



# Your Wedding at Ginghamsburg

.....  
bride

&

.....  
groom



***Congratulations!*** We share the joy and hope that brings you to the church to talk about getting married. The marriage relationship has been established and blessed by God, and we are glad that you desire to seek God's will and purpose for your marriage.

As Ginghamburg Church's Wedding Coordinator, my purpose is twofold: to ensure that Jesus Christ is at the center of your wedding experience and to relieve you of as many of the rehearsal/wedding details as possible. This will enable you to focus on one another and the beginning of your life together in Christ.

Please feel free to call me with any of your concerns or questions. I will gladly advise you, pray with you or do whatever is necessary to make the first day of your marriage the special one that you envision. It's most helpful if we are able to meet at the start of your planning process. I look forward to working with you and serving you.

May Jesus Christ bless you with his love during these very special days of marriage preparation.

Best Regards,

***Diane Lochtefeld***

Wedding Coordinator  
wedding@ginghamsburg.org

## MARRIAGE PREPARATION (COACHING) FEES

**INCLUDES COST OF COUPLES ASSESSMENT & BOOKS.**

Marriage Preparation Fee ..... \$85

## GINGHAMSBURG WEDDING/FACILITY FEES

**INCLUDES FEES FOR A FACILITY, PASTOR, SET-UP,  
SOUND TECHNICIANS & WEDDING COORDINATOR.**

Tip City Campus Wedding ..... \$600  
(Worship Center—not available on Saturday)

South Campus Wedding ..... \$600  
(Discipleship Center or ARK)

Fort McKinley Campus Wedding ..... \$600

The Point Campus Wedding ..... \$600

### RECEPTION FEES:

South Campus Discipleship Center..... \$100/hour

South Campus ARK..... \$100/hour

The Avenue..... \$250/hour

Fort McKinley Church..... \$100/hour

The Point Church..... \$100/hour

There are additional fees for media and technical needs.

## OFFSITE WEDDING FEES

**INCLUDES FEES FOR PASTOR & WEDDING COORDINATOR.**

Offsite Wedding Fee ..... \$400

Mileage over 25 miles..... \$0.485 per mile, per vehicle

Please notify the Wedding Coordinator of any change in plans. \$100 non-refundable deposit is required at the time of final facility reservation (applied toward your total fee). Balance of fees are due before the time of rehearsal.

Please give your check to the Wedding Coordinator.

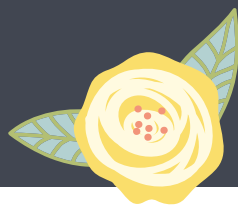
Pricing subject to change.

*The Covenant Of Marriage* calls couples to consider the depth of their commitment to Christ and to one another carefully and prayerfully before entering into a lifelong union. We believe the following practices are essential to personal and couple growth and therefore request that our couples are:

- **Growing in a personal relationship with Jesus**
- **Honoring God through the practice of sexual purity**
- **Consistent in ongoing worship attendance**

Growth as Christ-followers takes place in the context of community where relationships form with other Christian couples and families. It is our request and expectation that you will participate in the life of Ginghamburg Church by:

- **Attending weekly worship celebrations**
- **Participating in a life group community**
- **Serving out of your God call**



## REQUIREMENTS FOR THE WEDDING SERVICE

### *Advance Notice*

Generally, a minimum of six months advance notice is required to meet all the requirements for marriage preparation. Couples can request a reservation of the Ginghamburg facilities by contacting our Wedding Coordinator at [wedding@ginghamburg.org](mailto:wedding@ginghamburg.org) or 937.216.1781.

### *Character of the Wedding Celebration*

A wedding is a celebration of worship and of the three-way commitment between husband, wife and Jesus. Ginghamburg's Wedding Coordinator will assist you in designing your wedding ceremony to be a celebration that honors God in every way.

**Spiritual and relational marriage preparation is required for couples who are married under the ministry of Ginghamburg Church. Each couple being married at Ginghamburg and/or using a Ginghamburg pastor must complete the marriage preparation process at Ginghamburg.**

This "how-to" experience is designed to prepare couples for a lifelong commitment and consists of a meeting with the Director of Marriage Preparation, a relationship assessment and sessions with an experienced married couple who are trained to serve as marriage coaches for premarital couples.

# WEDDING GUIDELINES



## A. Scheduling

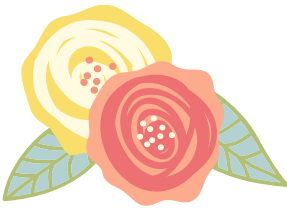
1. Ginghamsburg Church offers four facilities suitable for weddings or receptions:
  - Tipp City Campus Worship Center (over 220 only—not available on Saturday)
  - South Campus Discipleship Center (150 or less)
  - South Campus ARK (50 or less)
  - Fort McKinley Campus (200 or less)
  - The Point Campus (190 or less)
2. Because of our Saturday worship times, we are unable to accommodate Saturday afternoon or evening weddings at the Tipp City Campus.
3. Scheduling at the South Campus and Fort McKinley Campus is flexible and offers the option of late afternoon or evening weddings.
4. The Discipleship Center may also be used for receptions. Up to 120 people may be seated at tables in this room. The ARK can accommodate a very small reception. The Community Room at Fort McKinley is also available for receptions and seats 150 people at tables.
5. The couple may have access to the facilities for decorating on the day of the rehearsal.

## B. Wedding Coordinator

1. Use of Ginghamsburg Church's Wedding Coordinator is required for all weddings in our facilities or when using a Ginghamsburg pastor.
2. The Coordinator will assist with all facility-related planning as well as direct the rehearsal and the wedding.
3. Please schedule a meeting with the Wedding Coordinator following your meeting with the Director of Marriage Preparation and at least four months ahead of your wedding date.

## C. Photography

1. Because a wedding is first of all a worship experience, there are to be no flash pictures taken during the ceremony. Flash may be used for the processional and recessional.
2. If wedding pictures are taken in the facility before the ceremony, we ask that they be completed one hour before the announced time of the celebration.



## GUIDELINES CONTINUED...

### *D. Equipment*

1. Furniture is to be rearranged in consultation with the Wedding Coordinator. Tables, chairs, etc. are not to be moved from floor to floor or from building to building without the approval of the Wedding Coordinator and Facilities Coordinator.
2. If an aisle cloth is to be used, please note that a 100' cloth is needed for our usual seating arrangement in all our facilities.
3. Musical equipment arrangements depend upon your selection of facility space and musicians. Please consult the Wedding Coordinator about your specific needs.
4. The baptism tank is a permanent fixture at the Discipleship Center.

### *E. Decorating*

1. Decorating will be the responsibility of the wedding party.
2. Please do not use nails or tacks on the walls of any of the facilities.
3. The couple is also asked to make arrangements with their family and friends for the removal of any decorations following the celebration or reception.

### *F. Miscellaneous*

1. Smoking and alcoholic beverages are prohibited in the buildings. Alcohol is prohibited anywhere on our campuses.
2. Birdseed and rice are not permitted.
3. Please consult the Wedding Coordinator if thermostats need to be adjusted.
4. Flowers are to be in place at least two hours before the wedding time.
5. An audio technician from the church sound team is required.
6. To obtain your marriage license, please contact your county of residence. For Montgomery County, 937.225.4656. For Miami County, 937.332.6823. Please bring your official marriage license to your wedding rehearsal.

# SERVICES PROVIDED BY OUR WEDDING COORDINATOR

The purpose of our Wedding Coordinator is to assist you with facility-related preparation for your wedding ceremony and to coordinate wedding procedures. These services focus on four specific areas:

1. Consultation with you regarding personnel needs, furnishings and other set-up needs.
2. Consultation with you regarding wedding procedures.
3. Helping the pastor direct the rehearsal.
4. Assisting with the procedural matters of the wedding itself.

## In terms of specifics, the Coordinator will provide you with the following services:

1. Review Wedding Guidelines sheet with you.
2. Meet with you to determine your set-up needs.
3. Arrange rooms and times for you.
4. Answer any questions your florist might have.
5. Arrange for an audio technician for your rehearsal and wedding.
6. Arrange for custodial services for your rehearsal and wedding.
7. Schedule the officiating pastor.
8. Discuss procedures for your wedding ceremony: processional, placement of wedding party, seating of parents and other honored guests, recessional and dismissal procedures.
9. Direct procedural aspects of your rehearsal.
10. Instruct ushers as to their responsibilities.
11. Check details of readiness for your wedding: candles, aisle cloth, rings, flowers, bulletins, etc.
12. Instruct photographer and video persons regarding appropriate procedures.
13. Monitor the arrival of your guests and supervise seating procedures.
14. Instruct ushers regarding time to light candles, seat mothers and pull aisle cloth.
15. Assist wedding attendants in the start of the processional.



# Our Wedding Locations:

## TIPP CITY CAMPUS

### WORSHIP CENTER

6759 S. County Road 25A  
Tipp City, Ohio

## SOUTH CAMPUS

### ARK

7695 S. County Rd 25A  
Tipp City, Ohio

## DISCIPLESHIP CENTER

7695 S. County Rd 25A  
Tipp City, Ohio

## FORT MCKINLEY CAMPUS

### WORSHIP CENTER

3721 W. Siebenthaler Ave.  
Dayton, Ohio

## THE POINT CAMPUS

### WORSHIP CENTER

506 E Main St  
Trotwood, Ohio



**ginghamsburg**

marriage preparation ministry

937.667.1069 ext. 225  
[www.ginghamsburg.org](http://www.ginghamsburg.org)