



## WEDDING INFORMATION

Grace Commons Church  
1820 15th Street Boulder,  
Colorado  
303.402.6400 • fax 303.402.6390

We are pleased that you are considering having your wedding at Grace Commons Church. It is our privilege to work with you and to participate in making your wedding a wonderful day. The pastors and elders of Grace Commons understand Christian marriage to be a gift of God and a holy covenant with the Lord. Our desire is to help you prepare not only for the day of your wedding, but also for a lifelong covenant relationship. The following information will help get you started in the planning and scheduling of your wedding.

1. Initial Contact: Please contact Jennifer Ceder, the wedding coordinator, at 713-560-3025 or [orjennifer.ceder@gracecommons.org](mailto:orjennifer.ceder@gracecommons.org) as soon as possible. You will need to confirm your desired pastor's availability prior to turning in your paperwork. ***The wedding is not confirmed on the church calendar until 1) paperwork has been turned in to the office, and 2) the pastor and room availability are confirmed.***
2. Initial Meeting with Your Pastor: Please schedule a time to begin meeting with your pastor to plan your ceremony and to begin premarital counseling sessions. He or she will be able to lead you through the decisions about various components of the service, such as music, vows, soloists or Scripture readings.
3. Guest Pastor Policy: Generally, the ordained pastors who are members of our staff perform weddings at Grace Commons Church. If you wish to have a guest pastor, please let us know by filling in that particular section on the Wedding Contact Form. A guest pastor will need to be approved by our leadership.
4. Wedding Coordinator: Jennifer Ceder is the Wedding Coordinator at Grace Commons. She will meet with you to assist you with plans regarding your wedding party, florist, musicians and photographer. You may contact her by phone at 713-560-3025 or email at [Jennifer.ceder@gracecommons.org](mailto:Jennifer.ceder@gracecommons.org).
5. Wedding Music: We must approve all of the song selections for your wedding. We can accommodate live instrumentalists as well as pre-recorded music. Please confirm musicians with the wedding coordinator. If you have questions or need help finding musicians, let the wedding coordinator know. We have a list of musicians that we have worked with in the past. If you would like to use an outside *organist*, that person will need to meet with someone in the Grace Commons music department to discuss the specifics of the church organ.
6. Scheduling: Grace Commons is closed after 6pm on Fridays & Saturdays. Weddings on these days must be scheduled to begin early enough so that all your guests and wedding party are out of the building by 6pm. If you would like to have a wedding or rehearsal on Friday or Saturday with a later start, there will be an extra charge of \$45/hour for building staff support during your event.

7. Reception: When planning for your wedding reception, you may consider using our church facilities. The Atrium, Oerter Fellowship Hall, Westminster Hall, Courtyard, and Sheldon Jackson Parlor are available for use. The Wedding Coordinator can discuss this with you during your initial meeting. A fee sheet with details regarding the spaces is available upon request.
  
8. Photographs: A Photography Policy Form is included in the wedding packet. It is intended to insure good communication with your photographer and the church staff. Your photographer must sign this form and return it to the church *two weeks prior* to the wedding.
  
9. Fees: A \$150 non-refundable retainer is due at the time of booking (it will be applied to your balance). Your final wedding payment is due at the time of the wedding rehearsal. Please make the check payable to Grace Commons Church, and mail it to the church office, attn: Janet Schultz or bring it with you to the rehearsal. Our financial manager will distribute the payments. If you are using a guest pastor or musicians, that fee will not be included in the church payment. If your wedding is taking place during a holiday weekend (Memorial Day, 4<sup>th</sup> of July, Labor Day, as examples) all personnel fees will be increased. The fees below with an asterisk (\*) are always included and non-negotiable. If your wedding is on a Monday-Thursday, the custodial fee does not apply.

Wedding Fee Breakdown

<u>Chapel</u>	<u>Cost</u>	<u>Holiday Weekend</u>	<u>Rehearsal Fee</u>
Pastor (from Grace Commons)	300	500	
Wedding Coordinator*	250	450	50 additional
Wedding Assistant*	150	350	50 additional
Church Musician	250	400	50 additional
Sound Tech*	165	225	75 additional
Use of Candelabra	35	35	
Facility Use*	500	500	
Custodial Fee*	35/hr	50/hr	
<b>Total:</b>	<b>1,650 + 35/hr</b>	<b>2,460 + 50/hr</b>	<b>225 additional</b>

**CHECK LIST:**

- \_\_\_\_\_ Contact Jennifer Ceder at 713-560-3025 or [Jennifer.ceder@gracecommons.org](mailto:Jennifer.ceder@gracecommons.org) to request a wedding date. After returning your paperwork she will call or email you to confirm that the date is on the church calendar.
- \_\_\_\_\_ Set an appointment with your pastor.
- \_\_\_\_\_ Set an appointment with the Wedding Coordinator, Jennifer Ceder, at least two months before your wedding date.
- \_\_\_\_\_ Set an appointment with your musicians