

***Wedding Policy and Procedures
for
Grace Church***

*2005 Estates Parkway
Lucas, TX 75002
972-727-4512
www.grace-efc.org*

General Guidelines

1. The facility may only be utilized by those entering into Christian matrimony and who have committed their lives to Jesus Christ as their personal savior. If the bride and groom are being married by a pastor, they need to enroll in the premarital counseling sessions required by that pastor.
2. All weddings must be approved by both the Deacon board and the Sr. Pastor. No permission will be given unless a specified individual is found to cover all responsibilities listed below.
 - A. Janitorial work
 - B. Sound and lighting (must be Okayed by Pastor!)
 - C. Open and close responsibilities
3. Times for rehearsal, set up and decorating will be handled through the office and the designated Deacon/Representative.
4. The wedding party is responsible for setting up/removing all decorations, and wedding paraphernalia.
5. The church cannot be held liable for any lost, broken or unreturned equipment or paraphernalia.
6. The use of rice or birdseed is not permitted during the celebration as the wedding party exits from the building. An alternative that would be appropriate would be balloons or bubbles.
7. Candles used in candelabras must be of the liquid oil variety. No wax candles may be used.

Costs

For a **Member** of Grace Church who is entering matrimony and desires to utilize the facilities for the wedding ceremony, there will be a total cost of \$300.00 which shall be paid at the time the application is submitted. The church will be responsible in seeing that the following fees are paid out of that charge:

1. A facility use fee of \$300.00.
2. A fee of \$75.00 will be paid to the person running the church's sound equipment
3. A fee of \$75.00 will be used for any special maintenance needs, cleaning of the facility or security needs.

Additionally, the wedding party may utilize the facility, including the fellowship hall for a rehearsal dinner as well as reception after the wedding ceremony at an additional cost. The cost will be determined by the deacons, dependant upon number of guests and facilities used.

For a **Non-Member** of Grace where neither the bride nor the groom are members, or children of members of Grace Church, the total cost for the wedding will be \$500.00 which shall be paid at the time the application is submitted. The church will be responsible in seeing that the following fees are paid out of that charge:

1. A facility use Fee of \$500.00.
2. A fee of \$75.00 shall be paid to the person running the church's sound equipment.
3. A fee of \$75.00 will be used for any special maintenance needs, cleaning of the facility or security needs

Note: Only the Sanctuary may be utilized for the wedding - for the ceremony rehearsal and the ceremony itself.

**Updated:
January 29, 2007**

WEDDING INFORMATION SHEET

Bride

Groom

Name	_____	_____
Address	_____	_____
	_____	_____
Phone #	_____	_____
Date of Birth	_____	_____
Occupation	_____	_____
Church Affiliation	_____	_____
Parents' Name	_____	_____
Parents' Address	_____	_____
	_____	_____
Parents' Phone #	_____	_____

Date of Wedding _____ Time _____ AM PM

Date of Rehearsal _____ Time _____ AM PM

Number of Attendants for Bride _____ for Groom _____

Ring bearer? _____ Flower Girl? _____

Name of Maid of Honor _____ Best Man _____

When will pictures be taken? _____

Name of Photographer _____

Name of Florist _____ All work should be completed one hour before the ceremony time

Name of Caterer (or person in charge of reception) _____

Approximate number of guests _____

What will be your new address? _____

New phone # _____

REQUEST TO RESERVE THE CHURCH FACILITIES

Grace Church

Use of the Building

The following regulations apply to all who would use this building:

- *Keep in mind that this is a house of worship; therefore respect the pulpit, the platform and the communion table.*
- *Instruments are not to be used without permission.*
- *No smoking is allowed inside the building (including the restrooms).*
- *No non-prescription drugs or alcoholic beverages allowed on the premises.*
- *No personal use of church supplies is allowed (i.e. nursery toys, linens, diapers, etc. and paper goods stored in the kitchen/pantry).*
- *There should be responsible adult supervision in charge at all times.*
- *Those who request the use of the building shall be responsible for breakage and other damage, should it occur.*
- *Those who request the use of the building shall assume responsibility for set-up, clean-up and returning furnishings and equipment to their proper places.*

Date submitted: _____

Event _____

Date of Event _____

Beginning time: _____ End time: _____

Contact person: _____ Phone #: _____

Email: _____

Facilities needed

Main Sanctuary 204

Fellowship Hall 115

Kitchen 111

Small room(s) – please circle the rooms you want: 201 202 203 113 114 106 107 (see map on back side)

Portable Room(s) - please circle the rooms you want: P1 P2 P3 P4 P5 P6 (see map on back side)

Equipment requests for the sanctuary:

Sound /P.A./Lighting:

Piano/Instruments

For Office Use Only

Who will be responsible sound/P.A./Lighting: _____

Who is responsible for: Open/Lock up _____

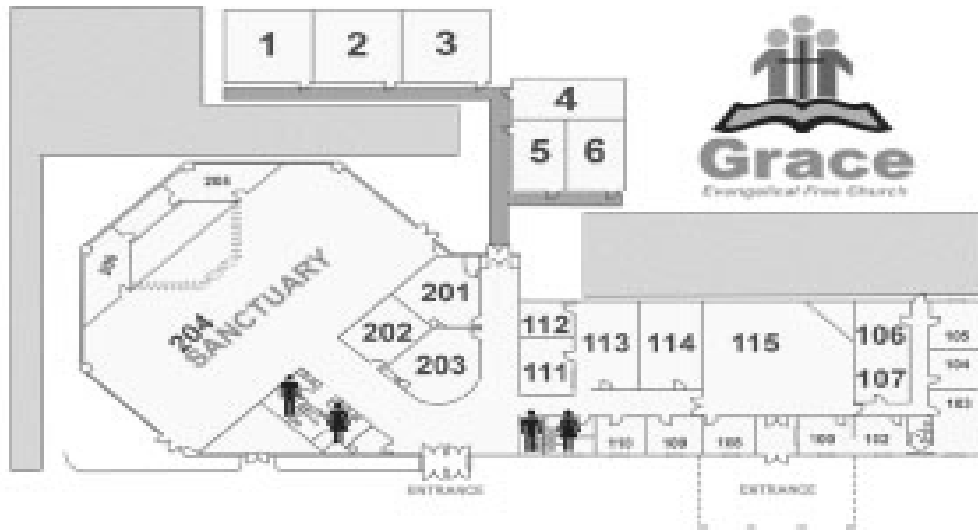
 Cleanup _____

Any group desiring to use the church building must complete the above application and submit it to Pastor Blair for approval. After approval, your event will be put on the official calendar to reserve the date.

For Office Use Only

Approved _____ Not approved _____ Date _____ By _____

Grace Church Building Layout



Pastoral Participation Policy

For those requesting the participation of a Pastor at Grace Evangelical Free Church

As a Pastor, my primary function is to uphold the Biblical standards that God has given for the institution of marriage. I believe marriage is a sacred obligation, not to be entered into lightly or without full commitment. In order to protect the sacredness of marriage and help couples build the kind of marriage that will last, I have established the following requirements for my participation in a wedding:

- ◆ The couple will attend a minimum of 3 sessions of premarital counseling (approx. 1 ½ hours each) and complete the marriage manual “Getting ready for marriage.”
- ◆ The couple will attend and participate in a local church where they can begin to build the relationships and ties that will help them in their marriage together.
- ◆ The marriage ceremony itself will be a religious ceremony, rather than a civil ceremony (a justice of the peace can perform a civil ceremony). It would be my intent to speak freely of the Biblical standards of marriage and of a personal relationship with Christ which makes a strong marriage possible.

Please consider these items, and whether or not you would be able to make this commitment. It would be my pleasure to work with you, not only in officiating at your wedding, but in helping you build the kind of marriage that will last for the future.

If you want me to officiate at your wedding I request that you complete the Confidential wedding information form and return them to me as soon as possible. We cannot set a wedding date until these forms have been returned and all conditions agreed upon.

Joel B. Walters
Sr. Pastor

Policy for
Non-Grace Evangelical Free Church
Pastoral Staff to officiate at the wedding

We welcome the participation of other pastors officiating at weddings held here at Grace. We do not attempt to “micromanage” the process, and leave the details of the wedding up to them. We do, however, require the following;

- ❖ The Pastor must be of similar doctrinal belief and theological stand
- ❖ The Pastor will assure us that the wedding itself will be both glorifying to God and serve as a testimony to others as a “Christ centered” wedding.
- ❖ The Pastor holds recognized ministerial credentials with a legitimate (501 3 C) religious organization.

Please complete the attached form and return it to the office of Grace Evangelical Free Church, 2005 Estates Parkway, Lucas, TX 75002, attention Sr. Pastor.

Request for non-staff pastor to officiate at our wedding

Name of wedding party _____

Date _____

Name of Pastor to officiate _____

Phone _____

Address _____

Present church affiliation _____

Present church position _____

Ordained _____ Licensed _____

Do you hold to doctrinal and theological beliefs consistent with the beliefs of the Evangelical Free Church? _____

Will you insure that the wedding itself will be glorifying to God and Christ-centered as a testimony to others? _____

Do you hold a recognized ministerial credential with a legitimate (501 3 C) religious organization? _____

Signed: _____

Date: _____