



Wedding Policy

F A I T H C O M M U N I T Y C H U R C H

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Congratulations!

We recognize that this time in your life is important to you and to the Lord. We take our role in wedding ceremonies very seriously and want to do as much as we can to make these special occasions run smoothly. For this reason, we ask all prospective brides and grooms desiring to host a wedding ceremony at Faith Community Church (hereafter referred to as “FCC”) to carefully review what follows. You will be asked to acknowledge your acceptance of, and agreement with the contents of our **Wedding Policy** on the required **Wedding Application Form**. As you review this document, keep in mind that FCC is a church and not a wedding venue. As such, there are necessary limitations on the use of our facilities and resources.

Philosophy of Marriage

Marriage is the uniting of one man (biological male) and one woman (biological female), exclusively to one another, in covenant commitment for a lifetime.¹ It is God’s unique gift to reveal the union between Christ and His church,² and to provide for the man and the woman in marriage the framework for intimate companionship, the channel for sexual expression according to biblical standards, and the means for procreation of the human race.³

The marriage relationship models the way God relates to His people. A husband is to love his wife as Christ loved the church. He has the God-given responsibility to provide for, to protect, and to lead his family.⁴ A wife is to submit herself graciously to the servant leadership of her husband even as the church willingly submits to the headship of Christ.⁵ She, being in the image of God as is her husband and thus equal to him,⁶ has the God-given responsibility to respect her husband and to serve as his helper in managing the household and nurturing the next generation.⁷

Since marriages are to illustrate Christ’s relationship with His church, believers should choose to marry those who share their faith and regenerate life.⁸

Marriage was given by God as part of His common grace and has no meaning other than that which God has provided in Scripture.⁹ Even though marriage is subject to the

¹ Matthew 19:3-6

² Ephesians 5:32

³ Genesis 1:28, 2:25; Proverbs 5:18-19; Hebrews 13:4

⁴ Ephesians 5:25-30

⁵ Ephesians 5:22-23; 1 Peter 3:1

⁶ Genesis 2:23-24; 1 Corinthians 7:3-4; 1 Peter 3:8-9

⁷ Psalms 128:3; Proverbs 31:10-31; Titus 2:3-5

⁸ 2 Corinthians 6:14

⁹ Genesis 2:18-24

curse of the fall,¹⁰ believers, living in obedience to the Scripture and under the control of the Holy Spirit, can experience a peaceful, productive, and fulfilled marriage as intended by God.¹¹

Marriage is always a public, formal, and officially recognized covenant between a man and a woman. Without such a covenant, prolonged conjugal cohabitation - which may include a "common law marriage" that is considered valid in specific cases under pertinent law - does not establish, and is not equivalent to, marriage.¹² Where no such covenant exists, or can be discerned, between a cohabiting couple prior to coming to faith in Christ, family units should be preserved to the extent possible and, if otherwise appropriate, solemnization is encouraged. Where a valid marriage has been established prior to coming to faith in Christ, the couple should remain married.¹³

Standards for Marriage

The following standards must be met for a wedding to be performed at FCC:

1. The bride and/or groom must be a member of FCC, or the son/daughter of a member of FCC.
2. The couple to be married must both be believers in Jesus Christ, able to share a credible testimony, and committed to a lifestyle that reflects biblical commitments.
3. The couple must not be living together or engaging in premarital sexual activity.
4. The couple must participate in premarital counseling provided by one of our elders unless other FCC-approved arrangements for counseling are made.
5. The couple must agree to have their wedding ceremony officiated by an elder of FCC, or by another licensed/ordained officiant approved by the FCC elders.
6. The couple must confirm that they meet the aforementioned **Standards for Marriage** and acknowledge their agreement with **FCC's Philosophy of Marriage** on the required **Wedding Application Form**.

¹⁰ Genesis 3:16

¹¹ 1 Peter 3:7

¹² John 4:17-18

¹³ 1 Corinthians 7:24

GENERAL INFORMATION

Deadlines

AFTER YOU GET ENGAGED

- ☐ Read through **Wedding Policy** found on the FCC Resources webpage.
- ☐ **Submit your Wedding Application Form**
- ☐ Complete **Premarital Counseling Application**.
- ☐ First meeting with assigned FCC Wedding Coordinator and pay damage deposit to secure date.
- ☐ Turn in **Premarital Counseling Application**.
- ☐ Ask a pastor/elder to officiate your wedding.

3+ MONTHS BEFORE

- ☐ Begin premarital counseling.

2 MONTHS BEFORE

- ☐ Second meeting with Wedding Coordinator to discuss basic wedding details, tentative timeline, decoration plans, and logistics.
- ☐ *Cancelations within in 60 days of the event results in a forfeiture of 50% of the damage deposit.*

30 DAYS BEFORE

- ☐ Third meeting with Wedding Coordinator. Turn in **AV Needs for Wedding Form** to Wedding Coordinator. Submit **wedding ceremony playlist** to the Wedding Coordinator for approval.
- ☐ If applicable, request **FCC-Approved Reception/Event Playlist** from Wedding Coordinator.

1-2 WEEKS BEFORE

- ☐ Fourth meeting with Wedding Coordinator: final communication by email/phone for final logistics.
- ☐ Give Wedding Coordinator ceremony/reception timelines and audio/multimedia files.
- ☐ Meet with a Wedding Officiant (Pastor/Elder).

1 DAY BEFORE

- ☐ Give all payments and honorariums (with thank-you notes) to the Wedding Coordinator.

Premarital Counseling

Premarital counseling is an essential part of preparing for marriage. If your ceremony is being performed at FCC, you must participate in premarital counseling with one of our elders or assigned counselors. Before you begin premarital counseling, you must fill out a **Premarital Counseling Application** and return it to the church office.

Facility Usage & Fee

FCC is delighted to offer the use of the building free of charge and pray that this is a blessing to FCC members and their families. While there is no cost to enjoy the use of the building, there are costs involved in compensating those who will work with you to ensure a well-organized and lovely event, such as the Wedding Coordinator, AV Crew, clean-up and set-up crews. The fee structure for these roles is listed below.

Securing the Date

The date for your wedding is secured once the damage deposit is received. Please do not announce your date or print your invitations until you have confirmation from the Administrative Assistant the availability of your desired wedding date and have paid your damage deposit. Weddings are not scheduled on a Sunday, holiday, or any day that will conflict with a significant event already on the church calendar. All weddings must finish by 10:00pm(including clean-up).

Damage Deposit & Cleaning Fee

A damage deposit will be collected to secure your date and to cover any damage to church property that may happen at your wedding:

- \$500 for ceremony at FCC

In addition to securing your date, the damage deposit covers the cost of repairing or replacing items that could be damaged (FCC tablecloths, tables, chairs, carpet, sound equipment, etc.). Your deposit will be returned to you within 30 days after your wedding, **less facility cleaning fees and any costs incurred by damage**. In the event that damages exceed the damage deposit, the bridal couple will be responsible for reimbursing FCC for excess repair costs. Facility cleaning fees are as follows:

- \$250 for ceremony only
- \$350 for ceremony and reception

PEOPLE INVOLVED IN YOUR WEDDING

Administrative Assistant

An FCC Administrative Assistant will receive your application, confirm dates are available, review with an elder to confirm approval and assign to wedding coordinator. All other administrative details should be communicated with the Wedding Coordinator.

Wedding Coordinator

Every wedding ceremony and reception at FCC includes the involvement of one of our Wedding Coordinators. The Wedding Coordinator is not a wedding planner; her primary role is to implement the plans you have already made. She is the official representative of FCC in connection with all wedding-related functions using FCC's facilities. Her job is to act as a liaison between the church staff and wedding party, to help the wedding run smoothly, and to orchestrate proper management and stewardship of the church property. Her desire is to bless you by helping to coordinate many moving parts, while at the same time, upholding FCC's policies and providing oversight of FCC resources.

The Wedding Coordinator will formally meet with the bridal couple at least three times:

- Meeting 1: Initial on-site meeting to review application, wedding policy and collect damage deposit.
- Meeting 2: Discuss Basic Wedding Details and Detailed Wedding Logistics forms.
- Meeting 3: Discuss final details, logistics, and ceremony/reception timelines.
- Meeting 4: Email or Phone discussion of final timeline and details.

The Wedding Coordinator will attend the wedding rehearsal and either conduct it herself or assist the officiating pastor/elder in doing so. She will provide necessary instructions to the wedding party and oversee the day-of ceremony execution. Since the Wedding Coordinator's position is necessary and requires time, expertise, and the burden of responsibility, she will need to be compensated accordingly:

- \$950 for Rehearsal and Ceremony only
- \$1250 for Rehearsal and Ceremony/Reception
- \$150 additional for rehearsal dinner at FCC

Wedding Coordinator Assistant

A Wedding Coordinator Assistant will be onsite the day of the ceremony to assist the Wedding Coordinator and help oversee the ceremony's execution. The fee for the Wedding Coordinator Assistant is \$200

Wedding Officiant

Your ceremony will be officiated by one of our elders/pastors unless other elder-approved arrangements are made. Premarital counseling may or may not be done by the same pastor who officiates the wedding. Please consider giving him an honorarium and a thank-you note as an expression of gratitude for his preparation and the integral part he plays in your ceremony. A suggested honorarium is \$300-\$500.

Director of Worship

The Director of Worship takes responsibility for how the Lord and the church are represented through music, not only in Sunday services, but at any event that takes place on our campus. It is almost certain that unbelievers will be present at your wedding, and while everyone holds personal convictions regarding music, we need to be mindful of how the musical choices at a wedding could potentially misrepresent the church or the gospel.

Songs that you wish to use in your ceremony should be submitted to the Wedding Coordinator at least 30 days prior to your wedding date so they can be reviewed and approved by our Director of Worship.

FCC has an extensive list of approved songs that may be played at your reception. Please do not play any music that is not on this FCC-Approved Reception/Event Playlist. If you would like to request that a specific song be added to the approved playlist, please contact the Wedding Coordinator 30 days prior to the event.

AV Coordinator

Even the simplest weddings require technical elements, and only trained members of our AV team may run sound, lights, screens, and cameras. FCC will provide you with an AV Coordinator, and he will work with you and the Wedding Coordinator on your AV needs. Since the AV Coordinator position is necessary and requires time, expertise, and the burden of responsibility, he and his team will need to be compensated accordingly. A

minimum of two AV technicians will be required. They will coordinate with the Wedding Planner for stage set up. Additional fees will be added if additional technicians are required for more complex requests

- \$250 for AV Coordinator for rehearsal and ceremony at FCC.
- Additional fee-based AV services are available upon request (video/live stream, screen projection, etc.)

Musicians

You might have friends or family members with musical talent that you would like to have play or sing as part of your ceremony. You will be responsible for communicating your desires and plans to these individuals and the Wedding Coordinator. A suggested honorarium is \$50-\$100 per song per musician.

Other

Oversight of decorations, flowers, food and personal item removal is the responsibility of the bridal party and is not included in the scope the Wedding Coordinator's function. Please be careful to:

- Clearly communicate the responsibilities to the individuals covering these areas.
- Plan for setup/preparation with these individuals and the Wedding Coordinator.
- Please assign the following roles to a trusted person in your party:
 1. Personal item removal – prior to ceremony
 2. Food clean-up - immediately following the rehearsal dinner and completed one hour after send-off for the ceremony
 3. Decoration removal –
 - Rehearsal Dinner: immediately following
 - Sanctuary: one hour after ceremony
 - Remainder of building – one hour after send-off
- If using an outside Wedding Planner, please ensure that she attends all meetings. NOTE: An FCC coordinator is still required when using an outside planner.
- Consider giving these individuals thank-you gifts & note as an expression of gratitude for their time and expertise.

All required compensation, honorariums and a thank-you notes should be given to the Wedding Coordinator directly one day before your wedding.

Personnel and Fee Summary

PERSON	ROLE	REQUIRED	COMPENSATION
Administrative Assistant	- Confirms approval of application and availability of desired wedding date. - Assigns to Wedding Coordinator	Yes	No compensation
Wedding Coordinator	- Collects damage deposit to secure wedding date at first meeting. - Coordinates wedding logistics as they pertain to FCC's facilities and resources. - Meets with you at least 4 times. - Conducts rehearsal, ceremony, and (if at FCC) reception.	Yes	\$950 - \$1250 Required Additional \$150 for Rehearsal Dinner
Wedding Coordinator Assistant	Assists Wedding Coordinator with all day-of responsibilities and ceremony execution	Yes	\$200 Required
FCC Officiant	Officiates your ceremony and (usually) does your premarital counseling.	Yes	\$300 - \$500 suggested
Music Director	Reviews and approves all songs (include lyrics) for your ceremony.	Yes	N/A
AV Coordinator	- Oversees technical elements for ceremony including stage set up and reception (if at FCC). - Recruits AV team members as needed. - Compensation depends on which technical elements you request for your wedding.	Yes	\$250 required \$75 – drum set removal(if desired)

Musicians	Play or sing a song as part of your ceremony.	No	\$50-\$100 per song per musician suggested
Other	Volunteers provided by wedding party to oversee decorations, flowers, food, and building clean up.	Yes	N/A

REHEARSAL GUIDELINES

Policies

- All FCC personnel required for the ceremony: Wedding Coordinator, Officiant, AV coordinator and other required technicians will arrive 30 minutes prior to rehearsal and will be available for one hour for rehearsal.
- The FCC Wedding Coordinator and the Officiant will run the rehearsal unless an outside day-of director will be used. The FCC Wedding Coordinator will be in attendance either way.
- Rehearsal will be no more than one hour.

Your Responsibilities

You are responsible to:

- ☐ Clearly communicate to wedding party the importance of arriving on time to insure completion of rehearsal in one hour.
- ☐ Clearly communicate to all family members required for attendance the importance of arriving on time to insure completion of the rehearsal in one hour.

REHEARSAL DINNER GUIDELINES

Policies

AV NEEDS

- An AV coordinator will assist with any AV needs for an additional fee.

DECORATIONS/DISHWARES

- See Ceremony Decoration Guidelines.
- Rehearsal dinner decorations should be **removed within one hour** of the end of the rehearsal. Items cannot be left at the church to be picked up later.
- Pending church availability, you will have access to the church to decorate the day of the rehearsal, but a two hour window prior to the dinner will be guaranteed.
- FCC has glass place settings for up to 60. Coordinate usage with Wedding Coordinator.
- You must supply all needed paper goods for your dinner.

FACILITY USAGE

- See Ceremony Facility Usage Guidelines.
- The Rehearsal and Rehearsal dinner will be a total of three hours and end no later than 9pm with one hour for clean up.
- Please check with the Wedding Coordinator to confirm room location for rehearsal dinner.

FOOD AND DRINKS

- Use of the kitchen must be coordinated with the Wedding Coordinator.
- Location of food service must be approved by Wedding Coordinator.
- Any FCC serving items used must be cleaned and returned to the storage area in the kitchen one hour after event.
- Alcohol is **not** permitted on FCC property.

Your Responsibilities

You are responsible to:

- ☐ Pay additional fees to Wedding Coordinator and AV Coordinator.

DECORATIONS & FACILITY USAGE

- ☐ Determine how you would like the Rehearsal dinner room to be set up and decorated and obtain approval from the Wedding Coordinator.
- ☐ Coordinate with the Wedding Coordinator use of the kitchen.
- ☐ Coordinate with the Wedding Coordinator about any available decorations/dish wares you would like to use and how to access those items.
- ☐ Schedule a time with the Wedding Coordinator to decorate.
- ☐ Recruit family members and friends to help you decorate.
- ☐ Communicate expectations clearly to anyone whom you have delegated decorating responsibilities.
- ☐ Enlist family members or friends to clean up immediately following the of the end of the rehearsal dinner.
- ☐ Appoint a volunteer to remove food-related items immediately following the dinner.
- ☐ Plan for the church tablecloths you use to be cleaned and returned one week after ceremony.

CEREMONY GUIDELINES

Policies

AV NEEDS

- The AV Coordinator will review your **AV Needs Form** and recruit other AV team members if necessary. Please do not personally ask anyone to handle any AV elements.
- Based on your **AV Needs Form**, the Wedding Coordinator will let you know what additional fees are to be paid to which AV team members.
- The stage will be reset for the following worship service one hour after the ceremony completion. This means all photos should be completed in one hour after the ceremony.

DECORATIONS

- Candles must be dripless, have drip shields underneath, and/or be inside a vase/container.
- Do not use tape, pins, thumbtacks, or nails to hang decorations on the walls or doors as these items may cause permanent damage.
- Ceremony decorations should be **removed within one hour** of the end of the ceremony (even if your reception is at FCC). Items cannot be left at the church to be picked up later. Be sure to assign people to handle this responsibility.
- The church has many décor items available for you to use. Please ask your Wedding Coordinator for an inventory list and for directions on how to borrow and return items. Any church tablecloths you use must be cleaned and returned one week after wedding.
- Pending church availability, you will have access to the church to decorate the day before the ceremony.
- Only silk flower petals allowed in sanctuary.

FACILITY USAGE

- On your wedding day, you will have access to the building for a 12-hour period that ends no later than 10pm.
- The entire ceremony from start to send-off will be a four-hour event. Everyone is expected to vacate the property one hour after send-off.
- Please check with the Wedding Coordinator if you would like to utilize additional rooms and resources other than the preassigned rooms listed here:
Bridal Room A201, Groomsman A106.
- The Wedding Coordinator can provide guidance regarding use of the kitchen if you would like to provide food and water for the bridal party while you are on site prior to the ceremony.
- If necessary, the pulpit, electronic equipment, guitar stands, music stands, and other easily moved items can be removed from the stage for your ceremony.
- The grand piano may NOT be removed from the platform.
- The drum set can be removed from the stage for an additional fee.

- Childcare is not provided, and any childcare must be pre-approved. Children will not be allowed to roam the building unsupervised.
- Smoking is not allowed anywhere on the property.
- The Photographer etiquette and dress code will be provided by the Wedding Coordinator.

Your Responsibilities

AV NEEDS

You are responsible to:

- ☐ Choose ceremony songs/music.
- ☐ Coordinate with singers/musicians and communicate your desires and plans for the ceremony to them.
- ☐ Turn in the **AV Needs Form** to the Wedding Coordinator at least 30 days prior to the wedding.
- ☐ Submit all ceremony music to the Wedding Coordinator for approval at least 30 days before the wedding.
- ☐ Give the final ceremony timeline and all audio/multimedia files to the Wedding Coordinator at least 1-2 weeks before the wedding.
- ☐ Give the required payment (with a thank-you note) for the AV Coordinator and any additional AV team members they have recruited to the Wedding Coordinator the day before the wedding.

DECORATIONS

You are responsible to:

- ☐ Determine how you would like the Sanctuary to be decorated and obtain approval from the Wedding Coordinator.
- ☐ Talk to the Wedding Coordinator about any available resources you would like to use in the Sanctuary.
- ☐ Schedule a time with the Wedding Coordinator to decorate the Sanctuary.
- ☐ Recruit family members and friends to help you decorate.
- ☐ Communicate expectations clearly to anyone whom you have delegated decorating responsibilities.
- ☐ Assign a volunteer to assure the removal of all decorations from the Sanctuary one hour after ceremony (even if your reception is at FCC).
- ☐ Plan for the church tablecloths you use to be cleaned and returned one week after the ceremony.

FACILITY USAGE

You are responsible to:

- ❑ Discuss and confirm with the Wedding Coordinator when you would like to arrive at the church to get ready for your ceremony.
- ❑ Talk to the Wedding Coordinator about using the refrigerator to store food, drinks, and/or flowers before the wedding.
- ❑ Confirm with Wedding Coordinator any food items desired for wedding party prior to the ceremony.
- ❑ Assign a volunteer to assure all personal items are removed from the dressing rooms prior to the start of the ceremony (even if your reception is at FCC).

RECEPTION GUIDELINES

Policies

AV NEEDS

- You may use an outside DJ, and dancing is permitted.
- DJ must ONLY play songs from the **FCC-Approved Reception/Event Playlist**.

DECORATIONS

- See Ceremony Decoration Guidelines.
- Reception decorations must be removed immediately following the reception. Items cannot be left at the church to be picked up later.

FACILITY USEAGE

- See Ceremony Facility Usage Guidelines
- Sparklers are allowed outside only for send-off. Confetti, rice-throwing, or silly string are NOT allowed inside or outside the building.
- The space you use for your reception must be reset for the next church event immediately following the reception. Please assign family and friends to assist the FCC personnel with this.

FOOD AND DRINKS

- Any FCC serving items used must be cleaned and returned to the storage area in the kitchen one hour after event.
- Use of the kitchen must be coordinated with the Wedding Coordinator.
- Alcohol is **not** permitted on FCC property.
- You must supply all paper goods needed for your reception.
- Please plan meals for all church personnel assisting with your wedding: coordinator, assistant, and photographers.

Your Responsibilities

You are responsible to:

- ☐ Assign family and friends to assist the FCC personnel with building reset.
- ☐ Assign volunteer to oversee food clean-up and removal.
- ☐ Assign volunteer to oversee decoration removal.
- ☐ Assign volunteer to oversee rental item returns, if applicable.

ALL REQUIRED FEES

SERVICE	FEE
Damage Deposit (refundable)	• <u>\$500</u> for rehearsal, ceremony, reception
Facility Cleaning Fee	• <u>\$250</u> for ceremony and rehearsal only • <u>\$350</u> for ceremony and reception (Deducted from refunded Damage Deposit)
Wedding Coordinator	• <u>\$950</u> for Rehearsal and Ceremony • <u>\$1250</u> for Rehearsal, Ceremony and Reception • <u>\$150</u> additional for rehearsal dinner at FCC
Wedding Coordinator Assistant	• <u>\$200</u> for ceremony and reception
AV Coordinator	• <u>\$250</u> for rehearsal and ceremony • Additional fee-based AV services are available upon request for rehearsal dinner and/or the ceremony (video/live stream, screen projection, etc.) • \$75 for drum set removal (if desired)

CONTACTS & LINKS

- Faith Community Church
1100 Woodstock Parkway
Woodstock, GA 30188
www.faithcommunitychurch.org
Ph: 770.516.1996
- Wedding Inquiries
weddings@faithcommunitychurch.org
- Wedding Information & Resources
www.faithcommunitychurch.org/weddings
- Recommended vendors – **coming soon**