

Wedding Policy

FAITH COMMUNITY CHURCH

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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. Please note, December weddings must be approved and scheduled by July 1st**
- ❑ Complete **Premarital Counseling Application**.
- ❑ First meeting with the 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 and number of guests.
- ❑ *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 your ceremony/reception play list to the Wedding Coordinator for approval.

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 & Fees

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, Food Service Coordinator, AV Crew, clean-up and set-up crews. See fee structure for these roles later in the document.

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. 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.

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 four 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

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 $250

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.

AV Coordinator

Even the simplest weddings require technical elements, and only trained members of our AV team may run sound, lights, screens, and cameras. An AV Coordinator 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. They will coordinate with the Wedding Coordinator for stage set up and all AV requirements for the ceremony/reception. There will be additional fees for the technicians needed for requested video/livestream and more complex projector screen presentations. The fee for the AV Coordinator is $250 plus the added fees for additional services requested.

Food Service Coordinator

The Wedding Food Service Coordinator is responsible for overseeing all aspects of food and beverage service for weddings held at Faith Community Church. This includes planning, setup, coordination with caterers, serving, organizing cleanup, and ensuring adherence to church policies and health standards. She works closely with the couple, Wedding Coordinator and FCC staff to ensure food service runs smoothly for the event. The fee for the Food Service Coordinator will vary, depending upon whether you have the rehearsal dinner here at the church or if you are utilizing her services only for the reception. The FCC Food Service Coordinator is required if serving food at your reception. The fee for food coordinator for running food service at your receptions is $350. The consultation fee if using a caterer with servers is $100.

Musicians

You are responsible for obtaining any musicians you desire to have serve at your wedding and are responsible for communicating your desires and plans to these individuals and the Wedding Coordinator. Contact musicians individually to determine their fees.

Building Reset Team

This team will assist your volunteers to ensure that the building is ready for Sunday morning services. The number of team members needed to help oversee this process depends on the size and scope of the wedding, and fees will vary. Fee is $25 per hour per person.

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 Coordinator please ensure that she attends all meetings. 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 ceremony only $1250 ceremony & reception Additional $150 for Rehearsal Dinner
Wedding Coordinator Assistant	• Assists Wedding Coordinator with all day-of responsibilities and ceremony execution	Yes	$250
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.	Yes	$250 AV Coordinator Add ons: $400 Video/livestream $100 Projection Screen Operator

Food Coordinator	• Oversees all aspects of food and beverage service.	Yes	$350 to run food service $100 consultation for caterers
Musicians	• Play or sing a song as part of your ceremony.	No	Fees are contracted directly with muscians.
Building Reset Team	• Oversees volunteers cleaning up and resetting the building. • Ensures that the volunteers have properly reset the building for Sunday mornings.	Yes	$25/hr/pp
Other	• Volunteers provided by wedding party to oversee decorations, flowers, food, and building clean up.	Yes	N/A
Damage Deposit/Cleaning Fee	• Will be returned after the ceremony, less facility cleaning fees and any costs incurred by damage • Professional cleaning of the building.	Yes	$500 total $250 ceremony $350 ceremony & reception

REHEARSAL GUIDELINES

Policies

- All FCC personnel required for the ceremony will arrive 30 minutes prior to rehearsal and will be available for one hour for rehearsal. This includes the Wedding Coordinator, Officiant, AV Coordinator and other required technicians.
- 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.

CEREMONY GUIDELINES

Policies

AUDIO/VISUAL

- 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.
- Since a wedding is a church event, all the music used in a wedding ceremony and reception should be chosen with lyrical content in mind, considering the testimony of the church and those in attendance. Songs don't need to be directly Christian, but should be free of questionable or inappropriate lyrical content, and should not contradict biblical teaching on marriage, relationships, etc.
- Music for ceremony and reception should be chosen and submitted for approval three weeks prior to wedding date.

DECORATIONS

- Candles on the stage must be dripless, have drip shields underneath, and/or be inside a vase/container. Candles placed on the floor at end of rows can not be lit.
- 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 begins at 7:00 a.m. and ends no later than 10:00 p.m.
- 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 Bridal Room A201, Groomsmen A106 or 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.
- Childcare is not provided. Children must be supervised at all times.
- Smoking is not allowed anywhere on the property.
- The Photographer etiquette and dress code will be provided by the Wedding Coordinator.

WEDDING PARTY ATTIRE

- Necklines should not show cleavage.
- No exposed midriffs including cutouts with panels of see-through fabric giving the illusion of skin.
- Dress backs should not be lower than the natural waistline.
- Skirt length should be knee length or longer.
- Slits should be no higher than mid thigh.
- If getting dressed at the church, pre-wedding outfits should be appropriate to wear in public.
- Please refrain from wearing pajamas, robes, and low cut tops and make sure bottoms are a modest length in public spaces in the church building.

Your Responsibilities

AV NEEDS

You are responsible to:

- ❑ Choose ceremony songs/music and submit three weeks prior to wedding date for approval.
- ❑ Coordinate with singers/musicians and communicate your desires and plans for the ceremony to them.
- ❑ Submit the following items to the Wedding Coordinator:
    - **AV Needs Form** 30 days prior to the wedding.
    - Ceremony music for approval at least 30 days before the wedding.
    - Ceremony timeline two weeks prior to the wedding.
    - All audio/multimedia files two weeks prior to the wedding.
    - Required payments for AV Coordinator and AV team members at the Rehearsal.

DECORATIONS

You are responsible to:

- ❑ Discuss with the Wedding Coordinator:
  - Decoration plans for the sanctuary.
  - Schedule a time with the Wedding Coordinator to decorate the sanctuary.
  - Provide the names of volunteers who will help decorate, who will help remove decorations after the ceremony and who will return the cleaned tablecloths.
- ❑ Recruit family members and friends to help you:
  - Decorate the sanctuary.
  - Remove all decorations from the sanctuary within one hour after the ceremony (even if your reception is at FCC).
  - Return cleaned church tablecloths withing 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. Access to the building begins no earlier than 7:00 a.m.
  - Use of the refrigerator to store food, drinks, and/or flowers before the wedding.
  - Any food items desired for wedding party prior to the ceremony.
  - Need for ice machine.
- ❑ 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

AUDIO VISUAL

- You may use an outside DJ, and dancing is permitted.
- See Ceremony Guidelines.

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. The Building Reset Team will be onsite to answer questions and provide guidance on how to reset classrooms, the atrium, and sanctuary. You will recruit a group of volunteers to help remove tablecloths and décor, empty trash, break down and move tables and chairs and reset for the next church event. This process usually requires 10-15 people and take one hour to two hours depending on the size and scale of the event.

FOOD SERVICE

- Any FCC serving items used must but cleaned and returned to the storage area in the kitchen one hour after event.
- Use of the kitchen must be coordinated with the Food Service 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.

Photography and Videography Guidelines

Policies

This policy establishes expectations for all photographers and videographers participating in a wedding ceremony held at FCC. It's purpose is to preserve the sacred and worshipful nature of the service while allowing appropriate documentation of the occasion. Compliance with this policy is required. Photographers and videographers will be asked to sign a copy of this agreement prior to the ceremony.

DRESS CODE

All photographers must dress modestly and professionally (black colored clothing is a wedding standard, which is desired although not required), appropriate for a church setting. Attire must cover shoulders and midriff and avoid low necklines. Skirts/dresses must extend past the knee and casual clothing, such as denim, shorts/t-shirts and athletic wear is prohibited. Footwear must be quiet and non-distracting.

GUEST CONSIDERATION

Photographers must remain mindful of guests and family members throughout the ceremony. Blocking aisles, interrupting sightlines, or standing in front of seated guests for extended periods of time is not permitted. The photographer will not position themselves between the couple and the officiant.

MOVEMENT & LOCATION

Movement during the ceremony must be minimal and discreet. Photographers must remain in designated areas and may not stand on the stage or steps unless explicit permission has been granted by the officiant or Wedding Coordinator. Certain portions of the ceremony—including prayer, Scripture readings, communion, and the pronouncement—may have additional restrictions.

EQUIPMENT & FLASH

Keep flash photography to a minimum. Camera sounds should be minimized when possible. All tripods, lighting, or additional equipment must be approved in advance and may not obstruct aisles or walkways.

POST-CEREMONY PHOTOGRAPHY

Post-ceremony photography within the sanctuary must take place during the first hour after the ceremony.

Your Responsibilities

- ❑ Communicate policy to hired photographer and obtain signed policy agreement.

WEDDING DAY CHILDCARE POLICY

POLICIES

Faith Community Church does not provide or supervise childcare for the wedding party or wedding guests during preparation for the wedding, the ceremony, or the reception. Parents and guardians attending a wedding as guests are responsible for making their own childcare arrangements off-site. Childcare space for members of the wedding party may be requested, but approval does not make the church responsible for the care, supervision, or safety of the children using the room. When childcare space is granted, childcare workers are selected and arranged by the wedding party and are not employees, agents, or representatives of Faith Community Church by virtue of providing childcare during a wedding. The wedding party and childcare workers remain responsible for the children in their care. Nothing in this policy is intended to waive or limit any responsibility or liability that cannot lawfully be waived or limited under applicable law.

CHILDCARE FOR MEMBERS OF THE WEDDING PARTY

- Members of the wedding party who require childcare are responsible for arranging and providing their own childcare workers.
- The Wedding Coordinator must approve childcare arrangements and will determine the appropriate room based on availability, the number and ages of children, and other activities taking place on campus. The wedding party may not independently select, reserve, or use a church room for childcare.
- The approved childcare room may be used only for the children and childcare workers identified by the wedding party. It may not be used as an unsupervised play area or as a place to leave children while parents participate in wedding activities.
- Children may not be left unattended anywhere on the church campus at any time, including while sleeping or napping. Childcare workers must remain responsible for the children in their care throughout the time they are on campus.
- The wedding party and the childcare workers they arrange are responsible for the care, supervision, and safety of the children.

NURSING ROOM

A designated nursing room will be available to members of the wedding party who require a private space for nursing or caring for an infant. The room may be used prior to the ceremony as well as during the ceremony, and reception.

Your Responsibilities

- ❑ Requests for childcare space must be submitted to the wedding coordinator at least two weeks before the wedding date. The request must include:
  - The names of the members of the wedding party who will be using childcare.
  - The number and approximate ages of the children requiring care.
  - The name and contact information of each childcare worker.
  - The portion(s) of the wedding day when childcare will be provided.

The Wedding Coordinator will review the request, determine whether an appropriate room is available, and communicate the approved room and any applicable instructions to the wedding party before the wedding day. Childcare may not begin until the room and arrangement have been approved.

The Wedding Coordinator may modify or revoke an approved childcare arrangement when necessary due to safety concerns, changes in campus use, facility needs, or failure to comply with this policy.

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**