

Your  
Wedding  
at Evergreen  
BLOOMINGTON



Evergreen Church  
[www.EvergreenBloomington.com](http://www.EvergreenBloomington.com)

*Wedding Planning Packet*

*Congratulations on your engagement. We would love having your wedding here at Evergreen 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** at the end of this manual and mail or email to:*

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

*weddingsblm@evergreenbloomington.com*

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

## Table of Contents

Evergreen Church Contact .....	1
Your Evergreen Wedding Facility Coordinator .....	1
Wedding Couple’s Checklist .....	2
Requirements if ceremony is officiated by an EC Pastor.....	3
Requirements if ceremony is officiated by someone other than an EC Pastor .....	3
Evergreen Bloomington .....	4
2300 East 88th St., Bloomington, MN 55425-2185 .....	4
Bloomington Wedding Facility Coordinator .....	4
Bloomington Pastors .....	4
Bloomington Facilities.....	5
Auditorium.....	5
Equipment .....	5
Reception Spaces (South Gathering, Gym, North Hall).....	6
Kitchen.....	7
Bloomington Facility Fees .....	8
Damage Deposit .....	8
Facility Fees.....	8
Service Fees .....	8
Wedding & Facility Policies .....	9
Your Wedding.....	10
The Rehearsal .....	10
The Wedding Day .....	10
About Evergreen.....	12
Wedding Information Form.....	13
Damage Deposit Form .....	15

*\* Information in the manual is subject to change without notice. If you have any questions regarding the policies in this booklet, please contact your Wedding Facility Coordinator.*

## *Evergreen 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. After reviewing your Wedding Information Form, a Wedding Facility Coordinator will contact you to set up an initial meeting to collect the Damage Deposit Form and deposit should you choose to reserve the church facility and discuss general information regarding your wedding.*

*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 be ready to discuss general timelines for the wedding/reception and decoration ideas.*

*You will 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 if applicable and have confirmed decisions regarding use of sound, lighting, projection, and/or video.*

## *Wedding Couple's Checklist*

<b><i>Date Due</i></b>	<b><i>Task</i></b>	<b><i>Completed</i></b>
As soon as possible (may be required prior to reserving the church)	Fit to Be Tied class completed, if EC Pastor is officiating at your wedding OR Meet with a pastor for approval if not being married by EC pastor	
As soon as possible, but at least 2 months prior to the wedding date	Send Wedding Information form (includes facility request) to EC Wedding Facility Coordinator	
Within 2 weeks of receiving wedding date confirmation	Send deposit to EC Wedding Facility Coordinator	
Immediately after sending deposit	Initial meeting with EC Wedding Facility Coordinator	
6 weeks prior to the wedding date	Final meeting with EC Wedding Facility Coordinator <i>Bring:</i> Facility fee payment if applicable	
1 to 3 days prior to the wedding date	Rehearsal <i>Bring:</i> Envelopes with Service Fee checks Wedding programs Music and Projection Data	
Wedding day	Bring marriage license (give to pastor)	

## *Requirements if ceremony is officiated by an EC 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 accepted Jesus Christ as your Lord and Savior?*
- 2) Are you living together or physically intimate?*
- 3) Have either of you been previously married?*

*If you answered "yes" to the 1st question, we suggest you sit down with an Evergreen pastor. Your answer to this question will determine the foundation of your marriage. Our desire as pastors is to serve you at your wedding as you commit your lives to God and each other.*

*If you answered "yes" to the 2nd or 3rd question, we also suggest you sit down with an Evergreen pastor. Divorce and sexual immorality (any sex outside of marriage) are both contrary to God's Word and His plan for wonderful & lifelong unions. An Evergreen pastor may not be able to both honor God and officiate your marriage. However, Jesus Christ came to bring grace & healing into our brokenness. There are cases where an Evergreen pastor will still perform your ceremony. Please approach the leaders of the FTBT class or a pastor with the specifics of your situation.*

*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 Church in Bloomington. The cost of this program is \$70 per wedding couple. For more information about this course and when it is offered, please contact Nathan and Tara Odegard at 952-240-1878 or get a brochure from the events spinner.*

## *Requirements if ceremony is officiated by someone other than an EC Pastor*

*You must schedule a meeting with one of our pastors listed below to discuss your plans and obtain approval prior to being able to reserve the facility.*

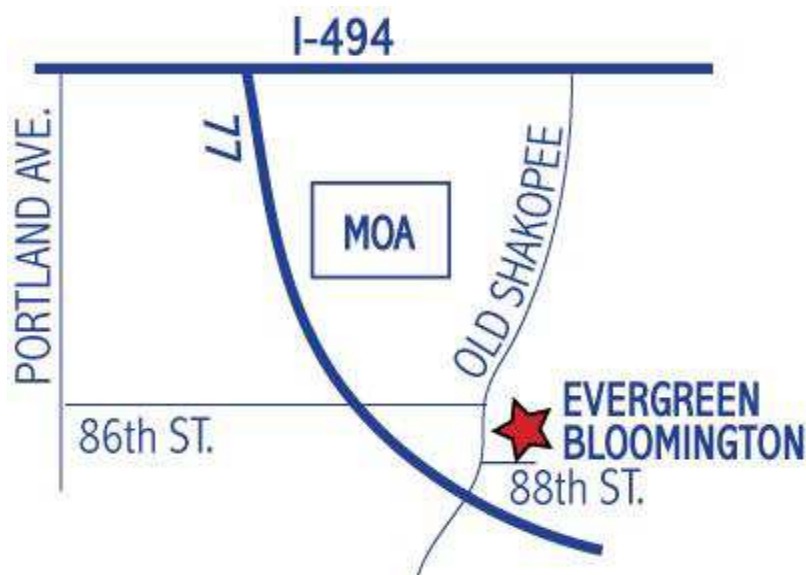
<i>Jeff Groen</i>	<i>952-564-3780</i>	<a href="mailto:jgroen@evergreenbloomington.com">jgroen@evergreenbloomington.com</a>
<i>Mike Olmstead</i>	<i>952-564-3781</i>	<a href="mailto:molmstead@evergreenbloomington.com">molmstead@evergreenbloomington.com</a>

*Evergreen 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 (East) at the top of the ramp. Follow Old Shakopee Road for .5 miles. Turn right (East) onto 88th Street. Evergreen parking lot is on the left at the end of the block.



### Bloomington Wedding Facility Coordinators

weddingsblm@evergreenbloomington.com

Tara Odegard 952-240-1878

### Bloomington Pastors

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

## *Bloomington Facilities*

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

### **Auditorium**

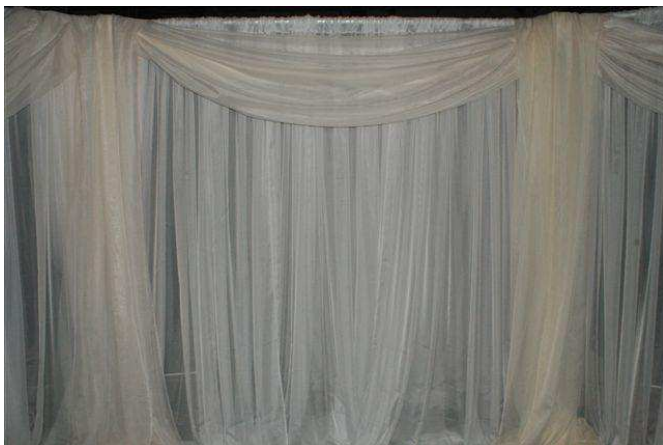
*Circular stage – seating for up to 600 people*



### **Equipment**

*The following equipment is available for your ceremony (fees may apply):*

- *Basic microphone set-up*
- *Sound system*
- *Projection system*
- *Grand piano*
- *Curtains for decorating (black, white, sheer, champagne valance)*





## **RECEPTION SPACES:**

### **South Gathering Space**

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

*Table Seating for approximately 35 people with tables shown or 60-70 people with round tables.*



### **Gym**



*Reception seating for approximately 100*

*Seventeen - 60"round tables available*

*6 padded folding chairs per table, Other black/silver plastic chairs also available if needed*

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

*May be used for a dance but wedding party must assist with table/chair take down to make room for a dance floor. All receptions/dances must be completed, including clean-up, by 9:30 P.M.*

## **North Hall**



*Reception seating for approximately 150. Able to seat more with nontraditional seating, ask your Wedding Facility Coordinator.*

*Seventeen - 60"round tables available*

*6 padded folding chairs per table*

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

*Other black/silver plastic chairs also available if needed*

*May be used for a dance but wedding party must assist with table/chair take down to make room for a dance floor. All receptions/dances must be completed, including clean-up, by 9:30 P.M.*

## **Kitchen**

*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/caterer is responsible for setting the tables (linens, dishes, etc.) and removing them. All kitchen clean-up must be completed by 9:30 P.M.*

## *Bloomington Facility Fees*

Fees may be adjusted based on individual requests.

	<b>EC Members*</b>	<b>EC Attender**</b>	<b>Non Attender</b>
<b>DAMAGE DEPOSITS (refundable)</b>			
Auditorium Damage Deposit	\$250	\$250	\$250
Kitchen Damage Deposit	\$100	\$100	\$100
<b>FACILITY FEES (non-refundable)</b>			
Auditorium Rental Fee – includes rehearsal	Waived	\$150	\$300
Gathering Space (reception) Fee	Waived	\$45	\$75
Gym (reception) Fee	Waived	\$50	\$100
North Hall (reception) Fee	Waived	\$50	\$100
Kitchen Fee	No charge	No charge	No charge
<b>SERVICE FEES</b>			
Wedding Facility Coordinator Fee	\$200	\$200	\$200
Wedding Facility Coordinator Fee – Reception	\$150	\$150	\$150
Custodian – Auditorium	\$100	\$100	\$100
Custodian – Reception (excluding North Hall)	\$100	\$100	\$100
Custodian – Reception in North Hall	\$160	\$160	\$160
EC Sound Technician	\$100	\$100	\$100
EC AV Technician	\$50-100	\$50-100	\$50-100
EC Light Technician	\$50-100	\$50-100	\$50-100

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

**\*\*Attender** – have attended EC for at least 3 months

### **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 Church with “Wedding Damage Deposit BLM [Wedding Date]” in memo section. This check is deposited and not refunded until all billable fees and assessed damages have been paid. Uncollected facility or service fees remaining 30 days after the wedding date will be subtracted from this deposit.

### **Facility Fees**

Facility fees, payable to Evergreen Church (“Wedding Facility Fees BLM, [Wedding Date]” 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.

## *Wedding & Facility Policies*

**Liability:** Evergreen Church is not liable for loss, damage, or injury to person or persons using or renting church facilities. The person(s) reserving the church will be responsible for the cost of repairs if any physical damage to the church occurs by guests/wedding party.

**Facility Fees:** All Facility Fees, payable to Evergreen 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 at the time 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 weekend, during the last 3 weeks of December, or any major holiday. There may be other limitations based on scheduled church events.

**Decorations:** The Auditorium and Reception spaces are available for decorating 4 hours prior to the wedding start time. Any decorations must be removed immediately following the wedding. **See EC – Bloomington Facility Use Policy** regarding decorating rules. The wedding party is responsible for cleanup. The Wedding Facility Coordinator must approve all decorations. Open flames are not allowed with the exception of a Unity candle. Decorations can be donated to the church after the event, please talk with your Wedding Facility Coordinator for details.

**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:** All flowers should be removed immediately following the wedding 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. There may be fees associated with this.

**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 available for weddings for a fee. Please see facility use policy for requirements.

**Smoking & Alcohol:** Smoking and the use or possession of alcoholic beverages is not allowed anywhere in the building or on the church grounds.

**Rice/Silly String:** Rice, silly string, confetti, bird seed, flower petals, or any similar item is not allowed within the church or on church grounds. Blowing bubbles is allowed only 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/Sound:** This equipment may only be operated by a trained EC technician.

**Wedding Program:** Design, production and printing of the wedding program is the responsibility of the wedding couple. Please have them ready for the rehearsal.

\* Please see the EC-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. You may inquire about a Friday rehearsal, but this is difficult to schedule due to Friday night services and is not guaranteed.*

*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)*
- *Music and Projection Data*
- *Any items you want stored for the wedding day (small storage area available)*

## *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 Wedding Facility Coordinator is not available to assist with decorating or set-up. 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.*

**Decorating**

4 hours prior to the ceremony the Auditorium and Reception spaces will be available for the wedding party to decorate. Decoration items around the church may be used with Wedding Facility Coordinator approval. All items must be returned to their original position by the wedding party.

**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.

**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  
Decorate Auditorium, South Gathering Space, Gym  
Facility Manager and Technician set up*
  
- 2:30 P.M.    *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 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 weekend 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 [evergreenbloomington.com](http://evergreenbloomington.com) or the information table at our services.*

## Wedding Information Form

Complete this form and mail it to the church office to reserve your wedding date. **Please print carefully.**

### DATE COMPLETED:

<b>Bride's Information</b>	
Name (First Last):	
E-mail Address:	
Address:	
City/State/Zip:	
Home Phone:	
Cell Phone:	
EC:	Member Attender None BLM LKV NH Rock UR

<b>Groom's Information</b>	
Name (First Last):	
E-mail Address:	
Address:	
City/State/Zip:	
Home Phone:	
Cell Phone:	
EC:	Member Attender None BLM LKV NH Rock UR

### Who will be officiating at your wedding?

Name (First Last):	
E-mail Address:	
Address:	
City/State/Zip:	
Church Affiliation:	
Work Phone:	
Cell Phone:	

### Facility Needs

Auditorium:	
Gathering Space – Reception:	
Gym – Reception:	
North Hall – Reception:	
Kitchen:	
Photography Room:	
Approximate Number of Guests:	

(If you want an EC Pastor to officiate)

**Have you completed Fit To Be Tied Premarital Program?** Yes No

If no, scheduled completion date: \_\_\_\_\_

(If you want someone other than an EC Pastor to officiate)

**Have you scheduled a meeting with Pastor Jeff Groen or Pastor Mike Olmstead?** Yes No

If Yes, scheduled meeting date: \_\_\_\_\_

### Wedding (Date/Time):

	Date	Ceremony Time*	Picture Time	Reception Start and End Time	Rehearsal Date and Time
1 <sup>st</sup> Preference					
2 <sup>nd</sup> Preference					
3 <sup>rd</sup> Preference					

\*Ceremony start time possibilities with pictures before ceremony: Saturday 11am-5pm Sunday 5pm-7pm



**Mail to:**

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

**Email to: [weddingsblm@evergreenbloomington.com](mailto:weddingsblm@evergreenbloomington.com)**

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 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.

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**For Wedding Facility Coordinator use only:**

Facility Reservations	Rehearsal Date: _____			Ceremony / Reception Date: _____			
	Start Time	End Time	✓	Prep Time	Event	Tear Down By	✓
Auditorium							
South Gathering Space							
North Hall							
Gym							
Kitchen							
Bride's Dressing Room							
Groom's Dressing Room							
Photography Room							
Other Room							

# 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 Church** with "Wedding Damage Deposit BLM, [Wedding Date]" in memo section.

**THIS CHECK IS DEPOSITED** and not refunded until all billable fees and assessed damages have been paid. Uncollected facility or service fees remaining 30 days after the wedding date will be subtracted from the deposit.

Mail deposit to (or give at initial meeting):  
**Attn: Bloomington Wedding Facility Coordinator**  
Evergreen Church  
2300 East 88<sup>th</sup> Street  
Bloomington, MN 55425-2185

Return Deposit (Name/Address after wedding):

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 EC 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

## Wedding Facility Coordinator Use Only

Copy		Secured		Damages		✓ Request	
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