

Planning for a Church Wedding Grace Presbyterian Church (U.S.A.)

The members of Grace Presbyterian Church (U.S.A.) are pleased that you are considering this place for your wedding ceremony. As Christians we believe that marriage is a covenant through which spouses “are called to live out together before God their lives of discipleship.” It is therefore important that this lifelong commitment be made to each other publically in the context of worship and acknowledged by the community of faith (W-4.9001).

Because we believe that the celebration of marriage for Christians has a special meaning, it is important that the service include the principal elements of worship. Therefore the Session and pastor of Grace Presbyterian Church (U.S.A.) have adopted the following guidelines to assist you in planning your ceremony.

Planning

The pastor will officiate the marriage services for members of the congregation, members of families associated with the congregation, or persons who attend worship regularly. The pastor has the discretion to make decisions regarding others for whom a wedding may be performed. Premarital counseling with the pastor is required for all couples. Other ministers may participate in the ceremony by invitation from the pastor. (W-4.9002, W-4.9003)

An appointment shall be made with the pastor prior to setting dates. Church members will be given preference over non-members when reserving the church.

Make your reservations with the church office and the pastor as early as possible to avoid conflicts with regularly scheduled activities. Weddings will not be scheduled on Sundays or between Palm Sunday and Easter Sunday. However, a wedding ceremony can be included within the Sunday service of worship upon approval of the Session. It is difficult to schedule weddings during the Advent and Christmas season because of the number of activities that take place around this part of the church year. The Session must approve the serving of Communion. (W-3.3503(a), W-4.9003)

A member of the Music and Worship Ministry Team of Grace Presbyterian Church (U.S.A.) will be present at the rehearsal and at the wedding to assist you in using the building, to answer questions, and to help the pastor in coordinating entrances and exits of the wedding party at both occasions.

Music

The music at a church wedding shall be appropriate for a service of worship. The church organist can make suggestions of musical selections that are suitable at various places in the ceremony. Selections shall be discussed with the pastor and organist to assure they are appropriate for worship. The organist shall be notified of music selections 30 days before the ceremony to ensure ample rehearsal time and to avoid any last minute changes.

Musicians at Grace may be available to play instruments or sing if desired. A limited number of other musicians may be invited to play in consultation with the pastor and church musicians. If the church organist is not engaged, and if the guest organist has not previously played at Grace, there will be a consultant fee for the church organist to oversee the selection of music and to train the guest organist to use the organ. (W-4.9005)

Decorations

Since the wedding is a service of worship, flowers, plants, and decorations should enhance the sacredness and dignity of the sanctuary. The communion table, pulpit, and baptismal font shall not be removed from the sanctuary. (W-1.3024), (W-4.9005)

Wedding flowers may be left in the sanctuary for the following Sunday service with a notation in the bulletin honoring the event or someone of your choosing. If this is your desire, inform the church office at least three weeks in advance so adjustments can be made with our regular florist.

Arrangements should be made with the pastor for obtaining access to the church on the day of the wedding. All decorations must be removed from the church immediately following the service.

Other provisions for decorating are as follows:

- To prevent damage from candle wax, candles shall be mechanical, battery, or drip less.
- Candles may be placed in the windowsills only if hurricane lamps are used.
- To reduce damage to church furniture, please use ribbons or bows to mark pews. These need to be tied, not pinned or taped.
- Wreath hangers shall be used for any floral arrangements on the doors.
- Flowers or decorations shall not be placed on the pulpit, baptismal font, piano, or organ.
- Please be aware that use of an aisle cloth should be considered dangerous because of the tile floor in the sanctuary.
- Use of bubbles or water-based confetti is suggested in place of bird seed or rice.

Photography

You are encouraged to have as many photographs as possible taken prior to the service.

Additional photos can be made following the wedding ceremony. Since a wedding is a service of worship, photos during the service which may be distracting are discouraged. Video is permitted as long as the equipment remains stationary during the service, is placed in a discrete location, and does not use an additional light source.

Rehearsal

Rehearsals will be directed by the minister. It is not necessary to have a florist and/or wedding coordinator attend the rehearsal. All members of the wedding party shall be present at the rehearsal, including any family members who will be seated as the service begins. A member of the Music and Worship Team will be available during the rehearsal to assist you and the pastor.

Sound

If microphones are requested or if special music requires the sound system, a sound board operator will be provided by the church for a fee.

Church Building

Please use only those areas of the church building reserved for the wedding (sanctuary, narthex, class rooms for dressing, rest rooms) and/or the rehearsal dinner and/or reception (fellowship hall, rest rooms, and kitchen). Montessori class rooms are not to be used. If furniture is moved for the wedding and/or reception, please place it back the way it was. Smoking is not permitted inside the church building.

Fee Schedule

Church Members/Families	
Cleaning Deposit	\$100.00
Church Organist	\$200.00
Guest Organist Consultation	\$100.00
Soundboard	\$ 50.00
Fellowship Hall	\$150.00

Non-Members	
Cleaning Deposit	\$150.00
Sanctuary use	\$200.00
Minister	\$250.00
Church Organist	\$250.00
Guest Organist Consultation	\$150.00
Soundboard	\$100.00
Fellowship Hall	\$300.00

Fees for the cleaning deposit shall be paid before the wedding. If the church is left clean, the deposit will either be returned or deducted from the balance due if the Fellowship Hall is used. Separate checks should be made payable to the minister and the organist.

The cost of repairing any damage to the building or furnishings must be paid by the individuals reserving the building.

Wedding Information
Grace Presbyterian Church (U.S.A.)

Before completing this form, please read our wedding policy, "Planning for a Church Wedding." Reservation of the church is not confirmed until this form is completed and returned to the church. A copy of the Marriage Service from the Book of Common Worship will be provided to you by the pastor.

Wedding date: _____ Time of ceremony: _____

Bride Information

Name: _____

Address: _____

Phone numbers: _____

Member of Grace Presbyterian Church? Yes No. If not, please indicate your church affiliation: _____

Groom Information

Name: _____

Address: _____

Phone numbers: _____

Member of Grace Presbyterian Church? Yes No. If not, please indicate your church affiliation: _____

Ceremony Information

Anticipated attendance: _____

Rehearsal date: _____ Time: _____

Women will will not be dressing at the church

Men will will not be dressing at the church

Number of bridesmaids: _____

Number of groomsmen: _____

If you wish the pastor to invite another minister to participate in the ceremony, indicate name, church, and phone number: _____

Organist/pianist: _____ phone: _____

Other instrumentalist: _____ phone: _____

Soloist: _____ phone: _____

Florist: _____ phone: _____

Sound Board: _____ phone: _____

Music and Worship Team Leader: _____ phone: _____

Will flowers be left for use in Sunday worship service? Yes No

Reception at church? Yes No Number of tables: _____

Caterer: _____ phone: _____

Music: _____ phone: _____