

# GRACE CHRISTIAN CHURCH (DISCIPLES OF CHRIST)

## WEDDING GUIDELINES

### RESERVING THE DATE:

1. Lori Amason is the wedding coordinator. Inquiries please call her at 938-7694.
2. The coordinator will reserve your date on the church calendar.
3. We try not to schedule any weddings on major holiday weekends and only the first two weekends in December.

### FACILITIES AND GENERAL INFORMATION:

1. The chapel seats approximately 175 comfortably.
2. No alcoholic beverages consumed on church property.
3. Smoking is not allowed inside the church building.
4. Only bubbles and birdseed may be used in lieu of rice.
5. The church nursery may be used as the bridal dressing area.
6. If you plan to have child care you are responsible for finding sitters and assume all risks and responsibility for the children.

## WEDDING COORDINATOR:

1. The coordinator will be the primary liaison between the church and the wedding party throughout the planning, rehearsal, wedding and reception.
2. The coordinator will be present during the rehearsal, wedding ceremony, and reception, and will be responsible for the compliance with all policies of the church as stated in these guidelines.
3. The coordinator will schedule and confirm the dates with custodial staff, sound technician, minister, and musicians from Grace.
4. The coordinator will direct the rehearsal and wedding. If desired she will assist in planning the wedding day schedule.
5. The coordinator will meet with the wedding party as needed.

## CUSTODIAL STAFF:

1. Grace Christian Church will provide the custodial staff to ensure that the facilities are clean and ready for wedding events and worship services on Sunday.
2. Set-up request forms, detailing how chairs, tables, and alter furniture are to be moved must be given to the coordinator two weeks prior to the wedding.

3. The custodian is the only person that can move altar furniture. The organ and piano are never to be moved.

#### SOUND TECHNICIAN:

1. The sound equipment may only be operated by one of the trained sound technicians at Grace Christian Church.
2. The sound technician will attend the rehearsal and wedding. He/she will arrive in time to do appropriate sound checks.

#### MUSICIANS:

1. Please notify the wedding coordinator if you are interested in using the pianist, organist, or vocalist from Grace Christian.

#### MINISTER:

1. Please notify your wedding coordinator if you wish for our minister to perform your ceremony.
2. The couple should meet with him directly to ask about his availability.

3. The couple is required to attend ministerial counseling at least six weeks prior to the wedding.

#### DECORATIONS:

1. Please do not use any type of nails, tacks, staples, pins, adhesives, or otherwise would mar woodwork, wallboard, brass or furniture. (Command hooks are very useful)
2. Pew markers should be hung only with materials that will not leave a mark on the pews.
3. Please do not remove hymnals, pens, bibles, or envelopes from pews.
4. Only driplless candles are allowed in candelabras. Votives and Pillar candles must be contained in glass candleholders. No candles are allowed in windowsills.
5. Drop cloths are to be used under all live floral arrangements.
6. Only services animals are allowed inside the church facilities.
7. If desired, you may leave up to three floral arrangements for Sunday worship services. Please inform the wedding coordinator in advance of what is to be donated.

NOTE: IT IS THE RESPONSIBILITY OF THE WEDDING PARTY, FLORIST, DECORATOR, OR CATERER TO RETURN EVERY ROOM USED TO THE ORIGINAL CONDITION IT WHICH IT WAS FOUND. THIS INCLUDES, BUT IS NOT LIMITED TO ALL

DECORATIONS, FLOWERS, FOOD, AND TRASH TO BE  
TAKEN OUT OF THE CHURCH.

\*\* It is the responsibility of the bride and groom to ensure that no damage occurs to Grace Christian Church during any wedding festivities. If any damage occurs it is the responsibility of the newlyweds to cover all cost of replacement or cleaning.

We \_\_\_\_\_ and \_\_\_\_\_

UNDERSTAND THE GUIDELINES AND TAKE RESPONSIBILITY FOR  
OTHERS WITHIN OUR PARTY TO ABIDE BY THE GRACE  
CHRISTIAN CHURCH GUIDELINES.

Signed, \_\_\_\_\_ date \_\_\_\_\_