Congratulations on your decision to take your vows of covenant at First Church Congregational. By choosing this church you have invited God into the celebration of this joyous event. Our rich Biblical traditions teach us that God is the source of all love and treasures committed relationships. You share in the attributes of divinity when you come before your friends, families, and an ordained minister to make your covenant. Below are listed our policies and guidelines designed to make this a happy and memorable occasion.

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Who may have a wedding at First Church - First Church Congregational is a United Church of Christ member church and offers Christian wedding to members and non-members.

Scheduling the Date - The sanctuary and chapel are scheduled on a first come, first served basis. To make a reservation for a wedding, a completed *Preparation For Marriage* form (and for non-members a non-refundable deposit of $100.00) must be submitted to the church office. No event is officially scheduled until it is recorded on the First Church calendar located in the church office.

Officiating Clergy - The First Church pastor will officiate at the ceremony and may be joined by invited clergy at the pastor's discretion.

Counseling - It is the responsibility of the pastor to examine the commitment between individuals who are seeking a covenantal ceremony and to determine whether or not the participants are ready to commit to such a relationship. Therefore, the couple will usually have three meetings with the pastor. The purpose of these sessions is to review the couple's history, future plans, any license requirements, church policies, and the ceremony. The pastor reserves the right to refuse to proceed when it appears inappropriate to do so.

Two (2) weeks before the rehearsal – bring the marriage license, if required, and all fees, in separate envelopes.

Rehearsal - The rehearsal is typically held the night before the service and usually lasts less than one hour. Please advise all participants to be on time.

The Ceremony – The couple will work with the pastor to select readings, music, vows, or create a bulletin. However, all aspects of the ceremony must be approved by the pastor.

Music - The organ and the music for the service are the responsibility of the First Church Organist/Choir Director. The couple will coordinate all selections with the Organist/Choir Director. If there is a soloist, they must contact the Organist/Choir Director at least one month prior to the service. If the couple should want to have music provided by someone in place of First Church's Organist/Choir Director, the couple is still expected to pay the church's Organist/Choir Director his/her customary fee.

Photography – Wedding ceremonies are religious services of great significance. No flash photography is allowed during the ceremony. Video recording is permitted, but only from a fixed position approved by the pastor, without artificial light.

Runner – If you plan to use an aisle runner, you will have to provide one. The runner should be at least 60 feet long to reach the back of the center aisle in the sanctuary and at least 25 feet long for the chapel.

Leaving the Church – The use of rice or confetti is not permitted. Please check with the pastor if you plan to use anything other than bubble wands.

The Facilities – The *sanctuary* at First Church can accommodate approximately 320 guests and is accessible by stairs or a vertical platform lift for wheelchairs. The *chapel* is wheelchair accessible by an elevator, air conditioned, and can accommodate approximately 85 guests.

Reception – Our Parson Main Fellowship Hall and kitchen are available for your reception at a cost of $75.00 per hour. You are responsible for returning the tables and chairs to their places afterwards, as well as cleaning the kitchen, sweeping the floor, and removing any debris. **Liquor and smoking are not permitted on the property**.

List of Fees:

Sanctuary	$250.00	(First Church Congregational)
Chapel	$150.00	(First Church Congregational)
Interim Pastor	$250.00	(Rev. Eliza Buchakjian-Tweedy)
Wedding Asst / Custodian	$ 50.00	(Cash)
Organist/Choir Director	$150.00	(Richard Lavache)

3/23/2014

. . .AND THE TWO SHALL BECOME ONE

POLICIES & PRACTICES REGARDING WEDDINGS

First Church Congregational
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