

Weddings at
First Christian Church (Disciples of Christ)
Colorado Springs, CO

Congratulations on your engagement! First Christian Church welcomes and extends to you the grace and love of God! We invite any couple, regardless of race, ethnicity, gender identity, sexual orientation, and socioeconomic status to have their Christian ceremony in our beautiful sanctuary.

Any marriage ceremony in this church is understood to be an act of Christian worship - a service in which two people receive from God the gift of marriage. The ceremony demonstrates that you are seeking God's presence to bless the beginning of your new life together. By being married in this church, you are indicating that you want both the ceremony, and your married life to follow, to be lived in the presence of God.

Every Christian wedding held at FCC is a worship service. The "congregation" that gathers to join in this service is understood to be coming to join with you in giving praise and thanks to God. Your wedding is not for you alone, but enables your loved ones to share your joy and worship God with you at your wedding.

16 E. Platte Ave
Colorado Springs, CO 80903
(719)633-8888
www.firstchristiancos.org
weddings@firstchristiancos.org

Key Steps in Planning Your Weddings

- 1) Contact Diana Serna, Wedding Administrator - weddings@firstchristiancos.org to find out if your date is available.
- 2) Meet with Wedding Administrator to go over contract and fees.
- 3) Return the signed Wedding Contract and deposit to FCC.
- 4) Confirm dates for wedding and rehearsal.
- 5) Meet with FCC's Senior Pastor - seniorpastor@firstchristiancos.org. This is required, even if you have your own officiant.
- 6) Schedule pre-marital counseling.
- 7) Meet with FCC's Organist to discuss music arrangements - organist@firstchristiancos.org
- 8) Make full payment + security deposit at least one month before the wedding date.
- 9) Have your Photographer, Videographer, and Florist call FCC's Wedding Administrator to review policies

Overview

Fees

Wedding - \$1500

Rooms: Sanctuary (including Sound System), Bridal Room, Parlor

Items: Candelabras, Unity Candle Stand

Aisle candles are an additional \$250

Staff: Senior Pastor, Organist, Wedding Administrator, Custodial, Sound Operator

The fee remains the same even if you have your own officiant or musicians.

Only FCC's Organist may play the organ.

FCC does not hold receptions.

Deposit - 30%

A 30% deposit (\$500) and a signed contract is required to schedule your wedding.

Once your wedding is scheduled, FCC will not schedule any other event which conflicts with your wedding.

Time

FCC will charge \$100 per half hour every half hour that the rehearsal or ceremony is delayed

Security Deposit - \$300

Due one month before the wedding date

Will be refunded within 30 days if there is no damage to church property and all time limits are met

Deadline

Full payment + security deposit is due one month before the wedding date

Pre-Marital Counseling - \$200

Pre-marital counseling is strongly advised. A pre-marital counseling session with FCC's Senior Pastor is \$200

Cancellation

Cancellation less than 60 days from the wedding date will result in a full refund of monies paid less administrative costs.

Policies and Procedures

Time

- 1 hour is allotted for rehearsal
- 3 hours are allotted for each wedding

Building Use

- Congregational Events will have precedence
- Weddings will only take place in the Sanctuary
- No weddings on Sundays or most holidays
- No alcoholic beverages are permitted anywhere in the building at any time. Violating this policy will result in the immediate cancellation of your wedding - even on the day of the service.
- No smoking is permitted in the building, smoking is permitted outside in the designated area to the northeast of the building only
- FCC is not responsible for items left during and after a wedding.
- FCC will make every effort to maintain the integrity of the facilities for your wedding, but retains the right to renovate the facilities as deemed necessary. You will be notified as far in advance as possible of any scheduled repairs or renovations. You will then have the option of continuing to plan your wedding at FCC, or change to another venue and receive a full refund.

Sanctuary Use

- The sanctuary is not air-conditioned.
- The sanctuary, but not the balcony, is handicap accessible.
- White paraments and Christian symbols will be used in all wedding services.
- Birdseed, rice, confetti, and helium balloons are not permitted inside or outside the building.
 - Bubbles and bells are permitted outside only
- No runners are allowed.
- The furniture, carpet, and walls must not be damaged.
- Any decorations attached to the brass must be done with pipe cleaners or coated florist wire
- Pew decorations must be attached without any type of tape, nails, or staples
- You are responsible for removing all decorations you provide. Any decorations not removed will be discarded and an additional fee will be deducted from your security deposit.
- Fake or real rose petals are permitted, but rose petal blankets are not permitted.
- Any equipment or decorations provided by FCC will be the responsibility of FCC.
- FCC is decorated for Christmas in November and December. These decorations will remain.
- The wall candles may not be used.
- Cell phones must be turned off during the ceremony
- There is no eating or drinking during the ceremony.

Music/Sound

- Music choices must be cleared by the Senior Pastor
- Music choices must reflect the reverential and serious nature of the ceremony.
- Our sound system has both stationary and wireless microphones available

Additional sound equipment may not be brought into the sanctuary
Only FCC'S Organist will be contracted for weddings using the organ. You must contact the Organist at least 3 months in advance of your wedding date.
Depending on your requests, additional sound charges may apply

Photography and Videography

Photographers and Videographers should discuss church policies with the Wedding Administrator
Your photographer may arrive at the church 90 minutes before the wedding
All pre-ceremony pictures must be completed 30 minutes before the ceremony begins
Photographers are permitted to stand in the aisle and take pictures of the bridal party as they enter and exit the Sanctuary
Photographers are to be positioned at the rear of the Sanctuary once the bridal party has reached the altar
Photographers will not be permitted in the chancel area during the ceremony
Flash photography is not allowed in the Sanctuary during the ceremony
Professional Photographers may take time-exposed, non-flash photos during the ceremony
No other photos are permitted during the ceremony
The officiant may remain immediately after the ceremony to recreate any portion of the service with your photographer
Only one unattended camera may be placed in the Chancel area
Only one camera may be placed in the balcony
Videographers must remain stationary during the ceremony
No other videography is permitted during the ceremony
It is your responsibility to communicate to your guests that they are not to take photos

Receiving Line

The receiving line should be held at the reception, not the church. Guests should proceed directly to the reception after the wedding, allowing the engaged couple to make a grand entrance.

Continued Worship

We encourage married couples to regularly attend church, either at FCC or another church of their choice. A common Christian commitment is not only a source of strength, but also a powerful stabilizing factor in a marriage.

Marriage License

A valid marriage license is required and must be given to the Wedding Administrator at, or prior to, your rehearsal. Failure to provide a license may jeopardize the legal status of your marriage.

Staff

The Senior Pastor or another Pastor will be onsite for all weddings (do we do this?)
FCC's Wedding Administrator will be present for both the rehearsal and the wedding

FCC believes that both men and women are called by God to ministry. You may not request a Pastor of one gender. The minister on call for the weekend of your wedding will perform the ceremony, unless you have your own officiant.

Participants

Wedding Administrator

The goal of the Wedding Administrator is to provide an uplifting and worshipful wedding for the engaged couple, their family, and friends.

Wedding Party

The Wedding Party, all parents, ushers, and personal attendants should arrive at least one hour before the wedding.

All involved in the ceremony should arrive promptly for your rehearsal.

Someone should be stationed at the North door to let people in for the rehearsal.

A parking map can be found at <http://www.firstchristiancos.org/first-time.html>

Your friends will enjoy participating in your wedding. Here are some ways they can help relieve unnecessary stress for the engaged couple.

Ushers

Ushers should be prepared to seat guests 30 minutes before the wedding.

Seat Guests other than the family equally on both sides of the center aisle as soon as they arrive.

Remind all guests to turn off cell phones, no food or drink, and no flash photography (flash photography is allowed after the ceremony).

Ask all guests who arrive after the mother(s) is(are) seated to wait until after the procession to be seated.

Place any gifts in the back pew or in the Parlor where they can be gathered and taken to the reception following the ceremony.

Guest Book

One person should be responsible for the guest book and invite all guests to sign. The guest book should be closed 10 minutes before the ceremony, but they can remind guests that it will be available at the reception.

Gift Runner

One person should be responsible for receiving the gifts from the guests as they arrive, placing them in a prearranged area, securing, and transporting them from the church.

Unity Candle or Sand

FCC does not provide unity candles or sand. The engaged couple is responsible for providing a candle or sand, and the appropriate vessels.

Flowers and Candles

One person should be responsible for taking altar flowers and the wedding candle home. The florist is expected to contact the Wedding Administrator to discuss procedures and regulations.

The engaged couple are ultimately responsible for adhering to regulations.