

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 an approved pre-marital class 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, receptions, and photo sessions on Saturdays must conclude by **5 pm**, with all personal and wedding-related items removed from the facility. This will allow us time to 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:
 - Student Center - \$400 plus base technician cost \$650
 - Main Auditorium (considered for over 175 people in attendance) - \$800 plus base technician cost \$1200
 - Other venues will be priced individually.
 - During the winter months (November-March), a deposit of \$1000 is required in the event that the parking lot needs to be cleared in case of snow. This is an estimated cost. The bride/groom is responsible for any expenses that exceed \$1000. The \$1000 deposit will be fully refunded if there is no need for snow removal. GFC will make the decision on whether or not snow removal is needed.

These costs include the following...

- Facility rental for the rehearsal and wedding ceremony
- Custodial service before and after ceremony
- Technician coverage totaling 3 hours, including 1-hour preparation time and 30 minute shut down time. Specifics and total cost will be discussed with wedding point person mentioned in item #8.

An additional 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, as stated in the "Hosting Your Wedding Events at GFC" section.

A \$100 deposit is due after 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, as stated in the "Hosting Your Wedding Event at GFCs" section.

8. GFC will assign a point person to be the point of contact between GFC and the bride/groom/wedding coordinator once application is approved. All facility, programming, and other wedding-related information will be handled from this point forward through the point person.

9. 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 your point person for assistance locating these items. It is also important that all decorations be removed from the facility immediately after the use of the facility. This is to allow for stage setup and facility cleanup for weekend services. An additional refundable deposit of \$200 will be added to the facility rental fees as stated in the "Hosting Your Wedding Events at GFC" section. This deposit will be refunded if all personal and wedding-related items are removed from the facility on the same day as the event.

10. Musicians must be set up and ready to play 30 minutes prior to the venue doors being opened to allow adequate time for sound check.

12. All further questions or concerns should be directed to your point person.

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 – Thursday 8:30am – 4:30pm, Friday 9am - Noon.

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