



菲律濱靈惠基督教會  
Grace Christian Church  
OF THE PHILIPPINES



## *Congratulations!*

We at Grace Christian Church of the Philippines (GCCP) are delighted to have the opportunity to share in your joy as you make plans to become husband and wife. We would like to be of service to you in anyway possible, both in the planning of your wedding and in establishing your marriage upon a spiritual foundation. It is our desire that your wedding be a worshipful celebration that would glorify God.

GCCP affirms that marriage is commended in the Scriptures to be honorable and therefore is not to be entered unto unadvisedly or lightly, but reverently, discreetly, advised, and in the fear of God. As a church, we wish to protect the sanctity of the institution of marriage, and so we have established strict wedding policies intended to reflect a careful concern for all the reverent aspects of biblical marriage.

This wedding packet is designed to assist the bride and groom and their families in answering questions regarding getting married at GCCP or requesting a licensed GCCP pastor to officiate your off-site wedding. It is intended to prevent any “surprises” and make your arrangements precise and smooth, as well as preserve the beauty and dignity of our church property for many generations to come.

Please do not hesitate to contact us for any questions you may have.

---

---

### GRACE CHRISTIAN CHURCH OF THE PHILIPPINES

Samuel Dee St., Grace Village, Brgy. Apolonio Samson, Quezon City, Philippines 1106

TEL. NO.: 352 8515 • 352 8677 • 365 1763 • 365 1764 • 365 1964 • EMAIL: [info@gccp.org.ph](mailto:info@gccp.org.ph) • WEBSITE: [www.gccp.org.ph](http://www.gccp.org.ph)

## OVERVIEW

### *Getting Married at GCCP or Requesting a GCCP Pastor to Solemnize Your Wedding Off-Site*

---

1. Grace Christian Church of the Philippines (GCCP) allows the use of facilities for weddings exclusively to active church members. Any exceptions are to be approved by GCCP's Pastoral Committee based on Section 1 of the GCCP Wedding Guidelines and Policies.
2. Couples who wish to get married at GCCP will be given a wedding packet containing the church guidelines, policies, and requirements for getting married at GCCP.
3. Weddings at GCCP are usually scheduled for Saturdays and Sundays. Generally, the date and time for the wedding should not be in conflict with regular or special church activities. The church does not recognize "date-setting" and "time-setting" and will not perform weddings on a weekday unless the reason is of an extenuating or non-religious nature.
4. All weddings at GCCP will begin promptly at 2:00PM on Saturdays and 3:00 PM on Sundays. The church only performs one wedding a day. Any requests to change the originally scheduled time and date of the wedding must be submitted in writing for approval. Rarely are changes in time and date granted due to the high demands for weddings at GCCP.
5. Because weddings are scheduled on a first-come, first-served basis, it is suggested that you submit your COMPLETED application at least six (6) months before your planned wedding date.
6. The church will review your application. If you meet the requirements, a GCCP Wedding Coordinator (GWC) will be assigned to you. Your GWC will schedule you for a preliminary interview by a member of the GCCP pastoral staff. Only after the interview and the pastor/minister approves your application for marriage will your wedding be put on the church calendar and your preferred date reserved. Please DO NOT formally announce a date (i.e. printing of save the dates or wedding invitation) until you receive a confirmation from the GWC regarding the approval of your wedding application.
7. The prospective bride and groom must complete the church's pre-marital counseling course. After your wedding date has been set on the church calendar, the GWC will schedule your premarital counseling times with a church-assigned or church-approved counselor or class.
8. Church decorations will not be removed for your wedding. Usually, the church has activities and programs during the major holidays. If your wedding is approved near those dates (e.g. Christmas, Easter), the church may be decorated for that particular occasion. Please note that schedule of church events and activities are not limited to these holidays, and be advised that the stage setup for these events are typically put up from 2 weeks before to at least 2 weeks after a special event.
9. Please also keep in mind that the church holds their monthly board meetings on the second Sunday bi-monthly, and that date will usually be blocked off on the church calendar. Another date which may probably be blocked off is the church Anniversary Sunday, typically the last weekends of October. Also, a wedding date can only be affected by an unexpected all-church activity.
10. The couple needs to meet with their GWC to plan the wedding order of service and other details. Even if outside pastors or musicians are participating, every service is subject to the final approval of the church. Please submit your wedding program for approval prior to printing.
11. You will also need to schedule a date for wedding rehearsal. Your GWC will conduct this rehearsal, which the wedding party is expected to attend. Your personal Wedding Planner is also REQUIRED to come to your wedding rehearsal.
12. Your Wedding Planner, suppliers, and service providers (i.e. photographers, videographers, florist, musicians, etc.) must confer with the GWC regarding all plans. The GWC has the right and privilege to make all final decisions as it relate to the ceremony held at the church.

# Contents

## GCCP GUIDELINES AND POLICIES

- Wedding Guidelines and Policies, *GP-1*
- House Rules, *GP-13*
- Guidelines for Wedding Suppliers, *GP-14*

## WEDDING FORMS AND WORKSHEETS

- Your GCCP Wedding Checklist, *F-1*
- Wedding Application Form, *F-2*
- Acknowledgement of Understanding, *F-3*
- Wedding Fees Worksheet, *F-4*
- Order of Service Worksheet, *F-5*
- Supplier Information Sheet, *F-7*
- Supplier Worksheets, *F-8*

**GCCP  
GUIDELINES  
AND  
POLICIES**

# GCCP Wedding Guidelines and Policies

---

## SECTION 1: ELIGIBILITY

### A. General Qualifications

Couples who wish to get married at Grace Christian Church of the Philippines or request a GCCP Pastor to solemnize their wedding off-site must fulfill the following requirements:

1. BOTH the groom and bride getting married should be born-again Christians, having made a public proclamation of their inward faith through the ordinance of baptism. If baptized outside of GCCP, they must submit a certificate of baptism (or a certificate of confirmation if baptized as an infant in a protestant church).
2. At least one of the couple is an active member of GCCP in good standing and has been regularly attending a GCCP worship service for at least 6 months PRIOR to the submission of their completed wedding application. If the other couple is not attending GCCP, he/she will have to submit a letter from his/her pastor attesting to him/her attending church regularly and is a member in good standing of that church.
3. If both candidates have permanently moved abroad (outside the Philippines), at least one of the couple must have been a member of the church in good standing and had previously attended GCCP regularly for two (2) years just prior to their migration. They must still meet the requirements of Section 1-A1. The couple must also have been regularly attending a protestant church for one (1) year prior to their wedding application. A letter from the pastor will be required.
4. The church will also accept candidates if they are children of parents who are active members of GCCP in good standing and has been regularly attending a GCCP worship service for five (5) years just prior to the submission of the couple's completed wedding application. They must still meet the requirements of Section 1-A1. The couple must also have been regularly attending a protestant church for one (1) year prior to their wedding application. A letter from the pastor will be required.
5. The couple will have to go through a church-sanctioned pre-marital counseling class. Failure to complete this course will be grounds for the church to terminate the wedding reservations.
6. The couple must not have engaged in any sexual intimacy with either their fiancé or other partners in the past. If the couple has not met this requirement, please refer to Section 1-B1.
7. The church reserves the right in extenuating and special circumstances to allow for the exception to these requirements with the approval of the senior pastor, the pastoral staff, and the church board. Please note that exceptions to these requirements are almost never granted.

### B. Special Circumstances

#### 1. Pre-Marital Intimacy

One of the requirements for marriage at GCCP is that the couple must have never engaged in any pre-marital sexual intimacy (of any form, including "petting"). This is in accordance with the guidelines set forth in the Scriptures. If this has occurred, forgiveness and reconciliation is possible through Jesus Christ. If there is genuine repentance by the couple for past and present sin in this area of pre-marital sexual intimacy, the couple will be asked to write a letter of confession and repentance to be sealed in an envelope and submitted with this application. This letter will be treated with utmost confidentiality.

Based on this letter, a determination will be made if the wedding may be held at the church. Also, at the discretion of the pastor, a public repentance may be required as part of the wedding ceremony.

Pre-marital sexual intimacy after the wedding date has been approved by the church is grounds for immediate church termination of the wedding. Also, if the couple has intentionally misled the church about pre-marital sexual intimacy during the submission of the application or has misled the pastor or counselor during the interview and pre-marital counseling, it will be grounds for immediate termination of the wedding.

## 2. Remarriage

In cases of remarriage because of divorce and annulment, the church will decide on a case by case basis following the Biblical principles on remarriage set forth in the Scriptures. In accordance with Biblical teachings, the church views divorce as “the last option” even if allowed in the Scriptures and prefers to work with the couple towards reconciliation and restoration. The following are factors in the considerations for remarriage at the church:

- a. Did the marriage and divorce occur prior to salvation through Jesus Christ?
- b. Is one’s spouse guilty of sexual immorality (adultery) and is unwilling to repent and live faithfully with the marriage partner? Was there an effort towards reconciliation?
- c. Is one of the spouse an unbeliever and willfully and permanently deserted the believing spouse?

Out of the overabundance of caution, the church will only remarry someone at the church if the following have also been met:

- a. They must submit to the church a certified copy of their approved annulment form (i.e. Philippines) or divorce papers (i.e. USA/Canada).
- b. There is documented evidence that there was no more chance of reconciliation such as evidence that the unfaithful spouse has married another individual and/or a counselor’s report.

## 3. Civil Marriage Prior to the Church Wedding

The church recognizes that for special circumstances (i.e. immigration, citizenship, and other factors) a couple may choose to civilly marry prior to having a formal church wedding. Regardless of the reason, the church sees this civil wedding as constituting a legal marriage and therefore the church wedding is essentially a reconfirmation of wedding vows.

Therefore, if the couple has gotten married civilly PRIOR to the church wedding, it is the policy of the church in order to protect the integrity and testimony of the church for the officiating pastor to reserve the right to make note of the prior civil marriage during the church ceremony.

For the wedding to be considered a church wedding and not a church renewal of vows, the couple must not have lived physically together after the civil marriage, have not engaged in any sexual intimacy, and the time between the civil wedding and the church wedding is less than one (1) year. They must submit a signed and notarized affidavit to these facts. If this is not the case, then this ceremony would be classified as a Reconfirmation or Renewal of Vows.

#### 4. Renewal of Vows

The church is happy to entertain renewal of vows ceremonies for couples as long as they are both baptized members of GCCP, regularly attending the church one (1) year prior to their renewal ceremony, and provide their marriage certificate. Both the Sanctuary and Chapel are available for this ceremony.

## SECTION 2: APPLICATION REQUIREMENTS

For your wedding at GCCP to be considered, you need to submit the following documents NO LATER THAN FOUR (4) MONTHS BEFORE THE DESIRED WEDDING DATE:

1. Wedding Application Form.
2. Signed Acknowledgement of Understanding of GCCP Wedding Guidelines and Policies.
3. Proof of Baptism (to the Christian faith). If either the bride or the groom (or both as per Section 1-A4) has not been baptized at GCCP, the individual should submit a copy of his or her Baptismal Certificate (or a certificate of confirmation if baptized as an infant in a protestant church).
4. If the couple is eligible to get married at GCCP through Section 1-A3 and 1-A4, they must secure the following:
  - a. Endorsement letter for marriage from their home church pastor.
  - b. Letter of affirmation from the church they are regularly attending for one year prior to the wedding application that they are members of good standing.
5. For special circumstances in Section 1-B:
  - a. If Section 1-B1 applies, the couple will be asked to write a letter of confession and repentance to be sealed in an envelope and submitted with the application. This letter will be treated with utmost confidentiality.
  - b. If the couple is eligible to get married at GCCP having passed through the requirements of Section 1-B2, they must provide the appropriate supporting documents (i.e. annulment/divorce papers, affidavits, counselor's report, etc.).
  - c. Wedding certificate (if applying for renewal of vows).

No weddings will be scheduled or approved for any couple until GCCP receives the couple's COMPLETED wedding application requirements and the couple has met with a member of the GCCP pastoral staff. Incomplete wedding applications will NOT be accepted by the church and will be returned to the couple.

Once you have submitted your Wedding Application Form, the church will review your application. If you meet the requirements, a GCCP Wedding Coordinator (GWC) will contact you to schedule you for a preliminary interview by a member of the GCCP pastoral staff. Please DO NOT formally announce a date (i.e. printing of save the dates or wedding invitation) until you receive a confirmation from the GWC regarding the approval of your wedding application.

Once your eligibility for marriage is determined during the preliminary interview, the GCCP pastor/minister will approve your application for marriage.

## SECTION 3: CONFIRMING A CHURCH WEDDING DATE

Upon approval of your wedding application, a GWC and an Officiating Pastor will be assigned to you. (See Section 5).

A non-refundable reservation fee of 50% of the total wedding fee must be submitted to the church office two (2) weeks upon confirmation of your wedding date in order to reserve the specified date. In addition to this reservation fee, a P20,000 bond in the form of a check must also be submitted to the church. (Please refer to Table 1 in Section 4 for fees and charges).

## SECTION 4: FACILITIES AND FEES

The couple can choose to be married in three locations in the church: (a) the Sanctuary, (b) Fellowship Hall, or (c) G102.

The wedding fee is broken down as follows:

Location	Capacity	Wedding Fee	Inclusions
SANCTUARY	1000 pax	P20,000	<ul style="list-style-type: none"> <li>» AC and electricity expenses (2 hours)</li> <li>» Kneeling bench</li> <li>» Red Carpet</li> <li>» Candles and three-prong Unity Candle stand</li> </ul>
FELLOWSHIP HALL	300 pax	P12,000	<ul style="list-style-type: none"> <li>» Communion table and elements</li> <li>» Administrative and filing fees</li> <li>» Love gifts for the ff:                             <ul style="list-style-type: none"> <li>• Officiating Minister (P1,500)</li> <li>• GCCP Wedding Coordinator (P1,500)</li> </ul> </li> </ul>
G102	90 pax	P7,500	<ul style="list-style-type: none"> <li>• Pre-marital Counselor (P3,000)</li> <li>• 1 or 2 Sound Technicians (P500)</li> <li>• Custodial Team (P1,000)</li> </ul>
Off-site Wedding	--	P7,000	<ul style="list-style-type: none"> <li>» Administrative and filing fees (P1000)</li> <li>» Love gifts for the ff:                             <ul style="list-style-type: none"> <li>• Officiating Minister (P1,500)</li> <li>• GCCP Wedding Coordinator (P1,500)</li> <li>• Pre-marital Counselor (P3,000)</li> </ul> </li> </ul>

The wedding fee does not include flower arrangement, LED/LCD usage (+P2,000 for 2 hours), bridal holding room (+P2,000 for 2 hours), printing of the program sheet, and love gifts and professional fees for any additional persons or suppliers requested by the couple (i.e. soloists, choirs, musicians, other technicians).

A 50% non-refundable deposit must be submitted to the church office upon approval of your church wedding at GCCP in order to reserve the specified date in your wedding application form. The remaining balance must be submitted to the church office two weeks prior to the wedding. It is the desire of GCCP that the marriage ceremony take place in the church. If for whatever reason you are unable to financially afford the church fees, please talk to the pastor for a possible discount.



In addition to the wedding fee, a P20,000 bond in the form of a check must be submitted to the church when the wedding has been approved to reserve the church date. This is to ensure that damages to the church due to wedding guests, florists, wedding participants, delays, etc. will be assessed accordingly. The marriage contract will not be registered unless all charges have been settled with the church. If there are no damages or fees assessed by the church, this check will be returned.

If the couple requests for an off-site wedding to be solemnized by a GCCP-licensed pastor, applicable fees include administrative and filing fees and love gifts for the Officiating Minister, GWC, and Premarital Counselor.

Please also take note of the following:

1. The wedding party, guests, and suppliers are expected to abide by GCCP's House Rules.
2. No rice, birdseed, potpourri, glitter, or loose rocks may be used inside or outside the church. Flower petals, bubbles, poppers, or confetti may only be used OUTSIDE (please inform florists and ushers). No supplier equipment or supplies are to be left at the church. Things that are left at the church become the property of the church.
3. GCCP allows the wedding party to take photos in the church for 1.5 hours after the end of the ceremony. The location for photoshoot is limited to the Sanctuary hallways and the open courtyard. No other areas in the church will be opened for this purpose.
4. For safety reasons, GCCP does not allow anyone from the wedding party to climb up on any of the church facilities.

## SECTION 5: THE PASTOR AND THE GCCP WEDDING COORDINATOR

### A. The GCCP Wedding Coordinator (GWC)

Once your wedding application has been approved, the church will assign you a GWC who will assist you in the following:

1. Planning the program for your wedding ceremony. (see Section 7)
2. Coordinating the wedding rehearsal and wedding ceremony. Your Wedding Planner and wedding suppliers must confer with the GWC regarding all plans.
3. Conducting the wedding rehearsal. Your personal Wedding Planner is REQUIRED to come to the wedding rehearsal. The Wedding Planner is expected to work with the GWC. The GWC has the right and privilege to make all final decisions as it relate to the ceremony held at the church.
4. Answering questions about church wedding policies and guidelines for florists/event stylists, photographers, videographers, and musicians.

### B. The Officiating Pastor

Once your marriage application has been approved, an officiating pastor will be assigned to you by the church. The officiating pastor will be a licensed member of the GCCP pastoral staff. If there are no licensed church pastors available for your desired date to officiate your wedding, the church will request the services of another licensed officiating pastor to perform the wedding ceremony at the church.

You may request a specific member of the church's pastoral staff to officiate your wedding. The church will try to accommodate your request, but cannot guarantee it.

If you have another pastor whom you would like to take part in the wedding such as giving the opening prayer or delivering the exhortation, please ask the officiating pastor for approval BEFORE asking that pastor to be part of the wedding ceremony. The church must approve all pastors and participants who will take part in the wedding ceremony.

### **C. Requesting a GCCP Pastor to Officiate an Off-site Wedding**

You may be choosing to get married at an off-site location (i.e. hotel ballroom, garden, house, restaurant, beach, another church, etc.) and would like to request a GCCP pastor to officiate. The church would be honored to accommodate this request. However, since each licensed GCCP pastor is licensed through the church, their accepting and confirmation of your invitation is also dependent upon you meeting the requirements in Sections 1 and 2. You must still fill out and submit the wedding application requirements before your request for a GCCP-licensed pastor is entertained.

## **SECTION 6: PRE-MARITAL COUNSELING**

Weddings are a special occasion for both families involved. The wedding day will come and go, but we want marriages that last a lifetime. To lay a strong, practical, and spiritual foundation for your marriage, GCCP requires that the couple attend premarital counseling sessions (as a couple or with other couples in a class) in order to get married at GCCP.

If the couple resides abroad, counseling by the couple's home-church pastor is permissible for extenuating circumstances and must be approved by the church.

A letter of agreement to administer the pre-marital counseling and then a letter of completion, including the number of sessions and what topics were covered will be required. A wedding may be canceled if the counseling requirement is not met.

GCCP wants the best for your marriage, praying that both of you walk intimately with God and each other for the rest of your life. We desire our marriage ministry to touch your lives for eternity's sake. Having premarital counseling does not guarantee that you will not have any problems in your marriage, but it is our hope that it lays the Biblical foundation for the couple to be able to work together to work through any issues that arise.

## SECTION 7: PLANNING YOUR WEDDING CEREMONY

### A. Attire

The church provides no guidelines for how couples (or the rest of the wedding party, suppliers, and guests) dress for weddings. But to protect the sanctity of the occasion and out of reverence to the Lord, please dress modestly reflecting your inner dignity and your walk with Christ. The church reserves the right to ask anyone who is dressed inappropriately to remain outside the worship center.

### B. The Wedding Invitation

Prior to the final printing, please submit a copy of the wedding invitation to your GWC for proof-reading and approval of appropriate terms and term usage. As a point of reference, please do not use the term “Secondary Sponsors” or “Sacrament of Marriage.”

Our church does not have secondary sponsors. Ring bearers, bible bearers, etc. are considered part of the entourage and should not be listed as secondary sponsors. It is your preference whether or not you would like to include the name of the officiating minister on your wedding invitation.

Please make sure the actual wedding time is indicated in your wedding invitation. In most cases this will be 3:00 PM. Please do not put an earlier time assuming everyone will be late. Whatever is printed on the invitation WILL BE the time the wedding starts.

### C. The Wedding Program

At the end of this section is a sample program that represents weddings that take place at Grace Christian Church of the Philippines. The couple should follow this Order of Service for the wedding ceremony and its Christian wedding practices.

An Order of Service Worksheet is also provided with this packet to help you plan your wedding program. If any other programs are to be included in the ceremony, it is necessary to obtain the permission of the church pastor. No secondary sponsors (candle, veil, cord) and coin bearers are practiced at this church.

Printed programs for the wedding ceremony are not required nor expected, and are not provided by GCCP.

### D. Music

Because the wedding is a service of worship and celebration before the Lord, the selection of music should be appropriate, dignified, and worshipful. Secular music and favorite love songs are highly discouraged for use during the wedding service. We suggest the use of those songs at the reception. All music selections must be approved by the GWC and Officiating Pastor.

If you are using music in the digital format, please provide the church a copy two weeks before the wedding date of the actual song version to be used at the wedding, along with the lyrics, for church approval. Instrumentalists, accompanists, guest soloists, and choirs are welcome to enhance the wedding program with the approval of the church. All love gifts and professional fees for the musicians are the responsibility of the couple.

If you invite the entire church choir to sing, then it is common courtesy that they all be invited to the reception. If only selected individuals from the church choir are asked to sing, then it should be made clear with the choir and those invited that this is a select group at the request of the couple to avoid any misunderstanding.

#### **E. The Rehearsal**

Rehearsals are an important part of the preparation before a wedding. The rehearsal helps the wedding to proceed smoothly and the participants to be more relaxed and confident. It will be scheduled a few days before the wedding with a time agreed to by the officiating pastor, the GWC, and the couple.

The wedding rehearsal should begin promptly at the scheduled time; it will last about one hour. The GWC conducts the rehearsal.

The wedding party and the couple's Wedding Planner should be present for the rehearsal. Musicians and singers will not be present unless prior arrangements have been made. Sound technicians will not attend rehearsals, but will be available 2 hours prior to the wedding.

Please note that GCCP House Rules apply even for wedding rehearsals.

#### **F. The Wedding Ceremony**

The church will be available 1.5 hours prior to the time of the wedding unless special arrangements have been made with and approved by the church Facilities Manager.

The wedding will begin precisely at the scheduled time even if the wedding party is incomplete. As long as the bride, the groom, and the pastor are present, the wedding will start. It is the responsibility of the wedding party to ensure their entourage and guests to be there on time. There is a 10-minute grace period, after which the couple will be charged P1,000 for every minute the wedding is delayed. If the bride and/or groom is not present 20 minutes after the scheduled start time, the wedding will be cancelled.

#### **G. Flowers and decorations**

To help us safeguard our furnishings and be good stewards of our facilities, please refer to the GCCP House Rules included in this packet.

All special flowers and other decorations used for weddings and receptions are considered for that event only and must be REMOVED IMMEDIATELY following the wedding by the florists/event stylist or the wedding party. The diversity of flowers and decorations do not allow for their use during the Sunday Worship Service.

#### **H. Wedding Suppliers**

The couple's wedding suppliers (florist/event stylist, photographer, videographer, musicians) must agree to abide by GCCP's policies and must have signed a statement on file in the church office. Failure to abide by policies may result in not being allowed to provide services at GCCP in the future. Please give them a copy of the GCCP House Rules and the Guidelines for Wedding Suppliers.

## I. Marriage License

It is the responsibility of the couple to secure the marriage license from the respective city halls of their place of residence prior to their marriage.

There is a date of validity for the marriage license; the couple should check to see what it is and plan accordingly. After securing this marriage license from city hall, please submit the original to the church office 2-3 weeks prior to the wedding date. Failure to submit the certificate to the church 2 weeks prior to the wedding date will lead to the cancellation of the wedding.

The original marriage license will not be returned to you; it is part of our church records.

Based on the marriage license, the church will submit to the City Hall of Quezon City the completed and signed marriage contract if you get married at GCCP. If you get married off-site, there will be additional requirements.

Usually, the marriage contract will be available a week after the time of filing. If you require a certified copy of your marriage contract, you can apply for it at the City Hall of Quezon City.

## **ADDENDUM: GCCP WEDDING PROTOCOL DURING THE COVID-19 PANDEMIC**

### A. Government Guidelines

Grace Christian Church of the Philippines (GCCP) will follow all guidelines as set forth by the Philippines Government's Inter-Agency Task Force (IATF) on Emerging Infectious Diseases, the City of Quezon City, and Barangay Apolonio Samson.

### B. Church Guidelines

It is the responsibility of the couple (or their personal Wedding Planner) to ensure that the wedding party and suppliers are fully aware and compliant with all church rules and guidelines.

#### 1. Guest List

- The policy of the church is that if Quezon City is under GCQ designation then a maximum of 10 people will be allowed to attend the wedding inside GCCP. If Quezon City is under MGCQ, then a maximum of 30 people will be allowed to attend the wedding.
- The following individuals must be physically present at the church and is counted as part of the 10/30: the Officiating Minister, the Groom, the Bride, and at least 2 witnesses.
- The remainder of those allowed to attend physically and counted as part of the 10/30 are as follows: a wedding coordinator with assistants, photographer and assistants, videographer and assistants, technical crew for live-streaming, parents of the bride and groom, sponsors, members of the entourage, immediate family, relatives, and friends.

- The couple (or their designate) must submit a complete list of those attending the wedding physically five (5) days prior to the wedding date. Individuals not on the submitted list will not be allowed inside the church nor will they be allowed to stand-by near the church gate. Once inside, the individual is expected to remain inside the church for the duration of the wedding. If they leave the church grounds, they will not be allowed back inside.

## 2. Contact Tracing and Social Distancing

Those on the list will be asked to fill out a contact tracing form and required to wear protective face coverings. Those coming will also be asked to maintain social distancing for at least one (1) meter, unless they are a family unit living together.

## 3. Face Coverings

- The wearing of face masks and face shields is compulsory upon entering the church. If you do not wear face coverings, you will not be allowed inside the church. Exception is made for the bride who will enter the church through her personal car. Providing face coverings for the wedding party is the responsibility of the bride and the groom.
- Requirement for face coverings inside the sanctuary is dependent upon the composition of the wedding party. If the wedding party is limited to only family members who live together, then face coverings may not be required of the family members. However, face covering is required for all suppliers and photographers and videographers at all times.
- During the ceremony, the bride and groom and officiating ministry will not be wearing face coverings based on the comfort level of the couple.

## C. Other Matters

1. Some aspect of the normal wedding program such as the processional and recessional will be modified. Please discuss these modifications with the church coordinator or officiating pastor.
2. The church will provide WiFi connection for live-streaming purposes. However, the church cannot guarantee a stable internet connection. It is suggested that the couple prepare backup internet connection such as through mobile data.

## D. Disclaimer

Grace Christian Church of the Philippines has taken all necessary health precautionary measures by enforcing protocol guidelines as required by the DOH. Wedding participants, guests, and suppliers comes to the church with full knowledge of the risks involved in contracting the Covid-19 virus and will not hold GCCP or her officers liable for their personal health issues.

*Updated and revised 09/29/2020*

# SAMPLE ORDER OF SERVICE

for a GCCP Wedding Ceremony

- I. Prelude
- II. Processional (Entourage)
- III. Bridal March
- IV. Welcome and Opening Prayer
- V. Presentation of the Bride

*The traditional and most commonly used sequence is for the bride's father to lift the veil after the bride's parents consent with the words, "We do" to the minister's question, "Who presents this bride to be married to this groom?" thereby revealing or presenting the bride to the groom.*

*A more contemporary tradition is to have the groom unveil his bride after the father presents his daughter to him.*

- VI. Scripture Reading
- VII. Exhortation
- VIII. Appreciation of Parents (optional)

*This is typically done at the wedding reception; however, it can also be part of the wedding ceremony. This part of the ceremony entails the groom and bride saying words of appreciation to their respective parents and giving them a token of their appreciation.*

- IX. Ceremony
  - A. Declaration of Intention
  - B. Exchange of Vows

*The couple can choose to follow a standard vow or write their own personal vows. If the couple chooses to write their own vows, they must first submit it to the church for approval one week before the wedding date, or else the standard vows will be applied.*

*Vows should include some reference to "taking someone as my wife/husband" since it is a wedding and not simply a profession of love. In writing your wedding vows, you can structure it into three simple sections:*

- (1) How I met you - circumstances of meeting*
- (2) What I like about you - 2-3 qualities you like*
- (3) Therefore I will do the following... - your promises*

C. Exchange of Rings

D. Presentation of the Bible

*The couple may want to read a portion of scripture together.*

E. Lighting of the Unity Candle

*The two side candles are lit at the beginning of the wedding ceremony by a member of the bridal entourage. Traditionally, they are lit by parents or a member from each side of the family to signify that each side of the family approves and supports this marriage. Candle lighters in this regard are not considered secondary sponsors.*

F. First Communion as Couple

*This is only for the couple. Part E and F are usually grouped together in the ceremony. It is recommended that one song with vocals is played or one special number is inserted during this time. The song should last about 5 minutes.*

G. Signing of the Marriage Contract

*During the signing of the marriage contract, the couple may wish to either play one song with vocals or insert a special musical number. The song should last about 5 minutes.*

H. Wedding Prayer and Benediction

X. Pronouncement of Marriage

A. Wedding Kiss

B. Presentation of Couple

XI. Wedding Memories (Picture Taking)

XII. Recessional (Bride and Groom)



# **GCCP House Rules**

---

## **CONDUCT**

1. Personal conduct should always be appropriate for a house of God.
2. Out of reverence to the Lord, please dress modestly reflecting your inner dignity and your walk with Christ. The church reserves the right to ask anyone who is dressed inappropriately to remain outside the church sanctuary.
3. Children must behave in an orderly manner: No running in the building, no food or gum, no standing on the pews or column bases, and no markers for coloring books.

## **FACILITIES**

4. No food or drinks are allowed inside the worship center (Sanctuary, Fellowship Hall, and G102) at any time by any person.
5. Smoking, gambling, and drinking alcoholic beverages are NOT ALLOWED anywhere in the church premises. No pets, alcoholic beverages, and cigarettes. Illegal drugs and deadly weapons are STRICTLY PROHIBITED.
6. No electronic equipment, furniture, or any church property may be moved unless cleared with the church's Facilities Manager. If allowed, tables, chairs, and other furniture must be lifted and not dragged along the floor. Any church property that has been moved must be reset to their original configuration before leaving (we recommend taking a photo of the room prior to use).
7. Florists and event stylists must submit a design sketch for approval four (4) weeks prior to the event.
8. No nails, tacks, screws, staples, pins, or duct/packing tape are to be used in any part of the building or on any furniture. No decor/props placed inside the worship center should contain water or any type of liquid. Any decorations or heavy equipment that will be brought into the church buildings must be cleared with the GCCP Facilities manager.
9. For all audio visual needs, please consult with your GWC. The church sound system must be operated by a GCCP Sound Technician.
10. Any damages to or loss of GCCP property is to be reported immediately to the GWC.

## **SAFETY AND SECURITY**

11. Minors (individuals under the age of 18) are to be supervised by adults (individuals 18 years of age or older) at all times.
12. GCCP is not responsible for any loss of personal items on the property.

## **FOR WEDDINGS**

1. No rice, birdseed, potpourri, glitter, or loose rocks may be used inside or outside the church. Flower petals, bubbles, poppers, confetti, may only be used OUTSIDE.
2. No supplier equipment or supplies are to be left at the church. Things that are left at the church become the property of the church.
3. GCCP allows the wedding party to take photos in the church for 1.5 hours after the end of the ceremony. The location for photoshoot is limited to the Sanctuary hallways and the open courtyard. No other areas in the church will be opened for this purpose.
4. For safety reasons, GCCP does not allow anyone from the wedding party to climb up on any of the church facilities.

# Guidelines for Wedding Suppliers

---

All wedding suppliers must agree to abide by the Grace Christian Church of the Philippines policies and must have signed a statement on file in the church office. Failure to abide by these policies may result in not being allowed to provide services at GCCP in the future.

## INSTRUCTIONS TO WEDDING PLANNERS

1. The couple's Wedding Planner is expected to work with the GCCP Wedding Coordinator (GWC) in planning for the couple's wedding ceremony at the church and to inform the GWC of any plans for set up prior to the ceremony.
2. The GWC has the right and privilege to make all final decisions as it relate to the ceremony held at the church.
3. The couple's wedding planner is REQUIRED to come to the wedding rehearsal.
4. All wedding suppliers including their team are expected to abide by the GCCP House Rules.

## INSTRUCTIONS TO PHOTOGRAPHERS AND VIDEOGRAPHERS

1. Videographers should be unheard and unobtrusive (out of the way). Modern technologies and zoom lenses allow you to get all of the shots you will need to make the wedding a memorable one for the couple.
2. Please dress appropriately, keeping in mind that the wedding is a worshipful celebration. You will be asked to leave the church if you or any of your assistants are wearing t-shirts, sandals, shorts, etc.
3. Do not move around much, especially during the exhortation portion of the wedding. If you are unfamiliar with the order of service for a GCCP wedding, then it is your responsibility to ask or attend a wedding to get an idea of the flow of the program and lightings, etc. The videographers will not be allowed in the vicinity of the stage area where the pastor is during the ceremony. They can position themselves in the back of the stage to get the shots. Only when the pastor motions for you to approach the couple, will you be allowed to enter the area around the pastor.
4. Because of the size of the church, it is recommended that you bring an assistant to help you get your shots.
5. Please arrive 30 to 60 minutes before the start of the wedding to properly setup all of your equipment. If the wedding is about to begin and you are not ready, the wedding will continue as scheduled.
6. There will be no alcoholic beverages, drugs, or smoking in the building or on church grounds.
7. The furniture, piano, mirror, hymnals, and Bible should not be moved without the permission and assistance of the Facilities Manager. Furniture should not be used as a ladder.
8. All wedding suppliers including their team are expected to abide by the GCCP House Rules.

### **INSTRUCTIONS TO FLORISTS / EVENT STYLISTS**

1. Florists and event stylists must submit a sketch of their design for approval four (4) weeks prior to the event.
2. The florist or event stylist should call the GCCP Facilities Manager to arrange the time of delivery and decorating of the church. All decorating must be complete one hour before the service is scheduled.
3. All fresh greenery should be prepared prior to arriving at the church.
4. NO NAILS, TACKS, SCREWS, STAPLES, PINS, OR TAPE are to be used in any part of the building or on any furniture.
5. No decor/props placed inside the worship center should contain water or any type of liquid.
6. No flowers, greenery, or candles are to be placed on the piano or organ.
7. The furniture, piano, mirror, hymnals, and Bibles should not be moved without the permission and supervision of the GCCP Facilities Manager.
8. Any decorations or heavy equipment that will be brought into the church buildings must be cleared with the GCCP Facilities manager.
9. The florist or event stylist is responsible for all necessary clean-up related to setting up the decorations and the removal of the same after the service.
10. Removal of all decorations must begin immediately after the service. A crew sufficient to remove decorations must be provided by the florist/event stylist.
11. All wedding suppliers including their team are expected to abide by the GCCP House Rules.

### **INSTRUCTIONS TO SINGERS & MUSICIANS**

1. Arrangements for set-up and sound check prior to the wedding ceremony must be made with the couple's Wedding Planner and approved by the GCCP Facilities Manager.
2. All wedding suppliers including their team are expected to abide by the GCCP House Rules.

**WEDDING FORMS  
AND  
WORKSHEETS**

# Your GCCP Wedding Checklist

---

## APPLICATION

- Read the wedding guidelines and requirements thoroughly and carefully.
- If you meet the eligibility requirements in Section 1, submit these wedding application requirements (6 months before your desired wedding date): Duly accomplished Wedding Application Form, Acknowledgement of Understanding, and other requirements for special circumstances in Section 1-A3, 1-A4, and 1-B.
- Meet with a GCCP pastor/minister for preliminary interview. A GCCP Wedding Coordinator (GWC) will contact you for scheduling.
- Wait for approval of your application and confirmation of wedding date.

## CONFIRMATION

- Submit payment to secure wedding date. (Within 2 weeks of application's approval. *See Section 4: Facilities and Fees*)

## PRE-MARITAL COUNSELING

- Submit letter of agreement to administer pre-marital counseling from church-approved marriage counselor.
- Schedule and complete pre-marital counseling.
- Secure letter of completion of pre-marital counseling course which should state the number of sessions and what topics were covered.

## PLANNING YOUR WEDDING CEREMONY

- Meet with your GWC to discuss plans for your wedding ceremony at the church. Bring the worksheets included in the wedding packet.
- Submit Supplier Information Sheet to your GWC.
- Inform your Wedding Planner of GCCP's policies (if applicable).
- Inform Florist / Event Stylist of GCCP's policies (if applicable).
- Inform Photographer of GCCP's policies (if applicable).

- Inform Videographer of GCCP's policies (if applicable).
- Inform Musicians of GCCP's policies (if applicable).
- Inform Wedding Party/Entourage of GCCP's policies.
- Submit suppliers' signed agreement to GCCP's wedding policies.
- Submit florist/event stylist's design sketch for approval.
- Submit wedding program for approval (if applicable).
- Submit wedding invitation for approval (DO NOT PRINT before approved).

## WEDDING REHEARSAL

- Schedule wedding rehearsal with your GWC.
- Inform your Wedding Planner of wedding rehearsal dates.
- Inform Wedding Party/Entourage of wedding rehearsal dates.
- Attend wedding rehearsal.

## FINAL DETAILS

- Submit payment for remaining balance of wedding fees (2 weeks before wedding)
- Check with your GWC for final consultation with the Facilities Manager regarding use of facilities.
- Submit music (mp3 + lyrics) for approval (2 weeks before wedding)
- Submit personal wedding vow to officiating pastor for approval (1 week before wedding)

## IMPORTANT

- Secure marriage license from City Hall of residence. Check with City Hall regarding validity.
- Submit original copy of marriage license to GWC (2 weeks before the wedding at the latest, or else the wedding will be canceled).

# Wedding Application Form

## ELIGIBILITY

- Bride/Groom is an active GCCP member
  Bride/Groom were active GCCP members who immigrated
  Bride/Groom's parents are active GCCP members

## COUPLE'S PROFILE

GROOM-TO-BE	BRIDE-TO-BE
<i>Last Name</i>	<i>Last Name</i>
<i>Given Name (s)</i>	<i>Given Name (s)</i>
<i>Middle Name</i>	<i>Middle Name</i>
<i>Date of Birth</i>	<i>Date of Birth</i>
<i>Date of Baptism</i>	<i>Date of Baptism</i>
<i>Church Baptized</i>	<i>Church Baptized</i>
<i>Current Church Affiliation</i>	<i>Current Church Affiliation</i>
<i>Father's Name</i>	<i>Father's Name</i>
<i>Mother's Maiden Name</i>	<i>Mother's Maiden Name</i>
<i>Cellphone No.</i>	<i>Cellphone No.</i>
<i>Email</i>	<i>Email</i>
<i>Landline</i>	<i>Landline</i>
<i>Current Home Address</i>	<i>Current Home Address</i>
<i>Post-wedding Address (if applicable)</i>	

## WEDDING DETAILS

<i>Preferred Wedding Date &amp; Time</i>	<b>Special Circumstances (Section 1B)</b> Please circle all that apply: 1B.1 1B.2 1B.3 1B.4
<i>Preferred Officiating Minister</i>	

## FOR GCCP STAFF

Application Received by  Date Received	Application Status  GCCP Coordinator Assigned	<input type="checkbox"/> Confirmed Wedding Date <input type="checkbox"/> Completed Premarital Counseling <input type="checkbox"/> Submitted all worksheets <input type="checkbox"/> Fully Paid <input type="checkbox"/> Rehearsal Completed
--	---	---

# Acknowledgement of Understanding

*of the GCCP Wedding Guidelines and Policies*

*GCCP desires that weddings conducted at the church will honor God and provide participants with an opportunity to participate in a special service of worship. For that reason, we have developed an extensive packet of information to clearly communicate our expectations related to weddings. Please submit this page together with the Wedding Application Form.*

My signature below indicates that: (Please initial the boxes upon completion of reading all statements)

	Groom	Bride
1. The information I provided in the wedding application form is true and accurate.		
2. I have read and understood all of the information contained in the church's wedding packet and agree to comply with Grace Christian Church of the Philippines' policies and requirements as it pertains to weddings.		
3. I understand that for my wedding application to be considered, I must meet and submit all requirements stated in the GCCP Wedding Guidelines and Policies.		
4. I understand that I am responsible for communicating the policies of GCCP to all of the following: (1) My Family and Wedding Party/ Entourage, (2) Wedding Planner, (3) Florist, (4) Photographer, (5) Videographer, and (6) Musicians.		
5. I have never been previously married.		
6. If #5 is not true, I will include a sealed letter explaining the circumstances as well as other requirements stated in Section 1-B2.		
7. I have never engaged in pre-marital sexual intimacy (of any form including "petting") with my fiance or with other partners.		
8. If #7 is not true, I will include a sealed letter explaining the circumstances as per Section 1-B1.		
9. I have never traveled with my fiance alone on an overnight trip and stayed in the same room alone even for one night.		
10. If #9 is not true, I will include a sealed letter explaining the circumstances and how we both ensured sexual purity and put up safeguards to avoid temptation.		

\_\_\_\_\_  
Signature over Name of Groom-to-be                      Date

\_\_\_\_\_  
Signature over Name of Bride-to-be                      Date

## Wedding Fees Worksheet

*This worksheet is meant to help you determine the cost of your wedding at GCCP and keep track of payments made to the church.*

	Amount
<b>SELECTED VENUE</b>	
<input type="checkbox"/> Sanctuary (P20,000) <input type="checkbox"/> Fellowship Hall (P12,000) <input type="checkbox"/> Chapel (P7,500) <input type="checkbox"/> Off-site (P7,000)	
<b>ADD-ONS</b>	
<input type="checkbox"/> LCD/LED Usage (P2,000 for 2 hours)	
<input type="checkbox"/> Bridal Holding Room (P2,000 for 2 hours)	
<input type="checkbox"/> Others:	
<b>TOTAL FEES</b>	
Bond Fee	P20,000 (CHECK)

PAYMENT RECORD (FOR GCCP STAFF)		
<input type="checkbox"/> Paid Deposit (50% of total fees)  Amount Paid  AR No.  Received by  Date Received	<input type="checkbox"/> Paid Bond Fee  Amount Paid  AR No.  Received by  Date Received	<input type="checkbox"/> Paid Balance  Amount Paid  AR No.  Received by  Date Received



# Order of Service Worksheet

*Program for the Wedding Ceremony at GCCP*

*This service format represents weddings that take place at Grace Christian Church of the Philippines. If your wedding program will use a different format than prescribed, it must be approved by GCCP's pastor prior to printing.*

Date & Time of Wedding	Officiating Minister	Selected Venue
------------------------	----------------------	----------------

I. Prelude	Title of Song:	<input type="checkbox"/> Accompanist <input type="checkbox"/> Digital
II. Processional (Entourage) <ul style="list-style-type: none"> <li>• Officiating Minister(s)</li> <li>• Candle Lighter</li> <li>• Bestman</li> <li>• Groom</li> <li>• Groom's Parent's</li> <li>• Bride's Parents (if not accompanying the bride)</li> <li>• Principal Sponsors</li> <li>• Bridesmaid and Groomsmen (can separately enter)</li> <li>• Ring Bearer</li> <li>• Bible Bearer</li> <li>• Flower Girl(s)</li> <li>• Maid of Honor</li> </ul>	Title of Song:	<input type="checkbox"/> Accompanist <input type="checkbox"/> Digital
III. Bridal March <ul style="list-style-type: none"> <li><input type="checkbox"/> Bride alone</li> <li><input type="checkbox"/> Bride with Father</li> <li><input type="checkbox"/> Bride with Father and Mother</li> <li><input type="checkbox"/> Bride alone to meet parents halfway</li> </ul>	Title of Song:	<input type="checkbox"/> Accompanist <input type="checkbox"/> Digital
IV. Welcome and Opening Prayer		Minister
V. Presentation of the Bride <ul style="list-style-type: none"> <li><input type="checkbox"/> Father of the Bride lifts veil at the beginning of the ceremony</li> <li><input type="checkbox"/> Groom lifts veil at the beginning of the ceremony after the bride has been presented to him</li> </ul>		Minister
VI. Scripture Reading		Minister/Friend
VII. Exhortation		Minister
VIII. Appreciation of Parents (optional)		Couple



# Supplier Information Sheet

*Information on this worksheet will be forwarded to the GCCP Facilities Manager.*

Wedding Planner	Company
	Contact Person
	Contact No.
	Setup Time on Wedding Day
Photographer	Company
	Contact Person
	Contact No.
	Setup Time on Wedding Day
Videographer	Company
	Contact Person
	Contact No.
	Setup Time on Wedding Day
Florist / Event Stylist	Company
	Contact Person
	Contact No.
	Setup Time on Wedding Day
Musician	Company
	Contact Person
	Contact No.
	Setup Time on Wedding Day

# Supplier Worksheet: WEDDING PLANNER

*Acknowledgement and Agreement to GCCP Guidelines and Policies*

I have carefully read and completely understood the church guidelines and policies and agree to comply with Grace Christian Church of the Philippines' guidelines and regulations as it pertains to weddings. I understand that failure to abide by these policies would result in disqualification from servicing future weddings or other events at GCCP.

(For Supplier)	(For GCCP)
<i>Authorized Signature</i>	<i>Noted and Accepted by / Date</i>
<i>Name</i>	
<i>Company</i>	<i>Remarks (if any)</i>
<i>Date Signed</i>	
<i>Name of Couple</i>	

# Supplier Worksheet: PHOTOGRAPHER

*Acknowledgement and Agreement to GCCP Guidelines and Policies*

---

I have carefully read and completely understood the church guidelines and policies and agree to comply with Grace Christian Church of the Philippines' guidelines and regulations as it pertains to weddings. I understand that failure to abide by these policies would result in disqualification from servicing future weddings or other events at GCCP.

<b>(For Supplier)</b>	<b>(For GCCP)</b>
<i>Authorized Signature</i>  <i>Name</i>	<i>Noted and Accepted by / Date</i>
<i>Company</i>	<i>Remarks (if any)</i>
<i>Date Signed</i>	
<i>Name of Couple</i>	

# Supplier Worksheet: VIDEOGRAPHER

*Acknowledgement and Agreement to GCCP Guidelines and Policies*

---

I have carefully read and completely understood the church guidelines and policies and agree to comply with Grace Christian Church of the Philippines' guidelines and regulations as it pertains to weddings. I understand that failure to abide by these policies would result in disqualification from servicing future weddings or other events at GCCP.

<b>(For Supplier)</b>	<b>(For GCCP)</b>
<i>Authorized Signature</i>  <i>Name</i>	<i>Noted and Accepted by / Date</i>
<i>Company</i>	<i>Remarks (if any)</i>
<i>Date Signed</i>	
<i>Name of Couple</i>	

# Supplier Worksheet: FLORIST / EVENT STYLIST

*Acknowledgement and Agreement to GCCP Guidelines and Policies*

I have carefully read and completely understood the church guidelines and policies and agree to comply with Grace Christian Church of the Philippines' guidelines and regulations as it pertains to weddings. I understand that failure to abide by these policies would result in disqualification from servicing future weddings or other events at GCCP.

(For Supplier)	(For GCCP)
<i>Authorized Signature</i>	<i>Noted and Accepted by / Date</i>
<i>Name</i>	
<i>Company</i>	<i>Remarks (if any)</i>
<i>Date Signed</i>	
<i>Name of Couple</i>	

# Supplier Worksheet: MUSICIAN

*Acknowledgement and Agreement to GCCP Guidelines and Policies*

---

I have carefully read and completely understood the church guidelines and policies and agree to comply with Grace Christian Church of the Philippines' guidelines and regulations as it pertains to weddings. I understand that failure to abide by these policies would result in disqualification from servicing future weddings or other events at GCCP.

<b>(For Supplier)</b>	<b>(For GCCP)</b>
<i>Authorized Signature</i>  <i>Name</i>	<i>Noted and Accepted by / Date</i>
<i>Company</i>	<i>Remarks (if any)</i>
<i>Date Signed</i>	
<i>Name of Couple</i>	