WEDDINGS *at* GRACE

GUIDEBOOK

Grace Community Church

is Pleased You Have Chosen Us For This Most Sacred Occasion We Want To Assist You in Any Way Possible In Order To Make Your Wedding a Blessed Event

How do I begin?

1. Please carefully read this wedding policy that is designed to answer many of your questions concerning the wedding and reception policies of Grace Community.

2. Visit with the assistant to the pastor of your choice and verify the wedding date on his calendar.

3. Contact the Receptionist at the church office to reserve your room(s) for the wedding day.

4. Read the Grace Community Church Policy on Divorce & Remarriage, if applicable.

The Cost of Your Wedding.

A Pastor performs weddings as a part of his duties; however an "honorarium" (a gift used at his discretion) is an acceptable way of expressing thanks to the Pastor and his family for this extra ministry. A suggested honorarium is $200. If the wedding is out of town or takes an inordinate amount of his time, then travel and other expenses should be covered.

Facilities Fee For Any One of the Following is $500:

Old Jacksonville - Chapel

Old Jacksonville - Commons

Lindale - Worship Center

University Blvd Campus - Auditorium

Venue includes dressing rooms (bride & groom), reception area, sound support, and wedding hostess. Additional cleaning beyond the scope of regular maintenance will be charged to the wedding party.

We require half of the balance to be paid at the time of booking. All fees must be paid at least two weeks in advance. This does not include the pastor's honorarium. A meeting with the facilities coordinator must take place at least 2 weeks prior to the event to discuss set up needs and exact timelines.

The Marriage License

The application for a marriage license in the state of Texas is made with the County Clerk's office in Tyler: 200 E. Ferguson St, 3rd floor.
Phone: (903) 590-4697. Call for details on what you need to bring with you. The license is good for 30 days, excluding the waiting period of 72 hours.

Be sure to bring the marriage license with you and give it to the pastor at the rehearsal!

Dates and Location

Dates for your wedding and rehearsal must be cleared with the pastor who will be marrying you, or his assistant, at least four months prior to the wedding. Due to pre-marital counseling requirements, we do not do "last minute" weddings.

If you want to use Grace facilities for your wedding and/or reception, this must be cleared through our Receptionist. You may contact the Receptionist for fees, room sizes, amenities, reservations, etc., at (903) 593-3800 ext. 100.

Requirements Before the Wedding.

The process begins with an informal meeting between the couple and the pastor in order to get acquainted. He will determine whether he can conduct the ceremony in accordance with his understanding of the biblical principles of marriage. For example, if you have previously been married and your ex-spouse remains unmarried, then he will determine if biblical conditions have been met before he will agree to preside over your wedding.

You will be asked such questions as:

1. How long have you known each other? How long have you been engaged?

2. Why do you feel this is the time in your life for marriage?

3. How would you describe your Christian experience?

4. Have either of you been divorced? (If either of you are divorced, be prepared to share the circumstances surrounding the divorce and any attempts made at reconciliation.)

5. Do you have any concerns about your upcoming marriage?

6. Are you currently living together or sexually active? (Couples already living together must make separate living arrangements until the wedding is performed.)

COUPLES MUST ATTEND AN APPROVED PRE-MARITAL COUNSELING PROGRAM

Selection of the Wedding Facility

If you decide to use our facilities for your ceremony, the Old Jacksonville Chapel seats up to 350 people, the University Boulevard Auditorium seats 600, and the Lindale Auditorium seats 300.

All are equipped with a professional electronic piano and a full sound system. Friday evening rehearsal activities should conclude no later than 10 p.m.

It is important to schedule your wedding as far in advance as possible, giving dates and the hour of rehearsals, ceremonies, receptions, and the facilities desired. We will do our best to accommodate those with special requests.

General Policies

1. All accessories (candelabrum, flowers, clothes, gifts, etc.) other than church property must be removed immediately following the wedding. Grace Community assumes no liability for items brought to the church for the wedding. These are the sole responsibility of the wedding party.

2. Smoking is not permitted in any part of the church facilities or on the church grounds. Alcoholic beverages of any kind are likewise prohibited in any part of the church facilities or on church grounds. The families of both the bride and groom are responsible to see that these restrictions are brought to the attention of persons attending.

3. If an outside caterer is used, no church dishes or utensils may be used to avoid loss by breakage, mix-up or misplacement. The caterer must abide by the rules for cleanup in the kitchen and is responsible for any lost equipment or damage to equipment or facilities.

The Rehearsal

A designated Wedding Coordinator is required and cannot be the bride or mother of the bride. Our wedding hostess is available to coordinate the wedding for additional fees. Please inquire about this option. The rehearsal will take approximately one hour and it is important that participants are prompt and attentive. Sound technician is NOT available for rehearsal. The pastor or his designee will officiate at the rehearsal in conjunction with the volunteer or paid wedding coordinator.

Flowers and Decorations

You are responsible for providing your flowers and decorations for the wedding and reception. The florist may contact the Facilities Coordinator in regard to the times for delivery and setup for service. No flower arrangements or other items may be placed on the pianos. Nails and tacks are not permitted.

Candles may be used with proper protection provided for all carpet and property. Bubbles, bird seed and artificial petals are acceptable outside the buildings only.

Wedding Music

Since a church wedding is a service of worship, all weddings must have music that honors Christ. This does not mean that all music must be "sacred," but that the words must not be sexually suggestive or inappropriate for a service that honors Christ.

Photography and Videography

We are happy to cooperate with your photographer. Please instruct your photographer to meet with the wedding hostess if he or she has any questions.

Video cameras may be used, but the operator must be in position and dressed appropriately before the prelude. They must have their own audio track. They cannot tie into the church's sound system.

Selecting the Minister

Our pastoral staff is available to officiate your wedding. If you would like a minister other than one of our pastors to officiate, one of our pastors must consent.

An additional minister is welcome to assist in the wedding ceremony if it is cleared with the officiating pastor in advance.

Campus Pastors

Old Jacksonville - Doug Clark, Senior Pastor

University Blvd - Danny Loeffelholz, Campus Pastor

All Campus - Steve Tanner, Family Pastor

GRACE COMMUNITY CHURCH

OLD JACKSONVILLE CAMPUS
3215 Old Jacksonville Hwy.
Tyler, Texas 75701
oj.gcc.org

UNIVERSITY BLVD. CAMPUS
3001 University Blvd
Tyler, Texas 75701
ub.gcc.org

LINDALE CAMPUS
15567 Woodsprings Rd.
Lindale, Texas 75771
ld.gcc.org
903.882.3323

TYLER CHURCH OFFICES
1828 ESE Loop 323, Ste #300
Tyler, Texas 75701
903.593.3800