

# ***Section F.***

*Date Approved/Revised:*

*Approved By:*

## **WEDDING AND RECEPTIONS**

### **Statement of Policy:**

The family at FirstChurch believes that a wedding ceremony should be a beautiful occasion and Christ-centered. A wedding is a celebration of two people God has brought together. The wedding and its preparation shall be done in a way that will bring honor and glory to God.

*“For this reason a man will leave his father and mother and be united to his wife, and the two will become one flesh.” Ephesians 5:31*

### **Procedures:**

#### **1.0 COUNSELING**

.01 All engaged couples being married at FirstChurch are required to have at least four counseling sessions with a counselor on our staff. The counseling must be completed one month prior to the wedding. It is the couple's responsibility to complete the four sessions. If the couple fails to do this, the wedding will be canceled. The Church believes that these counseling sessions are essential in providing a Christ-centered wedding. Costs for counseling are included in the personal fee package for weddings. However, if the wedding should be canceled during or after counseling has been completed the couple will be charged a fee of \$25 per counseling session completed.

#### **2.0 MAKING RESERVATIONS**

.01 Applications for use of FirstChurch facilities will be made with the Church's Wedding Coordinator by completing the Wedding Arrangement ([Form No. 11-37](#)). Fees are payable at the time reservations are made. Dates will not be calendared until fees are paid.

.02 The Wedding Request Form will include:

- Dates for rehearsal, wedding and reception
- FirstChurch facilities desired

Click the Hyperlinked form as noted in blue above . . . .

- Type of wedding pertaining to dress (formal, informal)
- Names of florists, decorators, photographers, etc.
- Name of party to be responsible in event of damage
- Other pertinent information.

.03 Facilities are available to members of FirstChurch and their children. Members of six months or longer will be able to schedule a wedding up to one year in advance of the wedding date. Members of less than six months will only be allowed to schedule a wedding upon approval by the Wedding Coordinator. Due to heavy demands by FirstChurch members, non-member weddings will only be scheduled two months prior to their wedding.

.04 Weddings are scheduled through the Wedding Coordinator. A non-refundable deposit of \$25 and a \$100 damage deposit will be required at the time of scheduling a wedding. The \$25 deposit will go toward the personnel expenses of the wedding. The damage deposit will be returned to the bride after the wedding if there is no damage to the facilities by the caterer, florist or guests. In addition to these deposits, it is necessary for a wedding contract to be signed and returned to the Wedding Coordinator before the wedding will be put on the Church calendar.

.05 All weddings at FirstChurch must be conducted by one of the ministers on staff or a former minister of FirstChurch. A minister of another Church may assist in a wedding upon approval from FirstChurch ministers.

.06 The Church will not schedule weddings or rehearsals on Thanksgiving, Christmas, New Year's, Easter, July 4, Labor Day and Memorial Day weekends. Weddings will only be scheduled on Fridays and Saturdays. Weddings may be scheduled no later than 4:00 p.m. in the Sanctuary on Saturdays. Weddings may be scheduled no later than 5:00 p.m. in the Chapel on Saturdays. Weddings may be scheduled as late as 8:00 p.m. on Fridays in the Sanctuary and Chapel.

### **3.0 REHEARSAL**

.01 The rehearsal must begin promptly, and on time, since a large number of people are involved and delays consume every persons time. Rehearsals will be scheduled for 5:00, 6:00, or 7:00 p.m. on a "first-come, first-serve" basis. Following, are several additional rehearsal guidelines:

- Both sets of parents, and all ushers, shall be present for the rehearsal.
- A Sound Technician will not be present at Wedding Rehearsals.
- There will not be time during the rehearsal for soloists to rehearse songs. Rehearsal with the accompanist shall be arranged at another time.