



Wedding Policy

We are excited that you have selected **FIRST CHURCH** as the place for your wedding and we are honored to serve you and your family at this joyous time. Our desire is to see every couple married at **FIRST CHURCH** build their marriage, family and lives around the teaching of Jesus Christ. With this in mind we have formulated these guidelines for getting married at **FIRST CHURCH**.

I. STEPS TO BOOKING A WEDDING:

- Obtain a copy of the wedding policies from our website (firstchurhcok.com) . Read carefully and complete the attached Wedding Application.
- Also, complete the electronic Wedding Request form also on our website under the forms tab at the bottom of our home page.
- Once the Wedding Application is received in the office, it will be reviewed and you will be notified of the decision.
- If your application is approved, you may schedule an appointment with a staff minister and start making your plans.
- Your requested date will only be confirmed and added to the facility calendar upon receipt of the above forms, confirmation from a staff minister and your deposit is received.
- Weddings can be booked a minimum of four months to a maximum of one year in advance of the requested date.
- Once the above steps have been completed and your request is approved, you will be notified so that you may begin making plans for your special day.
- **FIRST CHURCH** will book weddings for active members and their immediate family (sons, daughters, mothers or fathers).

II. MINISTERIAL REQUIREMENTS FOR WEDDINGS:

- Premarital counseling sessions are required for all couples who wish to marry at **FIRST CHURCH**. **FIRST CHURCH** requires six counseling sessions and you will need to schedule this with the minister at the time of your meeting.
- An order of service should be completed and reviewed with the minister no less than 30 days prior to the wedding date.
- It is the policy of **FIRST CHURCH** that Christians who are divorced must have been so for at least one year before re-marriage. If you have been divorced, you will need to have a discussion with the minister about the circumstances of your divorce. It is up to the discretion of the ministers of **FIRST CHURCH** whether to participate in marriages of those who have been divorced.
- It is the policy of **FIRST CHURCH** that we will not conduct weddings of couples who are currently living together. However, if this is the case, we would love to have the opportunity to talk through this. We believe that the bible provides a framework for

understanding marriage and the importance of honoring this commitment. It is our desire to help you enter this covenant in a way that honors God and sets your marriage up for lifelong success.

- Only staff ministers of **FIRST CHURCH** may perform weddings at our facility. (Exceptions to this will be considered on a case-by-case basis.)
- Please work directly with your minister regarding the minister's honorarium for performing your wedding
- Before you begin setting up, please take pictures of the setup in all of the rooms you will be using. This will be helpful as you reset the facility to its original placement.

III. WEDDING PARTY RESPONSIBILITIES:

- All decorations for the Worship Center and Gathering Area.
- Set-up and tear down ALL tables, chairs, decorations, etc. used in the wedding, reception area, stage, dressing areas, etc.
- All areas must be cleaned and returned to their original placement immediately following the event.
- In most cases, the wedding party will have use of the facility starting Thursday afternoon until 6:00 PM on Saturday.
- Due to limited kitchen facilities, all food must be catered in.
- All trash must be taken to the dumpster immediately after reception.

THE WEDDING PARTY IS RESPONSIBLE FOR CLEAN UP!!

IV. GENERAL GUIDELINES

- Saturday weddings must start no later than 3 PM. The reception must be completed and cleaned up no later than 6 PM to allow for preparations for Sunday morning services.
- No smoking in the building
- No alcoholic beverages in the building or on the property.
- No dancing will be allowed in the church building.
- Birdseed must be used instead of rice.
- The church must approve all music and special plans in advance.
- No food is allowed in the Worship Center.
- Whatever you use, please put away ... Thank you!!!

V. BLOCK OUT DATES FOR WEDDINGS:

- December 15 through December 28th.
- The weekend of or before Easter.
- 2 weeks before any major production at the church.
- The church staff has the discretion to approve or disapprove all dates requested by the wedding party.

WEDDING FEES AND PAYMENTS

Weddings at **FIRST CHURCH**: \$600.00

- A deposit of \$200 is required to secure your date.

Reception with Wedding at **FIRST CHURCH**: \$1,200.00

Includes the use of the Gathering Area.

- Approved kitchen helpers are required.
- Additional helpers are available for an extra \$75 per person.
- A deposit of \$500 is required if you are planning a wedding and reception at **FIRST CHURCH**.

Reception Only at **FIRST CHURCH**: \$600.00

Included: The use of the Gathering Area.

- \$75/per hour charge for sound technician
- A deposit of \$200 is required to secure your date.

Additional Services:

- Video Technician: \$75/per hour (required if video/slideshow will be used during the ceremony)
- Minister honorarium (please work directly with your minister)

TOTAL AMOUNT DUE 30 DAYS PRIOR TO WEDDING

FIRST CHURCH Wedding Application

Brides Name: _____ Address: _____

City: _____ State: _____ Zip: _____

Contact Phone #: _____

Employer: _____

Email: _____

FC Member: Yes _____ No _____

Grooms Name: _____

Address: _____ City: _____

State: _____ Zip: _____

Contact Phone #: _____

Employer: _____

Email: _____

FC Member: Yes _____ No _____

Have either of you been married before? Yes _____ No _____ If yes, please explain:

How long have you known each other? _____

Are you currently living together: Yes _____ No _____

What date would you like to reserve? ____/____/____ (mm/dd/yy) Time: _____am/pm

Will you have the ceremony at FC? Yes _____ No _____

Will you have the rehearsal at FC? Yes _____ No _____

Will you have the reception at FC? Yes _____ No _____

Which Staff Minister would you like to perform your wedding? _____

We have read and agree to all Wedding Policies of **FIRST CHURCH**.

(Signature of Bride)

(Signature of Groom)

After completing this form, please return it to the church office (10100 N. Garnett Road) or email it to: office@firstchurchok.com

Note: Confirmation will not be made (or added to the calendar) until this form is approved.