



Wedding Policies

The Orchard Evangelical Free Church

Congratulations on your engagement! As you look forward to life together as a married couple, we would like to be part of the process of helping you create a great beginning to your marriage. It is an honor for our staff to participate in your wedding, one of the great events of your life.

This packet has been created to inform and assist you as you prepare for your wedding. We desire to help prevent any unwanted surprises as you plan ahead. These guidelines and policies are not exhaustive and may require flexibility from time to time. Carefully read the information in its entirety.

Once you have decided that you would like your wedding ceremony to take place at The Orchard, contact the appropriate point of contact at the campus you desire to be married at so that they can check the availability of the date and location you desire.

Arlington Heights – [Elizabeth Freeman](#) – 847.392.4840

Barrington – [Marilyn Coe](#) – 847.852.2200

Itasca – [Lauren Zaubi](#) – 630.773.1883

Marengo – [Rachel Kouris](#) – 815.568.6076

Once the availability is confirmed, please complete the Wedding Application and Contract and return to the church office. Contact one of the above staff members with any questions you may have.

Requirements

The pastoral staff at The Orchard is committed to more than a wedding ceremony. We want to help couples establish a strong foundation for a gospel-centered marriage and nourish their growth through the life of our church. Our policies include:

1. Both the bride and groom must have placed their faith in Jesus Christ.
2. The bride or groom must be a member of The Orchard.
3. The pastoral staff of The Orchard count it a privilege to officiate your wedding. If you desire to have a pastor who is not from The Orchard, he must be approved by our pastoral staff.
4. The bride and groom must participate in premarital counseling. In general, it will be provided by the pastor who is officiating the ceremony.

General Guidelines

- Arrangements for the use of The Orchard must be made through the point of contact at the desired campus. A wedding date on the church calendar is tentative until the following items are finalized:
 - The Wedding Application and Contract are completed and returned with a \$100 deposit to hold the date. (Payment of remaining fees must be made at least **two** weeks in advance of the wedding ceremony.)
 - A pastor from The Orchard has committed to officiate the wedding or a pastor from another church has been approved by our pastoral staff to officiate the ceremony.
- The Orchard Wedding Coordinator must be used at all weddings. She will guide the couple through the process of planning and overseeing the details of the ceremony. The wedding coordinator will be present for the rehearsal and the day of the wedding.
- Musicians are the responsibility of the bride and groom. Feel free to contact Worship Pastor Dan Wells, 847.392.4840, dwells@theorchardefc.org, if you need help. He may be able to provide the music you need or put you in touch with someone who can. He might also assist you with contracting string players, singers, or other musicians as needed. Outside musicians must be approved by Worship Pastor Dan Wells.
- All music used in the wedding ceremony must be approved by the presiding pastor. If the presiding pastor is not from The Orchard, Pastor Dan Wells will approve. He can also provide suggestions for other musical selections.

Guidelines for Use of Church Facilities

- At the Barrington Campus, Saturday rehearsals and weddings need to end no later than 1 p.m., including post-ceremony photography. Sunday weddings at the Barrington Campus can start as early as 3 p.m. At the Arlington Heights Campus, Saturday weddings need to end no later than 5 p.m., including post-ceremony photography.
- Decorations need to be pre-approved by the facilities manager. Rice, confetti, and birdseed are not to be used in or near the building. Real rose petals may only be used by the flower girl during the ceremony as she comes down the aisle and only if an aisle runner is used (rose petals leave stains and are very hard to clean up). Fake rose petals are acceptable.
- No smoking or alcoholic beverages are allowed in the church building or on the grounds.
- No dancing is allowed at a reception in the church.
- Any damage to the building, furniture, or equipment, or any special cleaning needed to return furnishings to their original condition, shall be paid for by the bride and groom.
- Not all items will be able to be removed from the platform for the rehearsal and/or wedding ceremony.

Wedding Fees

WEDDING CEREMONY FEES

Fee includes the use of building for both the rehearsal and ceremony, dressing areas, wedding coordinator, audio technician, and custodian.

Arlington Heights Sanctuary	\$300
Barrington Worship Center	\$300
Itasca Sanctuary	\$300
Marengo Sanctuary	\$300

VIDEOS AND PHOTO SLIDESHOWS

If applicable, we expect videos and photo slideshows to be done at the respective wedding reception. We do not provide accommodations for these requests.*

*Note – at the Arlington Heights Campus we will be able to accommodate one, stationary image on the LED wall as the background, if requested in advance.

HONORARIUMS

Wedding fees do not include honorariums for the pastor.

Guidelines for Photographer and Videographer

Since The Orchard Evangelical Free Church considers weddings to be sacred ceremonies, we have set up the following policies to help foster an atmosphere of reverence.

- Flash pictures may be taken up to and during the processional and then again after the introduction of the bride and groom. Therefore, flash pictures are not permitted during the ceremony.
- Cameras or photography movement of any kind are not allowed in the chancel (area from first pew forward, including platform) from the time the musical prelude begins until the recessional is completed.
- All movement is to be around the **back** of the sanctuary or worship center.
- The photographers and videographers are asked to dress appropriately for the occasion.
- Fog and/or smoke machines are not allowed.
- Special requests for lighting must be submitted one week before the wedding or lighting will come as is in the Sanctuary.

Wedding Music: Values and Guidelines

The Orchard Evangelical Free Church holds the wedding ceremony in very high regard. The wedding of two committed Christians is a weighty matter and a sacred event. It is a celebration of your love, but before and above that, it is a celebration of the gospel of Jesus Christ, who makes your lives and your union meaningful. So, please take to heart what is written here concerning your wedding.

Before the wedding day arrives, the officiating pastor gets to know the couple and has the following concerns:

- Do the individuals share the same salvation by faith in Christ?
- Is there a strong sense that God has blessed this union?
- Can we confidently claim before many witnesses, as well as a heavenly audience, that God has declared their bond holy?
- Will this couple, once consecrated, represent Christ to one another and to the watching world?

The various elements of the wedding ceremony should capture and reflect the sobering realities found in the gospel and in biblical counsel on marriage.

- Just as we will be very careful to glorify God in all that is said in the ceremony, we will also be careful to honor God in our choice of songs.
- Song lyrics should not be merely an expression of romantic love, but should show forth God's love and His sovereign will in bringing the man and woman together.
- It is not a time for vacuous love songs or clinging to romantic notions about the wedding day that have been held since a young age.

The arbiters of this standard are the officiating pastor and Worship Pastor Dan Wells.

Please keep an open mind about our response to specific songs you might be interested in using. We want you to be pleased with all elements of the ceremony, but our first concern is the holiness of God and the integrity of the overall message communicated at your wedding.

May God richly bless you in these wondrous days of anticipation, and may your celebration be made glorious by His hand of blessing, from which comes all good gifts.