

# Member Wedding Policy

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Welcome to Grace Church Weddings! We ask that you thoroughly read over all of the following policies related to getting married on a Grace Church campus. To begin the process of scheduling your wedding, please complete the online Wedding Application. Upon receipt of your application, the Grace Church wedding coordinator, will contact you to confirm available dates and answer any further questions you may have.

## Grace Church members

Grace members are classified as those who hold covenant membership status\*. The covenant membership process includes:

- Completion of Discovery
- Completion of Foundations
- Submission of Life Story
- Submission of the Covenant Membership Agreement
- Pastoral approval

\*Applications will be accepted from couples who have completed Discovery and are actively attending the Foundations course with the intention of moving toward covenant membership.

Grace Church reserves the right to reschedule a date if the couple does not complete the membership process before their ceremony. Grace Church only allows covenant members to be wed in our facilities. For more details on the membership process, please contact Grace Church wedding coordinator directly at [weddings@gracechurchsc.org](mailto:weddings@gracechurchsc.org). Members will receive a rate which includes both a wedding director as well as the use of a Grace Church campus.

## Premarital counseling

A Grace pastor can be available to perform your wedding ceremony after participation in Bridge, our premarital ministry. Bridge is a year-long community group designed for engaged couples. Meetings will include teaching and discussion in a fun, challenging, and authentic environment. Couples will be matched with a mentor couple and three to four other couples throughout the duration of the year. During that time, we will give couples the opportunity to hear teaching and seek counsel around a variety of topics including but not

limited to expectations of marriage, in-laws, communication and conflict, biblical roles in marriage, finances, and intimacy.

Guest pastors are welcome to participate and officiate; however, all requests must be made during the application process.

## Scheduling your wedding

### Facilities

- Grace members and families may schedule weddings up to 18 months in advance.
- Reserved dates: Please keep in mind that weddings will not be scheduled on the day or weekend of Easter or Christmas.
- Your wedding ceremony is given a four-hour block of time. Weddings may be scheduled for one of two available four-hour blocks of time. All time blocks also include a corresponding 90-minute rehearsal time during the preceding day. It is imperative that all wedding party members arrive on time as the rehearsal will begin and end promptly. You must select one four-hour block with its corresponding rehearsal time. Because two weddings may use the sanctuary on a Saturday, these time periods are fixed. If additional time is desired, you may rent both blocks of time, if available, at the full standard rate. You may choose from the following time blocks:
  - » Saturday: 10:00AM-2:00PM wedding block (rehearsal: preceding Friday 7-8:30PM)
  - » Saturday: 3:30-7:30PM wedding block (rehearsal: preceding Friday 5:00-6:30PM)
- All evening wedding ceremonies must end no later than 7:00PM to allow time for cleanup/tear-down and preparation time for Grace Church's worship service the following morning.
- Use of a Grace Church campus is limited to a maximum of four hours per time block rented on the date of your ceremony. Your arrival and departure times will be agreed to in advance of your wedding date; these times apply to vendors (florists, photographers, etc.) as well as members of the wedding party. Your vendors may also use your rehearsal time as an opportunity to view the space prior to the wedding.

- Your sanctuary fee includes:
  - » Rental of the facility the day of the ceremony for set-up, arrival of guests, ceremony, post ceremony photographs, and cleanup
  - » Rental of the facility for the corresponding 90-minute rehearsal
  - » Personnel to open and close the building and provide facilities services during both the rehearsal and ceremony
  - » Regular custodial fees
  - » Sound technician for the rehearsal and wedding ceremony
  - » Grace Church director for rehearsal and wedding ceremony

### **Wedding director**

Once your wedding date is confirmed on the church's calendar, the Grace Church wedding coordinator will contact you with the name and contact information of your wedding director. We would encourage you to contact your director as soon as possible to discuss details and expectations. You can expect your director to:

- Guide you through the wedding process as it pertains specifically to Grace Church and your needs
- Provide answers and guidance concerning best use of the church facilities, procedures, rehearsals, decorations, custodial services, and scheduling
- Direct the rehearsal and wedding
- Make final decisions necessary in the case of any discrepancy between the wedding party, vendors, or any other member associated with the wedding

### **Ceremony**

Your wedding is one of life's most sacred experiences, and your entire ceremony should reflect this. All ceremonies held on Grace Church campuses need to be consistent with the church's Christian values and biblical beliefs. Only that which is appropriate for a worship service should be included in your wedding ceremony. Grace Church reserves the right to approve or alter any aspect of the ceremony based on these beliefs.

### **Music**

All music selected must be given to Grace's worship pastor for review and is subject to his final approval. Please send music selections to Brian Darnell at [bdarnell@gracechurchsc.org](mailto:bdarnell@gracechurchsc.org). Grace Church does not provide pianists, vocalists, or instrumentalists for your wedding; however, your wedding director can give you recommendations. These arrangements are the responsibility of the wedding party. The worship team's drum set must remain on the stage during the ceremony but can be hidden with decorative screens if desired.

### **Sound Technician**

Due to the complex nature of the sound system, all weddings require one of Grace's trained sound technicians to operate the equipment at every ceremony. The technician will be scheduled through the Grace Church wedding coordinator and is included in your fee to use the church facility.

### **Photographers/Videographers**

Photographers and videographers are not provided by Grace Church. Vendors unfamiliar with the logistics of the church may want to attend the rehearsal to be better prepared on your wedding day. Photographers and videographers are asked to be as inconspicuous as possible so as not to distract from the ceremony. All specific questions regarding this should be directed to your wedding director prior to your wedding day. Any final decisions or changes the day of your wedding will be at the authority of the wedding director.

### **Receptions**

Currently, Grace Church is not equipped to allow receptions.

### **Decorations**

The following are guidelines; please discuss all decorating questions with your wedding director.

- No nails, tacks, tape, pins, staples, gum, or anything that will mar woodwork or furniture may be used.
- All potted plants must be in drip trays.
- Only LED candles may be used, with the exception of a unity candle, and should be carefully arranged.
- Candle stands are not permitted in the aisle.
- Any cost associated with the removal of candle wax from carpets or furnishings will be the responsibility of the wedding couple.

- All materials used in connection with the decorations must be removed from the building immediately after the ceremony. All set-up and clean-up is the responsibility of the wedding party. Failure to arrange for removal may result in forfeiture of security/damages deposit.
- All service equipment must be furnished by the wedding party (e.g. kneeler, candelabra) and must be delivered and picked up during the four-hour time block given for your wedding.
- No furniture or equipment can be moved without prior permission.
- Aisle runners are prohibited as they are a tripping hazard.

### **Guidelines**

Please review the following restrictions. To avoid possible embarrassment, it is suggested that these be brought to the attention of all members of the wedding party. Any questions should be discussed with your wedding director.

- Alcoholic beverages and tobacco products are not permitted anywhere on church property.
- No confetti, rice, sparklers, flower petals, or non-biodegradable items may be used during the wedding couple's departure. Bubbles are an acceptable alternative. Any other alternatives must be approved by the Grace Church wedding coordinator (Emily Watkins).
- Breakage of and/or damage to any church equipment or property must be reimbursed at replacement value and will first be deducted from your deposit. Any remaining cost will be invoiced following the wedding.
- Grace Church is not responsible for lost or stolen property. Please do not bring valuables. Grace Church is not responsible for property left at the church before, during, or after a wedding.

### **Fee schedule**

**Security/Damages Deposit: \$500.00**

*The security deposit is due at the time you book your wedding date.* This deposit secures your date on the church wedding calendar and will be refunded within 30 days following your wedding only if:

- All Grace Church policies and guidelines are followed. Alcoholic beverages or tobacco products brought on

church property will result in Grace Church's retention of your deposit.

- No damage occurs.
- Cleanup by the wedding party (and any vendors) is satisfactory. Excessive cleanup required will result in a forfeiture of your deposit.
- Wedding events (including the rehearsal and ceremony) take place entirely within the block(s) of time agreed to by Grace Church and paid for in advance (90 minutes for rehearsal, four hours for ceremony – including setup, ceremony, photos, and take-down/cleanup).

Charges for damage, delay, and cleanup are not assessed on a sliding scale; a deposit is either retained or refunded in whole. Damage, delay, and extra cleanup required will result in Grace Church's retention of your deposit, plus charges for any additional time used and for cleanup and repair costs.

### **Wedding Venue Fee**

Your fee includes a wedding director, facilities and custodial personnel, building usage, and one sound technician.

Grace Church Member: \$1000.00

\$600 due 90 days prior to wedding

\$400 due 60 days prior to wedding

**You can make your payments online through the link at the bottom of our webpage, [www.GraceChurchSC.org/Weddings](http://www.GraceChurchSC.org/Weddings)**

**Or, make checks out to "Grace Church" with "wedding fee" and your scheduled date in the memo line.** Checks can be dropped off or mailed to:

Grace Church

Attn: Wedding Coordinator

2801 Pelham Road

Greenville, SC 29615

**Pastor's Honorarium: \$350.00**

This is the minimum suggested amount if using a Grace pastor. This amount is due 30 days before your scheduled event. **Please make payment to Grace Church with your final facilities payment with "Pastor's Honorarium" and your scheduled date in the memo line or pay online through Paypal on the bottom of our webpage.**

**Slide and Screen usage:** \$150.00 (Additional technician needed)

### **Cancellation policy**

If a reservation is cancelled within 30 days of submission of your contract, a full refund including the deposit will be given. After 30 days, you forfeit your \$500.00 deposit. No refunds are given within 60 days of your scheduled wedding date.

### **Locations**

#### **Downtown**

This beautiful, historic building is located at 101 West McBee Avenue in Downtown Greenville.

- The traditional sanctuary will seat up to 450 on the main floor and an additional 150 when the balcony is utilized.
- There is ample room and privacy for the bride and her bridesmaids. A separate room is provided for the groom and groomsmen.
- Grace Church does not have the personnel to provide childcare during weddings. An additional room for childcare may be rented at the rate of \$50 if licensed and bonded childcare is hired by the wedding party to watch children. Each room may occupy up to 12 children. If there will be 13 or more children, a second room must be rented.
- Downtown offers glass hurricane candles and wrought iron candle stands to rent for your event. Please contact the wedding coordinator for further details and list of pricing.

#### **Parking**

At the rehearsal, the bride and groom will be given ten parking permits for their wedding date. These permits may be distributed at the discretion of the bride and groom to the people of their choice (including but not limited to parents, bridal party, etc.) The remaining spaces in the Grace Church parking lot may be used only for the following:

- Loading and unloading (florist, musicians, photographers, etc.)
- Handicap parking
  - » All needs for handicap accessibility (parking, elevator access, etc.) must be discussed with both your wedding director and the Grace Church wedding coordinator prior to the wedding.

- All capable persons not holding a parking permit should park at one of the city parking areas (including, but not limited to, parking lot above the Greenville County Bus Station).
- Under no circumstance will wedding guests or members of the wedding party park in the condo parking lot behind the building. This lot is not associated with Grace Church; therefore, violators will be towed.

For information on all other Grace Church campuses, please contact the Grace Church wedding coordinator directly at [weddings@gracechurchsc.org](mailto:weddings@gracechurchsc.org).