



**Grace Presbyterian Church**  
**5500 Mansfield Road**  
**Arlington, TX 76017**  
**(817) 468-0868**

## **WEDDING POLICY**

### **INTRODUCTION**

The members and staff of Grace Presbyterian Church (GPC) rejoice with you as you make plans to celebrate your wedding. We believe as Christians that a wedding is a witness both to your covenant with each other and to God, and so should be conducted with dignity and reverence. A wedding's social importance is only incidental to its spiritual significance. The following policy and guidelines are for your convenience in planning your wedding. Our hope is that your wedding will take place smoothly and give expression to the celebration of life and love that is the heart of the Christian. The service must be in conformity with the Reformed tradition.

### **INITIAL ARRANGEMENTS**

Contact the Wedding Liaison or Worship Ministry moderator or Session liaison to get a copy of the policy, forms and to set a tentative date and time for the ceremony and rehearsal. The date will be confirmed after you have met with the minister and he or she has agreed to perform the ceremony.

The minister of GPC shall perform all weddings that take place in our facility. Only under special and unusual circumstances, or if no GPC minister is available, will another minister be allowed to perform a wedding ceremony in our church. If another minister is to perform the wedding, he or she shall be invited by the minister and approved by the Session of GPC.

Complete the forms and return them to the Wedding Liaison who will forward them to the minister. It is then your responsibility to call the minister to schedule your first appointment with the minister.

Obtain your marriage license and bring it to the minister the week before your wedding.

### **PREPARATION**

#### **Building**

Our church is available for weddings of members, children of current members, and nonmembers. The kitchen is also available for your reception. Because we do not have a separate fellowship hall, receptions may be held in the back of the sanctuary. No date can be confirmed until deposit is made and Wedding Planner and Building Activity Use forms are completed and approved.

### Marriage License

In Texas you must purchase your marriage license at least 72 hours before the wedding. It may be purchased at the Tarrant County Sub-courthouse located in Arlington at 724 East Border Street (817-548-3928) or in Mansfield at 1100 East Broad Street (817-473-5135). Call the courthouse to check on hours and cost. Only cash is accepted as payment for your license.

### Music

Because the wedding is a worship service, only appropriate music shall be used. Music suitable for a wedding service directs attention to God and expresses the faith of the couple and the church. It is our sincere desire that your wedding music enable you and your guests to experience the grace and love of God. Please give serious consideration to the musical portion of your service.

**In consultation with the Music Director, the minister will have the final word on music selection. The Music Director will play for all weddings unless other arrangements are made with him/her. The Music Director will discuss all music selections and arrangements with you. No music selections should be made prior to consultation with him/her. It is your responsibility to call him/her within ten days after setting the wedding date to schedule a meeting. You are also responsible for paying him/her the night of the rehearsal.**

The Music Director has a repertoire of appropriate service music and will be glad to discuss any other possibilities with you. Congregational hymn singing is encouraged.

If recorded music is desired, an operator of the church sound system will be made available. A fee is required and will cover the cost for rehearsal and wedding. An audio recording may be provided if desired.

### Photographer

GPC recognizes the value of photographs and videos as a lasting remembrance of this special occasion and we expect photographers to respect and abide by the rules which follow.

**The photographer shall not disturb the ceremony in any way. Photos are permitted during the rehearsal. Cameras with flash attachments may not be used in the sanctuary during the ceremony or prior to the dismissal of the congregation by the minister.** Reenactments of any portion of the service can be arranged with the wedding party and the minister. The photographer may take pre-photos in the sanctuary, bride's dressing area, or outside.

Video operators may videotape from the back of the sanctuary. One unmanned video camera will be allowed at the front of the sanctuary if placed in an unobtrusive manner. This must be in position one hour prior to the service and activated 30 minutes prior to the service and before the prelude begins. You are responsible for paying the photographer.

### Florist

## Grace Presbyterian Church, Arlington Texas – Wedding Policy

We want your wedding ceremony to be a beautiful and meaningful experience. The following guidelines will help to achieve that experience.

The church building will be available for preparations one hour prior to the scheduled rehearsal time and three hours prior to the ceremony.

Any decorations used should enhance rather than detract from the beauty and worshipful atmosphere of the sanctuary. Decorations may not be placed on the piano, communion table or baptismal font.

The florist must provide protection from water damage, stains and wax for the furniture, floors, etc. **Only dripless candles are to be used.** It is the florist's responsibility to cover the floor when candles are used. Candles may not be placed in or surrounded by flammable material. No nails, tacks, staples, or pins may be used in attaching decorations to church furniture, walls or ceilings. Non-damaging materials must be used to attach lightweight items to chairs. All decorations are to be removed immediately after the wedding service by the responsible party.

If the couple desires, flowers may be left for the following Sunday worship service. Arrangements must be made with the Wedding Liaison in advance. An announcement will be printed in the worship bulletin indicating the flowers are from your wedding ceremony. You are responsible for paying the florist.

### Rehearsal

The rehearsal is an essential part of the preparation for your wedding. All who have active roles in the service or who are to be escorted as members of the wedding party should attend the rehearsal. Plan for everyone to gather at least 30 minutes prior to rehearsal time. The rehearsal time will be confirmed by the minister. Please provide your marriage license to the minister at the rehearsal if you have not already done so.

### Ceremony

The church will be available three hours before the wedding for your preparations. A room is available for the Bride and her attendants. Please secure your valuables elsewhere during the ceremony. The church is not responsible for any lost or missing property.

Thirty minutes prior to the wedding hour the prelude music will begin. During this time guests will be seated. The family is then seated and the processional begins. The ceremony is performed, then the recessional after which the congregation is dismissed.

### Reception

You may choose to have your reception at the church. The kitchen is available and your caterer may access the facility three hours prior to the wedding. The caterer is responsible for setting up all chairs and tables before the reception and for folding/stacking chairs and tables afterward. The caterer is expected to clean the kitchen and areas used for the reception afterward. The premises should be vacated within two hours following the reception. The bridal couple will be held responsible for any damages incurred. All trash must be deposited in the dumpster before leaving the building. No trash may be left in the trash cans inside the building.

## CONCLUSION

Pray with your future spouse concerning the true meaning of this ceremony. A well-planned wedding will serve as a witness and reminder to all present of their commitment to God. Do not seek to entertain your guests. The content of your wedding ceremony will speak volumes about your own commitment to God and to one another.

### Additional Policies and Guidelines

1. Smoking is prohibited in the church building. There will be a place outside provided for smoking.
2. No alcoholic beverages are to be served anywhere on the premises.
3. **Only flower petals may be scattered along the aisle and inside the building. Birdseed may be thrown outside in the parking area away from the church entrance.**
4. All trash must be deposited in the dumpster before leaving the building. No trash may be left in trash cans inside the building.
5. **Please pay each professional involved no later than rehearsal night.**
6. Please have your ushers inform those guests with cameras that flash photography is not allowed during the ceremony.
7. Give a copy of the relevant parts of this policy to your florist, caterer, photographer, any musicians, and the wedding party.
8. The wedding party is expected to abide by the policy set forth and to be mindful of the sanctity of this day. It is the obligation of the bride and groom to make certain the rules are known by all members of the wedding party.

## WEDDING PLANNER

### Bride

Full Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: Home \_\_\_\_\_ Work \_\_\_\_\_

Parent's phone: Mother \_\_\_\_\_ Father \_\_\_\_\_

Employer: \_\_\_\_\_

Church Affiliation: \_\_\_\_\_

Previously Married: yes \_\_\_\_\_ no \_\_\_\_\_

### Groom

Full Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: Home \_\_\_\_\_ Work \_\_\_\_\_

Parent's phone: Mother \_\_\_\_\_ Father \_\_\_\_\_

Employer: \_\_\_\_\_

Church Affiliation: \_\_\_\_\_

Previously Married: yes \_\_\_\_\_ no \_\_\_\_\_

Wedding Date: \_\_\_\_\_ Time: \_\_\_\_\_

Rehearsal Date: \_\_\_\_\_ Time: \_\_\_\_\_

Reception at GPC:    yes \_\_\_\_\_ no \_\_\_\_\_    Caterer & Phone: \_\_\_\_\_

minister: \_\_\_\_\_

Pianist: \_\_\_\_\_

Number of Attendants:    Bride's \_\_\_\_\_    Groom's \_\_\_\_\_    Ushers \_\_\_\_\_

Flower girl:    yes \_\_\_\_\_    no \_\_\_\_\_    age \_\_\_\_\_

Ring bearer:    yes \_\_\_\_\_    no \_\_\_\_\_    age \_\_\_\_\_

Grace Presbyterian Church, Arlington Texas – Wedding Policy

Person Giving Bride Away: \_\_\_\_\_ Relationship: \_\_\_\_\_

Photographer: \_\_\_\_\_ Phone: \_\_\_\_\_

Florist: \_\_\_\_\_ Phone: \_\_\_\_\_

Couple's New Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Contact (person responsible for final decisions regarding wedding arrangements):

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

All fees are due in the church office two weeks prior to the wedding. Please notify Wedding Liaison immediately of any changes.

We have read the wedding policy of Grace Presbyterian Church and agree to abide by it in its entirety.

Bride: \_\_\_\_\_ Date: \_\_\_\_\_

Groom: \_\_\_\_\_ Date: \_\_\_\_\_

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***For Office Use Only:***

Date received: \_\_\_\_\_

By: \_\_\_\_\_

Date posted to calendar: \_\_\_\_\_

By: \_\_\_\_\_

**GRACE PRESBYTERIAN CHURCH OF ARLINGTON, TEXAS**

**Activity Use Form**

Date Submitted: \_\_\_\_\_

Please indicate membership at Grace: \_\_\_\_\_ Member \_\_\_\_\_ Non-Member

Organization/Point of Contact: \_\_\_\_\_

Point of Contact Telephone Number: \_\_\_\_\_

Organization Point of Contact is responsible for:

- Contacting the Church office (817) 468-0868 to verify status of Activity Use request
- Reporting malfunctioning equipment or damages to facility while in use

Area(s) Requested: \_\_\_\_\_ Sanctuary  
 \_\_\_\_\_ Sanctuary/Kitchen  
 \_\_\_\_\_ Hallway \_\_\_\_\_ Nursery  
 \_\_\_\_\_ Classroom – Room Number(s) \_\_\_\_\_

Type of Activity: \_\_\_\_\_ Wedding \_\_\_\_\_ Meeting \_\_\_\_\_ Scout Troup \_\_\_\_\_ Other

[ ] Deposit \_\_\_\_\_ [ ] Fee \_\_\_\_\_ [ ] No Fee Required

- See Facility Use Policy for non-wedding pricing
- Wedding fee schedule is found in Wedding Policy

Date(s) requested: \_\_\_\_\_ [ ] One time only [ ] Recurring

Recurring dates if applicable: From \_\_\_\_\_ To \_\_\_\_\_

Actual Time of Event: From \_\_\_\_\_ To \_\_\_\_\_ Total time: \_\_\_\_\_ Hours

Time requested: From \_\_\_\_\_ To \_\_\_\_\_ Total time: \_\_\_\_\_ Hours

Key needed: [ ] Yes [ ] No

**Party responsible for clean-up, temperature control and building security:**

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_ Zip: \_\_\_\_\_

Special arrangements: \_\_\_\_\_

Additional furniture or supplies needed: \_\_\_\_\_



*~Office Use Only~*

Information received by: \_\_\_\_\_ Date: \_\_\_\_\_

Session Liaison approval: [ ] Yes [ ] No \_\_\_\_\_

Deposit received: \_\_\_\_\_ Fee received: \_\_\_\_\_

Date key given: \_\_\_\_\_ Date key returned: \_\_\_\_\_

**FEES - MEMBERS**

Wedding and rehearsal including building use fee.

(This includes a \$50.00 **nonrefundable** fee)

Date is not confirmed until meeting with the minister and receipt of the \$50.00 fee and the forms.

**Refundable Damage Deposit \$250.00**

**Custodian/Cleanup \$150.00**

**Music A minimum of \$100.00**

Includes one hour rehearsal

**Audio/Visual Operator \$0**

**Childcare \$0**

2 hour minimum

Wedding coordinator will make arrangements

**Minister** Honorarium

The balance of all fees is due two weeks prior to the wedding. For cancellations received at least two weeks prior to the wedding a refund less the \$50.00 will be issued.



**FEES - NONMEMBERS**

Wedding and rehearsal including building use fee. **\$400.00 + damage deposit**

(This includes a \$50.00 **nonrefundable** fee)

Date is not confirmed until meeting with the minister and receipt of the \$50.00 fee and the forms.

**Refundable Damage Deposit \$250.00**

**Music A minimum of \$100.00**

Includes one hour rehearsal

**Audio/Visual Operator 50.00**

**Childcare The current rate**

2 hour minimum

Wedding coordinator will make arrangements

**Minister** Honorarium

The balance of all fees is due two weeks prior to the wedding. For cancellations received at least two weeks prior to the wedding a refund less the \$50.00 will be issued.