

Wedding Policies and Procedures
First Christian Church
(Disciples of Christ)
www.fccowb.org

700 J. R. Miller Blvd. Owensboro, KY 42303
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Congratulations! We are happy to learn that you are taking such an important step in your life. Choosing a life mate is one of the most important decisions in a person's life. Our church considers the wedding ceremony to be a deeply spiritual and sacred experience.

The celebration of a marriage is an action of the Church as well as an event for a couple and their family and friends. It is our desire, at First Christian Church (FCC), to assist you as you plan for your wedding so that the preparation time can be a period of growth in the understanding of the commitment of Christian marriage. The service itself should be a witness to our conviction that marriage is a sacred covenant between two persons in God's name.

The following guidelines are provided In order to assist couples and their families to begin planning a wedding at First Christian Church. Any questions can be directed to the wedding hostess.

ELIGIBILITY

While the decision of whether or not to marry a couple is always left to the preogative and discretion of the officiating minister, the following parameters are established as general guidelines. Participating members of First Christian Church can expect to have a member of the ministerial staff officiate the wedding ceremony provided the guidelines established in this document are followed. For the purposes of wedding procedures, a participating member is defined as a person who regularly attends worship at First Christian. Non-participating members and children of participating members may also request a minister from First Christian to officiate the wedding ceremony with the understanding that we may not be able to accommodate the request. As a general rule, the ministerial staff of First Christian Church do not officiate non-member weddings. Non-members may schedule a wedding at the church but must arrange to have a qualified officiant.

MAKING WEDDING ARRANGEMENTS

Arrangements for a wedding must be made through the wedding hostess in consultation with the officiant to ensure that the facilities and the minister are available on the day you wish to schedule the ceremony. Please complete the attached information form, make a copy for yourself and return the original to the church office. No announcements or commitments for services should be made until a date and time for the wedding has been

confirmed. The date, time, services desired, etc. will be considered final when all materials have been received and confirmed by the wedding hostess.

CHURCH WEDDING HOSTESS

The FCC wedding hostess will assist with the wedding rehearsal and ceremony. An initial meeting with the FCC wedding hostess is required to discuss church policies. The hostess is also familiar with the equipment and other items FCC has available for use in your wedding. The FCC wedding hostess will answer any questions you might have about this information. If the couple uses an additional wedding coordinator, this person must work with the FCC wedding hostess to ensure compliance with FCC's policies and procedures.

TIMES FOR WEDDINGS

Weddings must be arranged at times which do not conflict with regularly scheduled services. It is very important that the exact time indicated for the rehearsal and wedding be observed and care should be taken to have all members of the wedding party in their place at the time indicated.

The sanctuary seats 449.

The main seating in the nave is 234 tight, 210 comfortably.

The transepts downstairs seat 72. (north and south together)

The main balcony seats 48.

The transepts balconies seat 77. (north and south together)

The pews at the back and side of the main nave seat 18.

The atrium, a room separate from the sanctuary, can accommodate up to 75.

THE WEDDING CEREMONY

The wedding ceremony is a religious rite conducted by the minister and is fully under her/his supervision. The officiant will plan the ceremony with the couple during one of the required counseling sessions.

THE REHEARSAL

Rehearsals are scheduled with the FCC wedding hostess. The minister performing the ceremony is in charge of the rehearsal. The minister and wedding hostess shall direct the proceedings of the rehearsal in all its parts. Only the wedding party and immediate members of the family need be present at the rehearsal and are expected to be on time. The rehearsal usually lasts about one hour. If you wish to have FCC's organist play at the wedding, s/he will be present at the rehearsal as well.

MARRIAGE LICENSE

The marriage license must be in the hands of the officiating minister before the ceremony. It is best to bring the license to the rehearsal, if one is to be held.

MUSIC

It is recommended that you arrange for a member of the FCC music staff to play at your wedding as only they will have access to the organ and grand piano. An upright piano is available for use if you wish to have an outside musician play at your wedding. If other special music is desired, that will be arranged in consultation with the minister and church organist.

Any pre-recorded music must be delivered to the church no later than two full weeks prior to the wedding date.

RECORDING THE CEREMONY

Church personnel must operate lights and sound systems. Arrangements may be made with the FCC wedding hostess for video recording of the ceremony.

PHOTOGRAPHER/VIDEOGRAPHER

Photographs may be taken in the narthex prior to the service and in the chancel after the service. No photographs are to be taken in the sanctuary or atrium from the time the organist begins the prelude until the end of the benediction, unless from the balcony **without flash**. Under no circumstances are flash pictures to be taken during the ceremony. Video may be used, but the minister must approve the locations.

The couple shall instruct their photographer/videographer, their relatives, and guests with cameras that no photographs are permitted inside the sanctuary during the ceremony.

POLICY STATEMENTS

It is the responsibility of the bride and groom to make certain that the wedding party knows these rules.

Alcoholic beverages may not be used on the FCC premises at any time. No one under the influence of alcohol or drugs may take part in a wedding or rehearsal. If the bride or groom arrive for the rehearsal or wedding ceremony under the influence of drugs or alcohol, the minister will not perform the ceremony and all fees paid to the minister and/or the church shall be forfeited.

No confetti, rice, or birdseed may be used. Bubbles are recommended.

There may be no smoking in any building or room or immediately outside exterior doors.

Dress should be in keeping with the church setting and be suitable for a religious ceremony. The minister will wear a robe for all formal weddings unless otherwise requested by the bride and groom.

FCC or any representative thereof cannot be responsible for clothing or personal items left in the building or on the grounds of FCC.

Consumption of food and drink is limited to the kitchen, atrium, and gym. Additional places must be approved by the FCC wedding hostess.

DECORATIONS

It is the duty of the bride and groom to inform those responsible for decorations of these policies.

Please check with the FCC wedding hostess for access to the church if time beyond normal office hours is needed.

Members may use the church's candelabra. Only the dripless candles provided by the church may be used in the sanctuary. Someone must always be present in an area where candles are burning. The use of hurricane lamps is prohibited.

The church will make its double kneeling bench available to those who wish to use it.

No decorations may be placed on the communion table without approval of the minister.

The communion table cannot be moved without the approval of the minister.

No nails, tacks, or tape may be used in the sanctuary, any other rooms, any hallway, or door. The attachment method for any decoration should be a method that leaves no mark when removed.

All decorations must be removed from the building and grounds by the time of the next use of the building. Please check with the FCC wedding hostess for the specific time for your wedding.

DRESSING ROOMS

Dressing rooms for the wedding party will be available. These areas are to be left clean with all personal items removed after the ceremony.

The groom and groomsmen may dress in the men's room nearest the J.R. Miller Boulevard entrance and wait in the youth zone and adjacent classroom. All youth zone equipment must be left in the condition in which it was found.

The bride and bridesmaids may dress in the rosemary room (Parlor) and the ladies room that is across the hall. If additional room is needed, the bridesmaids may also dress in the Disciples classroom and adjacent womens rest room on the second floor.

All rooms used must be left in the condition in which they were found. Should a spill occur, please report it to the FCC wedding hostess immediately.

THE RECEPTION AND REHEARSAL DINNER

Arrangements for a reception at FCC can be made through the wedding hostess. Members may use the equipment and furnishings in the kitchen area. If a catering service is employed, the caterer is required to furnish everything necessary for the reception and is responsible for clean up. All rooms, furnishings, and equipment must be left as found.

Please remember that no alcoholic beverages are allowed on the church premises. Appropriate behavior is expected of all present.

A reception at the church should be concluded within four hours after the beginning of the wedding ceremony.

FEES

Members are not required to pay for the use of the facilities for weddings. However, a donation to offset the church's cost for heating/cooling, custodial services, property depreciation, etc. is recommended and greatly appreciated.

The fees listed here include the use of the facilities (non-member price only), personnel costs for the wedding hostess, organist, ministerⁱ, custodian, and sound engineer, wedding supplies, and a \$250 refundable security deposit.ⁱⁱ If your officiant or organist are not employed by First Christian Church, an appropriate deduction from the fee will be made and you will be responsible to compensate the officiant and organist appropriately.

Required Fees	Participating Member	Non-member/ Non-participating Member
Sanctuary Wedding	\$ 1,310	\$ 2,000
Atrium Wedding	\$ 1,310	\$ 1,710

Optional Services and Fees	Participating Member	Non-member/ Non-participating Member
Reception or Rehearsal Meal	\$ 125	\$ 400
Video Recording	\$ 100	\$ 100
Additional Custodial Services	\$ 20/hour	\$ 20/hour

The above fees are to be paid to First Christian Church thirty (30) days in advance. In the event of cancellation, all fees will be returned less those for services already rendered at the time of cancellation (e.g., rehearsal dinner, pastoral counseling sessions, etc).

ⁱ While a wedding is a pastoral function, the rationale for the minister's fee is as follows: Between planning time, pre-marital counseling sessions, and the wedding rehearsal and ceremony, a typical wedding requires approximately 25-30 hours of labor above and beyond a minister's salaried time. Because ceremonies are most often on non-working days and many couples are unable to meet for counseling during regular office hours, the majority of those 25-30 hours immediately detract from a minister's personal time with her or his family. In light of this, we hope you will recognize the minister's fee as a modest compensation for a significant investment of time. If you have questions or concerns about this fee, please do not hesitate to speak with the minister who will officiate your wedding.

ⁱⁱ Eligibility for a refund of the security deposit will be determined by the wedding hostess and custodian following a walkthrough of the property after all wedding events have ended. Damages to the physical property of the church, use of unauthorized areas, or noncompliance with any of the policies stated in this document.

First Christian Church (Disciples of Christ) Owensboro, KY Wedding Policies

Effective January 6, 2012
