

## ***Your Wedding at Grace Presbyterian Church***

**General Guidelines:** The marriage ceremony is one of the most sacred and beautiful services of the church. The staff and church family of Grace wish to extend every possible courtesy to you during this special time. This information has been compiled to help you with planning and to avoid misunderstandings about our policies. Care must be taken to assure that church property is preserved and respected and that the activities held glorify God.

**Reserving the Church:** The Wedding Application should be submitted online and preferably no later than three months in advance of the desired wedding date. Once your application has been submitted the Church Host can discuss available dates and give you a tour of the facility. The earlier you submit your request, the better your chances of obtaining you're desired date and time.

Your application is first received by the Business Manager, then cleared on the church calendar and approved by the Session. The Church Host will contact you to confirm the approved date and time, or suggest an alternative and schedule a tour. Please do not make commitments to florists, caterers, etc. until your date is verified on the church calendar and your deposit is paid. Smoking is not permitted inside the facilities. Please remember that you are reserving the church for a wedding and that no other religious services or activities are allowed.

**Sanctuary:** The sanctuary will seat approximately 400 guests and is equipped with a sound system and grand piano. Food and drinks are not allowed in the sanctuary; smoking is not permitted in the building.

**Dressing Rooms:** A dressing room for the bride and her attendants is available with a nearby restroom. A room is also available for the groom and his attendants. Please take care to collect all personal belongings and secure valuables left in these rooms. Please instruct the wedding party to remove all personal belongings and return the rooms to their original condition after the wedding.

**Role of Clergy:** One of the ministers of Grace Presbyterian Church may officiate at a wedding ceremony. A minister who is not a part of the Grace ministerial staff may be invited, at the Pastor's discretion, to officiate or assist in the ceremony. Our pastors require six to eight sessions of premarital counseling with the engaged couple. Arrangements must be made in consultation with the Pastor. It is the responsibility of the couple to schedule appointments for premarital counseling. Completion of the counseling sessions does not necessarily mean that the pastor is obligated to marry the couple. If an approved outside minister will be marrying the couple, then they will follow his requirements for premarital counseling. As well as providing counseling, the presiding minister will discuss with the couple the format of the wedding ceremony he

prefers to use, including vows and the order of ceremony, what optional elements they may wish to include, and will answer other questions.

**Role of Church Host:** Once the date for your wedding has been approved, a Church Host is provided to assist you and to serve you during this important event. If needed, she will be available to help advise you about the church during the planning process, the rehearsal, and the wedding. She will then meet with you to show you the available facilities and answer any questions that you might have. Please do not announce your intended wedding date until the Church Host or the Office Administrator confirms availability, and the presiding minister agrees to the wedding and deposit is made.

**Wedding Coordinator:** If you chose to hire a wedding coordinator, she will be responsible for following the rules and guidelines set by Grace Presbyterian Church. The bride should notify the Church Host that she has hired a Coordinator to plan and oversee her wedding. At this point all correspondence will go through the coordinator. Once we have received a copy of the signed contract the Wedding Coordinator accepts all responsibilities of the bride. The bride must provide the Church Host with the signed contract from the Coordinator upon hiring (See attached form).

**Music:** If you choose to use our grand piano you will need to hire a musician. He/She will be able to help you concerning music selection. Please review your music selections with the presiding minister as he has discretion over the music selections. Payments to musicians may be made according to the terms of their own prior agreement(s). The grand piano must not be moved or have anything be placed on it. Please note that you may choose to hire any type of musician you want. (Harpist, Flautist, etc...)

**Sound/ Microphones:** The sound system will be set up for the ceremony with the necessary microphones hooked up and put in place. The Grace sound technician will be present before the wedding to do sound checks. Only the approved sound technician is permitted in the sound room. If you are using taped music instead of piano accompaniment, please notify the Church Host, and present her with the CD at or before the rehearsal. **Please note that Videographers cannot plug into to our soundboard or other equipment.**

**Photography/Videography:** We understand that taking pictures to remember this special event is important to you; however, photography and videography should not interfere with the spirit of worship during the wedding ceremony. Photography in the sanctuary before the service should be completed one hour before the start of the service. This hour may be used to take pictures in the bride's dressing room, or other locations in and around the church. Photography during the service is at the discretion of the presiding minister. **All Photos taken in the sanctuary should be completed within 30 minute of the conclusion of the ceremony.** Please note that Videographers cannot

plug into to our soundboard or other equipment. The bride must provide the Church Host with the signed contract from the photographer and videographer four weeks before the wedding. (See attached form)

**Florist/Decor/Furniture:** Access to the church facilities will be scheduled by the Church Host and not be in conflict with other scheduled activities. The church is available to the florist three hours prior to the start time of the wedding. No nails, tacks, tape, glue, or other material, which would cause damage, may be used to affix decorations to walls, doors, stage, woodwork, or other fixtures. Ribbons may be used to secure flowers to chairs and doors. Candles must be placed in a vessel to prevent damage to flooring and furnishing. The florist is responsible for placing the flowers the day of the wedding and removing them immediately following. Please do not place flowers on the piano, or move it anywhere else on the stage Rental furniture is to be placed the day of the wedding and removed immediately following. Grace Presbyterian Church does not have wedding furniture- i.e. candelabra, unity candle stems, or flower stands available for loan or rent. The florist will be held responsible for any damage to the facility or furnishings attributed to arrangements or decorations. It is the responsibility of the bride and groom to inform the florist of our policy. The bride must provide the Church Host with the signed contract from the florist four weeks before the wedding. (See attached form) If you chose to decorate the church your self you accept the same responsibilities.

**Wedding Rehearsal:** The rehearsal is an integral part of the preparation of a wedding and should proceed in a reverent manner. The purpose of the rehearsal is to help the wedding party to become comfortable with the arrangements for the wedding ceremony. **It is imperative that the rehearsal begins on time. One hour is reserved for rehearsal.** All members of the wedding party are expected to attend the rehearsal and be on time. If the rehearsal runs over an hour then an additional fee of \$100.00 for each additional 30 minutes will be charged and will be due the night of the rehearsal. The minister conducting the wedding ceremony will be in charge of the rehearsal and can be assisted by the Church Host or Coordinator if you desire. Since the minister cannot perform the wedding ceremony without a valid marriage license, the groom is encouraged to present the license to the minister at this time.

**The Wedding:** The building will be **opened three hours before the wedding ceremony begins;** it is recommended that the wedding party arrive at the church well in advance of the ceremony to allow ample time for dressing and picture taking. The Church Host will arrange for the facility to be open and will direct the wedding party, family, florist, etc. to the appropriate areas. About twenty minutes prior to the announced wedding time, the Church Host will assemble the wedding party in the gathering area for the seating of the mothers and the processional. Grace does not provide bulletin covers and printing services for weddings. If you plan to print a bulletin, please use it to remind guests to set communication devices to silent mode. Wedding gifts brought to the

wedding may be placed on a table provided for this purpose in the foyer. The bride should designate specific persons ahead of time to transport the gifts to the reception so that everything arrives safely and in good order.

**As the bride and groom leave the church, guests may use bubbles, birdseed or flower petals, outside the building only. Rice and confetti are not permitted.**

#### **Schedule of Wedding Fees:**

Only checks will be accepted as payment. The checks should be made payable to **Grace Presbyterian Church**, and deposits must be made when reserving the church. A deposit must be received at the time of booking. The balance must be paid in full **FOUR WEEKS** in advance of the wedding and all forms returned, otherwise the event may be canceled and the security deposit forfeited. Checks can be mailed or dropped off at the office.

- Payable at *time of reservation* of facilities: \$200.00-Security/damage deposit \*
- Payable **FOUR weeks** before the wedding date: \$1600.00-Facility fee: includes sanctuary usage, custodial service, sound service, and Church Host.

\*\$200.00 of this deposit is *non-refundable* if the wedding date has been scheduled by the church and later canceled by the wedding party.

**Questions:** For any questions concerning these policies, contact our Church Host, Dianna Haskins (281-296-0911).

**Wedding Coordinator**

Grace Presbyterian Church  
8989 Woodlands Parkway  
The Woodlands, TX 77382  
Phone: 281 296-0911  
Fax: 281-419-4345

To the Wedding Coordinator:

For you to assist the Bride and Groom with their wedding we need you to be aware of the guidelines and policies at Grace Presbyterian Church. Please familiarize yourself with all of our polices and procedure. By signing this contract you are stating that you accept the Brides responsibilities and will conduct your self in a professional manner.

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

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

Coordinator's Signature: \_\_\_\_\_

**Photography and Video Photographer the Wedding Ceremony**

Grace Presbyterian Church  
8989 Woodlands Parkway  
The Woodlands, TX 77382  
Phone: 281 296-0911  
Fax: 281-419-4345

To the photographer and video photographer:

In order to provide the bride and groom with the kind of professional services that are desired of you, it is necessary for you to be informed about our policy regarding wedding ceremony photography. We understand that taking pictures to remember this special event is important to the bridal couple; however, photography and videotaping must not interfere with the spirit of worship during the wedding ceremony. Persons involved in photographing the wedding should be dressed appropriately for the occasion. Photography in the sanctuary before the service **must be completed one hour before the start of the service**. This hour may be used to take pictures at other locations around the church or in the bride's dressing room. If the pastor is to be included in some of the photographs after the service, these should be taken before any others. **All Photos taken in the sanctuary should be concluded with in a 30-minute of the conclusion of the ceremony**. The presiding minister must approve photography during the service. Persons making videos using cordless microphones must check with the Sound Technician before the beginning of the service to insure that there are no conflicts with the church's microphones. Photographers and video photographers are welcome to schedule an appointment with the church office to view the church sanctuary and grounds during regular office hours. The bride must provide the Church Host with the signed contract from the Photographer/Video Photographer four weeks before the wedding. (Please sign below and fax to 281-419-4345)

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

Name and company of the Photographer/Videographer:  
\_\_\_\_\_

Phone: \_\_\_\_\_

Signature of the Photographer/Videographer\*: \_\_\_\_\_

\*Please acknowledge that you agree to follow the stated policy at the church.

## Flowers and Decorations at the Wedding

Grace Presbyterian Church  
8989 Woodlands Parkway  
The Woodlands, TX 77382  
Phone: 281 296-0911  
Fax: 281-419-4345

For the Florist:

Access to the church facilities will be scheduled by the Church Host and not be in conflict with other scheduled activities. The church can be available to the florist three hours prior to the start time of the wedding unless other arrangements have been made with the Church Host. No nails, tacks, tape, glue, or other material, which would cause damage, may be used to affix decorations to walls, doors, stage, woodwork, or other fixtures. Ribbons may be used to secure flowers to chairs and doors. Candles must be placed in a vessel to prevent damage to flooring and furnishing. The florist is responsible for placing the flowers the day of the wedding and removing them immediately following. Please do not place flowers on the piano, or move it anywhere else on the stage. Since a table is at the front of the center aisle, it will be moved to another location in the stage area at the front of the church during the wedding. Rental furniture is to be placed the day of the wedding and removed immediately following. Grace Presbyterian Church does not have wedding furniture- i.e. candelabra, unity candle stems, or flower stands available for loan or rent. The florist will be held responsible for any damage to the facility or furnishings attributed to arrangements or decorations. It is the responsibility of the bride and groom to inform the florist of our policy. If corsages and boutonnieres are provided, it is helpful to provide a list of recipients or label the boxes. The bride must provide the Church Host with the signed contract from the florist four weeks before the. (Please sign below and fax to 281-419-4345)

Brides Name: \_\_\_\_\_

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

Name and company of the florist: \_\_\_\_\_

Signature of the florist\*: \_\_\_\_\_

Date: \_\_\_\_\_ Phone: \_\_\_\_\_

\*Please acknowledge that you agree to follow the stated policy at the church.