

FIRST CHRISTIAN CHURCH
(DISCIPLES OF CHRIST)
813 E. 15th STREET, PLANO, TX 75074

WEDDING POLICY

First Christian Church of Plano, as well as the staff of FCC, wants to help 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. 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 one- half of the fee (\$775.00) in order to reserve a date for your wedding. The remainder of the fee (\$775.00) is due no later than one month before your wedding date. Reservations can be made up to one (1) year in advance. We must ask that you do not change the above date or time without written confirmation from the WEDDING COORDINATOR in order to avoid a conflict in scheduling.

FEE FOR NON-MEMBERS

The fee for the wedding of a person who is not a member of FIRST CHRISTIAN CHURCH OF PLANO is \$1,550.00. The fee includes the services of the MINISTER, ORGANIST, WEDDING COORDINATOR, SOUND TECHNICIAN, FACILITIES MANAGER, and the use of the SANCTUARY and CHANGING ROOMS.

Should a wedding be canceled 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 full 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 invited by the Senior Minister of FIRST CHRISTIAN CHURCH. The FIRST CHRISTIAN CHURCH'S minister will be the officiant in the ceremony.

WEDDING COORDINATOR

The FIRST CHRISTIAN CHURCH'S 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

It is the church's expectation that each couple will participate in a program of pre-marital counseling with a minister of this congregation. This usually consists of two one-hour meetings. A certificate showing completion of a longer program of pre-marital counseling may be substituted for one meeting.

FACILITIES

The Main Sanctuary is available for weddings and can seat up to 600 Guests. There are nineteen (19) pews on each side of a center aisle.

The Communion Table is central to our worship setting. The wedding service will take place in front of the communion table with the bride and groom facing the communion table. The silver communion servers will be removed if they are not to be used. The cross and candles will remain on the table. The communion table may be moved back toward the choir loft, but will not be removed. Protective covering must be put on the communion table if used for unity candle or flowers, etc. (If the bride is not using the services of a florist, she must furnish the protective covering.)

The Fellowship Hall can accommodate a reception of about 200 persons for a seated dinner. The room accommodates up to 20 round tables plus serving tables. Dancing is permitted, but a dance floor must be rented by the bride and groom. The fee for the Fellowship Hall is (\$400.00) for up to 3 hours. An additional \$100.00 will be charged for each additional hour over the 3 hours. Tables and chairs will be set up as requested. The FCC Facilities Manager will need a plan drawn by the bride's family for the positioning of tables a minimum of one (1) week in advance of the wedding. You or your caterer are responsible for table coverings, utensils, decorations, etc. All food items must be prepared offsite and brought into the fellowship hall for serving (No Exceptions). Please do not attach any decorative tulle to the ceiling tiles, as this tends to damage them. Tulle and lights may be draped around the columns. The bride will be responsible for any and all damage to the property of First Christian Church.

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. Please bring a cooler with ice for drinks for the bride's and groom's rooms. You are responsible for removing all personal items as well as leftover food items. Rooms are available 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 that protective material is used to prevent water or wax damage to the finish. Flower petals dropped by the flower girl must be silk.

Set-up by florist or bride should be completed two (2) hours before time for pictures. It is a good idea to have 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 carpet 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 baptistery 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 lighted 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. They should remain in place and in an upright position.

MUSIC

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.

The sanctuary contains a high-quality pipe organ and piano. An organist/pianist is provided by First Christian Church. Music Nights are scheduled by the organist periodically throughout the year to assist brides and grooms in making their music selections. Suggested traditional repertoire will be played and there will be ample opportunity to discuss your individual needs with the organist. CDs are allowed only as accompaniment for soloists. All music selections (including solos) must be fitting for worship and traditional weddings and must be submitted to the church's organist for

review and approval at least 21 days prior to the wedding rehearsal. Soloists must be present at the rehearsal and provide printed accompaniment in the appropriate key to the Organist or provide CD accompaniment for the Sound Technician.

SOUND TECHNICIANS

Sound Technicians are furnished by the church. The Sound Tech will attend the rehearsal as well as the wedding and will control sound system and lighting. If there is to be any pre-recorded music, the CD must be brought to the rehearsal. The CD will be returned to you after the ceremony.

REHEARSALS

Rehearsals are usually held on the day before the wedding between 5:30 and 6:30 p.m. Rehearsals usually take an hour (if everyone is on time). 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 on the following weekends:

Easter, Memorial Day, July 4th (Independence Day), Labor Day, Thanksgiving, Christmas, or New Year's Eve

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

MISCELLANEOUS POLICIES

- There is NO food or drink allowed in the sanctuary or narthex.
- 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, 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 and the wedding will be CANCELLED.