



Weddings

Christ Church at Grove Farm



Weddings

at Christ Church at Grove Farm

Getting married is an exciting season of your life and Christ Church at Grove Farm wants your ceremony to be as beautiful and memorable as possible. The Christ Church wedding team is ready to work with you to make your day as wonderful as you always imagined it would be.

Our Wedding Coordinator will contact you to discuss your plans and explain the wedding guidelines and procedures at Christ Church.

Please feel free to contact her if you have questions prior to your meeting or would like to meet earlier.

Any variances from our standard procedure must be cleared with the Wedding Coordinator and approved by the officiating Christ Church Pastor.

If you have a private Wedding Coordinator for the ceremony, he or she must work with the Christ Church Wedding Coordinator.

**Alcoholic beverages are not permitted anywhere
on the Christ Church campus.**

Procedure to Schedule Your Ceremony

1. Contact the church Office Administrator to book your desired ceremony date on the church calendar.
2. Complete the online Wedding Application at ccgf.org/weddings.
3. Contact the Pastor with whom you wish to officiate your wedding ceremony. Confirm their availability for your desired wedding date.
4. Schedule pre-marital counseling.

Wedding Fees*

	Sanctuary	Oliver Chapel
Wedding Team	\$200	\$200
Sound/Audio	\$250	n/a
Maintenance	\$200	\$200
Lighting/Visual	\$250/person	n/a
LiveStream	\$500	n/a

Venue Wedding Rentals*

Contact our Office Administrator for venue pricing.

Christ Church Rehearsal Dinners and/or Receptions*

Rehearsal dinners and receptions are considered separate events and will follow the fee schedule associated with Christ Church events.

If you are interested in holding your rehearsal dinner or reception at Christ Church, contact our Office Administrator as availability is limited.

NOTE: The Sanctuary and Oliver Chapel may be set for various sermon series and previously scheduled events.

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

* Christ Church reserves the right to change fees/rentals prior to agreement.

Pastors

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

PLEASE NOTE: Guest pastors may officiate (perform the exchange of vows) your ceremony *with the approval of the Senior Pastor*. A Christ Church pastor must be involved with the service (i.e. assist with Scripture readings or prayers).

Pastoral Fees

An honorarium for the pastor officiating or participating in your wedding is at your discretion. A recommended honorarium is \$200 per pastor.

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 Administrator **no later than seven business days prior to the rehearsal**. This is important so that the necessary documents can be completed in time for the ceremony.

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 a non-woven fabric referred to as Lace, similar to Pellon, is used. Paper or plastic materials are not permitted due to tripping hazards with high heels, canes, and walkers.

Wedding Programs

The bride and groom are responsible for wedding programs (service sheets or bulletins) and are at your discretion. **Consult with your Pastor for order of service and 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.

Photography & Videography

No flash photography will be allowed during the ceremony. Discreet photography and video-taping is permitted during the ceremony. They must not block the guests' view of the ceremony or cause any sound or light distraction.

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

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

You will have forty-five minutes for taking photographs *within the church* following your ceremony. There are no time limitations for photographs taken outdoors on the church campus.

Visual Presentations

Couples requesting visual presentations during the ceremony must contact our Production Manager at least three weeks before the wedding.

Livestream

Christ Church can livestream your wedding service, on YouTube, for guests who are not able to attend the service. You will also will be given a link for future viewing on YouTube.

Two technicians will be needed to livestream your event. Please contact the Production Manager with questions.

Music During the Ceremony

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

Please contact the Director of Worship Ministries for selection ideas, suggestions, or hiring additional musicians or soloists.



Check List

- Contact the Office Administrator to book the church for your wedding.
- Complete the online Wedding Application at ccgf.org/weddings.
- Contact the Pastor you wish to officiate your ceremony, making sure he is available. Church office number: 412-741-4900.

Christ Church Pastors:

Rev. Craig Gyergyo, ext. 129
Rev. Dr. John Guest, ext. 112
Rev. Mike Arnold, ext. 156
Rev. Robby Grunwald, ext. 146
Rev. Bob Cummings, ext. 115
Rev. Dr. Ed Glover, 412-321-3811

- Schedule pre-marital counseling with pastor.
- Contact Director of Worship Ministries to discuss music, musicians and/or soloists.
- Contact Production Manager with all tech requests.
- Have your Wedding Coordinator contact Christ Church's Wedding Coordinator, if applicable.
- Seven business days before your rehearsal, bring a check to the Office Administrator to pay for services/rentals provided.
- Seven business days before your rehearsal, bring your wedding license to the Office Administrator.

Christ Church Contacts:

Lisa Laquatra, Office Administrator / llaquatra@ccgf.org

Susan Aleshire, Wedding Coordinator / aleshire@ccgf.org

Ed Sciulli, Production Manager / esciulli@ccgf.org

Brad Lebakken, Director of Worship Ministries / blebakken@ccgf.org

Use the chart below to calculate your wedding ceremony costs *:

	Sanctuary	Oliver Chapel	My Wedding
Pre-Marital Counseling (Paid at time of counseling)	\$35	\$35	
Venue	Contact Office Administrator for venue pricing		
Wedding Team	\$200	\$200	
Sound/Audio Technician	\$250	n/a	
Lighting /Visual Technician	\$250/person	n/a	
LiveStream	\$500	n/a	
Maintenance	\$200	\$200	
Pastor Honorarium (Paid to Pastor)	\$200/ pastor recommended	\$200/ pastor recommended	
My Total:			

* Christ Church reserves the right to change fees/rentals prior to agreement.

NOTE: Rehearsal dinners and receptions are considered separate events and will follow the fee schedule associated with Christ Church events.



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".

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

249 Duff Road, Sewickley, PA 15143

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

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