



WEDDING GUIDE

Grace United Methodist Church

*And now these three remain,
faith, hope and love: but the greatest of these is love.*

I CORINTHIANS 13:13

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04/27/21



ALEX CLANEY PHOTOGRAPHY

Congratulations on your engagement!

We're delighted that you're considering Grace United Methodist Church for your wedding and hope this time of planning and preparation will be a rich experience as you embark on this wonderful journey of marriage.

We, the clergy and staff of Grace, want to be helpful as you prepare. Our church wedding coordinator will assist and guide you through the wedding process, along with our officiating pastor. Together, they will be valuable resources.

This Wedding Planning Guide details the wedding preparation process and lists information that will help you plan your wedding day. Please read this booklet, complete the Wedding Reservation Request, and return it to the church, by e-mail, mail or drop it off at the church office.

Applications are reviewed weekly at our Tuesday staff meetings and filled on a first-come, first-served basis. After we have confirmed that your wedding date and time are available, the church office will contact you to confirm that your wedding has been scheduled.

May God bless you in this exciting time of your engagement!



Planning Your Wedding

To ensure the smooth planning and celebration of your wedding, we have prepared this guide, which you can use to record meeting dates, names, and the contact information of those helping you as you plan your wedding.

Confirmed Wedding Date & Time: _____

Confirmed Rehearsal Date & Time: _____

Grace Wedding Coordinator _____

E-Mail: _____

Phone: _____

Officiating Pastor: _____

E-Mail: _____

Phone: _____

Premarital Sessions with Pastor:

Session 1 Date: _____

Session 2 Date: _____

Session 3 Date: _____

Musician: _____

E-Mail: _____

Phone: _____

Deposit: _____

Date remaining fees due: _____

Fees paid date: _____

Our Beliefs About Weddings

As a United Methodist church, we believe marriage is the beginning of a lifelong mutual commitment made in the presence of God. A wedding is a sacred ceremony and deserves careful preparation.

To help you enjoy the day we require the services of our Grace Wedding Coordinator.

Premarital Counseling is Required

We want to get your marriage off to a strong start, so we require premarital counseling for all couples.

This consists of 2-3 sessions with your pastor and the completion of the premarital instrument, Prepare and Enrich, which will be provided for you.

If your pastor is not affiliated with Grace United Methodist Church, we will need a letter from whoever provides your premarital counseling confirming that you have completed this important process. You will still need at least one meeting with the Grace pastor officiating the wedding.

Christian Ceremony

We would be delighted to have one of our Grace pastors perform your ceremony. Your service may include a non-ordained speaker. However, an ordained pastor must officiate the service, the vows, pronounce the marriage and sign the license.

If you will be including another pastor, we will need a letter on church letterhead affirming their license and explaining their affiliation. Please note that on-line marriage officiant or clergy ordinations are not sufficient credentials for officiating weddings at the church. The additional pastor must also be invited by our Grace Clergy. *Note:* Our Wedding Coordinator will connect with outside officiating pastors to discuss potential services to be held here.



MARRIAGE LICENSE

Please obtain a **DuPage County Marriage License**. This license must be issued at least one day before your wedding. For information on the License, visit the County Clerks Office's website at dupagecounty.gov. Please bring the License with you to the rehearsal and give it to the Minister at that time. We must have it before the wedding ceremony.

Facility Options

Grace UMC weddings are generally scheduled Friday-Sunday. Other days are available on a limited basis. We may rarely schedule more than one wedding in a day, but there



must be at least one hour between the end of one three-hour block and the beginning of another. The wedding coordinator will work with Grace staff on the setup of the Sanctuary or Chapel, dressing rooms, lobby, and any other requested areas.

If your reception will be held at Grace UMC, please discuss

your choice of caterer with your wedding coordinator. You might consider providing a light snack for the wedding party sometime before the ceremony to help avoid getting lightheaded or fainting. **Please note, no alcohol or smoking are allowed on the Grace United Methodist Church premises.**

THE SANCTUARY AND CHAPEL

You may request either the Sanctuary or the Chapel for your ceremony. The Sanctuary seats approximately 350 and the Chapel about 50 comfortably.

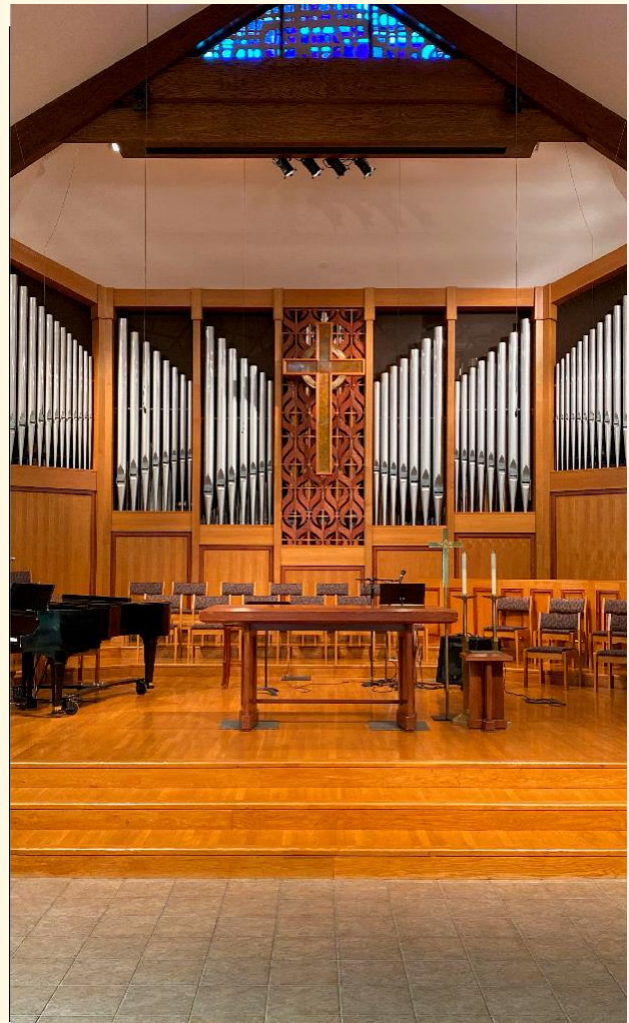
Invitations for a Sanctuary or Chapel wedding should read:

Grace United Methodist Church
300 E. Gartner Road,
Naperville, Illinois 60540

Both the Sanctuary and the Chapel are fully handicapped accessible. The sanctuary is also equipped with T-Coil technology for hearing assistance.

The following equipment is available for weddings in the Sanctuary:

- A podium for the guest book
- Basic microphone setup (headset for pastor, 1-2 podium microphones for solos and readings)
- A table for the unity candle (not provided)
- Flower and music stands
- Organ and piano



Coordinating Your Wedding



Grace UMC Chapel

Once your date request has been approved, a Grace wedding coordinator will contact you approximately four months prior to your wedding date to assist in planning the details of your wedding. Your coordinator will be your liaison with the church, attend the wedding rehearsal and wedding, and be your resource for logistical questions about your wedding day.

INITIAL WEDDING COORDINATOR MEETING

At this meeting, your coordinator will discuss with you the details of your wedding service. The coordinator will also review the Sanctuary set-up and answer any questions you may have. You may contact the wedding coordinator or visit the church before your wedding as well. We hope you will visit and bring family members or guests! The office is generally open 9 am-2 pm M-Th and 9-12 on Friday. Worship services are held in the sanctuary at 8 am and 10:30 am on Sundays.

YOUR REHEARSAL

Both the officiating pastor and your wedding coordinator will direct the rehearsal. Your

coordinator will provide tips on etiquette and coordination, meet with the ushers, review roles and responsibilities, and coordinate the start time and program cues with the pianist or organist.

Please urge all wedding participants, including the musicians, if possible, to attend the rehearsal. On occasion, two rehearsals are scheduled for the same day, so please encourage everyone to arrive 10-15 minutes early. The organist may or may not attend.

The rehearsal lasts 45-60 minutes, depending on the size of the wedding party and the time required to review roles and responsibilities.

Ushers, parents, and grandparents are strongly encouraged to attend the wedding rehearsal to learn their cues and order of service.

YOUR WEDDING DAY

Your coordinator will arrive at the church before the wedding to check the setup, turn on lights, open the door for the florist and assist as needed.

The coordinator will assist the florist, familiarize the photographer with the area, and guide the wedding party to their changing rooms:

Brides and their attendants generally dress or gather in Room 250, located on the church's main level by the Activity Center entrance.

Grooms and their attendants dress or gather where directed on the day of the wedding, usually in the chapel next to the sanctuary.

Grace has many beautiful areas on the property for photos. Please ask your coordinator for information.

The coordinator will help the wedding party with any last-minute details and line up parents and attendants to ensure a timely start. Your Grace wedding coordinator will also provide suggestions for your receiving line and help line up the participants if you choose.

Honoraria & Fees

WEDDING PACKAGES

Complete Sanctuary Wedding with Grace Clergy: Plan A \$2,500

Includes Sanctuary for the wedding and rehearsal, Grace Wedding Coordinator, Pastor, Organist, premarital counseling sessions custodial services, audio technician, use of dressing rooms for bridal party and setup time the day of the wedding. The Gathering Space is available for a receiving line if needed, but use as a reception space is charged separately.

Complete Chapel Wedding with Grace Clergy: Plan B \$1,500

Includes Chapel for the wedding and rehearsal, Pastor, Grace Wedding Coordinator, keyboardist, premarital counseling sessions and custodial services, dressing rooms if needed.

Sanctuary Wedding with Outside Clergy \$2,000

Includes Sanctuary, Grace Wedding Coordinator, Organist, Audio technician, custodial services. Additional services may be added for additional fees.

Chapel Wedding with Outside Clergy \$1,000

Includes Chapel use for wedding and rehearsal, setup time the day of the wedding, Grace Wedding Coordinator, Keyboardist, and custodial services. Additional services may be added for additional fees.

NOTE: Wedding package prices include deposit and pre-marriage sessions.

Musician/Soloist Scheduling \$200

We can help you find soloists or musicians for your wedding .

RECEPTION. (Fees for a reception at Grace are

Three-hour receipt

The Gathering Space

Three-hour reception, furniture must remain as is, finger-good only

TBD

Fellowship Hall

Three-hour reception, kitchen use and table and chair set-up/take-down

TBD

DEPOSIT

Upon confirmation of your wedding reservation, a deposit is required to hold the space. This deposit is generally not refunded .

Sanctuary Wedding \$500 **Chapel Wedding** \$300

Reception Deposit TBD

Information for Your Service Providers

Please share the following information with your florist, photographer and musicians in order for your day to go as smoothly as possible.

YOUR FLORIST

- Flowers, corsages, boutonnieres, bows, garlands, etc . should be labeled and arrive two hours before the ceremony begins.
- The candles on the altar and the seven-branch candelabra are available for all weddings. You may have a florist decorate them or use them as they are.
- The Wedding Coordinator will designate where the flowers should be delivered and unwrapped or unboxed.
- Pew decorations must be affixed with non-marking fasteners such as rubber bands, strings or plastic clips.
- For your safety, aisle runners are not permitted. Many brides choose to scatter silk flower petals down the aisle in lieu of a runner. Please keep in mind that only silk petals may be dropped in the Sanctuary to prevent staining.

YOUR PHOTOGRAPHER

- Our Wedding Coordinator will be a good resource for your photographer before and during the wedding. Flash photography is not allowed during the ceremony except during the processional and recessional.
- Shots may be re-staged after the ceremony.
- To preserve the sacred nature of the wedding ceremony, once the ceremony begins, the photographer is not allowed to stand near the front of the church by the bridal party or bride and groom. Your pastor or wedding coordinator will work with your photographer on this guideline. The pastor has the final say.
- The ambient lighting in the sanctuary is generally sufficient to take beautiful photos.

YOUR VIDEOGRAPHER

- Stationary unobtrusive video recording is welcome.
- Videographers must be positioned behind the first sitting posts in the side aisles, after the ceremony begins.



Selecting Music

ORGANIST OR PIANIST

Your wedding coordinator will schedule an organist for your ceremony based on availability. If you prefer a pianist, your wedding coordinator can assist you. Other musicians such as soloists can be discussed and scheduled for an additional fee.

MUSIC SELECTION

Questions regarding music, appropriateness or lyrics may be directed to the Grace UMC organist. The organist will be able to assist you in choosing instrumental and vocal music. The officiating pastor will make final decisions on the appropriateness of all music.



MUSIC COPYRIGHT LAWS

Grace UMC belongs to an organization called Christian Copyright Licensing International (CCLI). Printing copyright information along with our CCLI number allows us to use most choruses and hymns. If you are planning to print songs in your wedding program, please let your wedding coordinator know. The copyright information must be included because we are responsible for reporting all music used during any service at the church. The copyright does not extend to music outside the church repertoire.

Reception Options

We invite you to hold your wedding reception at Grace. We have two spaces that accommodate over 100 people comfortably. (See page 8 for fees.)

- **Grace Gathering Space** is available for a standing reception. Located on the church's main level, it's an open modern space with large windows overlooking the Grace Memorial Garden. While meals are not allowed in the Gathering Space it is the perfect area for finger food, coffee, punch, cake, etc. The existing furniture must remain as is.
- **Fellowship Hall** is on the church's lower level. It is carpeted and is attached to the fully-equipped church kitchen. Grace provides 60" round tables or 8 ft rectangular tables each of which comfortably seats eight people. We can also provide 8-foot rectangular tables for a head table and for buffet tables.

You will need to work with your caterer or florist for decorations. Please coordinate scheduling for decorating the reception space through your wedding coordinator.

A certificate of insurance must be provided, if using an outside caterer.

Your Ceremony



OFFICIATING YOUR WEDDING

Grace clergy will officiate your wedding unless you make other arrangements. You can expect to meet with the officiating pastor two to three times before the wedding date to plan your service in detail and to complete the personal pre-marriage counseling. The clergy is responsible for helping you choose scriptures, plan the flow of the ceremony, and determine the vows you will use.

It is common outside of church settings to use friends or family members as officiants. Inside the church setting, friends and family members may be asked to participate in meaningful ways. However, licensed clergy members must perform key parts of the service. We desire to help plan a beautiful, meaningful, and personal ceremony to help you form a strong foundation for a lifelong commitment.

If you desire to utilize clergy who are not associated with Grace UMC, the clergy member will need to provide certification of ordination or license for ministry by a recognized faith tradition. You will also need to provide a letter of completion from a qualified clergy or counselor when you have completed your pre-marital counseling. Please note that 'online' or other officiant certifications are **not** sufficient

credentials for performing weddings. Please work with our Grace wedding coordinator to verify that your desired officiant's credentials are in order. Begin this process early to avoid disappointment.

ORDER OF SERVICE

You will plan the order of service for your wedding when you meet with the officiating pastor. Together, with your pastor, you can adjust this plan to meet your needs.

Listed below is a typical order of service for a traditional wedding, to assist in thinking about your ceremony.

Prelude music
Processional
Greeting/Call to Worship
Prayer
Giving of Consent
Solo/Hymn
Readings
Scriptures
Wedding Message
Prayer
Exchange of Vows
Exchange of Rings
Symbolic Act, i.e., Unity Candle
Communion (if desired)* Solo
Pronouncement of the Marriage
Wedding Kiss
Introduction of Couple
Recessional

**Note:* Communion, in the United Methodist tradition, is open to all people attending. We require that any services which offers Holy Communion invite all attendees to receive the bread and cup if they so desire.

Music for Weddings

We have a beautiful pipe organ that provides a beautiful setting for a traditional wedding.

Below is a list of music pieces that work well for a traditional wedding. If you would like to arrange for music that does not utilize organ or traditional music, please let your wedding coordinator know and she will help you arrange for a different musician.

PRELUDE MUSIC: This usually begins about twenty minutes before the wedding begins. May consist of suitable and classical pieces of joyous character.

PROCESSIONAL OF PARENTS: This music can be part of the prelude or a separate piece. A favorite is Jesu, Joy of Man's Desiring.

PROCESSION OF THE WEDDING PARTY: (May include groomsmen, bridesmaids, flower girls and ring bearer) The selections below listed under "mellow character" are often used and quite appropriate.

BRIDAL PROCESSIONAL:



Spectacular character

- The Prince of Denmark's March, Jeremiah Clarke
- Trumpet Tune, Henry Purcell
- Trumpet Voluntary, John Stanley
- March, Henry Purcell
- Many others available

Mellow character

- Air (from Water Music Suite), Geo. F. Handel
- St. Anthony's Chorale, att. to Haydn
- Aria (from Concerto Grosso No.10), Geo. F. Handel

- Largo (from Xerxes), Geo. F. Handel
- Cannon in D, Johann Pachelbel
- Others available

UNITY CANDLE:

- Hymn: O Perfect Love, Joseph Barnaby
- Hymn: When Love is Found, arr. Hal Hopson
- Other suitable hymns and/or spirituals
- Where 'er You Walk (A love song), Geo. F. Handel
- One Hand, One Heart (a prayer), Leonard Bernstein
- Dedication (A Love Song), Robert Schuman

RECESSIONAL:

Any selections listed above under spectacular character, plus these favorites:

- Hornpipe in D (from Water Music), Geo. F. Handel
- Psalm XIX, Benedetto Marcello
- Allegro (The Arrival Queen of Sheba), Geo. F. Handel
- Toccata in C, Johann S. Bach
- Toccata in F, Dietrich Buxtehude

Some allegro(fast) movements from

- The Seasons, Antonio Vivaldi

ADDITIONAL COMMENTS:

- The songs and pieces listed here are given to you as recommendations based on years of experience playing for many weddings. They have proven to work well. Music included in weddings is best when performed live.

On rare occasions, special music selections that cannot be adequately performed live may be included in the body of the ceremony. This is at the discretion of the pastor. Grace UMC does not accept responsibility for the acoustic quality of recorded music being played.

- A music consultation session is recommended at Grace UMC.

Your Vows

We have provided some possible vows for your wedding to assist you in this important part of your ceremony. You may also choose to write your own vows or adjust them to capture the nature of your commitment. Please coordinate this with your pastor at least one month before the wedding.

Marriage Vows

- In the name of God, I, X, take you, Y to be my wife/husband. To have and to hold from this day forward, for better or for worse, for richer or for poorer, in sickness and in health, to love, cherish and respect until we are parted by death. This is my solemn vow.
- X, in the presence of God, our family, and friends, I take you to be my wife/husband, together to love, to work and to share, to grow and to understand, to discover a deep, full life, united as one, so long as we both shall live.
- X, today in the presence of God, I commit myself to you as your husband/wife for as long as we both shall live. I have nothing to offer but my hopes for us, my dreams for our future, my strength to invest in our marriage, my all. Today I give you the heart and the soul of who I am, not because I think I will lose who I am, but because I know I can be more truly myself with you than without you.

In the presence of God I, X, take you, Y, just as you are, above all others, and however you may change, to share my life, as long as we both shall live.

Words for the Exchange of the Rings

These words are spoken as you place the ring on your spouse's finger. If none of these feel right, these words may be customized to fit with the scripture or other readings you have chosen for the service.

- X, I give you this ring as a sign of my never-ending love and faithfulness.

- X, with this ring I thee wed, in the name of the Father, the Son and the Holy Spirit.
- X, I give you this ring as a visible sign of the vows we have made today.
- X, I give you this ring, as a sign of my love which hopes all things and endures all things.

COMMUNITY MARRIAGE AGREEMENT

We, at Grace United Methodist Church, have a high regard for marriage.

We believe...

- That God has established the sanctity and companionship of marriage in scripture.
- That God intends the marriage bond to last a lifetime.
- That as spiritual leaders, we have a responsibility to provide and to participate in premarital preparation to improve the understanding and mutual commitment of couples being married.
- That as spiritual leaders, we have a responsibility to provide ongoing support to strengthen and nourish existing marriages.



Frequently Asked Questions

Can decorations be put on the pews? You can! Any pew decorations (bows, flowers, etc.) must be attached with rubber bands, plastic clips or string. Please check with your Grace Wedding Coordinator.

Can I use your candles? A candelabra for the chancel is available and included. If you would like additional candles, please discuss it with our Grace Wedding Coordinator.

Can we use an aisle runner? For your safety, aisle runners are not allowed in the Sanctuary or Chapel.

Can we videotape the ceremony? Videotaping is allowed, using a stationary camera. Work with the wedding coordinator and officiating pastor on acceptable locations.

Can I have an outside officiant? Yes, if that person's credentials meet our understanding of ordination. In general, this includes a full-dedication to ministry, multiple years of theological study and oversight by a recognized church body. On-line certificates are not sufficient.

Can we have food in the church? Food and beverages are allowed in the bride's dressing room and the Gathering Space. Bottled water is allowed in the Sanctuary and in the Chapel.

Can I have alcohol at my reception? Alcohol is not allowed anywhere on the premises.

Can I have a trolley for the wedding party? Yes, the trolley can pull up in the parking spaces directly in front of the church. Work with your coordinator to block off those spaces prior to the wedding. Some couples have had an ice cream truck for the guests after the wedding as part of the

receiving line. Again, please work with our Grace Wedding Coordinator.

I need help finding a soloist/musician. We would be happy to help you find soloists or musicians. We have many gifted musicians available.

Can our guests throw rice? No. We ask that you toss lavender buds, blow bubbles, ring bells, or release butterflies or doves to celebrate the couple. For safety and environmental reasons, we do not allow rice, potpourri, bird seed or silk flower petals. If you have a creative idea, please ask your wedding coordinator!

CHURCH POLICIES

- Grace UMC and all surrounding grounds are smoke and alcohol-free.
- To usher the bride and groom away with good wishes, we ask that you do not use rice, real rose petals or bird seed due to environmental and safety concerns.
- It is your responsibility to communicate these policies to your wedding party and to whomever else needs to know.
- Wedding prices reflect the total cost of services; we may request that you make checks out to separate individuals.
- Soloists and Musicians other than Grace organist/pianist negotiate their own fees. Our Grace principal organist has the right of first refusal for all weddings.
- Bottled water is allowed in both the Sanctuary and Chapel. Please make sure to pick up and discard empty bottles.

Wedding Reservation Request

Weddings are not confirmed until this form is completed and necessary approvals are obtained. Applications are reviewed weekly at our Tuesday staff meetings and filled on a first-come, first-served basis. After we have confirmed that your wedding date and time are available, the church office will contact you to confirm that your wedding has been scheduled. Pastors reserve the right to refuse a wedding if, upon meeting with them, they feel the wedding couple is not prepared. Our Grace Wedding Coordinator is Katie Smith. Katie will contact you to discuss & confirm.

Today's Date _____

Wedding: Week Day & Date _____ Time: _____

Rehearsal: Week Day & Date _____ Time: _____

Ceremony Location: ____ Sanctuary (holds approximately 350) ____ Chapel (holds approximately 50)

Bride's Name _____

Address _____

Home/Cell Phone # _____

Work # _____

E-Mail Address _____

Groom's Name _____

Address _____

Home/Cell Phone # _____

Work # _____

E-Mail Address _____

Contact Person —if other than bride or groom _____

Address _____

Home/Cell Phone # _____

Work # _____

E-Mail Address _____

Who is officiating your ceremony? ____ GRACE UMC Pastor or ____ Outside Pastor

If outside pastor is officiating your ceremony, Pastor Name _____

Church Affiliation _____

Church Phone # _____

Mailing Address _____

PLEASE NOTE: Grace UMC is not responsible for any items left in our building after the ceremony.

In order to fully staff your GUMC wedding, please answer the following questions.

Do you envision utilizing organ music as part of your ceremony? ____yes ____no

Do you anticipate having Grace UMC help you find other musicians beyond organ? ____yes ____no

If yes, what category? ____pianist, ____female vocalist, ____male vocalist, other

Do you plan to use hold a reception at Grace UMC? ____yes ____no

GRACE UNITED METHODIST CHURCH

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