



# FFCC Wedding Guidelines



*“Whoso findeth a wife findeth a good thing, and obtaineth favour of the Lord.”  
Proverbs: 18 – 22*

## WEDDING RENTAL POLICY

So you’ve decided to get married! Your Faith Fellowship Family congratulates you and provides the following guidelines to assist with the planning of one of the most important and memorable days of your life—your wedding day!

### USE OF FACILITIES

Arrangements for the use of the church facilities are to be made through the church office. The facility is reserved and placed on the calendar when the deposit is received. Until the church office has received the appropriate forms and deposit the event will not be placed on the calendar.

### DUE DATES

#### **6 Months from Wedding Date**

In order to secure the dates you really want for your wedding ceremony; and the minister you would like to perform the ceremony, plan on booking your wedding date with the church a minimum of 6 months in advance. While we cannot confirm a date at any point without consulting the church calendar, your chances of getting the date you really want for your wedding is best when you book the sanctuary 6 months or more in advance. Please have alternate dates in mind in case your first choice is not available. This would also be a good time to obtain the services of a Wedding Coordinator and musicians. If you would like to utilize one of the FFCC musicians to play the keyboard during your wedding ceremony, please inform the office staff and he/she will have our church musician of your choice contact you. (See the section on Musician’s for additional information.)

Once your wedding date has been confirmed, you will receive a confirmation letter from the church office. You will need to sign, date and return the letter to the church office within 10 days of the date on the confirmation letter. Failure to do so within the specific time could result in a cancellation of the date you have set for your wedding.

### **90 Days from the Wedding Date**

The church office will send a reminder post card re-confirming your chosen wedding date.

### **45 Days from Wedding Date**

Within 45 days of the wedding date, all fees are due and payable (including fees for minister(s), musicians, etc.)

### **30 Days from Wedding Date**

A meeting between the bride, and/or Wedding Coordinator and the FFCC church office should take place for program approval of the wedding ceremony if any aspect of the wedding ceremony program is *non-traditional*. Also, the pastor's approval must be obtained if using a non-FFCC minister to perform the wedding ceremony.

### **2 Weeks from Wedding Date**

A meeting between the bride, and/or Wedding Coordinator and the FFCC church office for wedding ceremony program approval if all aspects of the wedding ceremony are traditional.

### **FEES**

Sanctuary Cleaning and Preparation:

(FFCC Members)	\$350 + \$500* (Security Deposit)
(Non-Members)	\$700 + \$500* (Security Deposit)

\*The security deposit is refundable and will be refunded within 10 days of the wedding ceremony minus any late fees, additional cleaning or damages incurred as the result of your event.

The sanctuary will be available for a one (1) hour rehearsal the day before the wedding; and on the wedding day for a maximum of four (4) hours. An additional 2 hours can be arranged for decorating through the church office.

Rice and confetti are not permitted inside the sanctuary at any time. Candles must be votive only, and flowers and decorations should be easily removable without any damage to church property. Food, and ANY type of beverage, including water are not permitted in the church sanctuary. Minor children must always be under adult supervision at all times during the wedding rehearsal and ceremony. Any music, dances, and the ceremony itself must be respectful and appropriate for a church. The entire wedding ceremony program including music and any other special portions of the

## FEES Cont'd

ceremony must be reviewed in a meeting with the church office staff no later than two (2) weeks prior to the wedding date.

**Please note:** If any portion of your wedding ceremony is non-traditional, we strongly recommend that you schedule this meeting at least 4 weeks from the wedding date to ensure you have the church's approval for the wedding ceremony program. Couples could be required to make a change to the ceremony if there is any aspect of the wedding that is not appropriate in a house of worship.

The above fees represent set up of the church and stage to accommodate a wedding and sanctuary cleanup after the wedding. Wedding parties that have not released the sanctuary within the allotted time allowed will be charged an additional late fee of \$1 per minute for every minute over the rehearsal time of one (1) hour and four (4) hours on the wedding day. All late fees will be deducted from the security deposit.

## MUSICIANS

It is the responsibility of the couple to arrange for musicians and the compensation of the musician.

## SOLOISTS

It is the responsibility of the couple to arrange for soloist and the compensation for soloists.

If you use a non-FFCC musician to play for your ceremony you must make arrangements with the church office for the use of the church keyboard (s).

## MINISTER'S HONORARIUM

### ***Senior Pastor***

FFCC Members	\$250
Non-Member	\$300

### Ministerial Staff Minister

FFCC Members	\$200
Non Members	\$250

**The Senior Pastor may be available to perform the wedding ceremony.** The church office staff will advise of his/her availability within 30 days of your initial wedding date booking. You may choose to use another minister on the FFCC Ministerial staff. The minister will be available to perform a single or double ring ceremony. If there is to be more than one (1) minister from FFCC, the

## MINISTER'S HONORARIUM Cont'd

honorarium applies to each minister.

The option of utilizing more than 1 minister to perform the ceremony is not available if the ceremony is to be performed by the Senior Pastor.

The maximum number of ministers performing a ceremony is two (2). The couple is responsible for compensation of non-FFCC ministers. **Non- FFCC ministers performing wedding ceremonies in the FFCC sanctuary must be pre-approved.** See the section entitled "*30 Days from the wedding date.*" There is no charge for utilization of a non-FFCC minister to perform your wedding ceremony.

Please note: The Senior Pastor cannot be obligated to participate in the wedding rehearsal, but will be present 60 minutes prior to ceremonies he/she conducts, and will remain until shortly afterwards for pictures if needed. However, his presence can only be assured for a maximum period of 2 hours from his arrival time to his departure.

## JOYFUL MEDIA FEES

A fee of \$50.00 per hour is required for the services of the Media Center during the wedding ceremony and rehearsal. The Media equipment is not available for use by any other technician other than the FFCC Joyful Noise Staff.

## SECURITY FEES AND PARKING

A fee of \$25.00 per hour is required for the services of 2 Parking Attendants during the wedding ceremony and rehearsal. A 5-hour minimum payable in advance is required and is due 30 days from the date of the wedding. Any additional time required will be charged against the Security deposit. Any refunds due will be returned within 10 days of the wedding date after all financial obligations have been satisfied.

FFCC shares the parking lot with several commercial businesses. Areas not designated for parking should be avoided by wedding ceremony guests. Guests that do not honor parking restrictions may have their vehicle towed at the owner's expense.

## WEDDING COORDINATOR

A wedding coordinator must be identified prior to booking. If you don't have a wedding coordinator, we can provide a name of a person that is available to assist you. The financial arrangement of a wedding coordinator is the arrangement between the coordinator and the bride/groom.

**ADDITIONAL NOTES:**

The bride may use the overflow room to change before the wedding. Additional limited space may be available for dressing depending upon the size of the wedding party.

The church office and staff and your wedding coordinator will advise you at the time you book your wedding date if the additional dressing room space the church has available will accommodate anyone else in the bridal party in addition to the bride. Be prepared to have your bridal party arrive dressed if we cannot accommodate the entire wedding party.

Again, congratulations on your upcoming marriage. We will do all we can to make this day just perfect for you!

**Fees**

Below is the fee schedule. Full payment must be made to the CHURCH via cash, money order or certified check prior to the Wedding. Payment must be submitted by \_\_\_\_\_ date.

**Note:** Prices listed are subjected to change.

**Please check off services that you would like to include in program:**

	<b>Total</b>
<input type="checkbox"/> Sanctuary \$350 (Member) \$500 (Non_Member)	_____
<input type="checkbox"/> Security Deposit \$500*(Member/NON)	_____
<input type="checkbox"/> Security (2 people) \$25/hr. (4hr min)	_____
<input type="checkbox"/> Joyful Noise Media (Sound System (2) \$50/hr.	_____
<input type="checkbox"/> Video presentation (\$50)	_____
<input type="checkbox"/> Rehearsal (1 hour rehearsal; 2 hr. Ceremony)	_____

***Honorarium***

***Senior Pastor***

<input type="checkbox"/> Member \$250	_____
<input type="checkbox"/> Non-Member \$300	_____

***Ministerial Staff Minister***

<input type="checkbox"/> Member \$200	_____
<input type="checkbox"/> Non-Member \$250	_____

***Out of Town Travel Expense (to include travel & hotel expense***

***Yes\_\_\_ No\_\_\_ (traveling lodging if overnight requested)***

# WEDDING RESERVATION REQUEST

Date of Wedding \_\_\_\_\_ Time of Wedding \_\_\_\_\_

Wedding Coordinator's Name: \_\_\_\_\_ Phone \_\_\_\_\_

I am a member in good standing of Faith Fellowship Community Church

Yes

No

I would like the Senior Pastor to perform our wedding ceremony. (MEMBERS ONLY)

Yes

No

Groom's Name \_\_\_\_\_

Bride's Name \_\_\_\_\_

Groom's Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Daytime/Cell Telephone # \_\_\_\_\_ Home \_\_\_\_\_

Bride's Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Daytime/Cell Telephone # \_\_\_\_\_ Home \_\_\_\_\_

Your wedding party size: \_\_\_\_\_ Number of guests \_\_\_\_\_

## WEDDING COORDINATOR INFORMATION

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Daytime/Cell Telephone # \_\_\_\_\_ Home \_\_\_\_\_

**Officiating Minister(s)**

I would like to request a FFCC Minister (other than the Senior Pastor.) to perform our ceremony.

Yes

No

FFCC Minister Requested: \_\_\_\_\_ (1<sup>st</sup> choice)

FFCC Minister Requested: \_\_\_\_\_ (2<sup>nd</sup> choice)

**NON FFCC Minister(s) performing ceremony**

Name \_\_\_\_\_

Name: \_\_\_\_\_

I request to reserve FFCC for my wedding ceremony and Minister(s) as indicated above. I have read and understand the Wedding Policies and agree to abide by the information as contained in this policy.

Groom's Signature \_\_\_\_\_ Date \_\_\_\_\_

Bride's Signature \_\_\_\_\_ Date \_\_\_\_\_

**\*\*\*Official Use Only\*\*\***

**Deposit Received** \_\_\_\_\_

**Security Deposit Rec'd** \_\_\_\_\_

**Check #** \_\_\_\_\_

**Approval Letter Mail** \_\_\_\_\_

**Posted on Church Calendar** \_\_\_\_\_