

GFC Wedding Guidelines

1. GFC hosts/conducts weddings that are between one man and one woman and either the bride or the groom must be a regular attender of GFC.
2. All weddings conducted at GFC will be conducted by the GFC Pastoral staff or a GFC approved, ordained minister.
3. The wedding couple will commit to attend our 8-week premarital class (Merge) or at least 6 hours of counseling with a GFC Pastor or a GFC-approved counselor. If done by a counselor, there may be an additional fee. PLEASE ALLOW 5 MONTHS FROM APPLICATION APPROVAL TO WEDDING CEREMONY TO ALLOW SUFFICIENT TIME FOR PREMARITAL PREPARATION.
4. An honorarium to the officiating Pastor for performing the ceremony is not included in the Facilities Rental Fee and can be paid directly to the pastor. (Suggested honorarium \$100-\$200.)
5. All weddings and wedding receptions on Saturdays must conclude by **5 pm** so that we can prepare our building for Sunday worship services.
6. The wedding party is responsible for finding/hiring all musicians, vocalists, or other performers.
7. The cost for weddings at Grace depends on the venue:
 - Main Auditorium (Worship) - \$1300*
 - Student Center - \$600*
 - Upstairs Auditorium - \$550*
 - Rehearsal Dinner (Rooms 401 or 402) - \$400*
 - Reception (Student Center) - \$600*

These costs include the following...

- Facility rental for the rehearsal and wedding ceremony
- Custodial service before and after ceremony
- One lighting and sound technician at rehearsal and ceremony

A \$100 deposit is due after the application is approved, but before a date can be reserved. The remaining balance is to be paid in full 30 days prior to the wedding date.

*A refundable deposit of \$200 will be added to the above fees. This deposit will be refunded if all personal and wedding-related items are removed from the facility on the same day as the event.

8. GFC will assign a wedding coordinator to be the point person between GFC and the bride/groom. An additional fee for a wedding coordinator is between \$200-\$400 depending on the size of the wedding and any additional tasks requested. This should be paid directly to the assigned wedding coordinator. All facility, programming, and other wedding-related information will be handled from this point forward by the Wedding Coordinator.

9. The Wedding Coordinator will schedule a meeting for you with the GFC Technical Director to discuss audio and visual needs. This brief, onsite sound and tech assessment meeting is required, roughly 1 month prior to the wedding. This meeting will determine your equipment, lighting, staging, and technical needs. It is important to know that GFC does not provide any content creation (slide shows, videography, CDs etc.) for your event. If you have media content to be implemented during the service, you must provide it 1 week in advance to the Technical Director.

10. All decorations, table furnishings, and other personal décor items (including candelabras, aisle runners, or other wedding accouterments) will NOT be provided by GFC. The wedding party may ask the wedding coordinator for assistance locating these items. It is also important that all decorations be removed off of the facility immediately after the use of the facility. This is to allow for stage setup and facility cleanup for weekend services. (As stated above, a refundable deposit of \$200 will be added to the facility rental fees. This deposit will be refunded if all personal and wedding-related items are removed from the facility on the same day as the event.)

11. Musicians may arrive 30 minutes prior to the scheduled rehearsal for a sound check if desired. Sound checks for the wedding will be conducted 1 hour before time of the wedding.

12. All further questions or concerns should be directed to your Wedding Coordinator.

13. The wedding application is available online. The deposit should be mailed to the attention of:

Grace Fellowship Church ATTN: Dan Miller, 2314 S. Greenwood Drive Johnson City, TN 37604.

It may also be dropped in an offering box on Sunday in an envelope ATTN: Dan Miller or delivered to the church office during normal business hours, Monday – Friday 8:30am – 4:30pm.

14. Please allow 10 business days for a response from the church office.