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.

As to general address and contact information for FCC/COS, please note the following:

First Christian Church

16 E. Platte Ave

Colorado Springs, CO 80903

(719)633-8888

[www.firstchristiancos.org](http://www.firstchristiancos.org)

weddings@firstchristiancos.org

Key Steps in Planning Your Weddings

1. Contact Heather Alvarado, 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 if interested.
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 and Deposits

Wedding - $1,500.00

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

 Items: Candelabras, Unity Candle Stand

 Aisle candles are an additional $250.00

 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 unless otherwise discussed and approved.

 **FCC does not hold receptions for non-members.**

Deposit - 30%

 A 30% deposit ($500.00) 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.

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**Security Deposit**

A $300.00 security deposit is due **one month** before the wedding date. This will be refunded

within thirty (30) days if there is no damage to church property and all time parameters are

satisfactory and contractually met.

**Deadlines and Payments**

 Full payment + security deposit is due one (1) month before the wedding date.

Pre-Marital Counseling - Pre-marital counseling is strongly advised but not required. A pre-marital counseling session with FCC’s Senior Pastor is $200.00.

**Cancellations**

Cancellations sixty (60) days before the wedding date will result in a full refund of monies paid less administrative costs. Administrative cost based on total meetings with staff. Cancellations within 60 days will result in a partial refund of any monies paid in advance.

**Policies and Procedures**

**Time**

 One (1) hour is allotted for the rehearsal; Three (3) hours are allotted for the wedding

FCC will charge $100.00 per half hour every half hour that the rehearsal or ceremony is delayed.

**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; including the forfeiture of all fees and deposits - 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 indicated, appropriate and necessary; including those required by any city, county or state agency. 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.

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**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; if so the security deposit may be forfeited.

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, and the wall candles may not be used.

Please silence cell phones 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 should be discussed with wedding administrator.

Only FCC’S Organist will be contracted for weddings using the organ. You must contact the Organist at least three (3) months in advance of your wedding date if you desire the services of the FCC Organist.

 Depending on your requests, additional sound charges may apply.

 We offer broadcasting via FB and YouTube

**Photography and Videography**

Photographers and Videographers should discuss church policies with the Wedding Administrator.

 Your photographer may arrive at the church ninety (90) before the wedding ceremony.

 All pre-ceremony pictures must be completed thirty (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.

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**Photography and Videography (Continued.)**

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 flash 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 FCC Pastor will be onsite for all weddings.

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. Accordingly, 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.

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**Participants**

**Wedding Administrator**

The goal of the Wedding Administrator is to provide supportive an uplifting wedding experience 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 <https://www.firstchristiancos.org/first-time-here.html>

**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.

**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.

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**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.

**Force Majeure**

Unless otherwise agreed in the contract between the parties expressly or impliedly, where a party to a contract fails to perform one or more of its contractual duties, the consequences set out in this Clause will follow if and to the extent that that party proves: (a) that its failure to perform was caused by an impediment beyond its reasonable control; (b) that it could not reasonably have been expected to have taken the occurrence of the impediment into account at the time of the conclusion of the contract; and (c) that it could not reasonably have avoided or overcome the effects of the impediment. A party invoking this Clause shall be presumed to have established the conditions described in the preceding paragraph in the case of the occurrence of one or more of the following impediments: war (whether declared or not), armed conflict or the serious threat of the same (including but not limited to hostile attack, blockade, military embargo), hostilities, invasion, act of a foreign enemy, extensive military mobilization; civil war, riot, rebellion, revolution, military or usurped power, insurrection, civil commotion or disorder, mob violence, act of civil disobedience; act of terrorism, sabotage or piracy; plague, epidemic, pandemic, outbreaks of infectious disease or any other public health crisis, including quarantine or other employee restrictions; act of authority whether lawful or unlawful, compliance with any law or governmental order, rule, regulation or direction, curfew restriction, expropriation, compulsory acquisition, seizure of works, requisition, nationalization; act of God or natural disaster such as but not limited to violent storm, cyclone, typhoon, hurricane, tornado, blizzard, earthquake, volcanic activity, landslide, tidal wave, tsunami, flood, damage or destruction by lightning, drought; explosion, fire, destruction of machines, equipment, factories and of any kind of installation, prolonged break-down of transport, telecommunication or electric current; general labor disturbance such as but not limited to boycott, strike and lock-out, go-slow, occupation of factories and premises; shortage or inability to obtain critical material or supplies to the extent not subject to the reasonable control of the subject Party (“Force Majeure Event”). This provision shall become effective only if the Party failing to perform notifies the other party within a reasonable time of the extent and nature of the Force Majeure Event, limits delay in performance to that required by the Event, and takes all reasonable steps to minimize damages and resume performance.

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

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

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 Signature of responsible party Date

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 Signature of Pastor Date

**CONTACT INFORMATION**

Bride Full Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Bride Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Bride Phone Numbers: HOME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 CELL \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 WORK \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Bride E-mail Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Groom Full Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Groom Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Groom Phone Numbers: HOME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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 WORK \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Groom E-mail Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

EMERGENCY: Contact Name/Phone Number(s)/Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Please read the FCC ‘s Wedding Policies carefully to ensure that you understand the policy before signing this document. The engaged couple are ultimately responsible for communicating all policies to anyone involved in wedding process and adhering to all policies in the FCC wedding policies.**

Bride Signature:

Groom Signature:

Receipt By:

Date:



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**For Office Use Only:**

Payment Date:

Deposit Amount:

Check #: