

Wedding Policy for Grace Fellowship of Norman, Oklahoma

Marriage is a truly holy and sacred event as is evidenced in scripture. It is on the event of a wedding celebration that we see the first testimony of the miraculous work of Christ. Marriage also is the descriptive illustration God gives for the relationship between Christ and His believers. Your marriage ceremony will be a meaningful experience to you and to your family and friends. It will be a symbolic proclamation of the vows that you are making to each other. Grace Fellowship desires to do all we can do in order to assist and enhance your wedding ceremony and celebration. The following policies and procedures have been established with your wedding in mind.

The Date and Time

The date and time need to be two of the first details you secure. Grace Fellowship permits weddings on any day of the week and at any time¹ so long as the day and time do not interfere with events scheduled by and/or for Grace Fellowship.

To secure a date for your wedding and the rehearsal, you must first contact the church office Monday through Thursday for availability. Once you have settled on a day and time², a \$50.00 deposit is required³. Balance of payment is due two weeks prior to the rehearsal date.⁴ The wedding coordinator will then be informed of your scheduled date

¹Some days and times do require additional fees. Weddings scheduled for Sundays may not have any use of the church, including decorating, until after church members have exited the building following the morning worship service. Sunday weddings are also scheduled only when there will be no conflict with evening church events or activities. (Grace Fellowship does not have regularly scheduled services on Sunday evenings, but other events and activities are frequently scheduled for Sunday evenings.)

²If you desire a pastor from Grace Fellowship to perform your ceremony, it is your responsibility to confirm this date with him. Grace Fellowship requires that all couples who use the church building for their ceremony have premarital counseling. If you desire to use someone other than a Grace Fellowship pastor, that individual must send a request to Grace Fellowship to perform a ceremony at Grace Fellowship. This letter must also include credentials (licence to perform marriage ceremonies) and verification of premarital counseling that has or will be conducted with you. Once this letter has been received and approved by the pastoral staff, your wedding date will be confirmed.

³See fees schedule on page four.

⁴Grace Fellowship reserves the right to cancel ceremonies for which payment is not completed two weeks prior to scheduled rehearsal date. If special arrangements need to be made, they must be taken care of prior to this due date.

and will contact you for planning purposes.⁵

The bride, groom, and wedding party are expected to adhere to time schedules agreed upon with Grace Fellowship.

Wedding Music

Grace Fellowship does not dictate nor require approval of your music selection for the wedding ceremony. It is expected, though, that all music be respectful and mindful of the sacredness of the event and the place.

It is your responsibility to secure and coordinate your own musicians. Grace Fellowship can provide you with a list of musicians from our church. Contact the wedding coordinator if you should need such assistance. Payment to musicians is not included in Grace Fellowship's fees and should be negotiated with musician(s).

Wedding Coordinator

Grace Fellowship requires each couple who are to be wed at Grace to use an approved coordinator. The coordinator is responsible to help you with your wedding. The coordinator will meet with you prior to the ceremony to determine your desires, and then will coordinate with the officiating pastor to affirm these details. The coordinator will be responsible for letting you in the building for rehearsal, decorating, and ceremony, as well as for locking up building. The coordinator will be available to direct the wedding rehearsal and ceremony as well as being responsible for working with sound technician.⁶

Decorations

You are solely responsible for decorating the building to suit your particular ceremony. The decorations are expected to be in keeping with the sacredness of the ceremony and the building. No nails may be used anywhere nor may any adhesives which will be difficult to remove or will damage surfaces. Anything altered in the building to accommodate your decorating must be returned to original state immediately following ceremony. All decorations must be removed from building following the ceremony.

Photography

You are responsible for securing your own photographer and for payment of their services. Flash pictures are permissible in the worship center prior to and following

⁵Grace Fellowship requires the use of a wedding coordinator from the church.

⁶The use of the coordinator to direct the rehearsal and ceremony is optional. While the coordinator must be in building any time it is in use the bridal couple may choose to provide their own person to direct. Grace Fellowship pastors do require the use of the coordinator for direction for any weddings they officiate.

ceremony. Flash photography during the ceremony is at the approval of the officiating minister. Video is permissible and may be set up in the rear of the auditorium and from the front (including from inside the baptistry).

Sound

An approved sound technician is required. Our sound system may only be used by individuals approved by the church. The wedding coordinator will secure and coordinate with this technician.

Custodian

Custodial fees are included in fee schedule. Church Custodial use is required.

Wedding Party

No smoking is permitted in the building or under the front awning. No alcoholic beverages are permitted in the building or on the property premises. Individuals who are under the influence of alcohol will not be permitted to take part in the rehearsal or ceremony. The bride and groom are responsible for behavior of wedding party. Confetti or bubbles may be used following ceremony outside of building.⁷

Borrowed/Rented/Personal Belongings

Arrangements must be made for the prompt return of borrowed or rented articles after the wedding ceremony. Items requiring special pick up must be removed from the property by the next business day unless alternate arrangements are made prior to the ceremony. While every effort is made to ensure safety and security, Grace Fellowship is not responsible for the loss of any personal items.⁸

Additional Rooms

Wedding parties are granted the use of two rooms to be used for dressing and preparation purposes. Childcare rooms are only available upon previous arrangement. Additional fees do apply for custodial purposes.⁹

⁷Grace Fellowship prohibits the use of birdseed, rice, and/or any other substances that can be a falling hazard or dangerous to animals and/or the environment. Acceptable substances such as bubbles or confetti may only be used outside the building.

⁸Any items that remain through a Sunday may not be in any way a hindrance to the normal Sunday morning activities of Grace Fellowship. Furthermore, Grace Fellowship is not responsible for these items.

⁹Childcare room custodial care includes disinfecting toys, tables, and nursery area in addition to general cleaning. In consideration of this fact these rooms must be cleaned by approved custodial staff. Therefore these rooms may not be used unless such approved custodial care has been previously arranged and approved.

Fees Schedule

Fees for Church Members ¹⁰		Fees for Non-Church Members	
Building Rental	No Charge	Building Rental	\$250.00
Kitchen Use	No Charge	Kitchen Use (<i>optional</i>)	\$100.00
Coordinator	\$150.00	Coordinator	\$175.00
Sound Technician	\$50.00	Sound Technician	\$50.00
Custodian	\$50.00	Custodian	\$75.00
<i>After Hours Custodial¹¹</i>	<i>\$50.00</i>	<i>After Hours Custodial¹³</i>	<i>\$50.00</i>
<i>Childcare Rooms</i>	<i>\$10.00</i>	<i>Childcare Rooms</i>	<i>\$50.00</i>
<i>After Hours Childcare Rooms</i>	<i>\$25.00</i>	<i>After Hours Childcare Rooms</i>	<i>\$25.00</i>
<i>Chairs¹²</i>	<i><u>\$25.00</u></i>	<i>Chairs¹⁴</i>	<i><u>\$50.00</u></i>
Totals		Totals	
Total for Church Members	\$250.00	Total for Non-Members	\$650.00
<i>Total for After Hours</i>	<i>\$300.00</i>	<i>Total for After Hours</i>	<i>\$700.00</i>
<i>Regular Total with Chairs</i>	<i>\$300.00</i>	<i>Regular Total with Chairs</i>	<i>\$700.00</i>
<i>After Hours/Chairs</i>	<i>\$325.00</i>	<i>After Hours/Chairs</i>	<i>\$750.00</i>
<i>Regular w/Childcare Rooms</i>	<i>\$260.00</i>	<i>Regular w/Childcare Rooms</i>	<i>\$700.00</i>
<i>After Hours with Childcare Rooms</i>	<i>\$335.00</i>	<i>After Hours with Childcare Rooms</i>	<i>\$725.00</i>
Reg w/Chairs & Child Rooms	\$310.00	Reg w/Chairs & Child Rooms	\$750.00
After Hrs/Chs/Child Rooms	\$360.00	After Hrs/Chs/Child Rooms	\$825.00

Fees and Honorariums

Ministerial and Musician fees and honorariums are not included in the fee schedule. Officiating ministers will usually leave the sum of the honorarium up to the couple although some ministers will share a standard fee. In considering the amount of the honorarium you need to consider the amount of time invested in counseling and planning in addition to the rehearsal, and ceremony on the part of the minister. We would suggest that \$100.00 serve as a good starting point in determining the proper

¹⁰**Member** is defined as a current “**Full Member**” of Grace Fellowship.

¹¹Any wedding which clears the building later than 5:00pm on Saturday nights will have an added \$50.00 custodial fee added to the regular custodial fee.

¹²If a special arrangement is required for chairs in the auditorium, or if chairs are moved following the ceremony, additional charge applies.

¹³See 11.

¹⁴See 12.

amount for the officiating minister honorarium.

Fees for those involved in the music need to be worked out with them directly. If no prior arrangement is made for such fees you will need to once again take into consideration the time and personal provisions necessary. A good starting place for these fees is \$50.00.

Grace Fellowship Wedding Application

Date of Wedding Ceremony: _____ Time: _____

Date of Rehearsal: _____ Time: _____

Officiating Minister: _____ of _____ Church

Bride: _____ Phone: _____

Is Bride a Member of Grace Fellowship _____ If not, where: _____

Address: _____ Work Phone: _____

Parents: _____ Phone: _____

Parent's Address _____

Groom: _____ Phone: _____

Is Groom a Member of Grace Fellowship _____ If not, where: _____

Address: _____ Work Phone: _____

Parents: _____ Phone: _____

Parent's Address _____

Post Wedding Residence: _____

Post Wedding Phone: _____ Post Wedding Church: _____

Kitchen Use: _____ Yes _____ No

Childcare Rooms: _____ Yes _____ No

We have read the Grace Fellowship Wedding policy and agree to do our best to meet the conditions of the policy. We will meet all required fees and will be responsible for any damage to the property or building as a result of our wedding, wedding party, or wedding guests. We, furthermore, do not hold Grace Fellowship, its members or officers responsible for any material loss or physical and/or mental injuries incurred on the property or in the building during the rehearsal, ceremony, or reception.

Signature of Bride: _____

Signature of Groom: _____

Date Signed: _____

For Office Use Only-----

App of Date: _____ App of Minister: _____ Deposit Paid: _____ Remaining Fees Paid: _____

Ceremony Information for Wedding Coordinator

Bride: _____

Groom: _____

Maid of Honor: _____

Best Man: _____

Bride's Maids:

Groomsmen:

Parents of Bride:

Parents of Groom:

Grandparents of Bride:

Grandparents of Groom:

Will Father present bride? _____ Yes _____ No

(If Not, Who/How? _____)

Musicians: _____

Will there be:

Exchange of Rings? _____ Yes _____ No

Unity Candle? _____ Yes _____ No

Kneeling Bench? _____ Yes _____ No

Reception at Building? _____ Yes _____ No

(Other desired parts of ceremony need to be discussed with coordinator and pastor)

How would you like to be introduced at the end of the ceremony?

Please write any other special needs or plans on back of this page. Please complete and bring this form with you when you first meet with wedding coordinator.

Premarital Counseling and Wedding Information Sheet Grace Fellowship of Norman, Oklahoma

Names:

Groom: _____ Bride: _____

Address:

Groom: _____ Bride: _____

Phone:

Groom: _____ Bride: _____

Age and Birth date/year:

Groom: _____ Bride: _____

Wedding Plans

Wedding Date: _____ Time: _____

Location of Wedding: _____

Date and Time of Wedding Rehearsal: _____

Wedding Director: _____

Other Information: _____

Religious Background

Are you a professing Christian?

Groom: _____ Bride: _____

If yes, at what age did you invite Christ into your life?

Groom: _____ Bride: _____

What church are you a member of (please give the city and state where church is located)?

Groom: _____ Bride: _____

In a sentence or two tell something of your religious background:

Groom: _____

Bride: _____

Personal

Have you ever been divorced?

Groom: _____ Bride: _____

If yes, when?

Groom: _____ Bride: _____

(If your answer was yes, please give an explanation of the circumstances on the back side of this paper)

How long have you dated? _____ How long have you been engaged? _____

After marriage, where do you plan on living? _____

Are you now living together? _____

Have you been sexually active in your relationship? _____

Were you sexually active prior to this relationship?

Groom: _____ Bride: _____

Have you been tested for HIV or any other STD?

Groom: _____ Bride: _____

Do you use alcoholic beverages?

Groom: _____ Bride: _____

If yes, how often?

Groom: _____ Bride: _____

Have you ever taken drugs or been addicted to drugs?

Groom: _____ Bride: _____

When was your last time to use such drugs?

Groom: _____ Bride: _____

Educational Background

Are you a high school graduate?

Groom: _____ Bride: _____

Are you a college graduate?

Groom: _____ Bride: _____

If yes to college, what is your degree in?

Groom: _____ Bride: _____

Do you plan to further your education?

Groom: _____ Bride: _____

Family Background

Parents:

Groom: _____

Bride: _____

Present status of Parents:

Groom: ___ 1st Marriage ___ 2nd (or more) Marriage ___ Divorced ___ Deceased

Bride: ___ 1st Marriage ___ 2nd (or more) Marriage ___ Divorced ___ Deceased

In one or two sentences describe what you remember most about your “growing up years”:

Groom: _____

Bride: _____

The premarital counseling process at Grace Fellowship requires the following:

1. Attendance to and involvement in at least four (1 to 1½ hour) counseling sessions.
2. Reading the following books (books must be purchased by the prospective bride and groom prior to counseling sessions, they may need ordering so it is best to not delay)

The Two Side of Love by Gary Smalley and John Trent

The Marriage Builder by Larry Crabb

Families Where Grace is in Place by Jeff VanVonderan

If you are in agreement to these requirements for taking part in the counseling process please sign below:

Groom: _____ Bride: _____

Note: Grace Fellowship pays \$15 per packet for the “Premarriage Awareness Inventory” which will be completed during the first session. If possible it is greatly appreciated if this amount can be reimbursed to the church. Thank you.