

## WEDDING POLICY | GRACEPOINT CHURCH | COPPELL, TEXAS

This policy listed below has been adopted by the church in the spirit of prayer, "that all things be done decently and in order." The church wants the wedding party to feel welcome and to enjoy the facilities. We deeply appreciate your cooperation with this policy, and may God add His blessings to your marriage.

1. Couples wishing to be married either by a pastor at GracePoint or wishing to use the GracePoint facilities for their wedding ceremony must adhere to the following guidelines.
  - a. Couples must not be cohabitating prior to the wedding ceremony.
  - b. Couples must have gone through premarital counseling (either by a pastor at GracePoint or the couple may submit the information for the pastor who did/is doing the premarital counseling for approval by the Lead Pastor of GracePoint).
2. Weddings for church members may be scheduled for any future date. Non-church members may only schedule 8 months prior to date. Non-church members may not schedule their reception at the church's facility.
  - a. Approval of the availability of our facilities by the church's Facilities Director.
  - b. Confirmation of the availability of the church's Wedding Coordinator and AV Director.
  - c. Approval of the couple and any outside minister by the church's Lead Pastor.
3. Weddings at GracePoint will be limited to those that shall be conducted and performed by licensed ministers. The officiating minister will be interviewed by church staff for approval. This policy best serves the interests of our church in maintaining our Baptist beliefs and distinctives.
4. Wedding requests must be made by completing the appropriate Wedding Request Form (GracePoint Church Member, or Non-Member version). Upon receipt of this form, there is a three-step approval process:
5. After approved arrangements have been made through the church office, the wedding party will then work through the church's Wedding Coordinators, whose responsibility is to coordinate and assist in every way to assure an orderly rehearsal and a beautiful and worshipful wedding experience. The Wedding Coordinators are knowledgeable and experienced in church wedding procedures that will honor our Lord. They are here to help.
6. The wedding party is responsible for obtaining the minister, the organist or pianist and soloists. Recommendations will be made if requested. The wedding service is a worship service and the choice of music should be that which honors God and entrusts the marital union to His care. Music to be used should be submitted to the Audio/Visual Technician no later than two weeks prior to the wedding. If there is any question concerning any song used, the Audio/Visual Technician will make the final decision.
7. The Audio/Visual Technician will facilitate the audio needs for the ceremony. This will include setting up microphones for instrumentalists, vocalists, and the minister as well as playing any pre-recorded music. A grand piano can be set up on stage if requested. The Worship Center is equipped for video projection as well as environmental projection from GracePoint's library of backgrounds. Please contact the Audio/Visual Technician to discuss this option.

8. Prior to the rehearsal, church furniture will be removed from the stage by a qualified Audio/Visual Team member (drums, keyboard risers, and projection wall, which will not be removed, will remain). The church has some candelabras available from the Wedding Coordinator. Additionally, center stage stairs can be put in place if requested a minimum of 48 hours before the ceremony.
9. The Wedding Party must respect the church property at all times: (To avoid embarrassment, it is suggested that these rules be called to the attention of the wedding party.)
  - a. Absolutely no smoking inside any of the buildings at any time. The wedding party is responsible to see that this policy is followed.
  - b. Absolutely no alcoholic beverages of any kind are allowed on the church premises. Again, the wedding party is responsible.
  - c. No furniture or equipment that is permanently fastened down may be moved.
  - d. Please do not use rice or birdseed inside or outside the building.
  - e. No tape, nails, tacks, staples, pins, or anything that will mar woodwork may be used. All candles used must be non-drip, and protective materials must be used under the candelabras to protect furniture and floors.
10. We recommend that as many pictures as possible be taken before the wedding. This prevents the awkward and often lengthy delay for the wedding guests as pictures are made after the ceremony.
11. Wedding fees include a fee for custodial care of the worship center. This is intended to cover general cleaning. It is the shared responsibility of the Wedding Party and Wedding Coordinators to make sure that all decorations are removed and properly stored or disposed of before leaving the premises. Any additional spaces used for wedding (i.e. dressing rooms) should be thoroughly looked over for personal items and general trash that can be disposed of before leaving.

To fill out the wedding request form, visit [gracepointcoppell.org/care](http://gracepointcoppell.org/care) and click the "Wedding Request" link.