

813 E 15<sup>th</sup> Street  
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## Wedding Policy

For wedding information contact at: [revkyle@fccplano.org](mailto:revkyle@fccplano.org)

First Christian Church of Plano, as well as the staff of FCC want to make your wedding a wonderful occasion. The ceremony is a service of worship and therefore, intended to be joyous and sacred. This WEDDING POLICY provides guidelines for weddings at First Christian Church of Plano. They describe an event which is appropriate for our facilities.

### **RESERVING A DATE:**

You will need to complete the accompanying application and return it with a check for a portion of the fees (\$400). Reservations can be made up to one year in advance. The remainder of the fee is due no later than one month before your wedding date. You may not change the date or time without written confirmation from the WEDDING COORDINATOR in order to avoid a conflict in scheduling.

### **FEES:**

The fee for a wedding is \$875. The fee includes the services of the minister, organist, wedding coordinator, facilities manager, sound/AV technician, and the use of the Sanctuary, Chapel, and changing rooms. Fees are set and cannot be negotiated.

We frequently perform weddings for couples who are not members of the church, and we're honored to journey with you through this exciting time in your life. In order for us to promote healthy marriages and connections, non-member wedding applicants must fulfill the following criteria to be allowed the use of First Christian Church of Plano facilities for a wedding ceremony.

- Following the wedding, the couple must plan to reside in the North Texas area.
- The couple will accept that the wedding ceremony will be officiated by or in conjunction with First Christian Church of Plano ministerial staff.
- The couple must attend a series of Sunday worship services and Couple-to-Couple Mentoring sessions. (Five of the meetings will be with married couples from our congregation. The sixth meeting will be with a minister who will help you plan your wedding ceremony.) These Sundays (worship followed by mentoring session) must be scheduled through our wedding coordinator

### **Cancellation Policy:**

Should a wedding be cancelled for any reason, refunds will be made in the following manner:

Within 90 days of wedding date.....\$50.00 will be retained

Within 60 days of wedding date..... One-Half will be refunded

Within 30 days of wedding date..... NO REFUND WILL BE MADE

**Ministers:**

One of the ministers of First Christian Church of Plano will be in charge of all ceremonies. A guest minister may participate in the ceremony if they are related to the bride or groom or if the guest minister is approved by the Senior Minister of First Christian Church.

**Wedding Coordinator:**

The First Christian Church of Plano Wedding Coordinator, under the supervision of the minister, will direct the rehearsal and the wedding ceremony even if an outside coordinator is retained by the bride.

**Pre-Marital Counseling:**

Each couple is required to participate in premarital sessions arranged by FCC Plano.

***Couple-to-Couple mentoring: Six meetings total***

Couples will be required to attend church five different times and then go to lunch/brunch afterwards with a mentoring couple from the congregation. These sessions will help couples think and talk through some helpful issues before marriage. Couples can pick the five particular Sundays they are available, and we will plan around your schedules. Couples must notify the Wedding Coordinator at least one week before they wish to attend so arrangements can be made. The best approach is to give the Wedding Coordinator all five of the Sundays you want to attend at once, so they can be scheduled more easily.

The sixth meeting will be with the minister who will help you plan your wedding ceremony. This final meeting cannot happen until the couple has completed all five of their mentoring sessions. This meeting will be scheduled with the minister. The Wedding Coordinator will give the minister's contact information to the couple.

**Facilities:**

The Main Sanctuary and the Chapel are both available for weddings.

The Main Sanctuary can seat up to 500 guests. The Communion Table is central to our worship setting, but it is mobile and can be moved for the wedding service. The silver communion servers will be removed if they are not to be used. Protective covering must be put on the communion table if used for unity candle or flowers, etc.

The Chapel is a beautiful, smaller venue. The Chapel is a good selection for weddings with 100 or fewer guests.

**Dressing Rooms:** Dressing rooms for the wedding party are included. These are spacious rooms, well lighted and equipped with mirrors and bathrooms. Snack food and drinks are permitted in these rooms. Refrigerators are also available. You are responsible for removing all personal items as well as leftover food items. Rooms are available for up to (3) three hours prior to the wedding.

**Flower Arrangements:** Flower arrangements are not permitted in the choir loft area of the sanctuary. Flower arrangements or a unity candle may be placed on the communion table, provided there is

protective material used to prevent water or wax damage to the finish. Flower petals dropped by the flower girl must be silk.

Set-up by the florist or bride should be completed two (2) hours before time for pictures. It is a good idea to have the florist arrive when the doors are open at three (3) hours before the ceremony.

The florist must make arrangements to pick up all stands, candelabras, and other equipment with the FCC Wedding Coordinator.

**Pew Bows:** Pew bows must be attached with ribbons or clips made for that purpose. No pins, staples, tape, or adhesive strips of any kind are to be used on the pews.

**Candles:** Candles are not permitted outside of the chancel area. Candles or candle holders may not be attached to the pews. A drip cloth or cellophane is required under all candles (unity candle and candelabras) to prevent damage to the floors and communion table. Candelabras, candles, and unity candles and protective cellophane to place under all arrangements and candles are to be furnished by the florist or the bride. Only drip-less candles are permitted (this does not include the unity candle and tapers). Any candles used in the baptism area must be in an appropriate container and approved by the FCC Wedding Coordinator,

We suggest that you NOT light candles before the ceremony for photographs. The type of candle used in candelabras often will not re-light for the ceremony, and they are not always large enough to burn for the full 2.5 hours. They may remain lit for the photos taken after the ceremony.

*\* Please note: The candles on the communion table are liquid wax. This will spill if turned at too great of an angle.*

**Music:** The Sanctuary contains a high-quality pipe organ and piano. An organist/pianist is provided by FCC. A CD of music selections will be distributed during the pre-marital classes. Individual consultations with the organist/pianist are available by appointment.

A church wedding ceremony is considered a worship service, and music should be appropriate to a worshipful experience. Secular music selections often are more appropriate for use during the reception than for the ceremony itself, but can be run by the organist for approval.

All music selections (including text of any solos) must be submitted to the organist for review and approval at least four weeks prior to the wedding. Soloists must be present at the rehearsal and provide accompaniment in the appropriate key to the organist or provide CD accompaniment for the sound technician.

#### **Sound and AV technicians:**

Sound and AV Technicians are furnished by the church. The Technician will attend the rehearsal as well as the wedding and will control sound, graphics, and lighting during the ceremony. If there is to be any pre-recorded music, this must be brought to the rehearsal. The music will be returned after the ceremony.

#### **Graphics:**

Screens may be used to display personal photos of the couple and/or family. A running slide show can be used before the service and/or a chosen photograph/image can be displayed as a backdrop during the

ceremony. Because all files will have to be converted to the proper format, *they must be turned in two weeks prior to the wedding on a flash drive.*

**Rehearsals:**

Rehearsals are usually held on the day before the wedding between 5:30 and 6:30 p.m. Rehearsals usually take an hour. All persons taking part in the ceremony should be present. This includes parents, grandparents, stepparents, bridesmaids, flower girls, ring bearers, groomsmen, ushers, vocalist, and accompanist.

All participating church personnel will be present. The wedding license must be given to the Senior Minister while at the rehearsal.

**Holidays:**

Holiday weddings are NOT scheduled during the following times:

Easter, Memorial Day, July 4<sup>th</sup>, Labor Day, Thanksgiving, Christmas, or New Year's Eve.

During Advent, the church's Christmas decorations must remain in place.

*Premarital sessions are not available during the month of December, so please plan accordingly to get all six sessions in before your wedding.*

**Miscellaneous Policies:**

There is no food or drink allowed in the sanctuary.

Aisle runners or aisle lights have become a safety liability, and therefore are NOT permitted.

Please use only Bubbles for the send-off of the bride and groom on the outside of the building. All other materials such as bird seed, rice, and flower petals are NOT to be used because of the cleanup requirements of these items. SPARKLERS and FIRECRACKERS are STRICTLY PROHIBITED.

SMOKING, DRINKING ALCOHOLIC BEVERAGES, or use of ILLEGAL DRUGS are NOT permitted on church property. This includes the parking lots. Anyone seen participating in these activities will be asked to leave the premises.