

First Christian Church, Huntsville, Alabama

Wedding Ceremony Policies



Welcome to First Christian Church, Huntsville, Alabama. We are happy you are considering our church sanctuary and church facility for your special day. Below you will find our church policies regarding weddings. Please feel free to reach out to our Wedding Coordinator, Stephanie Braly-Beutjer at 256-348-5030 or sbraly1523@gmail.com. She will be happy to assist you with any questions you may have. Blessings to you and your family as you begin your wedding journey.

Your Marriage

Marriage is a happy but reverent occasion. Two people commit themselves to a life of shared love and loyalty. They present themselves before God, seeking the Lord's confirming presence through a ceremony of celebration and worship. Family and friends support the couple by their presence and prayers as vows and promises are exchanged.

Your wedding should be dignified, beautiful, and personal. The richness and depth of the Christian faith will enable you to express your love for one another within the context of God's ever-faithful love. We are here to nurture your worship experience with God and celebrate the commitment you make to one another in having a strong marriage for many years to come. We believe this begins with prayerful planning for your wedding.

The Minister

Please make an appointment to visit with one of our ministers concerning the extent and contents of premarital conversations required and needed. Brad Henderson, brad@fcc-hsv.org or Alyssa Burton, alyssa@fcc-hsv.org.

Your wedding ceremony is a religious service. To help you appreciate the worshipful nature of the ceremony and the sacredness of the Sanctuary, the minister requires that you attend a worship service at First Christian or another church of your choice at least four times prior to your wedding. We are an active faith community engaged in ministry and not a wedding chapel. An honorarium to pay for the minister's additional time is appropriate.

Outside clergy members are welcome to perform your ceremony services if you choose, but it is the responsibility of the bride or groom to arrange this. Please provide our pastor with contact information so he can reach out to the guest pastor about our specific requirements.

All music and ceremony plans must be approved by the FCC Wedding Coordinator and Officiating Minister of First Christian Church.

Wedding Date Reservation

Once you have read through the Wedding policies and filled out the Wedding Application Form, please email Stephanie Braly-Beutjer at sbraly1523@gmail.com AND send a text to 256-348-5030 stating an email has been sent regarding wedding application. The date must be approved for the church calendar. FCC will confirm a reservation for up to one year in advance. Once approved, the non-refundable \$100.00 reservation fee will secure your wedding date on our church calendar.

- Only one wedding will be scheduled per day and no weddings will be held on Sundays or between the first Sunday of Advent through Epiphany or on Good Friday or Easter.
- Weddings will not be scheduled to begin after 6:00pm. If there is to be a reception in the Joyce Jones Parlor, Family Services or McMains Hall, no wedding will be scheduled to begin after four 4:00pm.
- All other fees are listed on our fee schedule. If wedding is held on a certain holidays or special calendar day weekends there is an extra \$100.00 fee applied to listed prices.

The FCC Wedding Coordinator

Our FCC Wedding Coordinator is available for two in-person consultations at the church to aid in the hosting of your wedding ceremony at our church. All other correspondence will be handled via email, phone calls, or texts. She is not the “wedding planner” for your wedding. Our FCC coordinator is here to help you navigate anything you might need from our facility. Please let the coordinator know if anyone in the wedding party or the wedding families have any special needs.

The Rehearsal

The FCC Wedding Coordinator will arrive at 15 minutes before the bridal party arrive for the rehearsal. The FCC Wedding Coordinator will meet briefly with the wedding party and families 15 minutes prior to the rehearsal to go over church details and expectations. (Ex: 4:15 WC arrives, 4:30pm Bridal Party and families arrive, 4:45pm, Coordinator meets with Bride, Groom, families and wedding party, 5:00pm wedding rehearsal.) The FCC Coordinator will assist during the rehearsal only in the capacity of church needs. If you have a wedding planner, the FCC coordinator will coordinate directly with the wedding planner.

The Wedding Day

The FCC Wedding Coordinator arrives **2 hours** before the time of the wedding, The FCC Coordinator is present during the wedding to assist the wedding party and the minister and will stay **1 hour** after the conclusion of the wedding for any necessary pictures and to make sure the church sanctuary and other areas used are in proper order. ***If extra time is needed, please discuss needs with the FCC Coordinator. There is a fee for extra time requested outside the above guidelines.*

The Reception

If you choose to have your wedding reception at our church, the FCC Wedding Coordinator is required to be in attendance. We have three rooms available for receptions following the ceremony. The Parlor, Family Services, and McMains Hall. Receptions should last no longer than 3 hours following the ceremony, all décor, flowers, and food should be removed immediately following the reception.

Please see fee schedule for more information

Music, Audio, and Visual

- If using a pianist or organist, not from First Christian Church, the Wedding Coordinator will set up a time for both musicians to meet for instructions on using the sanctuary organ and piano.
- If using other musicians, the couple will provide the Wedding Coordinator with any specific needs they require musicians contact information.
- Any other Audio needs other than the minister’s microphone and piano microphone will need to be relayed to the Wedding Coordinator. She will inform the AV team.
- FCC has the capacity to Video your wedding ceremony. Please note on your form if you would like to have the ceremony videoed. Fees for this option are listed in the fee schedule.
- All music and any outside audio equipment must be approved by the Officiating Minister and Wedding Coordinator.

FCC Facility Requirements

Flowers and Decorations

- All Sanctuary decorations must be done the day of the ceremony at a mutually agreed upon time between the Wedding Coordinator and the florist.
- The florist must complete decorating at least 1 hours prior to the start time of the wedding. If more time is needed, there is an additional fee.
- The Wedding Coordinator will unlock the church 2 hours prior to the wedding time. Extra time needed can be discussed with wedding coordinator, with an additional fee.
- No “live” flowers or petals are to be placed/scattered on the church floors.
- The florist or representative must remove any rental items from the Sanctuary immediately following the ceremony. Flowers can be donated to the church for Sunday service.
- Communion Table and Pulpit must remain on the chancel. Any decoration or changes to the chance area must be minimal. The Wedding Coordinator will go over these items with you.
- **If you have chosen to have your reception at FCC, you may request time after the rehearsal for set-up and décor. ***Hourly fee will apply*****

Photographers and Videographers

- Photographers and videographers are asked to respect the dignity of the wedding ceremony and our Sanctuary.
- Photographers and videographers may not roam freely on the Sanctuary floor or chancel (elevated platform at front of Sanctuary) during the ceremony.
- The Minister and Wedding Coordinator will provide photographers and videographers designated locations in those areas where stationary pictures and videos can be shot.
- All photographs taken prior to the wedding must be completed *no later than* 40 minutes before the wedding.

***It is the responsibility of the wedding party to relay the above information to the Photographer and Videographer.

Caterers/Use of Kitchen

If you are planning your reception at FCC, we are happy to accommodate your caterer. Our kitchen fee is listed on our fee schedule. We are a fully operating Pre-school and Daycare establishment as well.

- A representative of the catering staff must make an appointment with our church cook for an important orientation regarding use and clean-up of our kitchen equipment.
- It is the catering staff's job to make sure the kitchen the Guidelines are followed.
- The kitchen must be cleaned, swept, mopped, by the catering staff before they leave the premises.
- If friends or family members using the kitchen during the reception, the above policies apply.

***A separate \$100.00 refundable deposit is required for the use of the kitchen.

Other First Chirstiann Church requirements

- Following the ceremony and before leaving the church, all personal items must be removed from bride's room and groom's dressing area. It is the responsibility of the bride and groom to have a designated person to make sure all items are removed and sign the checklist the FCC Wedding Coordinator will provide. All wedding party and accessories must be cleared from the facilities by **10:00pm.**
- Modest apparel must be always worn outside the dressing rooms.
- **Alcoholic beverages are not permitted** in the church or on church property. Any evidence of such will result in forfeiture of the security deposit.
- **Smoking/Vaping are not permitted** in the church building.
- **Drugs or Firearms are not permitted** in the church building or on church property.
- **Throwing rice and birdseed is prohibited.** Bubbles are allowed outside the church only.
- Food and drinks (other than water) are not allowed in the Sanctuary, the parlor, or dressing areas. Food and Drink other than water are permitted in the kitchen or tiled areas only. If carpet or rugs becomes stained or discolored, your security deposit will be used for a carpet cleaning fee. Anything charged over and above the security deposit will be billed directly to the couple.
- In the sanctuary, the cross, candles, and chairs behind the communion table must remain. The Banners flanking our baptistry are indicative of our church calendar and are not to be removed.
- Furniture or sound equipment in the sanctuary may only be moved by an FCC church staff member or FCC member of the church property committee. All moved furniture must be returned to the appropriate place immediately following the ceremony. Arrangements will be made by the FCC Wedding Coordinator ****The Wedding Coordinator does not move furniture.****
- Rental items, Décor, including florals, must be removed from the Sanctuary immediately following the wedding ceremony. (However, if the family wishes to donate floral arrangements for service on Sunday, please make arrangements with the FCC Wedding Coordinator.)
- All pre-recorded music, Bluetooth speakers, must be approved by the FCC Officiating Minister and/or FCC Music Director, two weeks prior to the ceremony.
- The couple is required to provide the FCC Wedding Coordinator all contact information for any vendors or volunteers helping with the floral arrangements, catering, photographers, and/or videographers. They will be contacted by the FCC Wedding Coordinator the week of the wedding, so that a time can be agreed upon for church setup.

Contact

If you have any concerns not covered above, please contact the Wedding Coordinator, *Stephanie Braly-Beutjer*, sbraly1523@gmail.com, 256-348-5030 or call the church office, 256-881-0150.

*****Please be aware, any action that may be considered inappropriate for our Sanctuary or church property could mean forfeiture of your security deposit. Please make sure that your wedding party and family members are aware of our policies here at First Christian Church.**



First Christian Church, Huntsville, Alabama Wedding Guidelines Acknowledgement Form

By signing below, I /We have read and understand the First Christian Church, Huntsville, Alabama Wedding Guidelines and Facility Requirements. I/We agree to follow and honor all guidelines and requirements set forth in this document. I/We are aware of all fees required for reservation and use of facility need to be paid in full two weeks prior to the wedding date. I/We understand this is a sacred space and will ensure all parties involved behave in a respectful way while in the facility and on property. I/We understand any action considered inappropriate for our Sanctuary or church property could mean forfeiture of your security deposit. We have informed our wedding party and family members of the First Christian Church policies.

Signature: (Bride or Family Member): _____
Date: _____

Signature: (Groom or Family Member): _____
Date: _____

Wedding Coordinator: _____ Stephanie Braly-Beutjer
Date: _____



FCC Fee Schedule

Fee schedules are listed in two separate categories. FCC church members and Non-FCC church members. FCC Church members are families/individuals whose name(s) are on record as having formally joined our church, attend services regularly, and supports ongoing ministry through their tithes and offerings. Non-FCC church members, children or relatives of members not on our church rolls.

*****Please note, an additional fee of \$100.00 will be added to the Pastor, Wedding Coordinator & Custodian's fees, and to the church provided Organist/Pianist and/or Soloist fees if used and an additional \$50.00 will be added for Audio and, if used, Video personnel fees, if weddings are held on the following holiday weekends/special calendar days. (Martin Luther King, Jr., President's Day, Memorial Day, Mother's Day, Father's Day, Labor Day, Thanksgiving, or other church staff holidays)**

Wedding Fee Schedule

WEDDING FEES

Wedding Reservation Fee	\$100.00 (non-refundable)	\$100.00
Refundable Security Deposit***	\$250.00	\$500.00

CHURCH FACILITIES

	<u>Member</u>	<u>Non-member</u>
Sanctuary	\$100.00	\$300.00
Bride's Room/Parlor/Parlor Kitchen	\$100.00	\$300.00
Basement Dressing Area	\$100.00	\$300.00
Family Service's (Reception Room)	\$100.00	\$300.00
McMains Hall (Reception Room)	\$100.00	\$300.00
Main Kitchen (Reception)	\$100.00	\$300.00

PERSONNEL

Minister	TBD	TBD
Wedding Coordinator	\$300.00/\$375.00*	\$450.00/\$600.00*
Custodian	\$125.00/\$175.00*	\$150.00/\$200.00*
Audio	\$100.00	\$200.00
Video	\$100.00	\$200.00
Organist/Pianist	TBD	TBD
Church Soloist	TBD	TBD

Do we need extra hourly rate for extra time listed? If yes, I suggest \$25.00 for members and \$50.00 for non-members.

*Indicates additional fee for reception, if applicable.