



Building Bridges to Greater Nashua and the World

## Wedding Information and Policy Guide

***Congratulations!*** Your decision to marry is an exciting and important milestone...

This information guide is intended to answer many of the questions you may have relative to the process of preparing for your wedding here at Grace. Through our premarital counseling process we hope to give you the most valuable gift we can: a lasting investment in your relationship, by helping to build the spiritual and relational foundation for your future life together. As we coordinate your use of the Grace Fellowship facilities, we hope to contribute to a meaningful and joyous occasion for you, your family, and friends.

Please call the church offices at (603) 883-8273 with any additional inquiries.

### **Scheduling Your Wedding Date and Officiating Pastor:**

We ask that you meet with Pastor Paul Berube for an initial meeting to discuss your plans. Please call Jill Gosselin at (603) 883-8273 x 10 to set up this initial consultation.

To confirm and hold your facility reservation, we ask that you return the enclosed questionnaires to the office (Attn: Weddings) along with a \$100 deposit. You will be contacted shortly after this with the name of your premarital counselor(s), wedding ceremony coordinator, sound technician, and officiating pastor. If you have already spoken to a particular staff pastor who has agreed to perform your ceremony, please let Jill know before she schedules your initial meeting. Your officiating pastor will keep in touch with you throughout the process of your counseling sessions, and schedule a meeting to finalize the content and order of your ceremony. Participation by a Grace Fellowship pastor is required for any wedding involving Grace's facilities so as to ensure that our vision and values are met. A guest pastor may participate upon agreement with the Grace pastor; however the Grace pastor's fee will not be reduced or eliminated. Payment of the guest pastor is to be handled separately between the wedding party and the guest pastor.

### **Premarital Counseling:**

We place a high value on the premarital process at Grace Fellowship, and our pastoral staff deems this time foundational for your life together. Therefore, completing your premarital counseling sessions is a prerequisite to being married by a Grace pastor. It is important to arrange your meetings early on in the process to allow adequate time for processing all the resources that will better equip you on this journey, as well as for scheduling purposes.

### **On-site Weddings:**

On-site weddings are scheduled in the sanctuary at 43 Main Street, which seats up to 350 people.

### **Off-site Weddings: How to Schedule a Grace Fellowship Pastor**

Weddings may be scheduled for off-site locations with a Grace Fellowship pastor performing the nuptials. To schedule a pastor for your off-site wedding, please complete the enclosed Wedding Data Sheet and return to our offices:

Grace Fellowship Church  
Attn: Weddings  
8 Franklin Street  
Nashua, NH 03064

You will be contacted to confirm receipt of your paperwork, and to match your request with a pastor - scheduling is subject to availability. Once a pastor has met with you and his involvement with your wedding is confirmed, the payment of \$100 is due two weeks prior to your ceremony.



## **Wedding Ceremony Coordinator**

Your wedding ceremony coordinator plays an important part in taking care of the details you and your family/friends will be too busy to oversee. In advance of your wedding, they will contact and reserve the services of your sound technician, security guard, and custodian, as well as be on hand to help facilitate your rehearsal.

The day of your wedding they will:

- \*Be present to unlock the facility, and receive and direct any floral deliveries scheduled.
- \*Set up communion/unity candle for the couple if prearranged.
- \*Assist bridal party's arrival and preparation.
- \*Assist groomsmen and family members with boutonnieres and corsages
- \*Coordinate and instruct the wedding party regarding their placement and movement during the seating of guests, processional, ceremony, recessional and receiving line.
- \*Hold the marriage license and certificate for the pastor's signature.
- \*Pack unity candle/guest book/floral pieces to be transported by bride's helper.

## **Musicians and Vocalists**

Grace Fellowship does not provide pre-recorded music, musicians, vocalists or instruments. Your sound technician can provide technical support for any pre-recorded music, musicians and /or vocalists you may choose.

\*Any pre-recorded music should be delivered to the sound technician at the rehearsal along with a copy of your program, or the order of your ceremony if there is no program.

\*Please have any musicians and/or vocalists who will be used during your wedding available 30 minutes prior to rehearsal for a sound check. All musicians should be present for sound check unless otherwise arranged with the sound technician.

\*Musicians' and/or vocalists' fees are handled separately between the wedding party and the musicians/vocalists.

## **Audio/Visual**

Your sound technician will handle the audio needs of your wedding, including the dismantling and clearing of stage equipment - limited to the items not considered "fixtures". He will be present at your rehearsal to run a sound check with any musicians participating in your ceremony and ensure all is in place for your big day. Again, any pre-recorded music should be delivered to the sound technician at the rehearsal along with a copy of your program, or the order of your ceremony if there is no program. Not only will your sound technician be crucial to your ceremony, but he will also have to remain for a number of additional hours in order to reassemble our stage equipment for church services.

Additionally, a video technician may be hired if there is a need for video/PowerPoint presentations. Any pre-recorded video materials should also be brought to the rehearsal.

## **Photography & Videography**

You have the final "say" here. Church guidelines permit flash photography during the ceremony, as well as access to the stage for your photographer/videographer. However, you have the right to impose any restrictions that you choose to preserve the dignity of your ceremony. We encourage you to take time after the receiving line for pictures before leaving the building.



## **Custodians:**

Weddings are particularly demanding of our custodian's time, which is why we do charge for their services. Prior to your ceremony, they will completely clear the sanctuary, vacuum and reset with a center aisle according to the number of guests you anticipate, clean and set up candleabras, as well as provide general cleaning in preparation for your event. Following the ceremony they return to reset the auditorium for church purposes and clean again. When set with a center aisle, our auditorium can accommodate a maximum of 200 guests. Seating for an additional 150 guests is available on the balcony level.

## **Decorations**

Items available here at the church for your use:

- \* small white table for unity candle/communion - (no cloth necessary; if desired, you provide)
- \* three pedestals for displaying floral arrangements
- \* two brass candelabras utilizing butane candles
- \* one communion goblet and tray - ours is a simple style, you are welcome to substitute another.

Bows and/or flowers can be fastened to our chairs with safety pins or florist clips... tape, staples, tacks or nails are not to be used. Fresh flower petals are allowed only if an aisle runner is used. Runners are generally available through your florist, and at local craft stores. If you opt to use a runner, the 50 foot length is sufficient for our aisle. Balloons, rice, and bird seed are not permitted.

Access to the church for decorating purposes can be arranged through your coordinator.

## **Rehearsal:**

Wedding rehearsals are generally held the evening prior to the ceremony and take approximately one hour. Anyone having a role in the ceremony should attend the rehearsal including all members of the wedding party, musicians and ushers. The rehearsal will be facilitated by your officiating minister and ceremony coordinator. Please be sure to inform all participants to be on time - it's better to request they arrive 15-30 minutes early to allow for difficult traffic conditions or confused directions. Anything being used for your ceremony should be brought to the church for the rehearsal: pre-recorded music, video presentation, programs, unity candle, special goblet, guest book, aisle runner, table cloths, and most importantly, the marriage license and certificate.

## **On the Day of Your Wedding:**

Your wedding ceremony coordinator will be on hand to facilitate this exciting yet hectic time.

If you or your bridal party are dressing here at the church (the street level auditorium is an ideal location for this), we recommend arriving at least one hour prior to the ceremony. If you or your bridal party are arriving by limousine, you can use either the Main Street or Franklin Street entrances and wait in the street level auditorium until cued by your coordinator. (*Limos are permitted to wait outside the Main St. entrance.*) Groomsmen and ushers should arrive at least 30 minutes prior to the ceremony and proceed to the upstairs foyer to obtain their boutonnières.

## **Receiving Line**

We suggest you consider having a receiving line in the upstairs foyer following your ceremony- it seems to provide the ideal opportunity to greet all your guests while everyone is in one place! Whether you choose to host a receiving line here or not, the sound technician will continue to play background music until the building is empty.

## Wedding Data Sheet

To reserve your wedding date please complete both pages of this form and send to:  
Grace Fellowship Church  
Attn: Weddings  
8 Franklin Street  
Nashua, NH 03064

We wish to be married in Grace Fellowship Church on \_\_\_\_\_  
*day of the week*

the \_\_\_\_\_ of \_\_\_\_\_, \_\_\_\_\_ at \_\_\_\_\_.  
*date month year time of day including AM or PM*

We have read the "Wedding Information and Policy Guide" and agree to it's conditions.

\_\_\_\_\_  
*signature of Bride Date signature of Groom Date*

### *Please tell us a little about yourselves...*

Does one or both of you regularly attend Grace Fellowship? \_\_\_\_\_

If not, how did you come to know about Grace? \_\_\_\_\_

Brides full name: \_\_\_\_\_ Age: \_\_\_\_\_

Home phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_ Work phone: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_ Place of employment: \_\_\_\_\_

Current Address: \_\_\_\_\_

Grooms full name: \_\_\_\_\_ Age: \_\_\_\_\_

Home phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_ Work phone: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_ Place of employment: \_\_\_\_\_

Current Address: \_\_\_\_\_

Where will you live after your wedding (address): \_\_\_\_\_

\_\_\_\_\_

# *Weddings at Grace Fellowship:*

## **Checklist for the Bridal Couple**

- \_\_\_\_\_ Call Jill Gosselin to schedule an initial meeting with pastoral staff (603) 883-8273 x10
- \_\_\_\_\_ Fill out Premarital Worksheet, Wedding Questionnaire, mail to the church offices at: Grace Fellowship, 8 Franklin Street, Nashua, NH 03064. To secure the date of your wedding, include your deposit of \$100 with these forms.
- \_\_\_\_\_ Premarital Counseling - Call Jill Gosselin to set up these appointments. (603) 883-8273 x10
- \_\_\_\_\_ Contact the sound technician assigned to your event to arrange for your ceremony - you will be contacted shortly after we receive your deposit with the names of your sound technician and your wedding ceremony coordinator.
- \_\_\_\_\_ Contact your wedding ceremony coordinator for specific requests and questions you may have.
- \_\_\_\_\_ Four weeks prior to your wedding date: If we are printing bulletins for your ceremony please deliver all your supplies to Christine Bartlett in the church offices.
- \_\_\_\_\_ Two weeks prior to your wedding date: Mail the balance of fees due to the church offices - Attn: Weddings.
- \_\_\_\_\_ Verify any last minute changes with your officiating pastor, sound technician, and wedding ceremony coordinator.



## Wedding Ceremony Questionnaire

Name and phone number of the Bride? \_\_\_\_\_

Name and phone number of the Groom? \_\_\_\_\_

Date and time of your ceremony? \_\_\_\_\_

Your officiant (who is presiding at your ceremony)? \_\_\_\_\_

Will you be utilizing a CD or live music/soloists for your ceremony? \_\_\_\_\_

Requested day and time for access to church for decorating? \_\_\_\_\_

Rehearsal requested for (day, date and time)? \_\_\_\_\_

Your florist's name and phone number? \_\_\_\_\_

Time your flowers will be delivered to church? \_\_\_\_\_

*Building will be opened 15 minutes prior to your scheduled rehearsal time.*

Are you dressing at the church, or arriving ready for the ceremony? \_\_\_\_\_

What time do you plan to arrive at the church? \_\_\_\_\_

How many guests do you anticipate (approximately)? \_\_\_\_\_

Will any of your guests require the use of our elevator? \_\_\_\_\_

Will you be using an aisle runner? \_\_\_\_\_

*If so, please bring your (50ft) runner to the rehearsal.*

Will you be using the candelabras? \_\_\_\_\_

*There is a \$20 fee for their cleaning and the one-use butane candles.*

Will you be including a unity candle in your ceremony? \_\_\_\_\_

*We have a small white table, if you choose to provide a tablecloth please bring it to the rehearsal.*

Will you include communion as part of your ceremony? \_\_\_\_\_

*Traditionally this is limited to the bridal couple only. We have a simple goblet available for your use with juice and crackers. If you plan to provide your own, please bring it to the rehearsal.*

Will you have a receiving line in the upper foyer following your ceremony? \_\_\_\_\_

*If so, the officiating pastor can dismiss the guests by row once you are in place.*

Will you want to have a bulletin/program for your guests? \_\_\_\_\_

*A variety of full color covers are available at local Christian bookstores, stationers, & office supply stores.*

Your photographer's name and phone number? \_\_\_\_\_

Where will your reception be held? \_\_\_\_\_

Who have you designated to collect and transport items to your reception/home? \_\_\_\_\_

*Floral arrangements, guest book, unity candle, any cloths, goblets, and bridal parties clothing if they*



## Wedding Fee Schedule and Worksheet

*Our building represents a large financial investment by our members. It is here for your use because of the sacrificial giving of our congregation. Because use of the facility involves expense to the church, the following charges apply to Wedding Celebrations. Please note that neither alcoholic beverages nor smoking are allowed on the premises.*

### Members

### Non-Members

Sanctuary Use:	-- no charge --	\$ 200
Clergy:	\$ 100	\$ 200
Sound Technician	\$ 100	\$ 100
Wedding Ceremony Coordinator	\$ 50	\$ 50
Custodial Services	\$ 50	\$ 50
Security Services	\$ 40	\$ 40
Candelabra use	\$ 20	\$ 20
Premarital Counseling	-- no charge --	\$ 200
Premarital Materials	\$ 75	\$ 75

Total Due:		
Amount Paid:		
Amount & Check		
Balance Due:		
Date Balance Due:		
<i>(Two Weeks Prior to Wedding)</i>		

*To reserve your wedding date a deposit of \$100 is due within two weeks of your initial meeting with our Pastoral staff. The balance of fees due is payable two weeks prior to your ceremony. For accounting purposes, fees are to be paid in full to Grace Fellowship Church. Should a staff member choose to gift their services, the individual staff member will handle that privately.*

*Please make checks payable to: Grace Fellowship Church - with a notation of "Wedding Fees"  
Mail this to the church office at: 8 Franklin Street, Nashua NH 03064 Attn: Weddings*

*(\$75 of your deposit is refundable if your wedding is cancelled one month in advance.)*