

Getting Married?

There are moments that redefine everything...

...And your wedding is one of the biggest in life! We are honored to be a part of such a huge ceremony and are excited to give God's blessing to a joyous and wondrous marriage!

As you prepare for your big day, there are a few things that will help us to ensure we create the most personal wedding we can. Our aim is to allow the ceremony to be a reflection of your love for one another, your union of becoming one, and a celebration of God's blessing upon you.

1. In order for David to better understand your love for one another, please write a confidential letter describing why you love your soon to be spouse, your hopes for your marriage, and anything else that you want them to hear from you on your wedding day. Please, do not reveal your letter to the other as this will be a part of the ceremony and a surprise!
2. Complete the "Couple Checkup" at www.couplecheckup.com. Select "Engaged" and you will be asked a series of questions regarding your relationship. This checkup is done independently of each other but once the last person has completed it, the results will be ready. The goal of this checkup is to help a couple see their strengths, identify areas to grow, and begin conversations about important aspects of your relationship!
 - a. As part of that, please include David's email as the facilitator to ensure he receives a copy. The next time you meet, this will be the basis for the conversation.
3. Schedule a follow-up meeting with David to review the Couple Checkup, finalize the service and to pray.

Again, we are thrilled to celebrate this day with you! Enjoy the planning and preparations for your wedding.

Grace and Peace,

David Rivers
Senior Pastor, First Christian Church
david@fcclawrence.org



First Christian Church weddings



First Christian Church

1000 Kentucky

Lawrence, KS 66044

785-843-0679

weddings@fcclawrence.com

Wedding Coordinators:

Cathy Hilliard

Mikayla Swart

*For this reason a man will leave his
father and mother and be united to his wife,
and the two will become one flesh.
So they are no longer two but one.
Therefore, what God joined together,
let no man separate.*

Mark 10:7-9

wedding POLICIES

We are pleased you have chosen First Christian Church for your wedding ceremony. To make your special day as smooth as possible, we ask that you become familiar with the policies in this booklet. If at anytime you have questions, please contact your First Christian Church Wedding Coordinator weddings@fcclawrence.org

FEES

Wedding request forms and deposit must be submitted to the church office to secure your wedding date on the church calendar. It is preferred that all fees be paid in full at this time. There is a monthly payment option available upon request. Requests must be made prior to submission of paperwork and deposit. Inquiries should be directed to the First Christian Church Wedding Coordinator. All checks are to be made payable to First Christian Church.

Membership qualification: A member or active attender is defined as a person who has participated in the life of our community through attending worship for the past year and contributing to the community of faith through using their gifts and supporting the mission of the congregation.

***For each additional hour over 4 hours, including wedding, there will be a charge of \$100 an hour.**

PLANNING YOUR wedding

Believing that marriage is a gift of God, and that He promises to bless those who seek Him, our primary goal is to help you build a faith-centered relationship that will last a lifetime. We also want to help make your ceremony a worshipful experience and your planning for that ceremony to be as stress-free as possible.

Your wedding is very special to you and to us. We are here to work with you in every way possible. Should you have any questions regarding these materials or any other area of concern, please call. May God bless you as you plan for your wedding.

MARRIAGE LICENSES

The marriage license must be brought to the Wedding Coordinator at the wedding rehearsal.

Either person may apply for the marriage license. After the application is made, there is a 3 day waiting period before you may pick up the license. If application is made on Monday, you may pick up your license on Thursday; if made on Tuesday, you may pick up your license on Friday. If application is made Wednesday, Thursday, or Friday, you may pick up your license on the following Monday.

The bride or groom must pick up the license! Please pick up the license before 4:30 p.m. in the Clerk of the District Court Office. You will need to bring the worksheet filled out completely and signed by the bride and the groom or your license will not be issued. A clerk will type the license while you wait. Your license is only valid in the state of Kansas. You must have the ceremony performed within the state of Kansas. You do not have to be married in the county where your marriage license was purchased. A copy will be kept on file in the county where your license was issued.

The license will expire 6 months from the date of issuance. Failure to be married before expiration date will cause you to apply for your license again and pay for another license. The fee must be paid in cash.

After the marriage ceremony, the ORIGINAL LICENSE is returned to the court for recording. It is then forwarded to the Department of Vital statistics in Topeka where it is kept on permanent file. You may request a certified copy of your marriage license within fourteen days after the original license is received by the court. There is a charge for every certified copy of your license.

If you have any questions, please call the Clerk of the District Court Office at 785-841-7700 ext. 232. Office hours are 8:30 a.m.- 5:00 p.m., Monday– Friday.

MISCELLANEOUS

The sanctuary has a seating capacity of 350, including the balcony. The Fellowship Hall has a seating capacity of 250.

The bride's room is located in the library immediately behind the sanctuary. The groom's room is Room 112.

The wedding party and guests shall conduct themselves as at any other worship service. There is no alcohol or smoking permitted on the church premises. This includes the parking lot. It is understood that any member of the wedding party who comes to the rehearsal or wedding under the influence of alcohol or drugs (other than those prescribed by a physician) will not be allowed to participate.

MAKING THE RESERVATION

Available wedding dates may be checked by phone with the office manager. A wedding date is only considered reserved on the calendar after Security Deposit and the Wedding Package Form have been received at the office. Dates should not be announced publicly until the Office Manager has reserved your wedding date on the FCC Master Calendar and you have been notified.

Weddings may not be scheduled later than 6 pm on Saturdays and all activities must conclude by 8 pm.

RECEPTIONS AND REHEARSAL DINNERS

The Fellowship Hall is available for receptions and rehearsal dinners at an additional fee. Please see the Wedding Fees.

The couple must provide the cake, flowers, punch, nuts, and napkins. It is the responsibility of the wedding party to clean the kitchen if it is used for either the rehearsal or reception. The Wedding Coordinator will instruct you on what needs to be done.

Couples are encouraged not to open gifts at the church during or after the reception because of time constraints.

All evening activities must be concluded by 8 p.m. Further information is available from the First Christian Church Wedding Coordinator.

THE PASTOR

The Pastor of First Christian Church will officiate at all weddings, unless other arrangements are made. Couples will need to plan with our Pastor to attend premarital counseling sessions. These sessions may include discussion of faith issues, communication skills, knowledge to enhance marital success, and other practical needs and concerns. These sessions also provide an opportunity to build a relationship with the Pastor while planning specifics for your wedding ceremony.

The wedding COORDINATOR

The First Christian Church Wedding Coordinator will be in charge of all weddings and rehearsals. She will answer all questions concerning the wedding, conduct the rehearsal and be present to help the wedding proceed as planned. She will also coordinate the responsibilities of the minister, organist, florist, photographer, custodian, and wedding party.

The Wedding Coordinator will arrive at the church prior to the scheduled wedding time to check floral decorations, consult with the organist, set up the guest book and gift table, distribute individual flowers, instruct photographers, light candles when requested, direct ushers in seating guests, assemble family and wedding party, direct seating of the family and processional, seat late arriving guests, and facilitate the exit of the wedding party. There will be charges for use of the building over four hours.*

If you have selected an independent wedding coordinator, please make them aware of this policy. We would be happy to consult with them, but the First Christian Church Wedding Coordinator will be responsible for all activities at our facility.

THE REHEARSAL

The rehearsal is an integral part of the preparation for your wedding ceremony. The rehearsal shall begin promptly at the scheduled time. The following information will help you in preparing for the rehearsal:

- * The Wedding Coordinator will direct the rehearsal.
- * All members of the wedding party, including ushers, should be present.
- * Parents, grandparents, or other family members being seated during the wedding should be present.
- * The marriage license must be given to the Wedding Coordinator at the rehearsal.

The rehearsal should last about one hour.

MUSIC

It is First Christian's desire to work with you to enhance your wedding service with beautiful, yet appropriate music. A list of suggested music is available upon request.

If you choose to utilize First Christian's organist, all requests concerning the music at the ceremony are to be cleared through the organist. It is preferable to leave the choice of prelude music up to the organist. The prelude will begin 15 minutes before the appointed time of the wedding. The couple should contact the organist regarding the choice of music for the wedding, including any solos to be performed, the seating of the parents, the processional, and the recessional. If you choose to have organ music during your wedding it is required that you use First Christian's organist. Your FCC Wedding Coordinator can also provide a list of pianists and vocal soloists. If you choose to use one of First Christian's soloists, there is an additional fee.

PHOTOGRAPHS AND VIDEOS

The wedding is a service of worship and photographers/videographers (amateur and professional) detract from the reverence and meaning of the service. Please give a copy of this portion of this policy to your photographer. The photographs taken in the sanctuary must be concluded 30 minutes prior to the start of the wedding. Pictures may be taken during the processional and recessional if the photographer is standing no further than half way down the aisle. The professional photographer may take pictures during the service from a stationary position and if no flash is used. The photographer is not to move around during the ceremony. Please ask your photographer to limit pictures after the wedding so guests are not kept waiting.

FLOWERS AND DECORATIONS

Flowers and candles should enhance the beauty of the sanctuary. Please give a copy of this policy to your florist. Full cooperation is expected regarding the following regulations:

The symbols of Christian faith are not to be moved or hidden by any decoration.

- * All furniture in the sanctuary is to remain as placed by the custodian.
- * Two angled candelabra (seven candles in each) are available.
- * Unity candles may be used during the ceremony. The bridal couple must provide the unity candle, stand, and tapers.
- * Tacks, pins, nails, glue, or tape may not be used to fasten any decorations to the furniture or building.
- * Small pedestals are available to place floral arrangements.
- * The building will be available for decoration before the wedding by appointment.
- * All decorations and equipment must be removed immediately following the wedding.
- * Due to safety and environmental concerns, the throwing of rice and confetti is prohibited both inside and outside of the church building. Bubbles, wheat, or birdseed may be used outside the building

Bride	Groom	Wedding Date	Deposit-date & check number

WEDDING RESERVATION FORM

FIRST CHRISTIAN CHURCH

	BRIDE	GROOM
NAME		
ADDRESS		
CITY, STATE, ZIP		
BEST WAY TO CONTACT (text, email, phone)		
CELL PHONE		
WORK PHONE		
EMAIL		

Wedding Date _____ **Time** _____

Rehearsal Date _____ **Time** _____

Address after Wedding _____

Address to send Security Deposit Refund _____

◆ Weddings rehearsals will be the evening prior to the wedding at 4:30 p.m. unless alternate arrangements are made.

◆ Rehearsal dinner at First Christian Church? ___ Yes ___ No

 If no, Rehearsal Dinner Location _____

◆ Reception at First Christian Church? ___ Yes ___ No

 If no, Reception Location _____

◆ Will Pastor Rivers perform your wedding? ___ Yes ___ No

 If no, please include pastor's name, church, address and phone number

◆ Number of Guests Anticipated _____

Bride	Groom	Wedding Date	Deposit-date & check number

Steps to Saving the Date

for Your Wedding at

First Christian Church

First Christian Church

- Received your Wedding Packet (by email, mail, or in person)
- Have date availability checked
- Contact FCC Wedding Coordinator- weddings@fcclawrence.org

Your Home:

- Read all policies and guidelines stated in your Wedding Packet.
- Fill out the Wedding Reservation Form
- Fill out the Wedding Fees Form

First Christian Church Wedding Coordinator

- Pay deposit.
- Return completed forms
 - Wedding Reservation Form
 - Wedding Fees Form

Your date will not be reserved until your *deposit, Wedding Reservation Form, and Wedding Fees Form* is received by the FCC Wedding Coordinator.

Date	Activity	Done

The We do "I Do's" *Special*

Some couples are looking for a church in which they can hold a very brief wedding ceremony where people simply gather informally at the front of the church to exchange vows and receive God's blessing. Recognizing that these couples may want to have this kind of ceremony in a beautiful and historic building, we are now offering a "We Do I Do's" Special. The rate for this service, which includes our minister's fee, is \$400 for a Saturday or Sunday and \$300 for a weekday. In order to qualify for this "Special", the service must meet the following qualifications:

- Fewer than 25 guests
- No music, no procession, no decorating and no wedding coordinator
- Access to our sanctuary for only one hour
- No rehearsal

Please call the Church Office if you are interested in a "We Do I Do's Special".