

FIRST CHRISTIAN CHURCH (Disciples of Christ)

Weddings & Reception's Policies and Procedures

The Minister

Weddings performed at First Christian Church (DOC) are expected to be under the direct supervision of the Pastor. If it is the wish of the bride or groom to have another minister participate in the service, it should be discussed with the Pastor prior to an invitation being extended to that minister. This should be discussed at the initial meeting of the bride and groom with the Pastor.

Wedding Agreement Required

Following your initial meeting with the Pastor and discussion of dates, a wedding agreement form should be picked up from Marilyn Lee, our church Secretary. The form must be returned to the church office within one week. Fees must be paid at least one week prior to the wedding.

Wedding Director

First Christian Church will provide a Wedding Director from the church. This person will serve as a liaison between you and the church staff. This person will also be knowledgeable of First Christian Church and its wedding policies, have knowledge of wedding etiquette, and are skilled in directing weddings. The church Wedding Director understands how our Pastor conducts weddings and will ensure that the rehearsal and wedding run smoothly. Ultimately, the Pastor will be in charge of conducting the Rehearsal and Wedding with the assistance of the FCC Wedding Director.

While outside coordinators are welcome, outside coordinators will not have a leadership role in the rehearsal or wedding service, and it will be the understanding that the church director will have the authority to make all final decisions as to appropriateness (If an outside coordinator is desired by

the couple, it is their responsibility to make certain that he/she understands the role of the FCC Wedding Director).

The FCC Wedding Director will be capable of providing assistance to you as you plan for your wedding. The FCC Wedding Director will work with you to:

- *answer questions regarding church policy and procedure**
- *coordinate plans with church personnel assisting with your wedding**
- *supervise the rehearsal with the officiating minister(s)**
- *supervise the flow of the ceremony**

The Musicians

The Director of Music/Organist of First Christian Church is responsible for the music at all weddings at the church. The bride or groom should contact the Director of Music/Organist as soon as possible after their first meeting with the Pastor to discuss the arrangements.

It is expected that the church musicians will play for all weddings at the church. When it is desired to have someone other than the church musicians, this must be approved and supervised by the Music Director/Organist. If a guest organist or musicians will perform, approval must be given by the Music Director/Organist before an invitation is extended. The Church Music Director/Organist is responsible for maintaining a quality of music deemed appropriate to the Christian worship service and in keeping with the standards of this church. All music should be worshipful and reflect God's love for the couple or the couple's love for one another. Final approval of music rests with the Music Director/Organist. There will be no pre-recorded music used during weddings at FCC.

Soloists and/or additional instrumentalists may be chosen by the bride or groom. Assistance in choosing these special musicians can be provided by the Music Director/Organist, if needed. Plans must be made well in advance for rehearsal by the soloists, instrumentalists and Church Musicians. The guest soloists and/or instrumentalists will be responsible for contacting the Music Director/Organist to schedule a practice time. Musician rates are subject to change by demand.

The Custodian and Custodial Services

The Custodian of First Christian Church is responsible for several specific tasks before and after the wedding. The church Secretary will contact the Custodian after the Wedding is scheduled.

Before the wedding, the Custodian will make sure that the facilities are clean and in order just as they would be for Sunday morning. Following the wedding or wedding and reception, the Custodian is responsible for making sure that the facilities (sanctuary, restrooms, dressing rooms, kitchen, etc.) are restored to cleanliness and order as they would be for Sunday morning.

Caterers, florists, photographers and others providing special services are responsible for removing whatever they bring into the church for the wedding/reception, including flower boxes, greenery, hangers, plastic bags, equipment, etc.

If furniture is rearranged, it must be returned to its original position by the wedding party.

Any services provided by the Custodian other than restoring the facilities as required by the church must be arranged directly with the Custodian at an additional fee to be determined by the Custodian. Members and non-members are charged a cleaning service fee for all weddings and receptions.

The Facilities

The Sanctuary pews at First Christian Church seat approximately 200 people. Extra seating may be provided by using portable chairs in the back of the sanctuary to bring the total seating capacity to about 300.

Receptions may be held in the Family Life Center. The Family Life Center will accommodate approximately 300 people at the same time.

Church Members may use the kitchen for food preparation and refrigeration. The church does have some serving pieces available for use upon request to the Wedding Director.

There will be a Property Set-Up/Breakdown Fee. This will ensure that the facility is in place and church ready.

There is to be no alcoholic beverages in the building of First Christian Church! Failure to adhere to this could result in removal.

Decorations

Decorating the Sanctuary with greenery, candles and flowers is permitted. When decorating the Sanctuary, care must be taken not to use tacks, scotch tape, nails, wires or adhesive tape on any part of the Sanctuary furnishings including the pews. Flowers must be arranged outside the Sanctuary before being brought in prior to the wedding. Flowers cannot be prepared or stored in the kitchen.

The furnishings within the Chancel may be rearranged or moved but must be returned to the original positions after the ceremony. The piano may not be removed from its position.

Two candelabras are available free of charge. Only dripless candles are permitted. A snuffer must be used to extinguish candles as a precaution to getting wax on the carpet and furniture. A list of other wedding supplies and equipment the church has available free of charge is attached.

Those who decorate are expected to clear away trash and supplies when finished and to remove all decorations promptly and properly following the service. Flowers may remain in the sanctuary after the wedding by notifying the Wedding Director or the church Secretary two weeks prior to the wedding.

Photographs and Recordings

Realizing that what is taking place is a worship event in the life of the church as well as a particularly important day in the bride and groom's life together; cameras and recording devices must be used with reverence and self-restraint. Video cameras may be used during the service from a stationary and discreet location and without additional lighting. The videographer(s) must be present at the rehearsal to get final approval for intended camera placement from the Minister or Wedding Director. Once approved, these placements may not be changed without permission from the Minister or the Wedding Director. Placement of any equipment such as video display terminals, microphones and cables also must be discussed with the Minister or Wedding Director. All equipment must be in place no later than 45 minutes prior to the service. There must be no talking by the videographer(s) during the service.

One designated photographer may take non-flash photos of the wedding party entering the Sanctuary and moving to their positions providing the photographer does so in a considerate manner. However, once the wedding

party is in position and the service begins, there will be no more photographs. Once the worship service is completed and the wedding party moves to exit the Sanctuary, the one designated photographer may take pictures of the recession. All other photos must be taken either prior to or after the worship event.

The Rehearsal

A wedding rehearsal will be scheduled for the evening prior to the day of the wedding. All members of the wedding party are expected to attend. The Pastor will be in charge of conducting the rehearsal and wedding with the assistance of the FCC Wedding Director

Dressing at the Church

Two rooms will be provided where members of the wedding party may dress prior to the wedding service. The women will be located in the Ladies Parlor (which has a full length mirror) and the men will be located in the Board Room (with bathroom access in the nursery across the hall). Both have access to restrooms. It is expected that the wedding party or their representatives will remove all articles of apparel, boxes, paper and other items immediately following the wedding or the reception, if it is held at the church.

The Marriage License

The marriage license must be issued in Pitt County. When secured, the license should be delivered to the minister or the church office at least two days prior to the rehearsal. The marriage license may be obtained from:

**Register of Deeds
Pitt County Courthouse
W. 3rd St. / PO Box 35
Greenville, NC 27835
252-902-1650**

Wedding Receptions

The Family Life Center is available for wedding receptions. Reservation of the center should be made at the time the church is reserved for the wedding. The Wedding Director will meet with the couple, give them a list of the items that are available for use and show them where they can be found. The Director or a representative from the church will be present during the reception to oversee the use of the facility.

Alcoholic beverages may not be served at the church!

The Kitchen may not be used for food preparation by non-members of the church unless the preparation is supervised by a person holding a valid commercial food preparation license. This person must be present during preparation and clean-up. The preparation of, serving of and clean up following the reception are the responsibilities of the wedding party. The custodial fee does not include dismantling tables, dishwashing, and furniture rearranging and garbage disposal. Furniture that has been moved must be returned to its original position, tables cleared, food properly disposed of and garbage taken to the outdoor trash collectors before the Custodian begins work. Custodial service fees are charged for all receptions.

Access to the Church Building

An access card to the church building may be checked out from the church office for making wedding and reception preparations and for entering the church on the day of the wedding. The bride and groom should choose a person to be responsible for the access card and indicate who that person is when the access card is checked out. The access card must be returned to the wedding director no later than thirty minutes prior to the start of the wedding.

In Conclusion

A wedding is a very special event in the life of the bride and groom and in the life of the worshipping community. As much prior planning as possible helps to ensure that the service is as meaningful and beautiful as we all desire it to be. A wedding checklist is provided to help you in your preparation. We look forward to assisting you in your wedding and being a part of your wonderful new beginning.

Wedding Staff

Reece Jones, Pastor	756-3138
Marilyn Lee, Secretary	756-3138
Dawn Manning, Wedding Director	531-2164
Bradley Collier, Director of Music/Organist	919-222-4263
Nancy Galloway, Church Custodian	756-3138
Bob Gurganus, Sound Technician	756-3138

Planning Checklist

- _____ **Set up preliminary conference with the Minister(s) to schedule date and reserve church facilities.**
- _____ **Return Wedding Agreement and deposit to church office.**
- _____ **Contact FCC Wedding Director.**
- _____ **Contact church Organist.**
- _____ **Meet with officiating minister(s) to plan the service and discuss details.**
- _____ **Pay all appropriate fees in the church office at least one week prior to the wedding.**
- _____ **Bring the marriage license to the church two days prior to the rehearsal.**
- _____ **Pick up the church access card and designate someone to be responsible for it.**