

YOUR GRACE CHURCH WEDDING CHECK LIST

This check list assumes your wedding is farther than six months away. If that is not the case, you will want to move faster through this list than the timeline below.

_____ **Read the Planning Your Wedding at Grace Church booklet to ensure that you comply with Marriage Policy guidelines.** (Page 2 in Booklet)

_____ **Call Facility Scheduling Director.** Call Cindy King (church office 440-243-4885) and place a 30-day courtesy hold on the date you would like to be married.

_____ **Schedule meeting with Marriage Ministry Pastor.** Schedule a 30-minute meeting for you and your fiancée to meet with Marriage & Family Ministry Pastor Shawn Brennan who shares the Biblical marriage perspective and provides you with our Wedding Packet materials. That appointment can be made by calling Pat Senkar (440-243-4885 x.112) Before the 30-day courtesy hold expires, complete paperwork and send with your \$100 deposit to Grace Church, attention Cindy King; make your check payable to Grace Church. Allow a week or so for Cindy to contact the pastors (in the order of your preference) and secure a pastor. She will then contact you to confirm your reservations and pastor.

_____ **Schedule appointment with pastor performing your ceremony.** Within two weeks after you receive confirmation from Cindy, call the church office to schedule an initial meeting with your officiating pastor to go over your "Confidential Wedding Applications" as well as to get to know him.

_____ **Plan to attend the 12-week "Preparing for Marriage" class offered in the spring, fall and winter.** See our website at www.gracecma.org for details.

_____ **Six months prior to your wedding, a Grace Wedding Consultant will contact you.** After all your reservations are confirmed, a Grace Wedding Consultant is assigned to you about six months prior to your wedding date. She is your main contact for questions.

_____ **Two months prior to your ceremony, call your officiating pastor.** Because every couple's circumstances are different, your pastor will determine how many appointments are needed after your initial meeting. It is your responsibility then to schedule these appointment(s) with your pastor for premarital counseling and to discuss your ceremony.

_____ **Two weeks prior to your wedding date, pay your wedding balance.** Your balance is due two weeks before your wedding date. Make your check payable to Grace Church. Put your name and wedding date on the envelope and mark to the attention of Cindy King. She will ensure your wedding account is credited.