



Wedding Guide

Thank you for your inquiry regarding weddings at Grace Presbyterian Church. We offer this guide with the earnest hope that it will assist you in making your marriage ceremony at Grace as beautiful, memorable, and Christ-centered as possible. We are excited to help you plan for your special day.

In recent days you may have found yourself thinking, even dreaming, about your wedding day and what you want it to be like. Perhaps you participated in a wedding in the past and filed away a memory for your own wedding someday. It may be that you have not given much thought to what is involved in planning a wedding with a facility—and you are wondering where to start and what is possible. In either case, this guide is for you.

In order to gain the greatest benefit from premarital preparation and to allow time for wedding planning, we recommend beginning as early as possible. Please complete this packet in as much detail as possible before your first meeting with your Coordinator.

First Steps through a Wedding Process at Grace

1. Read the Wedding Guide thoroughly so that you understand items that are beneficial for your wedding plans. Because of the heavy demand for the use of the facilities at Grace, we have found it necessary to restrict the reservation of these facilities for weddings to members, regular attendees, or a close relative of a member or regular attendee.
2. We hope to serve you well for your wedding, but we have many activities and events on the church calendar. It's important to secure a date and time before proceeding with other plans at Grace. So call the church office to schedule an appointment with one of the Grace pastors. As a couple, have your initial meeting with the pastor. After meeting together, the pastor will check with the Administrative Assistant to the Executive Pastor/Director to determine the viability of the date. Please note: the process of confirming your wedding date cannot be completed until the church office approves the time and date. The pastor cannot approve the date in your first meeting with him.
3. The Wedding Coordinator will contact you after your time and date has been approved. Grace requires that all weddings use a Grace Wedding Coordinator.
4. Meet with your Wedding Coordinator for the first of what is normally three meetings with the Coordinator. Complete and return the Wedding Planning Forms in this Guide to the Wedding Coordinator at that meeting. Please Note: the process of confirming your wedding details and requests cannot be completed until this meeting takes place.
5. Complete the premarital counseling process as designated by the pastor. Because we believe that premarital counseling is essential in preparation for Christian marriage, Grace requires premarital counseling for all couples intending to be married in the church facility. While the structure of

premarital counseling may differ slightly between various pastors, each couple should plan for a minimum of three sessions. When couples live out of town, alternate arrangements should be coordinated with the officiating Grace Presbyterian pastor.

Pastors

All the pastors at Grace regard it a privilege to conduct marriage services.

A pastor from Grace Presbyterian Church must perform or oversee the ceremony. If you want another pastor from another church to officiate your wedding at Grace's facility, such requests will be considered on an individual basis. The normal process is that a Grace pastor officiates, but if you wish for another pastor to officiate your wedding, you need approval from one of our pastors.

Premarital Counseling

You will ordinarily meet with our Pastor or another designated counselor for premarital counseling. We encourage you to provide an honorarium for this service. It is a great way to honor someone who builds into your upcoming marriage, as well as a way to keep you on the learning track with self-discipline. Premarital counseling is invaluable coaching for your new relationship.

Your Premarital Relationship

It is the policy of the pastoral staff of Grace Presbyterian that any premarital couple presently living together will be asked to begin living separately, because we believe it is God's design that couples live separately until they are united in marriage (Note: 1 Corinthians 6:18-20). Our pastors will be glad to talk with you about this.

Preparing for Your Wedding

Wedding Coordinator

During your initial meeting with the Wedding Coordinator, please submit the Wedding Reservation Agreement and appropriate fee. The details of your wedding will be confirmed through the Wedding Coordinator after this meeting.

Your Wedding Coordinator will assist with the following:

- Meet with the bride and/or groom to discuss and complete the Wedding Planning Forms and plan the details of all events related to the wedding. This first meeting helps with your plans for a wedding date and necessary resources; this is quite crucial.
- Oversee the logistical aspects of the wedding rehearsal, wedding, and reception in cooperation with the officiating pastor, Tech Director, and Facilities Director. The Coordinator will be in attendance at each of these events.
- Provide a list of names for organists, musicians, tech support, etc., so that you may contact these individuals. You will be responsible to make arrangements with these people so that you can communicate your aspirations to them.
- Coordinate with any outside wedding consultants with whom you may also be working.

The Wedding Coordinator's fee is included in the below list of fees. If you choose to have your reception at the church, your Wedding Coordinator will serve as the church liaison. There is a \$100 fee payable to your Wedding Coordinator for this required service.

The Wedding Rehearsal

Because the wedding ceremony is a service of Christian worship, the officiating pastor, assisted by our Wedding Coordinator, is responsible for the rehearsal and wedding ceremony. Please include the details of the rehearsal in the Wedding Planning Forms.

The program and plans for the rehearsal must be planned and discussed with the Wedding Coordinator no later than two weeks prior to the rehearsal.

The time of the rehearsal is to be set in consultation with the officiating pastor and must be approved by him via the Wedding Coordinator.

If you are having your rehearsal dinner or reception at the church, the event must be over and the premise cleared by 10:00 PM.

Among the many things involved in your wedding, please note that the marriage license must be in the hands of the Wedding Coordinator before the wedding ceremony can take place. The prospective groom must bring it with him to the rehearsal.

The Wedding

All details of the service must be discussed with the pastor well in advance. Last minute requests cannot be guaranteed during the two weeks prior to the wedding date. The Wedding Coordinator will coordinate discussion concerning various details of the wedding service with the couple.

The Wedding Coordinator will print copies of the service program for the organist, musicians, tech team, and wedding party the week prior to the wedding. The Wedding Coordinator will contact you regarding the number of copies needed.

Please exercise modesty and good taste in all wedding attire and video wall photos. This includes musicians and other participants as well.

Wedding Music and Communion

The prospective groom and bride will want to remember that the wedding ceremony is a service of Christian worship. Therefore, music chosen for the wedding is to be appropriate for the worship of God. It is expected that weddings will include sacred music. Secular music is appropriate if it is wholesome and in good taste.

Communion is not offered during the wedding ceremony. If you have questions as to why Grace holds this position, please consult with your pastor.

Reserving Dates and Facilities

Reservations

Please call the church to consult first with a pastor at (309) 693-3641. See the *First Steps through a Wedding Process at Grace*.

A reservation may not be made more than one year prior to the wedding date, and the couple must be engaged at the time the reservation is made.

The reservation is tentative and can only be finalized on the church calendar after one of our pastors has met with the couple, has agreed to conduct the ceremony, checked with the Administrative Assistant to assure that the date is available, and appropriate fees have been paid. Therefore it is important that each couple has this initial meeting as soon as possible, and not begin planning on that date until notified by the Wedding Coordinator. Please do not make any public announcements of your wedding in the church facility or commit to arrangements until they are confirmed.

Please note the following guidelines for reserving the facility:

- The latest time for a Saturday wedding to begin is 4:00 PM.
- Weddings cannot be scheduled on a Sunday because of church activities that occur throughout the day.
- Weddings cannot be scheduled in the month of December because of church activities that occur through the holiday season.

While outdoor weddings are allowed on church property, we cannot provide sound equipment or furniture from inside the building. You will be responsible to rent what you need for an outdoor ceremony.

After the pastor has met with you and formally approved your wedding request, including the approval of your wedding date, please complete the Wedding Reservation and Fees Agreement and submit it with the appropriate fee to the Wedding Coordinator.

Usage of the Facility

No smoking or alcohol is allowed in the church building or on the church grounds at any time.

Snacks and drinks may be in the rooms according to your Plan, but please dispose of everything appropriately.

Please do not leave valuables unattended as Grace Presbyterian Church is not responsible for the security of your belongings.

Please recognize that you have reserved various rooms in which to enjoy your wedding. We hope that the facility will provide the freedom and ease for your wedding preparation and celebration. However, please remember that you reserved certain rooms, but not the whole building. Please stay in the areas which were reserved, rather than wandering and using the whole building. We have tried to keep the fees as low as possible, but this means that we intend to clean the reserved areas, rather than the whole building after your wedding. Please help us to serve others by not spreading into areas that were not reserved.

Decorating and Facility Use

Couples often wonder if they can arrange and decorate the facility for their wedding. You may make arrangements with a wedding service to generally decorate the sanctuary for your wedding. Because of the many activities at Grace and the upcoming worship service after your wedding, Grace limits extravagant decorations. The easiest way to plan is to know what is encouraged or discouraged.

1. Decorating may be done the day before your wedding or the day of your wedding. Please schedule this time with your Wedding Coordinator.

2. If you use decorations from the church, please work with the Wedding Coordinator to return them to their original location.
3. Please do not move the furniture in the building.
4. Nothing may be attached to the walls, door, or furniture except with blue painters tape, string, or ribbon.
5. Immediately following the wedding ceremony, you are required to clean up all of your belongings—i.e. flowers, guest book, candles, votives, decorations, food, etc.—immediately following the wedding. This includes the bride’s room and the groom’s room. It is helpful to assign this responsibility to someone. The custodians will not do this for you.
6. Grace does not allow rice, bird seed, and pyrotechnics at the wedding. The following things are permitted in sending off the Bride and Groom: kazoos, horns, whistles, bells, and bubbles. Anything else must be approved by your Coordinator. Grace wishes to provide safety for other people in the building, as well as the property.
7. If using a unity candle, please protect the table. Talk with your Wedding Coordinator if you have questions. Use dripless candles when decorating in the sanctuary. If you are using lanterns or other decorating items on the floor or in the aisle, all candles must be battery operated.
8. No food in the Sanctuary or main Atrium.
9. In order to help reduce added custodial costs to your invoice, please restrict activities to those areas reserved for your wedding.
10. The use of a portable dance floor is required for dancing in the building. These can be rented at a local rental company.
11. Please keep the Church Fire lanes cleared. These are the areas around the main entrances to the building.
12. Although the building will be primarily used for your wedding, it may still be open to other congregants or events at the same time as your wedding.
13. If desired, a Grace Safety person can be requested for an additional fee.

Custodial Service

On the day of the ceremony, the custodial service will arrive at least 30 minutes prior to the ceremony to help meet your last-minute wedding needs, and then will begin to clean up as soon as possible after the ceremony.

Please remember that if you are having your rehearsal dinner or reception at the church, set up and tear down are your responsibility. This helps our custodial service clean the building for other groups and

church services that follow your wedding. Ask your Wedding Coordinator about details if you have questions.

Wedding Fees

Some services require fees to best provide for your wedding. Please make a check payable to the name of the person who is serving in that role. Your Wedding Coordinator will give you the list of those names one to four weeks prior to your wedding. Please bring each check in an envelope to the rehearsal.

Currently the fees for reserving the church facility are as follows.

Facility Usage/Reservation (required, non-refundable)\$150

Pastor \$200 suggested

Grace does not have specific fees for providing premarital counseling or officiating. It is customary to give an honorarium to the pastor. The amount is a matter of personal choice. We suggest, however, that it should be commensurate with the overall time and involvement. wedding.

Wedding Coordinator \$300/event

An hourly fee may be required if additional hours are requested.

Wedding Coordinator, at Reception\$100

Sound Technician \$125/hr/person

Video Wall Operator..... \$25/hour

Church Videographers (4 people required at \$100 each) \$400

Barista (if available)TBD

Facilities Manager, when needed for emergencies or sudden building needs\$30/hour

Safety and Security Personnel\$25/hour/person

Grace has a Safety Team who provide security coverage for large events in the building. If you have questions about security personnel, please contact your Wedding Coordinator at least one month in advance.

Custodial, Wedding\$25/hour/custodian

Custodial, Wedding after 10:00 pm\$30/hour/custodian

Custodial, Rehearsal\$100/event/custodian

Custodial, Rehearsal after 10:00 pm\$30/additional hour/custodian

Custodial fees are calculated at an hourly rate of \$25.00. Custodian(s) will work a minimum of 4 hours for setup and cleanup. If setup and clean-up require more than four hours, you will be

charged for each hour beyond four hours. An invoice will be sent to the email address on file with the Wedding Coordinator. Payment is requested within 7 days of the event.

MusiciansYou arrange for musicians



Grace Presbyterian Church Wedding Agreement

I acknowledge that I have read the above Wedding Guide and the following Wedding Planning Form. By signing below, I agree to follow all guidelines and procedures as requested by the church. Failure to follow these policies and procedures may result in additional fees.

Based on the provided information, a check payable to Grace Presbyterian Church in the amount of \$150 must accompany this form and be returned to the Wedding Coordinator at the church office before your wedding date can be confirmed. This is the stated Facility Usage/Reservation fee. Other fees will be paid as described in this Wedding Guide and Wedding Planning Form. It is further agreed that the church will be fully compensated for any damage to its furnishings or equipment during these activities.

Bride's Printed Name _____

Bride's Signature _____ Date _____

Groom's Printed Name _____

Groom's Signature _____ Date _____

AFTER MARRIAGE INFORMATION

Couple's Address: _____

City, State, and Zip: _____

Home Phone: _____

Cell Phone: _____

New E-mail Addresses: _____

Couple's Church Home: _____



WEDDING PLANNING FORM

Wedding Date: _____ Hours: _____ Rehearsal Date: _____ Hours: _____

Will the rehearsal dinner be held at the church? (circle one) YES NO

Rehearsal Dinner Location/Time: _____

Where will the wedding take place? (circle one) Sanctuary Chapel

Number of guests expected _____

Pastor(s): _____

Bride's Name _____

Bride's Address _____

Bride's Phone _____

Bride's Email _____

Grace Presbyterian Church Member/Regular Attender?: Yes _____ No _____

Groom's Name _____

Groom's Address _____

Groom's Phone _____

Groom's Email _____

Grace Presbyterian Church Member/Regular Attender?: Yes _____ No _____

Couple's Future Address _____

Florist: _____

Videographer: _____

Organist/Instrumentalist: _____

Photographer: _____

Outside Wedding Consultant, if applicable: _____

What day and time will you decorate? _____

What rooms do you need open to decorate? _____

On the wedding day, what time do you want the bride's and groom's rooms open?



Fees and Reservations Pre-Worksheet

Bride's Printed Name _____

Groom's Printed Name _____

Facility Usage/Reservation, \$150	Yes _____	No _____	
Wedding Coordinator, \$300	Yes _____	No _____	
Wedding Coordinator, at Reception, \$100	Yes _____	No _____	
Sound Technician, \$125 per person	Yes _____	No _____	
Video Wall Operator, \$25/hour/ person	Yes _____	No _____	
Church Videographers, 4 people, \$100 each	Yes _____	No _____	
Barista (if available), TBD	Yes _____	No _____	
Safety and Security Personnel, \$25/hour/person	Yes _____	No _____	How many hours? _____
Custodial, Wedding, \$25/hour/custodian	Yes _____	No _____	How many hours? _____
Custodial, Wedding after 10:00 pm, \$30/hour/person	Yes _____	No _____	How many hours? _____
Custodial, Rehearsal, \$25/hr/custodian	Yes _____	No _____	How many? _____
Custodial, Rehearsal after 10:00 pm, \$30/additional hour/custodian			

You are responsible to make arrangements with other musicians, instrumentalists, and caterers.

Total Fees: \$ _____, plus invoiced hours for custodial and safety personnel

Contact Person who will be paying these fees: _____



THE WEDDING PARTY

Escorts can be ushers, groom, groomsmen, sons, brothers, etc. Examples: the groom can escort his mother; brother(s) can escort mother of the bride; husband and/or son can escort mother of the bride; groom can escort his grandmothers. Consider spacing of same escorts for a smooth and timely processional.

SEATING OF FAMILY/FRIENDS

Bride's Grandparents: _____

Escorted by: _____

Bride's Grandparents _____

Escorted by: _____

Groom's Grandparents: _____

Escorted by: _____

Groom's Grandparents _____

Escorted by: _____

Mother of the Bride _____

Escorted by: _____

Father of the Bride: _____

Mother of the Groom _____

Escorted by: _____

Father of the Groom _____

BRIDESMAIDS AND GROOMSMEN

Maid of Honor: _____

Best Man: _____

Flower Girl(s): _____

Ring Bearer(s): _____

Please list bridesmaids and groomsmen in the order in which they come down the aisle for processional. The first ones in are usually the farthest from the Bride and Groom on the platform, as well as the first ones out.

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____
- 7. _____
- 8. _____

There are several options for the wedding party to enter during the processional. Your Wedding Coordinator can discuss these options at the first planning meeting.

- Groomsmen come out with Groom & Pastor
- Groomsmen escort Bridesmaids
- Bridesmaids and groomsmen enter separately and meet in the middle aisle
- Other options

Please list your Ushers: (We suggest about 1 usher per 50 guests. Groomsmen can also serve as ushers)

- 1) _____
- 2) _____
- 3) _____
- 4) _____

Will you have Bride's side/Groom's side seating, or open seating? _____

Do you want rows saved in front for relatives? If so, how many?

Bride's Side _____ Groom's Side _____



MUSIC

If you will be having singers and/or musicians perform, please write their names below. You may call the music department or ask your Coordinator for a list of our musicians. It is your responsibility to contact all musicians including pianist/organist. Any checks should be given to your Wedding Coordinator the night of the rehearsal and the Coordinator will distribute them for you. It is the church's policy that the organ only be played by someone approved by music staff.

PERSONNEL

Please list the names of individuals who will be performing musical numbers, along with their role and instrument:

- 1) _____
- 2) _____
- 3) _____
- 4) _____

MUSIC

Are you planning to use any prerecorded music? (circle one) YES NO

Music needs to be on one CD in the order it will be played. Please include a printed sheet of song titles in the order they will be played during the ceremony.

Would you like a CD if the wedding ceremony (provided by Grace free of charge)? YES NO

Please list music selections and include accompanist:

Prelude (allow for 30 minutes of music):

Seating of Grandparents:

Seating of Parents:

Bridal Party Processional:

Bride's Processional:

Special Music:

Recessional:



DÉCOR AND FACILITY NEEDS

EQUIPMENT

Please check the items you would like to use for your wedding:

- Communion Table (used for unity candle, sand, flowers, etc.)
 Candelabras (church provides candles that must be used)
 Baptismal Stand (used for memorial candles, flowers or unity candle)
 Pedestal Columns (used for plants/flowers: 2 tall, 2 medium & 1 small)
 Café Table (for guestbook)
 Gift Table
 Large Easel (used for signing or displaying photograph of Bride & Groom)
 Chair covers and white ribbon/bows
 Lattice (to be moved by the wedding party)

What equipment will you need? How many of each item below?

- | | |
|--------------------------------|---------------------------------------|
| <input type="checkbox"/> Mics | <input type="checkbox"/> Chairs |
| <input type="checkbox"/> Piano | <input type="checkbox"/> Stools |
| <input type="checkbox"/> Organ | <input type="checkbox"/> Music Stands |

UNITY CANDLE

Will you be using a Unity Candle during the ceremony? (circle one) YES NO

Will mothers light the candles on either side of the Unity Candle? YES NO

The Unity Candle and a votive must be supplied by the Bride. The votive behind the unity candle will be lit before the wedding by the Coordinator, unless otherwise specified.

If not using a Unity Candle, are you doing something else? Please explain below:

SCRIPTURE READING

Will someone be reading Scripture during your ceremony? YES NO

Name of Reader: _____

Passage: _____

Name of Reader: _____

Passage: _____

ADDITIONAL WEDDING HELPERS

Guest Book Attendant: _____

Programs: _____

Host and/or Hostess: _____

Bubbles/Rice/Confetti: _____



POST-CEREMONY

As soon as the bridal party exits, the Maid of Honor and Best Man need to sign the decorative wedding license copy. The Pastor will sign the marriage license. The Wedding Coordinator will take the marriage license to the church office to be mailed directly.

Will the Pastor be giving announcements at the end of the ceremony? If so, please write instructions below.

Who will be dismissing the guests? _____

How, when & where will you be exiting the church building after the wedding?

Location/Time of Reception: _____



PHOTOGRAPHY

Name of Photographer: _____

Will you have pictures taken in the worship center before the ceremony? YES NO

If so, what time do you want the doors open and lights on? _____

Will you have pictures taken after the ceremony? _____

Approximately how long will that take? _____

*The photographer needs to be finished with pictures 1/2 hour before the ceremony begins, so that we can begin seating the guests.

*Because this is a sacred ceremony, please ask your photographer to maintain professional etiquette during the ceremony.



AUDIO AND VISUAL NEEDS

Video Wall

Are you using the video wall to display a slide during the wedding ceremony? YES NO

The video wall in the sanctuary may be used to display one of the church's pictures or one of your own choice. Your picture must be given to Chris Summers at least one week before the wedding. It must be in jpeg format (1280 x 720). If it does not require reformatting or design, this service is free.

A video wall operator is required if you choose to use the video wall during your ceremony for song lyrics, video, or Scripture. The fee for set-up is \$35/hour, in addition to the video wall operator fee, unless otherwise determined with Chris Summers.

Video

Are you planning to have the church video your wedding ceremony? YES NO

*If yes, we require 3 cameramen and a director. Fees are listed on the fees page.

If no, will you be providing your own videographer? YES NO

Name of Videographer: _____