



Wedding Packet

Thank you for your inquiry regarding weddings at Grace Presbyterian Church. This guide is designed to help make your wedding at Grace beautiful, memorable, and Christ-centered. Please take time to thoroughly read and complete this wedding packet. We are excited to help you plan for your special day.

Because of the heavy demand for the use of the facilities at Grace, we restrict the reservation of weddings to members, regular attendees, or a close relative of a member or regular attendee.

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, all appropriate approvals have been received, 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 for that date until they are 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.

First Steps through a Wedding Process at Grace

1. Call the church to make an appointment with a pastor at (309) 693-3641. It is important to secure a date and time before proceeding with other plans at Grace. After meeting together, the pastor will check with the Administrative Assistant to the Executive Administrator to determine the viability of the date.
2. Once your proposed date has been vetted and reserved on the church calendar, the Administrative Assistant to the Executive Administrator will contact the Lead Wedding Coordinator. She will assign a coordinator for your wedding. Your assigned coordinator will then contact you to tell you your time and date have been approved. Grace requires that all weddings use a Grace Wedding Coordinator.
3. Meet with your Wedding Coordinator for the first of what is normally three meetings. In preparation for this first meeting, complete this packet with as much detail as possible. Also, bring the attached GPC Wedding Agreement (see page 15), the Wedding Planning Form (see page 7), and the appropriate Facility Usage/Reservation fee (refer to page 6) to this meeting. The details of your wedding will be confirmed by the Wedding Coordinator after this meeting.
4. 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 our 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.

Scheduling Restrictions

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 leading up to or during major church events including Christmas, Easter, Vacation Bible School (mid-June), and Missions Conference.

Weddings cannot be scheduled in December because of church activities during the holiday season.

Please remember that you have certain rooms reserved for you, 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.

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.

Pastors

A pastor from Grace Presbyterian Church must oversee your premarital counseling and officiate at your wedding. If you wish for another pastor to officiate your wedding, you will need approval from our pastors. 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.

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

Your Wedding Coordinator will assist with the following:

- Meet with the bride and/or groom to discuss and complete the Wedding Planning Form and plan the details of all events related to the wedding. This first meeting helps with your plans for the necessary resources; this is quite crucial.
- Oversee the logistical aspects of the wedding decorating, rehearsal, wedding, and reception in cooperation with the officiating pastor, Tech Director, and Facility Director.
- Provide a list of names for organists, musicians, tech support, etc., so that you may contact these individuals. You will be responsible for making 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 list of fees on page 6. If you choose to have your reception at the church, your Wedding Coordinator will serve as the church liaison.

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. Include the details of the rehearsal in the Wedding Planning Form on page 7.

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

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

If you are having your rehearsal dinner or reception at the church, the event must be over, and the premises cleared by 9:00 PM.

Please note that the marriage license must be in the hands of your 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. Your Wedding Coordinator will coordinate discussion concerning various details of the wedding service with the couple.

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

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

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.

Decorating

You may modestly decorate the sanctuary/chapel for your wedding. Because of the many activities at the church, Grace limits extravagant decorations.

Please follow these guidelines:

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

2. If you use decorations from the church, work with your Wedding Coordinator to return them to their original location.
3. Do not move the furniture in the building.
4. Nothing may be attached to the walls, door, or furniture except with blue painter's tape, string, or ribbon.
5. If using a unity candle (it must be dripleless), protect the table. Grace provides the candles for the candelabras. No other open flamed candles may be used. If you are using lanterns or other decorating items on the floor or in the aisle, all candles must be battery operated. Talk with your Wedding Coordinator if you have questions.

Use of our Facility

1. Immediately following the wedding ceremony, you are required to clean up all your belongings—i.e., flowers, guest book, candles, votives, decorations, food, etc. 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.
2. 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 pre-approved by the Facility Director.
3. No food in the Sanctuary or main Atrium. Food and/or beverages are only allowed behind the grand staircase to the atrium windows.
4. The use of a portable dance floor is required for dancing in the gym. These can be rented at a local rental company.
5. Keep the Church Fire lanes clear. These are the areas around the main entrances to the building.
6. We expect that those who use our facilities treat the buildings and grounds with proper respect as visitors and guests in the house of the Lord. Anything broken or damaged must be reported to the Facility Director.
7. Any injuries or falls must have an accident form filled out and reported to the Facility Director.
8. While outdoor weddings are allowed on church property, we cannot provide sound equipment or furniture from inside the building. You will be responsible for renting what you need for an outdoor ceremony.
9. No smoking or alcohol is allowed in the church building or on the church grounds at any time.
10. Snacks and drinks may be in the rooms according to your Plan, but please dispose of everything appropriately.

11. Do not leave valuables unattended as Grace Presbyterian Church is not responsible for the security of your belongings.
12. Children need adequate supervision while in the building. If the playground is used, there must be adult supervision.
13. Animals may not be brought into the building.
14. If desired, a Grace Safety person can be requested for an additional fee.

Custodial Service

Custodial Service (4 hour minimum) is required for all weddings booked at Grace. 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 is completed.

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 any questions.

An invoice for total services rendered will be sent to the email address on file with the Wedding Coordinator. Payment is requested within 7 days of the event.

**FEES AND RESERVATIONS WORKSHEET**

Bride's Printed Name _____

Groom's Printed Name _____

	Make Check Payable to:	Total Due:
Facility Usage/Reservation, \$150 <i>Due at first meeting with Wedding Coordinator.</i>	_____	\$_____
Wedding Coordinator: Wedding planning, 1.5 hours rehearsal, 2.5 hours ceremony, 2 hours decorating: \$300 Reception: \$150 (Under 5 Hours) All additional hours: \$30 / hour	_____	\$_____
Pastor, suggested \$200	_____	\$_____
Sound Technician, \$125	_____	\$_____
Video Wall Setup, \$35 (Optional)		
Video Wall Operator, \$50/hour/person (Optional)	_____	\$_____
Church Videographers, require 4 people, \$100 each (Optional)	_____	\$_____
Barista, \$25/hour (Optional)	_____	\$_____
Coffee/Drinks (Cost per carafe - \$25 each) (Optional)	_____	\$_____
Facility Manager (in case of emergency) \$50/hour <i>If needed, will be invoiced after wedding.</i>	_____	\$_____
Safety and Security Personnel \$25/hour/person (Optional)	_____	\$_____
Custodial: Wedding, \$30/hour/4 hour minimum Wedding after 10:00 pm, \$35/hour/person Rehearsal Meal, minimum 3 hours, then \$30/hour Rehearsal Meal after 10:00 pm, \$35/additional hour	_____	\$_____

Total Fees: \$_____**Contact Person who will be paying these fees:** _____

Please make a check payable in 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.



WEDDING PLANNING FORM

Bride's Name _____
 Bride's Address _____
 Bride's Phone _____
 Bride's Email _____

Groom's Name _____
 Groom's Address _____
 Groom's Phone _____
 Groom's Email _____

Rehearsal Date: _____ Time of rehearsal: _____

Will the **rehearsal dinner** be held at the church? (circle one) YES NO
 Location/Time: _____

Wedding Date: _____ Time of wedding: _____
 Where will the wedding take place? (circle one) Sanctuary Chapel
 Pastor(s): _____
 Number of guests expected _____
 Florist: _____ When delivering flowers? _____
 Videographer: _____ Contact Number: _____
 Organist/Instrumentalist: _____ Contact Number: _____
 Photographer: _____ Contact Number: _____
 On the wedding day, what time do you anticipate arriving? _____
 Outside Wedding Consultant, if applicable: _____

Decoration:

What day and time will you decorate? _____
 What rooms do you need open to decorate? _____

Reception:

Reception at the church? (circle one) YES NO
 When? _____ Ending time? _____



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 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 ask your Coordinator for a list of our musicians. Reminder that 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 Department.

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 can be on a CD or on a flash drive in either an mp3 or a wav file format. Songs need to be in the order that they will be played. Include a printed sheet of song titles in the order they will be played during the ceremony. The deadline for turning this in will be the day before the wedding rehearsal.

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

List your 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

Decorative Items Available at This Church

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 – Round Tall (for guestbook)
- ☐ Gift Table – 6' Covered with white tablecloth
- ☐ 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)
- ☐ Wood Panels – Must be set up by the wedding party.

Indicate how many of the following you may need.

- | | |
|--------------------------------|---------------------------------------|
| <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 your Wedding Coordinator, unless otherwise specified.

If not using a Unity Candle, are you doing something else? 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. Your Wedding Coordinator will take the marriage license to the church office to be processed.

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, 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.

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 and Reservation Worksheet (page 6).

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

Name of Videographer: _____

WEDDING RECEPTIONS at GPC

Rooms Available to Serve Food – as approved by the Building & Grounds Committee

Room 158 – Gym/Fellowship	
Capacity without tables	656
Capacity with tables for sitting and food tables.....	250
Capacity with tables for sitting, food, and a dance floor.....	200
Room 116 – Front Porch	
Capacity with tables - already in the room.....	75
Room 162 – Senior High Room – needs Sr. High Director Approval	
Approximate Capacity	75
Room 172 – Special Ed. Room	
Capacity.....	58
Lower West Atrium	
Capacity.....	120



GRACE PRESBYTERIAN CHURCH WEDDING AGREEMENT

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

Please return this signed agreement along a \$150 check (Facility Use/Reservation Fee) payable to Grace Presbyterian Church at your first meeting with your Wedding Coordinator. Other fees will be paid as described previously in this Wedding Packet (page 6). 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: _____