

Grace Bible Church Wedding Ministry

Scheduling & Reservations

Our facilities may be reserved for the weddings of regular attendees, members, and their children. Please complete and return the Reservation Request Form to the church office. Do not send a check with the Reservation Request Form. You will be contacted regarding confirmation of your request for our facilities as soon as possible. If your date is confirmed, you will receive a confirmation form in the mail to be completed and returned with a \$150 deposit. Dates may be guaranteed no more than nine months in advance and applications must be submitted at least 3 months in advance of your proposed wedding date.

Our Southwood campus (host of our Saturday evening worship service) is not available for Saturday weddings after 3 p.m., and is only available for receptions if all activity is dismissed by 4 p.m.

Our Anderson campus (does not host a Saturday evening service) is available for Saturday evening weddings, but will not be available for evening receptions.

A wedding should end no later than 10:00 p.m. on Saturday. Facilities must be clear of all guests by this time so that cleaning crews can prepare for Sunday worship services.

Pastor(s) & Premarital Counseling

Once the application is submitted, the Grace Wedding Coordinator will match the couple with the officiating pastor. The Wedding Coordinator will then arrange to have the couple contacted by the pastor (or his assistant) for the initial introductory meeting. The use of other ministers for wedding ceremonies conducted at Grace Bible Church must first be cleared with our Pastoral Staff. The couple will need to provide a doctrinal statement from the (non-Grace) minister before the ceremony date can be confirmed.

Premarriage counsel is required for weddings performed at Grace Bible Church and for weddings performed by our Pastors. Both the bride and groom are expected to attend the training. Grace's premarital counsel program, provided on an "as available" basis, is highly encouraged. When an approved non-Grace minister is performing the wedding, assurance of premarital counsel must be provided to the Grace Pastoral Staff. Counselors and pastors reserve the right to postpone a wedding. You will be contacted by the Grace Premarriage Counsel Ministry approximately 2–3 months before the wedding to arrange counseling sessions.

Pre-Wedding

A Grace Wedding Coordinator will contact the bride (at least one month prior to the wedding date) concerning church facilities and equipment needs. If the bride desires the Coordinator to direct the rehearsal and wedding, the coordinator will need to review the “order of service” with the bride at this time.

Rehearsal

The facility will be available for a MAXIMUM of 1½ hours for the wedding rehearsal. The Wedding Coordinator and sound personnel will be present.

Wedding Music

Musicians should be consulted well in advance concerning music for the wedding. The choice of music selections is left to the discretion of the bride and groom, but music should be selected that would be in keeping with a sacred worship service. The soloist, solos, worship music, and instrumental requests should be chosen by the couple with care. Keep in mind that this is a worship service. If you plan to use multiple CD selections during the ceremony, it is best to burn them to one CD in the order they will appear in the service. A sound technician will be at the rehearsal and ceremony only (reception is not included).

Decorations

DRIPLESS CANDLES must be used and/or the carpet/furniture protected. Clear plastic cellophane can be purchased in rolls like gift wrap and placed under arrangements. If you plan to take pictures with candles lit, you may plan to have two sets of candles, one set for pictures and one set for the ceremony. Ventilation causes them to burn quickly. Tapers burn quickly and can be blown out by the a/c, we recommend pillar candles or tall tapers.

No tacks or nails may be used in decorations. We’d love to visit with you as you plan your décor and let you know what has worked well in the past and walk the stage and look at pew bow ideas with you. The half walls in front of the drums and keyboard remain and may be decorated, but not removed.

Wedding

Facility will be open two hours prior to the wedding for deliveries/preparation/pictures. Birdseed may be thrown outside only. No rice may be used. White or yellow rose petals may be dropped by flower girls, but NO red/pink or other dark colored petals. Darker colored petals stain the carpets.

Reception

Receptions hosted at Grace will be limited to three hours following the conclusion of the ceremony. Events should conclude no later than 10 p.m. The use of alcoholic beverages and tobacco is not allowed at Grace Bible Church. If you would like to host a dance as part of your reception, please plan to host your reception at another facility. We will not host dances at Grace.

Kitchen facilities must be completely cleaned following the reception. Leftover supplies, food, or equipment not belonging to the church must be disposed. **IT IS THE RESPONSIBILITY OF THE COUPLE** to inform the caterer(s) or individuals working in the kitchen regarding this policy. If it is not followed, the couple's deposit will be forfeited.

Post Wedding

The facility will be closed one hour following the conclusion of the ceremony or, if the reception is at Grace, three hours after the ceremony ends. The church is not responsible for personal items left in the facilities.

Fees

A deposit of \$150.00 is required with the confirmation form to secure the wedding date. All fees for the wedding should be paid to the church one month in advance of the wedding date. Checks should be payable to Grace Bible Church and payments made in the church office or mailed to Grace Bible Church, Attn: Wedding Coordinatoor, 700 Anderson, College Station, TX 77840. The deposit will be refunded after the wedding if all policies and procedures have been followed.

Minister, pianist, and soloist are paid directly by the couple.

Deposit	\$150.00
Wedding & Rehearsal	\$500.00
Wedding & Rehearsal & Rehearsal Dinner (on site, meal not provided)	\$750.00
Reception	\$400.00
Reception, if a meal (meal not included)	\$500.00

Minister's Honorarium

The minister's honorarium for conducting the wedding rehearsal and ceremony is normally the responsibility of the groom. The amount of the honorarium is left to the discretion of the bridal party. A suggested honorarium would be a minimum of three hundred dollars.