

# **FIRST CHRISTIAN CHURCH**

*MAIN AT LANCASTER*

PO BOX 216

RICHMOND, KENTUCKY 40476

859-623-4383

Congratulations on your impending marriage! First Christian Church is most happy to encourage you to have a sacred wedding service. This will be a time you will look back upon and cherish for years to come.

To assist in your planning and to avoid misunderstandings, the following policies have been set out by the church regarding weddings, wedding receptions and activities related to weddings. All references to wedding coordinator in this document is the church's wedding coordinator.

**SCHEDULING:** The main Sanctuary and the Fellowship Hall may be used for weddings. The date and times for the wedding and the rehearsal should be scheduled at the church office as early as possible. Members of the church will be entitled to priority in scheduling. Nonmembers will not be given a confirmed date until 6 months before the wedding. An appointment must be made with the ministers for premarital counseling. The date will not be confirmed until after your meeting with the officiating minister and a \$100 deposit is received. After the initial meeting with the officiating minister and pre-marital counseling sessions have been scheduled all communication will be done through the wedding coordinator.

## **FEES FOR USE OF THE CHURCH: SEE ATTACHED FEE CHART**

- A. *MEMBERS OF THE CHURCH:* "Active and participating members" are defined as being involved in some way in the life of the church and contributing financially to the church. Members of the church will include children and grandchildren.
- B. *MUSIC:* The Church organist shall play for all weddings when the organ is desired. Arrangements must be made with the organist to discuss the music to be used. The organist is to be paid a fee of at least \$125.00 for planning, rehearsal and performing for the ceremony. This fee is to be paid prior to the rehearsal. All other musicians and music must be approved by the minister/church organist.

**AREAS OF THE CHURCH TO BE USED:** The bride and bridesmaids may use the ladies' robing room (off the choir room) for dressing. The groom and groomsmen may use the men's restroom on the first floor of the Education Building for dressing. The use of the church does not extend to any other area.

**FLOWERS AND FLORIST:** No flowers or decorations of any kind should be used which contain berries or any other material which may damage the carpet. The florist or some other person shall be responsible for removing all flowers, decorations, candles, etc. immediately after the wedding. "NO-Drip" candles must be used; this requirement is mandatory. Candles and decorations may only be placed in the designated areas. The Communion Table must not be used as a flower stand. Plastic must be used under candle stands in carpeted areas in order to prevent damage to the carpet.

**EQUIPMENT AVAILABLE:** Candelabra, vases, kneeling bench and other items of equipment are available; use of this equipment should be coordinated with the wedding coordinator and custodian. Any request to move the furnishings must have prior approval of the wedding coordinator.

**RESTRICTIONS WHICH MUST BE COMPLIED WITH:**

- **One of the pastors of First Christian Church, Richmond shall officiate all weddings. All couples must be willing to meet with a Pastor of First Christian Church, Richmond, to plan the ceremony and to share counsel.**
- Under NO circumstances is there to be any alcohol of any kind at any place on or about the buildings or grounds at ANY time.
- The use of the church building will be confined to the areas set out in the preceding paragraphs. The church will be available and open *three hours prior* to the wedding service.
- No rice or birdseed will be thrown inside the building or close to the entrance way or steps.
- The time, place, and manner for taking of pictures during the ceremony should be first coordinated between wedding coordinator and the family. The use of flash equipment is NOT allowed during the ceremony.
- If florists or other delivery person need to come into the church at a time the church office is closed please make arrangements with the wedding coordinator.
- If there is anything left after the wedding that is to be saved, arrangements must be made with the custodian to temporarily store it. Otherwise, everything will be disposed of immediately after the wedding.
- Changes in this policy which may become necessary: It is anticipated that circumstances will occur that require some changes in this policy memorandum. The Senior Minister, chairman of the Administrative Board, and one of the Trustees will have the authority to make the necessary change or changes.

*Christian marriage is a most significant act of faith, love and commitment. The ministers and staff of First Christian Church, Richmond, will do everything they can to assist you to have a beautiful and meaningful wedding ceremony.*

*They further invite you to find within this congregation a community of faith and worship to support you throughout the rest of your life. We are pleased to invite you to be part of the membership of this congregation.*

**First Christian Church  
Richmond, Kentucky**

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

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Church Affiliation: \_\_\_\_\_

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

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Church Affiliation: \_\_\_\_\_

Home address after marriage:

\_\_\_\_\_

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

Rehearsal Date: \_\_\_\_\_ Time: \_\_\_\_\_

**Minister:** \_\_\_\_\_

**Minister's Signature:** \_\_\_\_\_

**Bride's Signature:** \_\_\_\_\_

**Groom's Signature** \_\_\_\_\_

## FEE CHART

|   |                             |                    |
|---|-----------------------------|--------------------|
| <u>Building Use</u>                     | <u>Members</u>              | <u>Non Members</u> |
| Sanctuary                               | No Charge                   | \$ 250.00          |
| Chapel                                  | No Charge                   | 75.00              |
| Fellowship Hall (before 6 p.m.)         | No Charge                   | 100.00             |
| Fellowship Hall (after 6 p.m.)          | No Charge                   | 200.00             |
| Parlor                                  | No Charge                   | 75.00              |
| <br>                                    |                             |                    |
| <u>Custodial Fees</u>                   | <u>Members</u>              | <u>Non Members</u> |
| Sanctuary Wedding                       | \$ 85.00                    | \$ 100.00          |
| Chapel Wedding                          | 35.00                       | 50.00              |
| Parlor Reception                        | 35.00                       | 50.00              |
| Fellowship Hall (Reception)             | 75.00                       | 90.00              |
| Fellowship Hall (Rehearsal dinner)      | 75.00                       | 90.00              |
| <br>                                    |                             |                    |
| <u>Sound Technician</u>                 | <u>Members</u>              | <u>Non Members</u> |
|   | \$ 50.00                    | \$ 50.00           |
| <br>                                    |                             |                    |
| <b><u>WEDDING COORDINATOR</u></b>       | <u>Members</u>              | <u>Non-Members</u> |
|   | \$150.00                    | \$200.00           |
| <br>                                    |                             |                    |
| <b><u>ORGANIST FEE</u></b>              | Negotiable                  | Negotiable         |
|   | <i>(No less than \$125)</i> |                    |
| <br>                                    |                             |                    |
| <b><u>MINISTER'S HONORARIUM</u></b>     | No Charge                   | \$200.00           |
| <br>                                    |                             |                    |
| <b><u>AVAILABLE WEDDINGSUPPLIES</u></b> | No Charge                   | \$10.00            |

*All fees are to be paid to the church before wedding rehearsal. Checks should be made payable to First Christian Church.*