

# MR & MRS

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## Wedding Information



Grace Community Church  
2707 Dubuque St. NE • North Liberty, IA • (319) 626.2040

## Introduction

Congratulations on your engagement! It is the desire of the leadership and staff at Grace Community Church that your wedding ceremony be one that honors and glorifies God. We have put together the following guidelines to help you in planning and preparing for your special day. There are many details to take care of between now and then so we encourage you to start early and plan carefully.

## Church Contact Information

Grace Community Church  
2707 Dubuque Street NE  
North Liberty, IA 52317  
(319) 626-2040  
office@graceb3.org

## Individual Contact Information

Church Secretary—Judy Bieker ext 110

Office Manager—Jean Keeley ext 109

Wedding Coordinators—Rose Schrock 319.530.0599 and Janene King 319.936.3130

Our Pastors:

- Brooks Simpson ext 111
- Dan Bovenmyer ext 114
- Dave Kirk ext 113
- Greg Gilbaugh
- Jason Blackley ext 115
- Jeff Thompson
- Paul Hansen ext 112
- Rick Wyss
- Jim Sabin
- Steve Scheperle ext 198
- Tarryl Bockelman
- Tommy Widmer

## Requirements for Marriage at Grace

In order to get married at Grace Community Church or by one of our pastors, we ask that you read through and meet all the below requirements:

1. Our goal is to provide wedding services in the support of a caring community of believers at Grace Community. Therefore, you or your fiancé(e) must be members or regular attenders of Grace Community Church for at least six months prior to your wedding.
2. Both of you must attend the Preparing for Marriage class or be individually instructed by one of our pastors or someone they designate. The Preparing for Marriage class lasts for approximately six to eight weeks.
3. We believe that God has laid out a plan in His word for the proper nature of romantic and physical relationships (see 1 Corinthians 6:12-20, 7:1-9, Philippians 2:15 and Hebrews 13:4). We believe that a sexual relationship of any kind can only be biblical within a marriage relationship. We also believe that a man and a woman should not live together outside of marriage because it does not give the appearance of being “innocent and blameless,” and does not let a couple stand out against the backdrop of a “crooked and twisted” culture (Philippians 2:15). Because we live in a broken world and many different situations present themselves in the context of cohabitation and sexual relationships, we will evaluate each couple on this point on a case by case basis.  
(Example: seeking marriage, living together and also sharing children brings more than just cohabitation into the equation when deciding the proper course of action before the wedding. The kids must be taken into account.)
4. If this is a second marriage for either of you, the reason for the first divorce of marriage must meet the criteria described on page three of this document.

## Grace's Statement on Marriage, Divorce and Remarriage

### I. Nature and Relationship of Marriage

We believe that marriage is a sacred institution, a permanent and totally intimate relationship between one man and one woman and ordained by God. Marriage is intended to endure until it is broken by the death of one of its partners, hence “until death do us part” (Genesis 2:24; Matthew 19:3-6). Marriage, which is the foundation of the family and the home, should be entered into with clear understanding of the teaching of the Scriptures and in the fear of God (Ephesians 5:22-33).

We believe that the Scriptures do not give liberty for a believer to marry a non-believer. Violation of this principle would be out of harmony with the clear teaching of 2 Corinthians 6:14. For this reason, our church discourages such marriages and our pastors, in most cases, will decline to officiate in them. However, pastors will counsel with couples desiring to be married in hopes of leading the unbelieving person to a saving knowledge of Jesus Christ.

### II. Principles Concerning Divorce

We believe that divorce, defined as the legal procedure by which human authority dissolves a marriage, is in opposition to God's original plan for marriage (Matthew 19:3-9; Romans 7:2,3). When marital problems arise, we believe that the church should be resourced for marital help and counsel. This primarily happens through Grace's counseling services.

Due to the hardness of the human heart, reconciliation may not always be possible. There are two clear cases in Scripture where divorce, though not encouraged, is permitted:

1. When one partner in a marriage is a non-believer and that partner chooses to desert the other due to fundamental religious discordance without any solicitation or unbearable pressure from the believer. The believer is to allow him/her to depart and is free from that bond of marriage (1 Corinthians 7:15).
2. When one of the partners in a marriage has committed adultery, the other partner is permitted to obtain a divorce (Matthew 19:9).

However, in either case, to walk in obedience to God, it is wise to allow time, prayer and forgiveness on behalf of the deserter or adulterer in the hopes of repentance, confession and reconciliation, which would eliminate the need to pursue a divorce.

### III. Principles Concerning Remarriage

A person who obtained a biblically legitimate divorce may enter another marriage relationship. However, in seeking to walk in obedience to the Lord, all avenues of reconciliation should have been exhausted before making a remarriage decision. Also, if the former partner dies or remarries, regardless of the efforts made to reconcile, remarriage is still congruent with walking in obedience to the Lord (Deuteronomy 24:1-4; Romans 14: 14, 20-21; Matthew 19:9; 1 Corinthians 7:15).

A person who obtained an unbiblical divorce prior to being a believer may enter another marriage relationship (2 Corinthians 5:17).

A believer who obtained an unbiblical divorce may not enter another marriage relationship until they've confessed their sin to God, to their partner and to any person they sinned with. They must also wait until the former partner has died or entered into another marriage relationship before they themselves get remarried.

## Scheduling and Details

### Step One

Please notify the church office as soon as possible to:

- Check for building availability
- *Tentatively* reserve the facilities for your wedding
- Register for the next Preparing for Marriage class

### Step Two

Carefully review this Wedding Information document. If you are ready to make a commitment to meet the wedding requirements, please request a Wedding Reservation Form from the office.

### Step Three

Complete the Wedding Reservation Form and return it to the office with a \$100.00 deposit. Your *tentative* facility reservation (from step one) will be held for a maximum of 30 days until step three is completed.

### Additional Information

- You must meet with the officiating pastor at least two weeks prior to your wedding to review ceremony details.
- Wedding ceremonies performed in our building by Pastors other than our own must have prior approval from our Elders.
- Once your Wedding Reservation Form and deposit are received, your facility reservation will then be taken off of tentative status and you will receive a confirmation letter from the Wedding Coordinator.  
*Your wedding will still be contingent upon completion of the wedding requirements, even if you have a confirmed building reservation.*
- If your outdoor wedding is planned for another venue and you want to reserve the church facility as a rain location, be aware that you must notify the office about moving to the church at least 48 hours before the earliest start time of your reservation. (For example, if your wedding is Saturday, with set up starting on Friday at 9:00am, you must notify the office no later than Wednesday at 9:00am.)
- Scheduling priority will be given to those first asking for a specific date, and first receiving their confirmation letter.
- Scheduling exceptions may be made only upon the approval of the Elders.
- Wedding date availability will also be subordinate to the church calendar of events.

## Wedding Coordinator

Once your date is confirmed, you will receive a letter from the Wedding Coordinator. It is her function to make sure you are not overlooking any important details needed to make your wedding day go smoothly. She will be at the rehearsal to direct everyone through the steps and she will also be there on the wedding day to ensure that everyone is in the right place at the right time.

She will discuss your plans with you in detail so that at the rehearsal and wedding, questions can be directed to her, leaving you free to enjoy your guests and relatives. Typically, planning meetings will be arranged approximately one month to your wedding date. If questions arise prior to that time, feel free to call her.

## Wedding Facilities

The auditorium at the North Liberty Campus seats up to 500 guests. All Saturday weddings need to begin early enough to allow you to be out of the building no later than 10:00 PM. This includes all guests, family members and complete clean up being done and decorations being removed. An additional fee of \$50.00 per hour will be charged for time beyond that. All of the furnishings except the piano on the Auditorium platform can be moved. Please discuss with the Wedding Coordinator about moving of furnishings or equipment that you wish to have done. Do not move them yourselves.

### Facility Restrictions

- Smoking is not permitted in the church building.
- Alcohol is not permitted in the church building or on the church grounds.
- No rice, confetti, bird seed or bubbles are allowed *inside* the church. Only bird seed or bubbles may be distributed for use *outside*.
- The background on the stage is not permanent, and is often designed for a specific sermon series. Because of that, there is the possibility that it may change between your reservation and wedding date. Please check with the Wedding Coordinator if you have any questions. There is also the option of a black curtain as a background.
- See also "Decorations" below.

### Kitchen Coordinator

When our kitchen is used for your reception, the Kitchen Coordinator, or someone that she chooses, will need to be on hand to answer questions and help direct your servers as needed. She will be available to work with you and the Wedding Coordinator in planning your reception. It is *your responsibility* to provide an adequately-sized kitchen staff to serve and clean up.

### **Audio Technician**

This is a person from Grace who is responsible for operating the church's sound equipment. He/She will be present at the rehearsal and the wedding. The Wedding Coordinator will give him/her instructions regarding the specific sound equipment needs for your ceremony.

If you want to project anything - music lyrics, slide show, etc. - a second person will be needed to operate the visual components of your ceremony. This may require an additional fee. Your Wedding Coordinator can discuss your options with you.

The church does not provide an audio tech or sound equipment for receptions held in the gym. If your reception will be held in the church gym, you will need to hire an audio person and/or rent your own sound equipment.

### **Custodian**

The church will be cleaned before and after the ceremony and reception by our church Custodian. The Custodian will also set up and take down tables and chairs for the reception. You should discuss with the Wedding Coordinator the arrangement you desire for tables, chairs, etc.

### **Decorations**

Let the Wedding Coordinator know what decorations you plan on using. All decorations will need to be pre-approved by the Director of Facilities to avoid permanent damage to and costly clean up of carpets, walls, furniture, etc.

### **Receptions**

The gymnasium and kitchen are available for receptions. Decorating may be done beginning the morning of the rehearsal. Please let the Wedding Coordinator know when you plan to decorate. The wedding party must provide the following:

- All food items (including coffee, cream, sugar, etc.)
- All paper products
- Decorations
- Servers for coffee, punch and cake
- Waitresses/waiters during reception (remove dirty plates and take them to the kitchen, etc.)
- Kitchen servers (1 per 50 guests) who will:
  - prepare and set out food on serving tables
  - clean up and arrange for leftover food and beverages to be taken home or discarded
  - containers or bags for all leftover items

With the Wedding Coordinator and Kitchen Coordinator's supervision you may use:

- Tables
- White, black, or ivory tablecloths (\$4 per tablecloth)
- Chairs (approximately 250 folding chairs)
- Punch bowl
- Snack trays and cups (approximately 50 sets)
- Coffeemaker

*For more kitchen information please refer to Guidelines for Wedding Receptions at Grace (provided by your Wedding Coordinator) for details.*

## Other Wedding Considerations

### **Music**

The music that you choose for your wedding should be in keeping with the surroundings in which your ceremony is set. Each selection should bring honor and glory to the Lord. If there is any question, please check with the Wedding Coordinator.

### **Rehearsal**

Plan your ceremony rehearsal to start on time and last about one hour. Make sure that everyone involved is clear on the time schedule and details for the rehearsal and dinner. It is wise to send an invitation to the wedding party, musicians and everyone involved giving them the exact time and location of the rehearsal and dinner. (The groom's family usually sends these invitations.)

Plan to start rehearsal after 5:00 PM. Rehearsals starting before 5:00 PM could result in the Audio Technician not being available for rehearsal. The Wedding Coordinator can assist with working through the logistics and communicating with the Audio Technician on the day of the wedding, but this is definitely not ideal, especially if you plan to have primarily recorded music.

### **Pictures**

Please inform the Wedding Coordinator of your picture taking schedule. It is wise to provide a snack for the wedding party if pictures are taken prior to the ceremony.

### **Certificate of Marriage (Marriage License)**

A designated person should be responsible for giving the Certificate of Marriage to the Wedding Coordinator at the rehearsal. She will then take care of filling in the necessary details and getting the appropriate signatures.



## Wedding Fees

Your \$100 deposit is paid with your Reservation Request Form and will be applied to the total fee. The remaining balance is to be made payable, in one check, to Grace Community Church. Please give the check to the office or Wedding Coordinator on or before the rehearsal date. If your wedding is off-site, the *total fee* is paid with your Reservation Request Form. Your fee covers the services of personnel needed to hold your wedding: Pastor, Wedding Coordinator, Kitchen Coordinator, Audio Technician and Custodian. There is no “rental fee” for the building.

**Reception at the Church** .....\$1,125.00

**Reception Offsite** .....\$800.00

**Offsite Wedding – Pastor Only** .....\$225.00

(Full amount is due with reservation. No other personnel provided.)

### **Musicians**

The suggested amount usually ranges from \$50 - \$75. This varies depending on the number of selections and the amount of rehearsal time needed. Be prepared to arrange and pay for the services of musicians on your own. It is customary to make that payment at the rehearsal.