



First Christian Church
215 N. Main Street
Pendleton, OR 97801

Wedding Coordinator: Gail Plute
Church Phone: (541) 276-5358
Email: weddings@fccpendleton.org

Wedding Information Form

Bride & Groom Last Names:

_____ and _____
(Groom's full name – please print) (Bride's full name – please print)

Names to be used in the wedding service: _____ & _____
(Groom) (Bride)

Wedding Date: _____ Time: _____ A.M. ____ P.M.

Rehearsal Date: _____ Time: _____ A.M. ____ P.M.

Reception Place: _____ Time: _____ A.M. ____ P.M.

Other Information

Groom:

Home Address: _____

Mailing Address (if different): _____

Home Phone: _____ Email Address: _____

Mobile Phone: _____ Fax Number: _____

Email Address: _____

Place of Employment: _____ Work Phone: _____

Is it okay to call you at work? Yes No (circle one)

Date of Birth: _____ Place of Birth: _____

Have you been married before? _____ If "yes", how many times? _____

Widowed? _____ Divorced? _____ Date(s) of Divorce(s) _____

Church Background _____ Baptized? Yes No (circle one)

Acknowledgment: I have read the Church's "Wedding Policy" and agree to all conditions stated therein.

Signed: _____ Dated _____

Bride:

Home Address: _____

Mailing Address (if different): _____

Home Phone: _____ Email Address: _____

Mobile Phone: _____ Fax Number: _____

Email Address: _____

Place of Employment: _____ Work Phone: _____

Is it okay to call you at work? Yes No (circle one)

Date of Birth: _____ Place of Birth: _____

Have you been married before? _____ If "yes", how many times? _____

Widowed? _____ Divorced? _____ Date(s) of Divorce(s) _____

Church Background _____ Baptized? Yes No (circle one)

Acknowledgment: I have read the Church's "Wedding Policy" and agree to all conditions stated therein.

Signed: _____ Dated _____

Date of Wedding

Wedding Policy

At First Christian Church we believe that your wedding ceremony is a service of worship. Therefore, the guests are more than just spectators. They become active participants in the celebration of God's love. They also represent the presence and support of God's people for the bride and the groom.

The wedding ceremony provides a context of praise, scripture, prayer and music within which a man and a woman make a lifelong promise of commitment and faithfulness to one another and to God. The staff and people of First Christian Church want to help make your wedding a joyful, worshipful and memorable experience. This policy statement is designed to help with just that!

GENERAL INFORMATION

- ✪ **Beginning the Process** ~ When you call to clear the date for your wedding, you will receive a copy of this Wedding Policy. *Please read this policy carefully through.* Complete the Wedding Information Form and return it to the church office along with the Security Deposit (discussed on page 2, below).
- ✪ **The Officiating Pastor** We require that our pastor officiate at all weddings held at First Christian. However, at the invitation of our pastor, a clergy-person of your choosing may assist in the ceremony. (Please note there will be an additional charge for this accommodation.) Be sure to call and arrange an appointment with our pastor who will be performing your ceremony. First Christian Church requires pre-marriage conferences with the pastor for those planning a wedding at First Christian Church.
- ✪ **Confirming the Date for your Wedding** ~ The date for your wedding service will be arranged in cooperation with the Pastor or Associate Pastor and in consultation with the church's master calendar. There are certain times/days of the year when, due to the nature of the season, sanctuary weddings will not be scheduled. These include Holy Week (the week before Easter), Christmas Eve, Christmas Day, New Year's Eve, and New Year's Day. Saturday weddings that include a reception at the church must be scheduled prior to 3:00 p.m. (Note: If the reception is held at a location other than the church, the wedding must be scheduled prior to 4:00 p.m.) *The date for your wedding will be considered firm and reserved when: 1) it has received the pastor's approval, and 2) the church office has received your Wedding Information Form and Security Deposit (discussed on page 2).*
- ✪ **The Wedding Rehearsal** ~ In most cases, with the exception of some circumstances, the wedding rehearsal will be scheduled for the evening before the wedding service. It is best that all members of the wedding party arrive on time to participate in the rehearsal.
- ✪ **Initial Meeting and Planning** ~ The wedding couple is to contact one of the pastors of the church to set up an initial meeting to discuss marriage preparation sessions and details related to the wedding ceremony. The number of sessions and content of each will be determined by the pastor and are a requirement for both the bride and the groom to attend together.
- ✪ **The Church Facility** ~ The sanctuary seats approximately 210 persons. The fellowship hall accommodates approximately 125 persons both sitting and standing. There is one wheelchair accessible entry ramp at the northeast corner of the church building (off Main Street). Street access into the fellowship hall is located at the south side of the building (off Bailey Street). An elevator lift providing access between the sanctuary level and the fellowship hall level is located across the hall from the fellowship hall.

RESPONSIBILITIES OF THE BRIDE AND GROOM

- ☞ **The Marriage License** ~ The marriage license must be delivered to the pastor *no later than one week before the wedding*.
- ☞ **The Wedding Party** ~ The couple is to inform all members of the wedding party of the following matters of respect and conduct when using the church facility. The church facility and the property it sits upon is set apart to bring God glory and benefit to God's people. It is therefore important that all members of the wedding party and guests conduct themselves in a manner that is appropriate in the presence of God. Wedding dress and attire should be in good taste and modesty. Remember, your wedding ceremony is a service of worship in which God is present.
- ☞ **Regarding Alcohol** ~ Alcohol of any kind is not permitted on the church premises at any time. Members of the wedding party agree not to use alcohol prior to both the rehearsal and the wedding ceremony. If the reception is held at the church, no alcohol will be present or served.
- ☞ **Regarding Tobacco** ~ Chew, snuff or smoking materials are not to be used anywhere in the building.
- ☞ **Regarding Rice, Birdseed, and such** ~ Rice, birdseed, wheat, confetti or any other such material is not to be thrown inside or outside the church building on church premises. Such items have been known to cause accidents and injury (due to slipping and falling), and birdseed or grain result in weeds in the lawn.
- ☞ **Wedding Music** ~ It is important to keep in mind that a church wedding is a worshipful service. Therefore your music should be selected with careful thought and respect toward God. The music you choose must have the consent of the pastor. The pastor has the right to make suggestions in the area of music if it is felt that selections are not in keeping with honor and respect for God.
- ☞ **Musicians** ~ Musicians other than the church's musicians must be cleared with the pastor. Honorariums for musicians, singers, or other persons hired by the wedding couple (other than the church organist or pianist), shall be paid directly by the wedding couple. It is therefore understood that the church is in no way responsible for any legal obligations that may arise from the hiring of persons outside of the church.
- ☞ **Wedding Information Form and Security Deposit** ~ The wedding couple must complete and return the Wedding Information Form to the church office, along with the Security Deposit. Once this is done, and the pastor approves, the wedding date may be placed on the church master calendar, thereby reserving that date for the wedding and securing the services of the church.
- ☞ **Decorations** ~ The wedding couple is responsible for any and all decorations that are placed anywhere in or around the church for the wedding (or reception). Pins, nails, tacks, tape or any other such items that cause physical damage to the walls, fixtures or furnishings are not to be used.
- ☞ **Nursery Care** ~ The church will provide 2 nursery attendants to supervise children under preschool age.
- ☞ **Wedding and Reception Coordinators** ~ The church employs two coordinators: The *Wedding Coordinator* and the *Reception Coordinator*. The Wedding Coordinator's responsibilities are detailed at the end of this policy statement. The Reception Coordinator's responsibility is to coordinate the details of the reception and supervise the kitchen help and service of reception food, etc.
- ☞ **Family Reception Coordinator** ~ The bride and groom are to choose a responsible family member who will serve as the Family Coordinator. This person will act as a liaison between the wedding party and the Reception Coordinator. The Family Coordinator's responsibilities are detailed at the end of this policy.

THE RECEPTION

The Wedding Reception, a time for family and friends to celebrate with the bride and the groom, is another important and memorable part of the wedding day. If you decide to hold your reception at the church, the fellowship hall (located on the bottom floor of the church facility) is the appropriate area for this. The Christian Women's Fellowship (CWF) of the church is responsible for setting up the fellowship hall, the dishes and the silverware. They are also responsible for washing the dishes after the reception. The fees associated with this service are outlined in the "Schedule of Fees" below.

∞ Items Available for Use in the Fellowship Hall ~ The following items may be used for a reception at the church. (These items may not be used for a reception located off of the church premises.)

- √ Two serving tables, a gift table, and a guest book table.
- √ Three white lace tablecloths to fit these tables.
- √ Two silver coffee services, consisting of trays; one sugar and creamer; two silver mint or nut serving bowls.
- √ One large punch bowl with tray and ladle.
- √ Miscellaneous candle holders.
- √ Glass snack trays with cups; forks and spoons.
- √ Silver bride's knife and server for cutting the cake.
- √ Large coffee maker (36 cup or 100 cup capacity).

∞ Services Provided ~ The Christian Women's Fellowship will provide the following services at a wedding reception:

- √ Make coffee and have it available and hot. They will also make tea, if requested.
- √ Fill sugar bowls and cream pitchers and replenish them as needed.
- √ Place nuts and mints (furnished by wedding couple) in serving bowls and replenish them as needed.
- √ Prepare the punch (recipe and ingredients furnished by the wedding couple) and keep the punch bowl filled.
- √ Arrange dishes, silverware and napkins (napkins furnished by the wedding couple) on the serving tables, and replenish them as needed. (Paper plates and cups and plastic utensils may also be used, if supplied in advance by the wedding couple.)
- √ Wash and sort all dishes, silverware, coffee service, coffee makers, punch bowl, trays, serving dishes, etc. Those dishes and other items that belong to the church will be put away while those that belong to the wedding party will be gathered together to be taken home by the Family Coordinator.
- √ Put the kitchen in order and return the fellowship hall to order. Decorations should be taken down and cleared away by the Family Coordinator and/or family at the end of the reception.
- √ If the bride or Family Coordinator would like advice or suggestions on table settings, receiving line placement, reception etiquette, or other matters, the Reception Coordinator will provide assistance (at the request of the bride and/or Family Coordinator).

☞ **Decorations** ~ Decorations may be as simple or as elaborate as the wedding couple wishes. Decorations are to be provided by the couple.

√ Sanctuary decorations might include: standing flower baskets and pew bows, candelabra and candles, and a kneeling bench. (The church has two seven-candle candelabras, two fifteen-candle candelabras, two brass candle-lighters, and a padded kneeling bench that may be used in the wedding. These items are included in the wedding fees below. The wedding couple is responsible to provide their own *dripless* candles!) Balloons are not allowed in the sanctuary.

√ Fellowship Hall decorations might include: flower centerpiece for punch and coffee table, a small arrangement (either floral or candles) for the guest book table, with the wedding cake itself serving as the decoration for the cake table. Confetti (paper or mylar) is not to be used due to difficulty of clean-up.

☞ **Refreshments** ~ The wedding couple will supply all edible items (coffee, tea, punch, cake, nuts, candy, sugar, creamer, etc.), as well as napkins. Some couples prefer to have a light buffet at the reception. Again, no alcoholic beverages are allowed on the church premises. An ice ring for the punch bowl and/or extra ice to chill the punch is suggested & is the responsibility of the wedding couple to provide.

MISCELLANEOUS

☞ **Wedding Photography** ~ It is recommended that group photos of the wedding party be taken prior to the wedding ceremony. Photography during the ceremony is permitted only without flash. Photographers are not allowed any place where their presence is interruptive to the flow of the service.

☞ **Audio Taping** ~ An audio tape of the wedding ceremony will be made at no charge if the wedding couple requests it.

SCHEDULE OF FEES

The following fees are due in the church office *no later than two weeks in advance of the wedding service*. The only exception is the Security Deposit, which is due at the time the wedding couple submits the Wedding Information Form.

Security Deposit:	\$ 150.00
Wedding:	\$ 500.00
Reception:	\$ 300.00

Regarding the Security Deposit: if damage is found anywhere on church property as a result of the wedding or reception, -OR- if the Wedding Policy is not adhered to, -OR- if the wedding is cancelled after four or more marriage preparation sessions are completed with the pastor, the deposit will be forfeited to First Christian Church. Otherwise, the deposit will be refunded within one week of the wedding.

Includes pastor's fee, all marriage preparation sessions and materials, wedding coordinator, organist, sound technician, custodial service, nursery attendants, audio tape recording of the service (if requested), and use of the sanctuary and other wedding rooms.

Includes reception coordinator, custodial service, reception services as described in this policy, use of the fellowship hall and related rooms.

THE FAMILY COORDINATOR

It is customary for the wedding couple to select a relative or a close friend to act as Family Coordinator. This person coordinates all phases of the reception and acts as the liaison with the Reception Coordinator and the kitchen staff. The responsibilities of the Family Coordinator include:

- ✂ Decorate the fellowship hall as desired (using no pins, nails, tacks, tape or any other such items that cause physical damage to the walls, posts, fixtures or furnishings).
- ✂ Instruct reception helpers (from among family and friends) as to their duties.
- ✂ Check on dishes, silver, napkins, etc. to see that they are arranged according to the wishes of the wedding couple.
- ✂ See that those who have asked to cut the cake, pour punch, etc. are in the proper places and have corsages, etc. if used.
- ✂ Help organize the receiving line and start wedding guests through the line.
- ✂ See that all decorations are taken down and disposed of properly, and that any equipment or other items belonging to the family is returned. Reusable parts of the cake (columns, stands, etc.) are to be returned to the bakery and left-over refreshments and cake taken home.
- ✂ See that no birdseed, wheat, confetti, or other such items are thrown inside the church.
- ✂ Help members of the wedding party (and family) find corsages, if used.
- ✂ In addition to these items (above), the Family coordinator, in cooperation with the wedding couple, will need to arrange for the following people to help:
 - ✂ One or two persons to cut and serve the cake.
 - ✂ One or two persons to pour coffee and tea.
 - ✂ One or two persons to pour punch.
 - ✂ One person to assist at the guest book table.
 - ✂ Two to four people to act as “floaters” during the reception. These people see that guests have whatever they need, they pick up the dirty dishes and carry them into the kitchen. (It is more personal if these people are relatives or friends of the wedding couple rather than kitchen staff from the church.)
 - ✂ One person to assist at the gift table.

THE WEDDING COORDINATOR

The Wedding Coordinator is a member of First Christian Church and will assist the wedding couple and the pastor in many ways. The Wedding Coordinator will:

- ✂ Tour the facility with the couple to acquaint them with all that is available for their use and discuss what they might require.
- ✂ Act as liaison between the church staff and the wedding couple.
- ✂ Arrange for services of the organist, if the couple desires.
- ✂ Set up and take down candelabras, kneeling bench, and guest book table.

- ☞ Assist the family and provide direction as to the preparation of the sanctuary.
- ☞ Prepare dressing rooms for the wedding party.
- ☞ Open and close the church for rehearsal and the wedding.
- ☞ Make sure the church is open for deliveries of flowers, cake, etc.
- ☞ Assist the pastor in directing and conducting the rehearsal.
- ☞ Offer knowledge, insight and expertise on wedding etiquette.
- ☞ Be available to coordinate the proceedings of the wedding ceremony throughout the service, providing assistance to the wedding party with entrances and exits.
- ☞ Provide direction for the wedding party and family in restoring the sanctuary to proper order after the wedding.
- ☞ Assist the bride in details that may arise on the day of the wedding.

This policy updated February 12, 2007.