

Vow Renewal Ceremony Policy
Grace Baptist Church
Hudson, MA

First Steps:

1. Contact Louise Hale 978-562-8550 x112 to discuss details. She will set up an appointment with the Pastor who will be performing the ceremony.
2. Fill out the Vow Renewal Ceremony Questionnaire and return ASAP with the information needed to secure the desired date for the ceremony.
3. Depending on the number of guests in attendance, a Hostess and sound technician will be enlisted to coordinate details with you for your ceremony.

Guidelines for Your Ceremony

1. Saturday ceremonies should be planned to end before 2:00 PM to allow for pastoral and custodial preparation for Sunday morning services. Ceremonies held after 2:00 PM on Saturday will be assessed a \$100 custodial surcharge. This charge applies to ALL ceremonies that take place after 2:00 PM Saturday, regardless of whether a Sanctuary Use Fee applies.
2. The Sanctuary Use Fee of \$200 applies to all ceremonies except for those of Members in good standing. In these instances, the Sanctuary Use Fee will be waived, but additional fees for other individually contracted services (such as sound, hostess, musicians, etc.) still apply.
3. Vow Renewals with 50 or more guests that take place in the sanctuary will be considered the same as weddings. Those with few than 50 guests will be charged \$100 for the Sanctuary Use. Those that take place in the sanctuary after 2:00 PM on Saturday will be assessed the \$100 custodial surcharge, regardless of the size of the event.

For Sanctuary Use and Custodial Fees, please make checks payable to Grace Baptist Church.

4. For Vow Renewal Ceremonies with more than 50 guests, due to the acoustics within the sanctuary, we strongly suggest that a sound person be engaged for the ceremony. Without this, it will be difficult for anyone to hear the officiating minister, bride and groom, and other people participating in the ceremony. It is required that an authorized Grace Baptist sound technician be used.

Should you need a pianist or soloist, we offer the following suggestions below as a contact. You may certainly engage someone of your choice in these areas, i.e. friend or family member.

Sound Technician \$75

(required for maximum acoustics during ceremony)

Louise Hale, Wedding/Vow Renewal Coordinator, will work with the Sound Team Coordinator to schedule a Sound Technician for the date of your ceremony. She will put you in contact with one of our trained sound technicians with whom you can discuss your specific needs. He/She will operate the sound system for your ceremony.

Pianist \$150 base

Sue Lia 978-562-6549

Vivian Fang 508-845-6499

An additional fee may be appropriate, depending on specific music requirements for the ceremony. Any additional rehearsals that may be required and their appropriate fees are to be arranged directly with the pianist.

Soloist

There are many talented soloists at Grace, and we would be happy to make recommendations. Fees are individually based.

Wedding Hostess (if needed) \$75

Pastor Honorarium: Fees are not charged for pastors, but an honorarium of \$200 is considered appropriate.

All checks are made payable directly to each individual and should be brought to the rehearsal and given to the Hostess for distribution.

Receptions

1. Grace is not set up for receptions, so receptions are discouraged. However, informal gatherings that involve 50 people or less and minimal food preparation (such as dessert only or use of ovens for reheating only) can be accommodated in the Gathering Space and Hospitality Room.
2. If you desire to have a gathering at Grace, a "Room Reservation Request" form should be filled out and given to Erin Siler, who will advise you of the fees for the room/rooms used. These fees will be charged regardless of Membership status.