



WEDDING CEREMONIES
TOMBALL CAMPUS

Grace Church Wedding Ceremonies

Congratulations on your choice to get married! Marriage is one of God's great plans and we are so happy to be part of your decision to design this wonderful day to be memorable and happy. This document provides information that will serve as a benchmark for your decision making process. We pray you will enjoy a beautiful day that will live on in your memory for a lifetime.

Please contact our Tomball Member Care Department at (281)356-1287 for answers to questions and additional information.

ELIGIBILITY

- Membership is not required to have a wedding at Grace Church.
- Grace Church members do receive preferred scheduling and rates.
- Members of Grace Church are those who have completed an official membership class such as Growth Track.

WEDDING FACILITIES & FEES

❖ **Grace Church – Tomball Sanctuary (*Seats 375*)**

The wedding fee includes administrative fees, sound and lighting engineer, onsite assistant for rehearsal and day of service, maintenance personnel, custodial, utilities, and security.

Member \$1400; Non-Member \$3400

- A non-refundable 50% deposit must be made to reserve the wedding date. The remaining balance must be paid two weeks prior to the actual date of the wedding.
- Available Friday beginning late afternoon (Building must be clean and clear by 10:00 pm)
- Available Saturday mornings (Wedding must be clean and clear by 2:00 pm due to Sunday service preparations).

❖ **Grace Church – Tomball Reception Hall (*Seats 125*)**

The wedding fee includes administrative fees, sound and lighting engineer, onsite staff member for rehearsal and day of service, maintenance personnel and utilities.

Member - \$850; Non-Member \$1850

- A non-refundable 50% deposit must be made to reserve the wedding date. The remaining balance must be paid two weeks prior to the actual date of the wedding.
- Available Friday beginning late afternoon (Building must be clean and clear by 10:00 pm)
- Available Saturday mornings (Wedding must be clean and clear by 2:00 pm due to Sunday service preparations).

MINISTERIAL HONORARIUMS

An honorarium to the minister officiating is a token of appreciation for time spent in regard to any counseling sessions, wedding preparation meetings, rehearsal, and wedding. Honorarium amounts should be confirmed with the officiating minister and paid directly to that individual by check or cash on the day of the ceremony.

- Suggested honorarium is \$200-\$250 for members and non-members. Additional travel expenses may apply.

OPTIONAL FEES

Musicians and Singers

One vocalist for a maximum of 4 songs coordinated through the Grace Church Music Department, if available. Fee will be negotiated for additional songs as well as additional musicians and singers based on their availability.

- *Member \$300; Non-Member \$600*

RESERVATIONS PROCESS

The following process can be used to make a wedding reservation:

- Determine date, time and location for the wedding ceremony. ***Wedding dates cannot be scheduled further than 6 months from the proposed ceremony date.***
- Rehearsal dates are based upon building availability and will be scheduled for one hour. Scheduled start and end times must be strictly adhered to.
- Our campus churches are not available for weddings on Sundays, holidays, holiday weekends, days adjoining holidays, December 20th through January 1st, Easter Weekend, Memorial Day Weekend, July 4th, Labor Day weekend, or Thanksgiving weekend.
- Requests will be honored based on building availability as well as the availability of a Grace Church officiant.
- Wedding Ceremony applications must be submitted online at grace.one/memberscare. Please scroll to the wedding section to find the application.
- Please write the appropriate deposit with “Wedding Fees for (couple’s names)” written on the memo line of the check. Deposits must be paid at the Humble Campus or they can be mailed to:

Grace Church
Attn: Member Care
7224 N. Sam Houston Parkway East
Humble, TX 77396

- Accounting may also email you a payment link if you would like to use your debit or credit card. A processing fee of 3.0% will be charged.
- Your reservation will be confirmed when the application and deposit are received as well as confirmation from the officiating pastor.

MARRIAGE PREPARATIONS

MEMBERS ONLY

Premarital Counseling

- All couples that are members of Grace church are required to complete premarital counseling prior to their wedding.
- We ask that you and your fiance' please fill out a separate premarital counseling request form at grace.one/memberscare. Please scroll to the counseling area to find the request form for the bride-to-be and the groom-to-be.
- Based upon the availability of our premarital counseling facilitators, we may refer you to an outside resource for premarital counseling.
- If you are referred to an outside counselor, we do ask for confirmation from your counselor upon completion of your sessions.

Wedding Attire

- All wedding attire must be approved by the Member Care wedding liaison.
- *Please do not purchase any attire without approval from the wedding liaison as this could be an expense difficult to recover.*
- Men must be clothed properly and decently in keeping with the holy occasion.
- All ladies must abide by the ethics of the church by not wearing revealing gowns. This includes backless, plunging necklines which reveal any cleavage or clothing unbecoming to a Christian.
- Marriage is God's union and as holy matrimony, we must do our part to revere this sacred union.

Wedding Officiants

- Weddings performed for members at Grace Church must be officiated by a Grace Church officiant.
- Outside ministers may assist the presiding officiant, but must first be approved by Grace Church.
- A Wedding Pastor Request form found at grace.one/memberscare must be completed to assist in securing a ceremony officiant.
- Please note that until confirmation is received from an officiant, the wedding date is not secured.
- A meeting should be scheduled at least a month prior to your wedding to go over ceremony details with your officiant.

WEDDING GUIDELINES

FACILITY RULES

- It is expected that members of the wedding party will understand that the church is a house of God and will conduct themselves in a manner befitting a place of worship.
- The church will not be responsible or liable for personal items such as clothing, purses, etc. brought to the church if such items are lost, stolen or damaged.
- Prior to both the rehearsal and wedding, it is expected that members of the wedding party will refrain from using alcoholic beverages. No alcoholic beverages may be brought onto or consumed on church premises at any time, including parking lots.
- Smoking is not allowed in the church buildings or on church property. Any violation of these rules will result in an automatic loss of your deposit and may result in cancellation of your wedding.
- Confetti, birdseed, rice and/or glitter are not to be thrown in church buildings or on church grounds. Bubbles may be used outside the chapel to celebrate the exit processional.
- It is the obligation of the bride and groom to ensure that all members of the wedding party and all outside service providers understand these rules and abide by them.

FLOWERS AND DECORATIONS

- Decorations and floral arrangements should be placed on the day of the ceremony. For Saturday morning weddings, Fridays may be used for décor set up with prior approval.
- At various times of the year, there are seasonal decorations that are throughout the building (particularly, but not limited to, Christmas and Easter). These decorations cannot be moved for the wedding.
- All flowers and decorations must be removed immediately following the wedding ceremony and pictures.
- Grace Church does not provide any wedding decorations, candelabras, unity candles, or candle lighters.
- Dripless candles must be used.
- Nails, staples, adhesives, tape, etc., are not permitted on carpet, walls, windows, etc.
- Weddings held on Saturday must be clean and clear no later than 2:00 p.m. This allows our cleaning service ample time to prepare the church facilities for the following day's services. Completion of wedding comprises, but is not limited to: completed ceremony, decorations removed, pictures completed, rented tables and chairs removed, and wedding party gone.
- All musical equipment on the platform must stay in place.

WEDDING MUSIC AND SOUND

- As you consider music for your wedding, please make selections that are non-offensive, that do not contain sexually explicit material, or any foul language.
- All music that will be used in the wedding must be submitted to the wedding liaison and approved at least 4 weeks prior to your wedding.
- We will arrange for sound support for the wedding and rehearsal. Any special instructions regarding sound should be discussed with the assigned sound technician.
- The sound technician will control sound levels, mix sound for any singers, and play music for ceremony/reception previously chosen by couple.
- All music to be played during ceremony and/or reception must be presented to the sound technician at least a day prior on a jump drive for proper review and confirmation that everything plays properly on the system.
- We are unable to record audio/video of your ceremony or livestream your wedding.

REHEARSAL

- Your wedding rehearsal will be scheduled for one hour the evening before your wedding, if the facility is available.
- You must adhere to start and end times.
- It is important that all members of your wedding party attend the rehearsal and arrive on time.
- If you have ushers in addition to groomsmen, please ask them to attend the rehearsal.
- Parents of the bride and groom are also encouraged to attend.
- Vocalists and instrumentalists should attend the rehearsal.