

*Your  
Wedding  
at Evergreen*  
BLOOMINGTON



*Evergreen Community Church*  
*[www.EvergreenccBloomington.com](http://www.EvergreenccBloomington.com)*

***Wedding Planning Packet***

*Congratulations on your engagement. We would love having your wedding here at Evergreen Community 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  
Community Church  
2300 East 88<sup>th</sup> Street  
Bloomington, MN 55425*

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

## **Table of Contents**

Evergreen Community Church Contact.....	1
Your Evergreen Wedding Facility Coordinator.....	1
Wedding Couple’s Checklist .....	2
Requirements if ceremony is officiated by an ECC Pastor.....	3
Requirements if ceremony is officiated by someone other than an ECC Pastor ....	3
Evergreen Bloomington .....	4
Bloomington Wedding Facility Coordinator .....	4
Bloomington Pastors.....	4
Bloomington Facilities.....	5
Bloomington Facility Fees.....	6
Damage Deposit.....	6
Facility Fees .....	6
Service Fees .....	6
Wedding & Facility Policies .....	7
Your Wedding.....	8
The Rehearsal.....	8
The Wedding Day.....	8
About Evergreen .....	10
Wedding Information Form .....	11
Wedding Damage Deposit Form .....	13

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

## *Evergreen Community 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*
- 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 ECC Wedding Facility Coordinator	
Within 2 wk. of receiving wedding date confirmation	Send deposit to ECC Wedding Facility Coordinator	
Immediately after sending deposit	Initial meeting with ECC Wedding Facility Coordinator	
Prior to wedding date	Fit to Be Tied class completed, if ECC Pastor is officiating at your wedding	
6 weeks prior to the wedding date	Final meeting with ECC 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 Fee checks Wedding programs	
Wedding day	Marriage license signed by witnesses	

## *Requirements if ceremony is officiated by an ECC 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 two times per year at Evergreen Community Church in Bloomington. The cost of this program is \$99 per wedding couple. For more information about this course and when it is offered, please contact Tony and Bridey Asher at 952-232-0011.*

## *Requirements if ceremony is officiated by someone other than an ECC 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 Mike Olmstead or Pastor Jeff Groen before the facility can be reserved.*

*Contact information:*

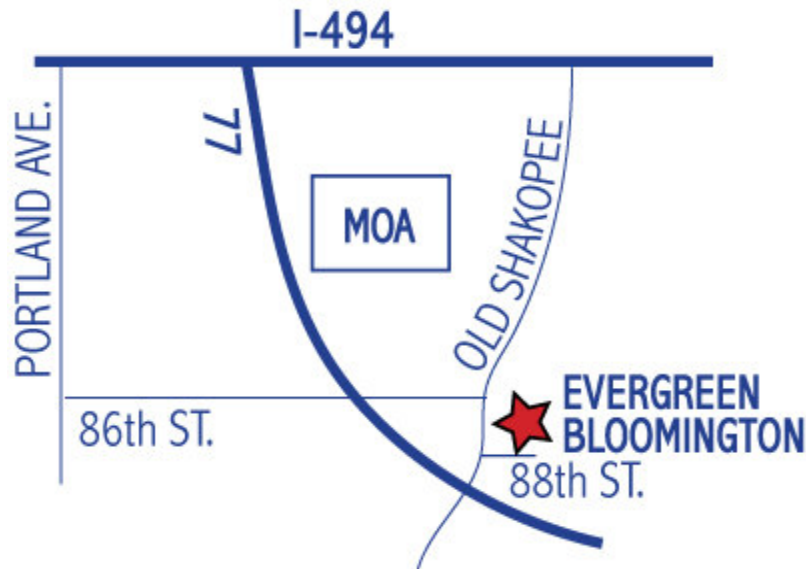
<i>Jeff Groen</i>	<i>952-564-3780</i>	<i><a href="mailto:jgroen@evergreenc.com">jgroen@evergreenc.com</a></i>
<i>Mike Olmstead</i>	<i>952-564-3781</i>	<i><a href="mailto:molmstead@evergreenc.com">molmstead@evergreenc.com</a></i>

*Evergreen Community 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 Bloomington*

*2300 East 88th St., Bloomington, MN 55425-2185*

**Directions** Take 494 to South Highway 77/Cedar Avenue. Take 77 south past the Mall of America and exit on Old Shakopee Road. Turn left (or east) at the top of the ramp. Follow Old Shakopee Road for .5 miles. Turn right (east) onto 88th Street. Take your immediate left into the Evergreen parking lot.



### *Bloomington Wedding Facility Coordinator*

Dawn Simmons	612-600-7001	<a href="mailto:weddingsblm@evergreenc.com">weddingsblm@evergreenc.com</a>
Tara Odegard	952-240-1878	<a href="mailto:weddingsblm@evergreenc.com">weddingsblm@evergreenc.com</a>

### *Bloomington Pastors*

Bill Barnd	952-652-5002	<a href="mailto:bbarnd@evergreenc.com">bbarnd@evergreenc.com</a>
Spencer Bernard	952-564-3769	<a href="mailto:sbernard@evergreenc.com">sbernard@evergreenc.com</a>
Jeff Groen	952-564-3780	<a href="mailto:jgroen@evergreenc.com">jgroen@evergreenc.com</a>
Ken Johnson	952-564-3779	<a href="mailto:kjohnson@evergreenc.com">kjohnson@evergreenc.com</a>
Brent Knox	952-895-0342	<a href="mailto:bknox@evergreenc.com">bknox@evergreenc.com</a>
Mike Olmstead	952-564-3781	<a href="mailto:molmstead@evergreenc.com">molmstead@evergreenc.com</a>
Tim Weber	952-686-0554	<a href="mailto:tweber@evergreenc.com">tweber@evergreenc.com</a>

## ***Bloomington Facilities***

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

### ***Auditorium***

*Circular stage – seating for up to 600 people*

### ***Equipment***

*The following equipment is available for your ceremony:*

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

### ***South Gathering Space***

*Casual seating – space for reception line or light refreshment reception*

### ***Gym***

*Reception seating for approximately 100*

*Seventeen - 60” round tables available*

*6 padded folding chairs per table*

*30” x 96” or 30” x 72” folding tables also available for serving*

*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 9:30 P.M.*

### *Bloomington Facility Fees*

	<i>ECC Members*</i>	<i>ECC Attender</i>	<i>Do not attend Evergreen</i>
<b><i>DAMAGE DEPOSITS (refundable)</i></b>			
<i>Auditorium Damage Deposit</i>	\$250	\$250	\$250
<i>Kitchen Damage Deposit</i>	\$100	\$100	\$100
<b><i>RENTAL FEES</i></b>			
<i>Auditorium Rental Fee – includes rehearsal time</i>	<i>Waived</i>	\$150	\$300
<i>Gathering Space (reception) Fee</i>	<i>Waived</i>	\$40	\$75
<i>Gym (reception) Fee</i>	<i>Waived</i>	\$50	\$100
<i>Kitchen Fee</i>	<i>No charge</i>	<i>Included</i>	<i>Included</i>
<b><i>SERVICE FEES</i></b>			
<i>Wedding Facility Coordinator Fee</i>	\$150	\$150	\$150
<i>Wedding Facility Coordinator Fee – Reception</i>	\$100	\$100	\$100
<i>Custodian – Auditorium</i>	\$150	\$150	\$150
<i>Custodian – Reception</i>	\$100	\$100	\$100
<i>ECC Sound Technician – includes rehearsal time</i>	\$100	\$100	\$100
<i>ECC Projector Technician – includes rehearsal time (if desire to use screen projection)</i>	\$100	\$100	\$100

**\*Members** – have attended Evergreen membership class and signed membership covenant document.

#### ***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 Community 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 Community 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 contact the Bloomington Wedding Facility Coordinator with any questions about holding a wedding at Evergreen in Bloomington.*

## *Wedding & Facility Policies*

- Liability:** Evergreen Community 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 Community 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 9:30 pm. The auditorium is not available Friday evenings from 5:00 - 9:00 P.M. or Sunday mornings from 8:00 A.M. – 2:00 P.M. Weddings are not scheduled during Thanksgiving, Christmas or Easter weekends or during the last 3 weeks of December.
- Decorations:** The Auditorium and South Gathering Space are available for decorating 4 hours prior to the wedding start time. Any decorations must be removed immediately following the wedding. **See ECC – Bloomington Facility Use Policy** regarding decorating rules. The wedding party is responsible for cleanup. The Wedding Facility Coordinator must approve all decorations.
- 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.
- Other Beverages:** No red or purple beverages are allowed anywhere in the building given the likelihood that they will leave permanent stains if spilled.
- 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.

\* Please see the ECC-Bloomington Facility Use Policy for a full description on using the facility

## *Your Wedding*

### *The Rehearsal*

*Rehearsals are usually held prior to the day of the wedding. Due to weekend worship services and events, the rehearsal may have to take place up to three days in advance (Friday evenings are not available for rehearsals).*

*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.*

*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.*

**ECC-Bloomington Wedding Planning Packet – Version #2 – 2-02-09**

**Musicians & Vocalists**

*2 ½ hours prior to the ceremony the musicians and vocalists should arrive at the Auditorium. 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 Auditorium and South Gathering Space (and Gym if reception is held there) 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 Auditorium and South Gathering Space 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 Community 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. You can be part of our mission to attract the world to Christ. 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 [evergreenc.com](http://evergreenc.com) or the information table at our services.*

### 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: \_\_\_\_\_

ECC Member: (Circle) BLM LKV NH Rock UR

ECC 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: \_\_\_\_\_

ECC Member: (Circle) BLM LKV NH Rock UR

ECC 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

Auditorium: \_\_\_\_\_

Gathering Space – Reception: \_\_\_\_\_

Gym – Reception: \_\_\_\_\_

(If you want ECC 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 ECC Pastor to officiate)

**Have you scheduled a meeting with Pastor Jeff Groen or Pastor Mike Olmstead?** (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.

**ECC-Bloomington Wedding Planning Packet – Version #2 – 2-02-09**

**Wedding (Date/Time):**

	<i>Date</i>	<i>Time</i>
<i>1<sup>st</sup> Preference</i>	_____	_____
<i>2<sup>nd</sup> Preference</i>	_____	_____
<i>3<sup>rd</sup> 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:* \_\_\_\_\_

**Mail to:**

**Attn: Bloomington Wedding Facility Coordinator**  
 Evergreen Community Church  
 2300 East 88<sup>th</sup> Street  
 Bloomington, MN 55425-2185

*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 Community Church,  
 must be received by the Wedding Facility Coordinator within these two weeks to secure your wedding date.*

*Please note: the check will be cashed.*

**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>Auditorium</i>					
<i>South Gathering Space</i>					
<i>Gym</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:

Auditorium Damage Deposit     \$250  
Kitchen Damage Deposit         \$100

The check is payable to **Evergreen Community Church** with "Wedding Damage Deposit BLM, [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: Bloomington Wedding Facility Coordinator**  
Evergreen Community Church  
2300 East 88<sup>th</sup> Street  
Bloomington, MN 55425-2185

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 ECC Bloomington'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