



Wedding Policy

Love is patient; love is kind; love is not envious or boastful or arrogant or rude. It does not insist on its own way; it is not irritable or resentful; it does not rejoice in wrongdoing, but rejoices in the truth.
Love bears all things, believes all things, hopes all things, endures all things.

1 Corinthians 13:4-7

Congratulations! You are beginning a great journey of commitment, love and hope as you make plans for your wedding day. Florence Christian Church is delighted to provide you resources, guidance and sacred space in which to begin this journey.

WEDDING DATE

Contact the church office, (859) 647-5000 ext. 550, to *tentatively* reserve your wedding date on the church calendar. Dates may be scheduled up to a year in advance. Wedding dates may not interfere with the established church calendar (i.e. Christmas and Easter events). Your desired wedding date will be approved by the staff. A wedding can be scheduled no later than 7:00 p.m., and the church needs to be vacated completely by 9:00 pm.

The wedding date will be confirmed on the church calendar when you complete and sign the Wedding Information Form and pay the \$100 non-refundable deposit. This deposit is applied to your balance.

OFFICIANTS

A minister from Florence Christian Church will officiate all ceremonies held on the campus at 300 Main Street, Florence KY. Outside clergy who would like to assist with the ceremony must be approved by the officiant.

You will participate in at least four premarital counseling sessions with the officiant, to be started at least 2 months and completed 2 weeks prior to the wedding. If an engaged couple chooses to engage in premarital counseling with a licensed counselor, please discuss this with the officiant.

You must get a marriage license and sign it. Please bring it to the rehearsal.

WEDDING COORDINATOR

Florence Christian Church provides a wedding coordinator for the rehearsal and wedding day. Outside wedding planners are welcome to assist the engaged couple with their personal needs.

The Florence Christian Church coordinator acts as a liaison between you and the church, assisting in the following ways:

- Assists officiant with wedding rehearsal, usually scheduled for the night prior to the wedding.
- Provides information to the couple regarding church policies, facilities, and options for wedding set-up.
- Is present before, during, and after the wedding to answer questions, guide photographers and videographers, and cue parents, attendants, ushers, and musicians.

MUSIC

Music is a very personal part of the wedding ceremony, therefore, most music is permitted, keeping in mind the service is a worship service. A staff musician will meet with you and guide your musical choices.

If you invite outside musicians, they must be coordinated with the staff musician to arrange rehearsal and discuss sound equipment needs.

AUDIO

The Church provides the sound tech for the rehearsal to run through the songs with the musicians and set the volume levels for the wedding ceremony. The sound tech will run sound at the ceremony. Use

of additional audio/visual equipment by a church-approved technician is available at an additional charge.

FLOWERS & DECORATIONS

You and your florist must discuss all floral plans, including delivery timetable, with the wedding coordinator. You must comply with our Floral and Decoration guidelines. Please provide the guidelines to your florist.

PHOTOGRAPHERS/VIDEOGRAPHERS

The wedding coordinator will discuss expectations and restrictions with you. Your photographer and/or videographer must comply with our Photographer/Videographer guidelines. Please provide these guidelines to them.

DRESSING AREAS

Two (2) rooms are available for the wedding party 2 hours prior to the start of the ceremony. Both areas have restroom access. These rooms cannot be guaranteed to be secure at all times. Any personal items, including money, are the owner's responsibility. Please do not use any other rooms for dressing without permission from the wedding coordinator.

WEDDING SET-UP & CLEAN-UP

The church may be available to begin decorating the day of the rehearsal to be arranged with the wedding coordinator. It is the responsibility of the couple and their families to see that any equipment not belonging to Florence Christian Church is removed within one hour of the completion of the ceremony. The wedding coordinator needs all contact information for the person who is responsible for removing these items from the church.

If you would like to donate items from your ceremony to the church, you must get approval before the rehearsal.

It is the wedding party's responsibility to pick up after themselves. The church custodian will clean the floors and bathrooms. A \$150 refundable security deposit will be held until after the church custodian authorizes that all personal property has been removed and church property is intact.

At the discretion of the Senior Minister, for small weddings whose building usage and staff time needed are limited, the general Building Use Policy may be used in place of this policy.

GENERAL BUILDING GUIDELINES

Alcohol is not permitted on church property

The use of tobacco products is prohibited in any church building

Food and drink in the sanctuary and chapel is restricted to communion

Vehicles must be removed from the parking lots unless arrangements are made with the church office

No rice, confetti, bird seed, etc. may be thrown inside or outside church buildings

All buildings will be locked at 9:00 pm unless otherwise noted

WEDDING INFORMATION & NON-MEMBER AGREEMENT FORM

Date of Request _____

Date of Rehearsal _____

Time of Rehearsal _____

Date of Wedding _____

Time of Wedding _____

Couple Names: _____

Address: _____

City _____ St ____ Zip _____

Home Phone: _____

Cell Phone: _____

Email: _____

		Total
Wedding Rental Fee	\$2,250	
Optional Services and Fees		
Childcare	\$25 per hour	
Decorations by Coordinator	\$40 per hour (5 hours min.)	
Programs by church staff	\$50 for first 100, \$20 each additional 100	
Slideshow creation	\$200	
	Total	
	Balance due one month prior	Date:
Refundable Security Deposit*	\$150	Received: Returned:

Wedding Deposit: \$100.00 (non-refundable) at time of booking

Date collected: _____ Method of payment: _____

I (We) agree to respectfully use this property. We will return everything to its original place and leave the property clear of trash, debris, or materials belonging specifically to our group. We will not hold Florence Christian Church responsible for personal injury or damage to personal property that may occur while using these facilities.

Signature _____ Date _____

Signature _____ Date _____

*Refundable Security Deposit is refunded when/if the church is returned to order.

FLORAL GUIDELINES

In all cases inside the church:

- Only the altar, candelabra and pews may be decorated.
- Nothing that is sticky (such as tape or glue) or leaves a hole (thumbtacks or nails) or makes a mark (floral clay) may be used at any time.
- Decorations may be attached to the ends of the pews using pew clips, soft pipe cleaners or elastic.
- Decorations may be attached to the candelabra with pipe cleaner or ribbon-no florist wire.
- It is permissible to drop real or silk flower petals down the center aisle only.
- If a Unity candle is being used all candles and holders must be **supplied by the couple**.
- **All decorations MUST be removed one hour after the ceremony unless additional time has been arranged with the Wedding Coordinator.**
- Decorations that the couple would like to donate to the church must be approved in advance.

PHOTOGRAPHER/VIDEOGRAPHER

A wedding is a sacred ceremony. To assure the reverence of the service please adhere to the following guidelines:

- No flash photography after the Processional and before the Recessional.
- Photographers should not be visible in the chancel area after the Processional and before the Recessional.
- Portraits before and after the ceremony are permissible. The couple has engaged the church facilities, including outside grounds, for 4 hours on the day of the ceremony (2 hours before and 1 hour after). Please observe this schedule in arranging portraits.
- Photography/Videography equipment that does not intrude and is remotely operated may be placed on the chancel area. Arrangements must be made with the Wedding Coordinator.
- Videographers will not be permitted to plug audio into the sound system. If a sound feed is required for taping the wedding, the videographer may plug their own cord into the headphone jack on the church's recording deck.
- All questions must be directed to the wedding coordinator. The officiant is not available to answer photographer/videographer questions.

WEDDING PLANNING FORM

Please complete this form with the Wedding Coordinator.

Wedding Date/Time: _____

Officiating Minister(s) _____ Confirmed

Service Musicians _____ Confirmed

Sound Tech _____ Confirmed

Room(s) In Use Day of Ceremony:

- Sanctuary
- Chapel for ceremony
- Meditation Garden
- Well
- Sunday School Room

Other: _____

Special Equipment Being Used:

- CD Player
- White Altar Paraments
- Runner
- Projection Screen
- Floor Unity Candle
- Pew Clips
- Easel
- Altar Unity Candle
- Photograph Table
- Flip Chart
- Memorial Candles
- Table Set Up
- Candelabras
- Other: _____

Wedding Party:

Witness #1: _____ Witness #2: _____

Other Wedding Attendants:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Child: _____ Child: _____

Parents: _____

Parents: _____

Grandparents: _____

Other Family: _____

Florist: _____ Phone Number: _____

Photographer: _____ Phone Number: _____

Individual responsible for cleaning up after ceremony: _____