in order to preserve the dignity of this ceremony.

The marriage service is a holy sacrament and is regarded as a worship service. The worship service begins with the seating of the mothers and closes at the introduction of the new husband and wife.

No flash photography will be allowed during the ceremony. Discreet video-taping is permitted during the ceremony. These must not cause any sound or light distraction.

Please provide your photographer and videographer with a copy of the Photography Policies and Procedures included in your packet.

We ask you to limit the time for taking photographs *within the church* to forty -five minutes. There are no time limitations for photographs taken outdoors on the church campus.

Wedding Programs

Wedding programs (service sheets or bulletins) are at your discretion. **Consult with your Pastor for final approval before printing.**

A minimum of six copies of the service sheets, in final print, must be given to the wedding coordinator on the night of the rehearsal.

Christ Church Receptions

If your reception is to be held at Christ Church, there will be additional fees for the hall rental. Contact the Office Manager, Kirsten Kopf, ext. 120, to discuss your Christ Church reception.

Alcoholic beverages are not permitted anywhere on
Christ Church property.



Check List

- Contact the Office Manager to book the church for your wedding.
- Complete the marriage application and return it to the Office Manager.
- Contact the Pastor you wish to have perform your wedding, making sure he is available. Church office number: 412-741-4900.

Christ Church Pastors:

Rev. Dr. John Guest, ext. 112

Rev. Barry Mariana, ext. 115

Rev. Doug Raraigh, ext. 159

Rev. Robby Grunwald, ext. 146

Rev. Dr. Ed Glover, 412-321-3811

- Contact Executive Pastor Marcus Gresham or Brad Lebakken to discuss music and/or musicians.
- If applicable, have your wedding coordinator for your ceremony contact Christ Church's wedding coordinator.
- Seven business days before your rehearsal, bring a check to the Office Manager, to pay for services provided.
- Seven business days before your rehearsal, bring your wedding license to the Office Manager.

Christ Church Contacts:

Kirsten Kopf, Office Manager / ext. 120 / kkopf@ccgf.org

Susan Aleshire, Wedding Coordinator / ext. 127 / saleshire@ccgf.org

Ed Sciulli, Technical Services Manager / ext. 132 / esciulli@ccgf.org

Ed Trosky, Facilities Manager / ext. 124 / etrosky@ccgf.org

Marcus Gresham, Executive Worship Pastor / ext. 147 / mgresham@ccgf.org

Brad Lebakken, Worship Pastor / ext. 123 / blebakken@ccgf.org

Use the chart below to calculate your church related wedding costs:

	Sanctuary or Wilson Hall	Oliver Chapel	My Wedding
Pre-Marital Counseling (Paid at time of counseling)	\$35	\$35	
Wedding Team	\$200	\$200	
Sound/Audio Technician	\$200	0	
Lighting /Visual Technician*	\$200/person	0	
Maintenance	\$200	\$100	
Pastor Honorarium	\$200/ pastor recommended	\$200/ pastor recommended	
My Total:			

* Prices will increase during holiday seasons



Useful Measurements

Sanctuary

Length of Center Aisle: 114 feet

Total Number of Pews: 135

Right of Center Aisle: 26, 25 (middle right), 15 (right window)

Left of Center Aisle: 28, 25 (middle left), 16 (left window)

Maximum Seating Capacity: 1,100

Crash (Aisle Runner): 125 feet

Pew Cap Measurements: straight rectangular pieces with raised ridge down the center measuring 2" x 9 1/2". They overhang the pew on all sides by 1/4".

Wilson Hall

Length of Center Aisle: 59 feet

Free Standing Chairs

Maximum Seating Capacity: 600

Crash: 100 feet

Oliver Chapel

Length of Center Aisle: 25 feet

Number of Pews: 10

Right of Center Aisle: 5

Left of Center Aisle: 5

Maximum Seating Capacity: 60

Crash: 50 feet



CHRIST  CHURCH

at Grove Farm

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phone: 412-741-4900 e-mail: main@ccgf.org

web: www.ccgf.org fax: 412-741-5677