



*Planning Your Wedding at  
Grace Presbyterian Church*

Congratulations on your engagement! We are excited to help you plan for your special day. If you have a question that is not answered in the pages that follow, please contact your wedding coordinator. Please refrain from calling the church directly.

It is customary to meet with your wedding coordinator no later than 6 months prior to your wedding, and then a second time two weeks before your wedding. Please complete this packet in as much detail as possible before your first meeting.

**Grace Presbyterian Church Wedding Agreement**

I acknowledge that I have read the attached policies and procedures. By signing below, I agree to follow all rules and procedures as requested by the church. Failure to follow these policies and procedures may result in additional fees.

Bride's Printed Name \_\_\_\_\_

Bride's Signature \_\_\_\_\_

Date \_\_\_\_\_

Groom's Printed Name \_\_\_\_\_

Groom's Signature \_\_\_\_\_

Date \_\_\_\_\_

## **IMPORTANT INFORMATION**

- In order to be married at Grace Presbyterian Church, you must be a member, or a regular attendee, or a close relative of a member or regular attendee.
- You are responsible for attending pre-marital counseling sessions before your wedding day.
- The latest time for a Saturday wedding to begin is 4 PM.
- Weddings cannot be scheduled on a Sunday.
- Weddings cannot be scheduled in the month of December.
- 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.
- You may choose a pastor from Grace to officiate your wedding. Pastor Kerry Frantz generally officiates most weddings. Pastor Bryan Chapell is unavailable to officiate weddings. A pastor from Grace Presbyterian Church must perform or oversee the ceremony. If you want another pastor to officiate your wedding, you need approval from one of our pastors.
- Communion is not offered during the wedding ceremony. If you have questions as to why Grace holds this position, please consult with your pastor.
- Please exercise modesty and good taste in all wedding attire and video wall photos. This includes musicians and other participants as well.
- No smoking or use of intoxicating substances is allowed in the church building or on the church grounds at any time.
- Please bring your marriage license and certificate to the wedding rehearsal.
- It is expected that weddings will include sacred music. Secular music is appropriate if it is wholesome and in good taste.

## **REHEARSAL DINNER/RECEPTION**

- If you are having your rehearsal dinner or reception at the church, the event must be over and the premise cleared by 10 PM.
- There is a minimum custodial charge of \$80 which includes room set up, cleaning and tear down. An additional \$30/hour will be charged after 10 PM.
- If you are having your rehearsal dinner or reception at the church, set up and tear down are your responsibility. *If you choose to hire custodial help, the fee is \$25.00 per hour per custodian. This invoice will be billed to you after the wedding. Please let your coordinator know if you want to hire custodial help.*
- 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.

Bride's Name \_\_\_\_\_

Bride's Address \_\_\_\_\_

Bride's Phone \_\_\_\_\_

Bride's Email \_\_\_\_\_

Groom's Name \_\_\_\_\_

Groom's Address \_\_\_\_\_

Groom's Phone \_\_\_\_\_

Groom's Email \_\_\_\_\_

Couple's Future Address \_\_\_\_\_

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

Wedding Date: \_\_\_\_\_ Time: \_\_\_\_\_

Rehearsal Date: \_\_\_\_\_ Time: \_\_\_\_\_

Will the rehearsal dinner be held at the church?      YES      NO

Rehearsal Dinner Location/Time: \_\_\_\_\_

# guests expected \_\_\_\_\_

## THE WEDDING PARTY

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 \_\_\_\_\_

Note: 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.

*Bridesmaids & Groomsmen:*

Please list 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.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_

Maid of Honor: \_\_\_\_\_

Best Man: \_\_\_\_\_

Flower Girl(s): \_\_\_\_\_

Ring Bearer(s): \_\_\_\_\_

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

Ushers: (You will need 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?

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

Bride's Side \_\_\_\_\_

Groom's Side \_\_\_\_\_

## **DECORATING & FACILITY USE**

- Decorating may be done the day before your wedding. Please schedule this time with your wedding coordinator.
- If you use decorations from the church, please return them to their original location.
- Furniture may not be moved without permission from your wedding coordinator.
- You are required to clean up all of your belongings (flowers, guest book, candles, votives, decorations, food, etc) immediately following the wedding. This includes the bride's room (lounge) and the groom's room (special education room). It is helpful to assign this responsibility to someone. The custodians will not do this for you.
- The following things are permitted in sending off the Bride and Groom: kazoos, horns, whistles, bells & bubbles. Anything else must be approved by your coordinator.
- 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.
- Nothing may be attached to the walls or doors.

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?

\_\_\_\_\_

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 (we use a white table cloth with lace overlay)
- \_\_\_\_\_ Large Easel (used for signing or displaying photograph of Bride & Groom)

## **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 like 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 will be distributed for you. It is the church's policy that the organ only be played by someone approved by music staff.

Name

Role/Instrument

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What equipment will you need?

How many of each item below?

\_\_\_\_\_ Mics

\_\_\_\_\_ Chairs

\_\_\_\_\_ Piano

\_\_\_\_\_ Stools

\_\_\_\_\_ Organ

\_\_\_\_\_ Music Stands

Are you planning to use any prerecorded music?      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):

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Seating of Grandparents:

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Seating of Parents:

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Bridal Party Processional:

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Bride's Processional:

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Special Music:

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Recessional:

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**UNITY CANDLE**

Will you be using a Unity Candle during the ceremony?                      YES                      NO

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

\*The Unity Candle & 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, and 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.

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Who will be dismissing the guests? \_\_\_\_\_

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

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Location/Time of Reception: \_\_\_\_\_

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## 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**

**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.

**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: \_\_\_\_\_

## Wedding Fees

In order to best provide for your wedding day, some services do require fees. The amounts listed below are the minimum fee required.

Please make a check payable to the name of the person who is serving in that role. Your wedding coordinator will give you a list of those names one week prior to your wedding. Please bring each check in an envelope to the rehearsal and your wedding coordinator will distribute the checks.

Sound Technician ..... \$125.00  
Video Wall Operator..... \$50.00  
Church Videographers (4 people required at \$100 each)..... \$400.00

Pastor..... \$200.00

*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 cost of the wedding.*

Wedding Coordinator ..... \$200.00  
    With Reception.....\$100.00

*The role of the Wedding Coordinator is to assist the pastor in coordination of the rehearsal and wedding. You must have a Grace Presbyterian Church coordinator for all sanctuary and chapel weddings. An additional \$100 is added if a reception is at the church.*

Custodial .....\$25/hour

*This fee is calculated with at an hourly rate of \$25.00. Custodian will work a minimum of 4 hours for setup and cleanup. Invoice will be sent to the email address on file with the wedding coordinator. Payment is requested within 7 days of the event.*