Your Wedding Planner

Policies and Planning Tips for Getting Married at Grace Church-Saint Louis
We share in your happiness as you formulate your wedding plans and begin the beautiful adventure of marriage. We believe that God created marriage to serve as an environment for ministry and worship. A godly husband serves his wife, and a godly wife serves her husband. Together they serve the church, the community and the world. And since the relationship between husband and wife is designed to reflect the relationship between Christ and the Church, a godly marriage glorifies the Lord and draws people to Him.

We are eager to serve you and to do our best to make your wedding day glorify God and become the joyous occasion that you anticipate. We hope this wedding planner will help you to organize and plan the many details of your wedding. The planning of your wedding can be an enjoyable time for all involved, and we look forward to assisting you in making your wedding unique and special, one that you will remember forever.

**Weddings @ Grace**

1. Grace Church conducts weddings as a service to its members. (We do not reserve the facilities for nonmembers because doing so would make them unavailable for members.) Therefore, either the bride or the groom, not necessarily both, must be an official member for six months or more prior to getting married at Grace. Please note that attending Grace regularly does not make you an official member, but you can apply for membership after completing the 101–104 Discover Grace classes. You can find the schedule for those classes at [www.gracestl.org/Discover-Grace](http://www.gracestl.org/Discover-Grace).

2. In addition to going through the Discover Grace classes and being official church members, the couple will be expected to complete the *Grace to Love* Seminar and private premarital counseling with the pastor who performs the wedding. To make the class as convenient as possible, it is scheduled four times each year as one full weekend rather than spanning multiple weeks. It costs $45/couple in advance or $55/couple at the door. You can register and pay online at [www.gracestl.org/grace-to-love](http://www.gracestl.org/grace-to-love).

3. Once you’re far enough along in the premarital counseling process, your pastor will inform our wedding director, Gloria White, that we can reserve the room and begin planning. No facilities can be reserved until then, so we advise couples to begin meeting with the pastor as soon as possible.

4. **Do not hire a wedding coordinator!** The church will provide you with an experienced coordinator who is familiar with our facilities and policies. For this reason we do not permit outside coordinators.

5. Gloria and one of her volunteer wedding coordinators will help you with planning and communicate your plans to the necessary departments. If you haven’t heard from a coordinator within two weeks of the pastor approving the wedding date, contact Gloria at 314-292-8300 ext2134 or gwhite@gracestl.org.

6. Regardless of however well intentioned, a same-sex wedding cannot serve as a biblical act of worship since it violates the Bible’s commands regarding relationships; therefore, we do not perform weddings for same-sex or transgendered couples.

7. Please notify Gloria White (314-292-8300 ext2134 or gwhite@gracestl.org) as soon as possible if you decide to cancel or postpone your wedding.

8. On occasion a couple will ask if a close friend or relative who is a minister can perform the wedding here at Grace. While this may be possible, in such cases you will need to speak with a pastor here at the church to get permission. A Grace pastor is always the final authority on everything pertaining to weddings held at Grace Church.

9. No pets are allowed inside any Grace facility.

10. The use of rice or birdseed is not allowed inside or outside any Grace facility.

11. No smoking is allowed inside Grace’s buildings. Alcohol is not allowed on any Grace property.
PLANNING WITH THE WEDDING COORDINATOR

For the Wedding Ceremony
At your appointment with the wedding coordinator, you will begin to work out the wedding program together. The coordinator and the couple will then communicate on an as-needed basis via the phone or personal meetings.

The wedding program is finalized to include:

- Specific attendants
- Specific musician(s) and musical selections
- Florist
- Photographer
- Aisle runner
- Number of guests expected
- Wedding party attire purchases and rentals
- Program decisions for the wedding, such as vows, Scripture reading, unity candle, presentation of roses, communion, candle lighting, etc.

The Rehearsal

Remember to bring your marriage license!
The rehearsal date and time is confirmed at the same time as the wedding date. At the rehearsal the wedding coordinator will guide participants and run a walk-through with everyone involved. She will give staging and cues for every ceremony event from the prelude music and seating of the guests through the recessional and the receiving line. The typical rehearsal runs approximately 60–90 minutes and requires prompt and complete attendance by everyone participating in the wedding.

Who should come to the rehearsal? Bride, Groom, Maid/Matron of Honor, Bridesmaids, Junior Bridesmaids, Flower Girl, Best Man, Groomsmen, Ushers, Parents of the Bride, Parents of the Groom and Scripture Readers. Musicians may attend the rehearsal to get a feel for the flow of the ceremony, but the rehearsal does not typically include a rehearsal of the music. (If you want the musicians to actually perform in the rehearsal, you need to let the wedding coordinator know that in advance.)

Your wedding coordinator will notify and remind your pastor of your rehearsal. One often asked question is, “Should I invite my pastor to my rehearsal dinner?” This is your choice. If you do decide to invite them, extend the invitation the same as you do with the other guests and let them notify you if they will be able to attend.

For the Wedding Only

Your coordinator:

- Verifies placement of all staging property (altar, podium, candles, music stands and stools, piano, musical equipment, flowers, aisle runner, guest book podium and all floral arrangements, etc.)
- Distributes flowers to the bridal party, ushers, parents and special honored guests, and affixes aisle runner
- Verifies guest seating arrangements
- Seats late guests and positions bridal party in the receiving line (if desired).
SETTING THE DATE

Your date will be set after you have completed the Grace to Love Seminar and the pastor of your choice has advised Gloria to book your date and room. The pastor will want to meet with you for premarital counseling to identify your strengths as a couple and to fortify your “growth areas.” We cannot book any facilities until you are far enough along in this process for the pastor to feel comfortable confirming it. It’s best, therefore, to arrange to meet with the pastor as early as possible. Please notify the wedding coordinator as soon as possible if you decide to postpone or cancel your wedding.

PASTOR

Grace Church-Saint Louis has pastoral staff members who are licensed to officiate at your wedding, and one must participate in all weddings held at the church. If you’re not familiar with any of the pastors, the wedding coordinator will help you choose one. An outside pastor may officiate in conjunction with a Grace pastor.

The following pastors are routinely available to conduct weddings. You can reach them at 314-292-8300.

- Bob Pickett (x 2120) Bobp@gracestl.org
- Kaleb Krueger (x 2104) KalebK@gracestl.org
- Lenny Barber (x2106) LennyB@gracestl.org
- Marty Haas (x 2160) MartyH@gracestl.org
- Phil Eppard (x2108) PhilE@gracestl.org
- Rachel Klein (x2128) RachelK@gracestl.org
- Wes Martin (x2161) WesM@gracestl.org

MUSIC

The responsibility for providing music at the wedding ceremony rests with the bridal couple. Arrangements should be made as soon as possible and selections submitted to the wedding coordinator for church approval. Your choice of music is highly personal, but should reflect the sacred marriage covenant represented in your joyous celebration.

Minimal applications of music are suggested for the beginning of the service (Processional), after the exchange of vows and rings and at the conclusion of the service (Recessional). We suggest that you have music beginning twenty (20) minutes prior to the start of the service (Prelude).

The chapels have a keyboard available for your use. Keyboards might be available for other rooms; if you need a second keyboard ask your coordinator to look into it for you. Other instruments must be provided by your musicians. If you will use more than one CD, please burn the songs onto a single CD or give all the CDs to the wedding coordinator two weeks before the wedding.

DJs (These are Christians who’ve served our couples in the past. There are certainly many others out there, but these are the ones we’ve had the opportunity to see in action.)

- Jack Weir 618.235.5800
- John Scott 636.978.8721
- Matt Hesse 314.991.5656

For more musician information, please contact Mark Chapman at 291-6647 extension 2110.
USHER RESPONSIBILITIES

1. Escort guests to their seats from the fifth row back on either side of the main aisle. The bride’s guests are seated on the left, the groom’s on the right unless unequally balanced, then even them out accordingly. Offer ladies your arm; their male escorts follow behind. When seating grandparents, immediate family and special guests, seat them in the third or fourth row on the designated bride and groom sides as mentioned above.

2. Lighting the altar candles: The coordinator will provide matches and cue you when it’s time to light the candles. Light them from the outside first and work your way toward the center. Afterward return down the center aisle to the rear of the Chapel.

3. Seat the bride’s parents in the first row on the left, the groom’s parents in the first row on the right.

4. The wedding coordinator will tell you when it’s time to unroll the (optional) aisle runner. Unroll it from the front to the back of the Chapel. Both ushers bend down, take the cord and pull the roll slowly and evenly, making sure to leave the roll on the floor at all times. Check and straighten the carpet at least every six feet.

5. Unroll the entire runner until it runs out or meets the back of the Chapel. Remove the cardboard spool and set it out of sight or give it to the wedding coordinator.

6. During the ceremony, stand in the back of the church to assist the wedding coordinator. If late guests are arriving, escort them to the side aisles only.

7. Recessional: Unless the newlyweds wish to excuse the guests themselves, ushers will do so. When the recessional music starts, get ready to help guests exit.

Wait until the entire wedding party has exited the stage then go to the front of the Chapel via the outer aisles and take position at the front pews, center aisle. One of you will walk the bride’s mother out first, taking her arm, escort following. Then the other usher will do the same for the groom’s mother. Finally, you will excuse the rest of the guests row by row until all guests are out of the Chapel.

REHEARSAL DINNER & RECEPTION

Rehearsal dinners and small receptions are permitted in Room C121. We have no theological objections to receptions with alcohol or dancing, but we are not geared up to be a reception hall. So you should only plan on having a reception here if you have 70 or fewer guests, will not have dancing and will not be serving alcohol. Wedding reception reservations are made with Gloria at 314-292-8334 or gloriaw@gracestl.org. The fee is $200. The room has 10 round tables and chairs to seat approximately 60–70 people. Please have Gloria reserve the room for any set-up time needed for the reception. You are welcome to bring food yourselves or hire a caterer of your choice. If you’re looking for a caterer, we have had great success with Tornatore’s Catering (314-574-1228) and with Russo’s Catering (314-427-6771).

Decorations are appropriate on the tables but not permitted on the walls. Discuss any questions with the wedding coordinator at least two weeks prior to the reception.

Your family and friends will be expected to clean up the kitchen and serving areas used. The custodian will assist with set-up and clean-up by taking down tables, stacking chairs, removing trash and mopping kitchen floors after your use. No decorations, food or beverages should be left behind.

NO SMOKING OR ALCOHOL IS ALLOWED IN ANY GRACE FACILITY.
WEDDING DAY

The entire bridal party (Bride, Groom, Maid/Matron of Honor, Bridesmaids, Flower Girl, Best Man, Groomsmen, Ring Bearer, Ushers, Parents of the Bride and Groom) and the wedding coordinator should arrive at the church 60–90 minutes before the ceremony, depending on the pre-wedding photography session. If pre-wedding photographs are to be taken at the church, the bridal party and parents must make advance arrangements through the wedding coordinator to reserve appropriate room accommodations. Florists and photographers should arrive 60-90 minutes before the ceremony depending on the pre-wedding photography session.

Due to facility scheduling, your ceremony must begin precisely on time and the entire facility must be vacated by the guests, wedding participants and photographer no later than two hours after the start of the ceremony.

Encourage your guests and wedding participants to honor the time schedule.

Rice and birdseed are not permitted, but you may use bubbles outside the buildings.

If your reception is at Grace, you may begin setting up the wedding reception on the day prior to your wedding if that time is available and has been arranged through your wedding coordinator, who will make arrangements through all the proper channels.

The wedding coordinator is at your service on this very special day. Relax and enjoy yourself! Rely on her gifts of administration and hospitality. Bring any of your concerns directly to her. THIS IS A WONDERFUL DAY!

RECEIVING LINE

The receiving line is an optional event and may take place directly after the ceremony in the church lobby area or at the reception. In consideration of your guests and wedding attendants, do not involve every member of your wedding party in the receiving line. Most guests have little to say to attendants and feel awkward in the process. A better use of that time is for groomsmen to decorate the wedding cars and the bridesmaids to gather all clothing and cosmetic items from the pre-wedding preparation and put them safely into their respective cars. It will also shorten the time between the receiving line and when you can join your wedding guests at the reception in celebrating this joyous occasion.

SCRIPTURE READINGS

If you choose to have Scripture read at your wedding by a friend or family member, some traditional readings are listed below. These must be pre-approved by the officiating pastor.

Old Testament Readings

Genesis 1:26, 27; 2:4-7, 18-22, 24
Creation of man and woman
Ruth 1:16, 17
Psalms 29:1, 2; 34:3; 37:4; 63:1-4; 95:1-6; 100; 127; 128; 150
Proverbs 3:5, 6; 18:22; 24:3, 4; 31:10-31
Ecclesiastes 4:9-12
Two are better than one.
Song of Solomon 2:11-13; 5:16; 6:3; 8:6, 7a
Isaiah 61:10; 62:5
Jeremiah 33:11; 32:38, 39
Hosea 2:19, 20

New Testament Readings

Matthew 5:3-11 Beatitudes
Matthew 19:4-6 Christ’s statement on marriage
John 2:1-11 Christ at the marriage in Cana
John 15:9-17 Christ’s command to love
John 17:22, 23 Christ’s prayer for love and unity
1 Corinthians 7:1-7 Marital duty of husband/wife
1 Corinthians 13 Great love chapter

Ephesians 5:21-33 Roles of husband/wife
Philippians 2:5-11 Attitudes to build marriage
Colossians 3:12-17 Loving attitudes
Hebrews 13:4 Sex in marriage
1 Peter 3:1-7 Teaching for wives/husbands
John 3:16; 4:7-19 Teachings on love
### Suggested Songs

**Prelude Instrumental**
- Great is Thy Faithfulness
- The Father’s Care
- Where Dreams are Born

**Processional**
- Bridal Chorus from Lohengrin by Richard Wagner — Traditional
- Fantasy Impromptu
- Greatest Love
- Jesu, Joy of Man’s Desiring
- Love Theme St. Elmo’s Fire
- Pachelbel’s Canon in “D”

**Worship Or Special Music**
- Great is Thy Faithfulness
- How Could I Ask for More
- Parent’s Prayer
- There is Love

**Special**
- Butterfly Kisses
- Doubly Good to You
- Go There With You
- Here & Now
- I Believe in You & Me
- I Will Be There
- If You Could See What I See
- Miracles
- Perfect Union
- The Other Side of Me
- Through the Eyes of Love
- When I Fall In Love
- Wind Beneath My Wings

**Duets**
- All I Ask of You
- All My Life
- Even If
- Now That I’ve Found You
- One of Two
- Unforgettable

**Recessional**
- Greatest Love
- Love Theme St. Elmo’s Fire
- Only the Beginning
- Fantasy Impromptu
- Wedding March by Mendlesohn Traditional

### Facilities and Fees

All fees quoted include the church’s expense for maintenance, cooling and heating, custodial care, sound, lighting and setup.

<table>
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<tr>
<th>Fee</th>
<th>Amount</th>
<th>When Due</th>
<th>Check/Cash To</th>
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<tbody>
<tr>
<td>Grace to Love Class &amp; Counseling</td>
<td>Class: $80 ($70 if in paid in advance) No charge for counseling</td>
<td>At beginning of class (Pay up until day before for discount)</td>
<td>Register &amp; pay online: gracestl.org/grace-to-love</td>
</tr>
<tr>
<td>Facility Use</td>
<td>Community Chapel (Seats 500) $700 Room C121</td>
<td>50% is due with the reservation. The balance is due one month before the wedding.¹</td>
<td>Mail to Norma Litzau c/o Grace Church</td>
</tr>
<tr>
<td>Pastor’s Honorarium</td>
<td>$100–$200 is common, but like a tip, nothing is required. It’s up to you.</td>
<td>We recommend mailing checks a week before the wedding or bringing them to the rehearsal so you’ll have less to remember on the big day.</td>
<td>Pastor</td>
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<tr>
<td>Musicians</td>
<td>Consult your musicians.</td>
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<td>Your musician</td>
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<tr>
<td>Coordinator</td>
<td>No fee charged if at Grace. We recommend $100 if off-campus.</td>
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<td>Wedding Coordinator</td>
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¹ Cancel 1 month in advance for a 50% deposit refund. No refunds are made with less than a full month notice.

The following equipment is available without additional charge for anyone renting a room:

- 2 Pewter Candelabras
- Pewter Unity Candle Stand
- Pewter Pillars (Various Sizes)
- Brass Candelabras
- Brass Unity Candelabras
- White Pillars (Various Sizes)
- 2 Large, Neutral Flower Arrangements
- 2 Large Ferns
- Communion Tables & Chalice
- All candles supplied
  (except unity candle)
**CEREMONY PROGRESSION**

On the left is an example of a common order of service for weddings. On the right are common elements of a wedding ceremony. Check which elements you wish to have in your wedding and the order in which you would like them.

### SAMPLE CEREMONY

1. Prelude Music
2. Candle Lighting by ushers
3. Seating of Grandparents & Parents
4. Pastor and Men Enter
5. Bridesmaids Processional
6. Bridesmaid/Flower Girl/Ring Bearer
7. Bride & Father Processional
8. Pastor: Who gives this woman?
9. Scripture Readings
10. Pastor’s Message
11. Vows
12. Rings
13. Pronouncement/Kiss
14. Optional Elements (0–2 of the following)
   - Communion/Unity Candle
   - Sand Ceremony
   - 3-Stranded Cord Braiding
   - Roses for Moms
15. Introduction of Mr. & Mrs.
16. Recessional
17. Ushers escort the parents out (Bride’s first then Groom’s) before excusing guests row by row beginning in the front.
18. Special Instructions for Dismissal/Announcements

### OUR CEREMONY

<table>
<thead>
<tr>
<th>Include Order</th>
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<tbody>
<tr>
<td>Prelude Music</td>
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<tr>
<td>Candle Lighting by ushers</td>
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<tr>
<td>Seating of Grandparents &amp; Parents</td>
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<tr>
<td>Pastor and Men Enter Together</td>
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<tr>
<td>Bridesmaids Processional</td>
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<tr>
<td>Bridesmaid/Flower Girl/Ring Bearer</td>
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<tr>
<td>Bride &amp; Father Processional</td>
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<tr>
<td>Pastor: Who gives this woman?</td>
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<td>Scripture Readings</td>
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<td>Rings</td>
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<td>Pronouncement/Kiss</td>
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<tr>
<td>First Communion as Husband &amp; Wife</td>
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<tr>
<td>Unity Candle</td>
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<tr>
<td>Roses for Moms</td>
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<td>Sand Ceremony</td>
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<td>Music Candle Ceremony</td>
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<tr>
<td>Cord Braiding</td>
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<td>Introduction of Mr. &amp; Mrs.</td>
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<td>Recessional</td>
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<tr>
<td>Ushers escort parents/grandparents &amp; excuse guests</td>
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<tr>
<td>Bride &amp; Groom come back in to excuse guests</td>
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<tr>
<td>Special Instructions for Dismissal/Announcements</td>
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## ORGANIZING YOUR WEDDING

<table>
<thead>
<tr>
<th>Bride Name &amp; Phone</th>
<th>Groom Name &amp; Phone</th>
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<tr>
<th>Wedding Date &amp; Time</th>
<th>Location</th>
<th>Rehearsal Date &amp; Time</th>
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<th>Reception Location</th>
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<tr>
<th>Wedding Coordinator (Name &amp; Phone)</th>
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<tr>
<th>Officiating Pastor (Name &amp; Phone)</th>
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<th>Maid of Honor (Name &amp; Phone)</th>
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<th>Best Man (Name &amp; Phone)</th>
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<tr>
<th>Bridesmaids &amp; Groomsmen (Names &amp; Phone)</th>
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<th>Flowers</th>
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- Bride
- Groom
- Bridesmaids
- Groomsmen
- Parents
- Grandparents
- Ushers
- Flower Girl
- Ring Boy
- Registry Attendant
- Readers
- Pastor
- Others

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<tr>
<th>Name of Florist</th>
<th>Phone</th>
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<th>Pictures &amp; Video</th>
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<th>Photographer</th>
<th>Phone</th>
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<th>Videographer</th>
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<th>Pictures to be taken before ceremony of whom:</th>
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<th>Church Items to be Used</th>
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- Candelabra(s)
- Unity Candle
- Communion Table & Chalice Cup
- Podium for Guest Book
- Candlelighters
- Other

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<th>Items to Bring to Rehearsal</th>
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- Marriage License
- Aisle Runner (50 feet)
- Bubbles
- Honorarium Checks for Pastors, Musicians, Etc
- Gowns/Tuxedos
- Guest Book/ Pen
- Music CD
- Programs
- Ribbon Bouquets
- Other

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<tr>
<th>Items to Bring on Wedding Day</th>
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From Highway 270
Drive east ¼ of a mile on St. Charles Rock Rd. Turn right on McKelvey. Go 11/3 miles. Turn right at the stoplight of Grace Church & McKelvey.

From 364 (Page Extension Bridge)
Exit at the Maryland Heights Exp. Turn right on Prichard Farm Rd (just past the casino). Turn left on Creve Coeur Mill Rd. and again on Jessica Adele Ct.

From Highway 70
Exit south at Earth City. Make 3 lefts:
- Prichard Farm Rd.
- Creve Coeur Mill Rd.
- Jessica Adele Ct.