THE ORCHARD

Wedding Policies

theorchard.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.

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 person at the campus you desire to be married at. They can check the availability of your preferred date. Weddings are not currently held in Vernon Hills or North Shore.

Arlington Heights – Carl Johnson, 224.764.4036
Barrington – Barrington Receptionist (Sandra or Meg), 847.852.2200
Itasca – Lauren Zaubi, 630.773.1883
Marengo – Marc Krastin, 224.331.1175
Vernon Hills – Margaret Hettiger, 224.864.1200

Once the availability is confirmed, please complete the Wedding Application and Contract. Contact the appropriate 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. Marriages will take place between one man and one woman per our Constitution.
2. Both the bride and groom must have placed their faith in Jesus Christ.
3. The bride or groom must be a member of The Orchard.
4. 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.

5. 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.
    - A pastor for 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 the campus worship pastor if you need help with music decisions. Outside musicians must be approved by the campus worship pastor where the wedding is being held.
- All music used in the wedding ceremony must be approved by the officiating pastor. If the officiating pastor is not from The Orchard, the campus worship pastor will approve music selections.

Guidelines for Use of Church Facilities

CAMPUS	ARLINGTON HEIGHTS	BARRINGTON	ITASCA	MARENGO	VERNON HILLS
SATURDAY	All wedding activities must be finished by 5 pm	All wedding activities must be finished by 1 pm	All wedding activities must be finished by 5 pm	All wedding activities must be finished by 10 pm	All wedding activities must be finished by 6 pm
SUNDAY	3 pm or after	3 pm or after	n/a	2 pm or after	3 pm or after

- 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). 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 furnishing 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 ceremony.

Wedding Ceremony Fees - $750
The fee includes the use of the building for both the rehearsal and ceremony, dressing areas, wedding coordinator, audio technician, and custodian.

A $100 deposit is required at the time of application. The balance of $650 is due at least 2 weeks prior to the wedding date either electronically or by mail to the Central Staff Admin: The Orchard, ATTN: Central Staff Admin, 1301 S Grove Ave, Barrington, IL 60010.

Honorariums
Wedding fees do not include the honorarium for the pastor.

Guidelines for Photographer and Videographer
Since The Orchard 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 or worship center.

Wedding Ceremony: Values and Guidelines

The Orchard holds the wedding ceremony in very high regard. The wedding of two committed Christians is a weighty matter and a sacred event. It is 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.

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.

The officiating pastor (or campus pastor if officiating pastor isn't from The Orchard) and the campus worship pastor will have final say on songs planned for the wedding ceremony.

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.