



Weddings at Geist Christian Church



Geist Christian Church Staff

Senior Minister

Randall Updegraff Spleth

Ministers

Kyle Brown

Ryan Hazen

Dustin Hite

Sarah Renfro

Director of Music

Schuyler Brinson

Wedding Coordinator

Gloria Conner

317-842-3594

gloriac@geistchristian.org

Weddings at Geist Christian Church

Marriage is one of the most important commitments made in one's life. The ministers and staff of Geist Christian Church are honored to be a part of this important event. We are here to assist you in planning for your special day. This booklet outlines many of the considerations regarding a service at the church.

The Facilities

Geist Christian Church has two locations. Most weddings are held at the Mud Creek Campus at the corner of 86th and Mud Creek Road in Northeast Indianapolis. The 450 seat sanctuary offers a beautiful location for weddings. In addition to the sanctuary, the church also makes available other spaces in the church for the service including a bride's room and additional dressing facilities, a large gathering space and restrooms.

In addition to one hour for the rehearsal (usually the day before the wedding), the facility is available for a three-hour block of time on the day of the wedding. This time begins two hours prior to the ceremony and continues for one half hour after the ceremony. For example, if a service is scheduled for 3:00pm, the facility would be available from 1:00pm – 4:00pm. This block is allocated for the delivery of flowers, dressing, photography, the ceremony and any greeting of guests that may take place on site. If available, additional time may be requested in advance of the wedding at an additional cost.

Staff

Wedding Coordinator – The Wedding Coordinator is the initial contact for couples interested in being married at Geist Christian Church. She maintains the calendar of availability, will explain fees and will communicate with other staff including the minister, musician, wedding hostess and sound technician regarding the details of the wedding. She can also provide counsel regarding wedding protocol at Geist Christian Church and any additional information. The Wedding Coordinator handles all matters concerning the fees. Fees have been set by the Board of the church and cannot be changed.

Wedding Hostess – The Wedding Coordinator will designate a Wedding Hostess for each wedding. This person is present at the rehearsal and the wedding and will assist in the details of the service such as coordination of photographer, seating of family, processional, etc. The Wedding Hostess is in contact with the couple a few days prior to the service to become acquainted with the details of the service.



Minister – If the couple has a relationship with a particular minister, it is appropriate to make a request for that minister to perform the ceremony but this is not always possible for various reasons. Ministers require two counseling sessions with the couple to become acquainted, discuss views and expectations of marriage and to plan the service. Approximately three months before the service, the Wedding Coordinator will notify the couple of the minister performing the service. It is the responsibility of the couple to contact the minister to arrange the sessions.

In situations of personal relationships with a minister not on staff of the church, a request for another officiant may be requested. The Wedding Coordinator will take all requests to the Senior Minister for approval.

Musician - The Director of Music of Geist Christian Church will coordinate all music for all weddings. The Director of Music will assist in planning music for the wedding and will meet with the couple at least three weeks prior to the wedding to select the music. All music played or sung after the seating of the mothers must be sacred in nature. Pre-recorded music is not permitted. A guest organist, pianist or other musician must be approved in advance by the Director of Music.

Sound Technician – This person sets sound levels for the minister, any other speakers and musicians. They are present at the rehearsal and the wedding.

Additional Information

General – Smoking is not permitted inside the church building. Alcohol is not permitted in the church or on the church property including parking lots. All food and drink is prohibited in the sanctuary. Please convey this information to the wedding party and guests. Dates and times are not considered reserved until a deposit has been made. Final payment is due three weeks before the ceremony.

Photography – Photographs may be taken before and after the ceremony in the building or on the grounds any time during the three-hour building access. During the ceremony, flash photography is allowed only up to and including the bride's entrance. Available light photos may be taken during the ceremony only from the entryway at the rear of the sanctuary.

Video photography is permitted only with no additional light and only from the rear of the sanctuary or from the choir area. Video cameras must be set up and remain stationary during the service. It is the couple's responsibility to inform the photographers of these rules.





Decorations – It is the responsibility of the couple to inform florists and other decorators of the church policies. Deliveries may happen two hours prior to the ceremony. No arrangements or other decorations may be placed on the piano or organ. If decorations are to be attached to the pews, only pew clips may be used. If a flower girl is participating, real flower petals may only be used with an aisle runner. If the church is already decorated for a special event (i.e. Christmas, Easter), please adapt decorating to the existing décor. No church decorations will be removed for the wedding. Removal of flowers and other decorations must take place immediately following the service.

The church can supply two floor standing candelabras at an additional fee. If a unity candle ceremony is a part of the service, the stand with two white side tapers is provided. A three inch diameter pillar candle can be purchased by the couple or provided by the church (see fee schedule).

If an aisle runner is desired, it must be furnished by the couple. There are 10 pews on each side of the center aisle. The width of the center aisle is 72 inches. The runner needs to be 50 feet long and must be pinned to the carpet to prevent slippage.

Only bubbles, bells and flower petals are permitted as a send-off as the couple departs the church. No rice, birdseed or confetti may be used.

Marriage License – A marriage license issued by any Indiana county is required in order for the minister to perform the ceremony. Apply for a license at the county clerk's office in your Indiana county of residence. The license must be brought to the rehearsal. The Wedding Hostess is responsible for completing the license and returning it to the county clerk's office for recording.

2018 Wedding Fee Schedule

All applicable fees for your wedding must be received by the church three week prior to the date of your wedding. Make check payable to Geist Christian Church and mail to Financial Secretary, Geist Christian Church, 8550 Mud Creek Road, Indianapolis, IN 46256.

Ceremony:

Includes the use of the sanctuary, minister, organist, custodian, wedding coordinator, wedding hostess and sound technician for three hours.

Member	\$ 600 *	
Non-member	\$ 1000	
Optional Accessories Service		
Seven branch candelabras (2)	\$ 25**	includes candles
Unity candle	\$ 30	
Nursery & attendant	\$ 50	1 attendant/2 hours
Weddings over 200 guests	\$ 50	
Weddings with more than 5 attendants per side	\$ 50	
Additional building usage time	\$ 25/hour	for member
	\$ 150/hour	for non-member
Rehearsal dinner facility fee	\$ 500/2 hours	
Reception facility fee	\$ 500/2hours	

Reserving Dates

Requests for building space may be made 1 year in advance. **A \$100 non-refundable deposit is required to hold date and time. No date is confirmed until the deposit is received.**

Time Allotment

Often there is more than one wedding scheduled on the same day. Your reservation of the building assures you of a 3-hour time period, beginning 2 hours before the time of the ceremony. A wedding scheduled on a holiday will incur an additional charge.

* Members receive the use of the building and a minister at no charge. The fee applies to the remaining staff. Members are those listed on the rolls of Geist Christian Church. In order to be eligible for member's fee, you must have been a member of Geist Christian Church at least 90 days prior to booking your wedding date.

** Usage of the candelabras is at no charge to members.

Wedding Deposit

A \$100 non-refundable deposit is required to hold the date and time. No date is confirmed until the deposit is received. Complete this form and enclose it with your deposit, check made payable to Geist Christian Church

Mail to: Financial Secretary
 Geist Christian Church
 8550 Mud Creek Road
 Indianapolis, IN 46256

Name of:

Bride _____

Groom _____

Date of wedding _____

Contact Information of person responsible for wedding fees:

Name _____

Address _____

City, State, Zip _____

E-mail _____

Phone number _____

The balance of all fees for the wedding must be sent to the church three weeks prior to the date of your wedding.

I have read and understand the Geist Christian Church wedding polices and fees.

Signature _____

Date _____



Photo credits to Jessica Strickland
www.jessicarstrickland.com



**Mud Creek Campus– 8550 Mud Creek Road, Indianapolis,
IN 46256**

Promise Road Campus – 12756 Promise Road, Fishers, IN 46038

Phone: 317.842.3594 www.geistchristian.org



a congregation of the Christian Church (Disciples of Christ)