

Weddings of Faith



Faith Church

Wedding Planner and Guide

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Introduction

Weddings are an exciting, and sometimes stressful, time for many couples. We consider it a privilege to be a part of this time in your lives. Our desire is to serve you well in preparing for a wonderful, God honoring wedding, but most importantly, a wonderful, God honoring marriage that lasts a lifetime.

Marriage, like all other good things, was created and given to mankind by God. As its creator and designer, God alone is able to instruct us in how to create, care for and develop this one flesh relationship. Faith and its overseers are obligated to make every effort to see to it that God and His intended design are honored. Pre-marital counseling, although not mandated by Scripture, is consistent with Biblical exhortations to seek wise counsel in important decisions. *Since marriage is an important decision, we require a period of counseling for any couple that requests Faith's assistance in the participation of their wedding and/or preparation for their marriage.*

It is of primary importance that both the bride and groom understand that Faith's agreeing to marry or mentor is not necessarily confirmation that in fact they should marry. The man and woman are responsible to God for that decision, as we are responsible in determining the extent of our involvement in their union. It also follows that if for some reason we do not feel comfortable performing the wedding, it is not necessarily against the Lord's will for the marriage to occur. We only ask you to pursue this most important decision with prayer and much counsel.

Please read this document thoroughly and indicate your willingness to comply with the guidelines on the application form. Your understanding and agreeing with this document is requisite before any pre-marital counseling or wedding planning at Faith begins.

1. Wedding Ministry Personnel

Wedding Ministry Director—Brianna Barger. The Wedding Ministry Director is the initial contact for all wedding concerns. Anybody desiring to be married by a pastor of Faith will initially go through the application process starting with Micaela. You may reach **Brianna at 765-448-1986 or weddings@faithlafayette.org**. After completing the application on the website at www.faithlafayette.org/weddings, you will be contacted within 48 hours by Brianna for an initial meeting. From there, you will become acquainted with the remaining wedding ministry personnel.

Officiating Pastor—This is the pastor who will officiate the ceremony and direct the pre-marriage counseling.

Wedding Coordinator—This individual will oversee all aspects of the wedding ceremony and is assigned to you by the Wedding Ministry Director. This would include reserving necessary rooms and equipment, and coordinating any assistance needed by church or community center staff. The wedding coordinator can also provide consultation regarding the reception agenda but does not function as a reception coordinator.

Sound Technician—This individual will provide the necessary audio/visual needs for the rehearsal, ceremony, and reception on the premises of Faith.

Video Technician (optional) – This individual will operate the camera system at Faith Church East to video the ceremony. This is only an option for weddings that take place in the Faith East auditorium.

Janitor—This individual will work with the clean-up crew to clean the church after the wedding ceremony.

2. General Policies

Introduction: Weddings ceremonies and receptions using Faith facilities and Faith pastors are limited to Faith Church members.

The guidelines listed in this section apply to the following situations.

- (1) A wedding ceremony / reception conducted on the premises of Faith.
- (2) A wedding ceremony / reception not on the premises of Faith in which a pastoral staff member of Faith is officiating and the church family is invited.
- (3) A wedding ceremony / reception not covered by (1) or (2) above in which a pastoral staff member of Faith is officiating and he deems it appropriate to follow these standards.

Qualifications for Marriage: A pastor from Faith will only officiate the wedding of heterosexual couples who have a biblical salvation testimony. Under no circumstances will a believer be married to an unbeliever. Divorced individuals will be remarried only in harmony with the pastor's understanding of the Scriptures on this matter.

Pre-marriage Counseling: Couples are required to attend pre-marriage counseling by the officiating pastor or his designee. Pre-marriage counseling typically lasts anywhere from 4-16 weeks depending upon the needs of the couple. We advise you not to finalize any dates or plans until you have met and discussed pre-marriage counseling with the officiating pastor.

Purpose of Wedding Ceremony: The purpose of a wedding ceremony is to bring honor to Jesus Christ and appropriate honor to the God-established institution of marriage. Therefore, the primary emphasis of the ceremony is on the message from the Word of God about God and marriage. Attempts at being imaginative, unique, or different are encouraged as long as they do not detract in any way from the message.

Details of the Wedding Ceremony and Reception: According to God's Word, the officiating pastor is to be the shepherd or guardian of the flock. He is responsible for the atmosphere of the ceremony and additional activities to which the church family is invited. Therefore, the couples' wishes for the details of the ceremony and reception are to be submitted to the pastor for his approval and/or alteration. The deacons and pastors of our church determined that the pastor must have the final say in these matters, since he is ultimately responsible to God for the way the ceremony is conducted. Guidelines for specific details of the ceremony and reception are given below.

- **Dresses:** All members of the wedding party are to be modest. Please see section 6 for additional guidelines in this area.
- **Order of Ceremony:** The wedding coordinator will work with you to finalize an order of ceremony. The wedding coordinator will give the final copy to the officiating pastor at least two weeks prior to the wedding date.
- **Children:** We encourage couples not to use very small children in their wedding, as their behavior can be unpredictable. If young children are in the wedding, it is understood that the coordinator will encourage the children, and will ultimately decide if they are able to walk. After walking down the aisle, they will be seated with an appropriate family member.

- **Music:** Couples will want to ensure that the music is appropriate for a worship service. The words must be edifying and consistent with a Biblical view of love and marriage. Music is submitted for approval to the wedding coordinator at least 30 days prior to the wedding.
- **Photographers:** The couple, with the help of the wedding coordinator, will ensure that the goals of the photographer are consistent with the purpose of the ceremony. There is to be no flash photography or movement near the front of the auditorium/ceremony during the speaking parts of the wedding. Videotaping may be done inconspicuously from behind the ceremony platform. For weddings at Faith, the baptistery is an acceptable location as long as the photographer is not moving around.
- **Reception Activities:** The wedding reception should be a great time of celebration and rejoicing. Yet our society struggles in celebrating and rejoicing in God-glorifying ways. Alcohol is permitted to be served at off-site wedding receptions in a manner that is wise and that does not promote drunkenness. Please discuss your plans for alcohol at your wedding reception with your officiating pastor. No intoxicated person will be permitted to be a part of the wedding party or reception.

Note concerning receptions in Faith Facilities: In general, dancing will not be permitted in the facilities of Faith Church for ceremonies or receptions. We have chosen to set this standard for our facilities because we live in a culture that has a difficult time using dancing in God-glorifying ways. Special requests for traditional (i.e. first dance, father/daughter dance, mother/son dance) or cultural dances that do not promote inappropriate sensuality will be handled on a case-by-case basis. Additionally, no alcoholic beverages or smoking is permitted on Faith premises.

- **Holiday Weddings:** Faith does not have the staff (officiating pastor, wedding coordinators, sound technicians, custodial support) available to serve the wedding couple and their guests excellently on national holidays. Therefore wedding ceremony requests for national holidays will not be granted except in extenuating circumstances.

3. Onsite Ceremony and Reception Policies

Introduction: In addition to the general policies in section 2, below are further instructions and guidelines that are only for weddings and receptions held in our facilities.

Faith does not charge for the use of our facilities. The honorariums below represent the time and energy of highly qualified persons using their skills to provide necessary services for the ceremony and reception to go smoothly.

- **Required Honorariums:**

Custodian on Site

Faith Ministries provides the church facilities at a very low cost—the cost of one overseeing custodian for each used facility. We maintain this low cost by asking the wedding party to participate in ensuring that the spaces used are returned to the pre-wedding condition. Therefore, we ask that, the bride and groom provide a list of 5-8 volunteers including a designated cleaning crew leader to the wedding coordinator at least two weeks before your wedding. The overseeing custodian and the wedding party's clean-up crew responsibilities for the facilities are outlined in sections 12–13.

Wedding only - \$75.00
Community Center Reception only – \$75.00
Church Wedding & Church Reception - \$100.00
Church Wedding & Community Center Reception - \$150.00

Sound Technician on Site

Provides consultation with the couple regarding audio/visual needs, attends rehearsal, ceremony, and reception to ensure excellence in audio/visual technology.

For receptions at the Faith Community Center Multi-Purpose Room access to a wireless microphone, speakers, PowerPoint projection and connections for and MP3/iPod music player are provided.

\$100.00 Church Wedding and Church Gym Reception

The couple will need to meet with the assigned sound technician along with the wedding coordinator at least one week before the wedding to discuss needs. Please give any media to be projected/played during the events to the technician no later than the start of rehearsal. The format should be in a standard MP3, CD, WMV, or in a .PPT file.

\$150.00 Church Wedding and Faith Community Center Reception

*Optional Video Tech is \$100 (Church Wedding Only)

The Faith Church gym is not equipped for projection of visual images.

Wedding Coordinator

Provides consultation with the couple on all aspects of the wedding ceremony, including order of ceremony, confirmation of reservation, coordination with facilities directors, etc. The wedding coordinator also conducts the wedding rehearsal under pastoral oversight and ensures the wedding ceremony goes smoothly.

\$100.00

Total Required Honorariums - \$275-400

- **Additional Honorariums/Costs:**

Drip-less Candles, if candelabras used

\$7.00

Tablecloths

\$2.50 per tablecloth

The Community Center has cloth table coverings available. Laundering these cloths takes several hours. Therefore FCC charges a fee for their use in wedding receptions. Please work with the wedding coordinator to reserve any tablecloths if desired. After using them they should be shaken out and put in the laundry facilities at the Community Center for the staff to wash.

At least a week prior to the wedding, please give a check for the total amount made out to the church to your wedding coordinator and she will handle it for you. All couples assume responsibility for any damage done, such as candle wax, broken globes, etc.

Receptions/Rehearsal Dinners: Our facilities (church and community center) are available for the couple's reception and/or rehearsal dinner, if the facilities are not already reserved. All reservations are based on a first come first serve basis. The couple is responsible for all set up and tear down. Questions concerning the use of the Faith or FCC kitchens should be directed to the wedding coordinator who is able to connect the couple to the appropriate people.

Decorating: The church has some decorations that are available for wedding ceremonies and receptions. Please consult with the wedding coordinator and set up a time to look at what is available for your wedding. The couple is responsible for any damage to church-owned, wedding props occurring as a result of the wedding.

Candles/Candelabras: When using candelabras (church-owned, or not), please purchase drip-less candles, and place wax paper on the floor beneath the candelabras. Any candles used should have a generous amount of wax paper underneath them to catch the wax. When the ceremony is over, always extinguish candles and allow cool-down time for wax to harden before moving. Otherwise the wax may spill on the carpeted floor and result in many hours of work to remove wax from the carpet/floor.

Aisle Runner: Please use an aisle runner if flower petals are to be dropped. Petals can stain the carpet and should remain on the runner. This is not necessary if using silk petals.

Glitter: Glitter is not permitted for use in either the church or the community center under any circumstances.

Setup/Tear Down: The couple is responsible for all set up, tear down, resetting, and clean up associated with the rehearsal, wedding ceremony, and reception. This includes things like moving tables and chairs to appropriate places and back, moving church-owned decorations to appropriate places and back, vacuuming, sweeping, spot mopping gyms/community center lobby as needed, restoring all used rooms to original condition, and restoring any outdoor property to original condition (i.e. clean up of rice, birdseed, fallen decorations from vehicles, etc.)

- Please submit a cleanup crew list to the wedding coordinator two weeks before the wedding. The list should include the names and phone numbers of 5-8 individuals who have agreed to help clean up. One of the individuals should be designated as the cleaning crew leader. Please ensure the point person is not also a member of the wedding party. The point person will work with the assigned custodians for Faith and FCC to ensure that the facilities are appropriately clean and reset. The cleaning crew should expect the cleanup to take an hour to an hour and a half depending on the wedding.
- Please have the cleanup crew reset and clean the auditorium and used spaces before going to the reception. It is recommended that the cleanup crew be people that are OK with missing all or some of the reception
- Because of the technological equipment on the church's main platform, the church furniture is not to be moved by the wedding party. Your wedding coordinator will coordinate with the appropriate individuals to remove and return any platform furniture able to be moved. The area between the drums and the piano will be cleared by approved personnel. There will still be some heavier pieces of equipment tucked back in the corners of the stage.
- The wedding coordinator will work with the couple and the facilities directors/custodians to ensure that the bride and groom know the locations of reserved tables, chairs, and tablecloths for the reception. Please provide your coordinator with the number of tables, chairs, and tablecloths you think you will need.

4. Offsite Ceremony and Reception Policies

Because offsite weddings do not require special knowledge and skills from Faith facilities personnel, there is no necessary fee structure or additional requirements other than the guidelines listed in section 2. The Wedding Ministries Director would be happy to speak with you if you are in need of a wedding coordinator to use offsite. If specialty services from Faith are desired, the fee structure would be determined at that time.

5. Small Private Weddings

Small private ceremonies consisting of the couple, two witnesses, and family members may be performed by a Faith pastor at his discretion and in the way he deems most appropriate.

6. Outdoor and Gazebo Weddings

God has blessed Faith with beautiful property for which we are extremely grateful. Gazebo weddings can be very beautiful in the appropriate weather conditions. When planning an outdoor wedding the couple will need to consider the time of year, length of ceremony, comfort of the guests attending, and an inclement weather back up plan.

We encourage small private Gazebo weddings where a handful of guests can gather around the couple and hear the pastor speak about God's design for marriage and the gospel during a short ceremony.

Faith is not equipped to provide wedding services for large outdoor weddings. We do not provide outdoor chairs or tables. More significantly we do not provide transportable sound equipment or sound technicians to appropriately amplify the wedding ceremony for the benefit of the invited guests. The wedding couple will be responsible for securing the appropriate chairs, tables, podiums, music stands, sound equipment, etc. for the benefit of the guests in the audience and those in the ceremony in an outdoor wedding and/or reception. If the wedding couple does not adequately plan for appropriate equipment, the officiating pastor reserves the right to cancel the ceremony on the Faith campus.

7. Dress Standards





A wedding is a worship service, and Jesus Christ should be glorified in all aspects of the ceremony – dress, conduct, speech, music, etc.

For your assistance, you may find potential dresses at www.sabrinanicole.com (bridesmaids), kadazzle.com (modest bridal gowns through Ebay), or lynettes.com (modest wedding gowns).

If you have any questions about your dress or would like any assistance, your wedding coordinator would be happy to assist you. If you need help in locating someone to make alterations, please ask your wedding coordinator for recommendations. A few representative examples of dresses that meet the standards of Faith Church and dresses that do not are given below.

To guide you in seeking out a dress, please observe the following modesty principles and examples:

Dress Examples

<u>Dress Standards</u>	☹️	☺️
<ul style="list-style-type: none">• The dress should not have a plunging neckline in the front. There should be no cleavage or excessive skin shown. In addition, the bust line should be modest and not tight which would draw attention to body parts.• The dress should not have a plunging neckline in the back. There should be no excessive skin showing.• The overall “look” of the dress should be modest. The dress should not be too tight around the hips and waist so as to draw attention to your body. If the dress “pulls” and/or is form fitting, it may not be appropriate.• These same principles apply to the bridesmaids’ dresses. If there is a “slit” in the dress, it should not go above the knee in front or in the back.• If any of the dresses are not full length, the dress should not be above mid-knee.	 	 

8. *Sample Order of Ceremony*

Time	Event
11am	Church will be open. Wedding party begins to arrive. Women change in the music suite and men change in room 109.
Noon	Pictures will begin. All in wedding party should be dressed and ready for pictures in the auditorium at this time.
1:55	Candles to be lit by ushers (can be done here or just before seating of parents and grandparents as part of the ceremony)
2:00	Prelude music begins
2:05	Seating begins Janet passing out wedding programs Ushers seating people from the sides Groomsmen to help if necessary Rows 3 and 4 reserved for extended family
2:30	Special music begins for seating grandparents and parents Brent seat Grams and Granddaddy in second row on grooms side and 5 th and 6 th chair in. Joshua seats Grandma and Papaw second row on grooms side 4 th 3 rd chair in. Brent seats Granny and Puppa second row on brides side 3 rd and 4 th chair in. Joshua seats parents of groom on grooms side second row 1 st and 2 nd seats. Brent seats mother of the bride on brides side second row 2 nd seat. Mothers walk up to unity candle to light side candles together (may be escorted by ushers) Lay aisle runner Music changes for processional Pastor and groom enter from the side (with or without groomsmen) Sharon and Steven walk down aisle (bridesmaid) Lynn and Jonathan walk down aisle (bridesmaid) Karen and Tim walk down aisle (maid of honor) Junior bridesmaid walks down aisle Flower girl and ring bearer walk down the aisle (depending on age, will then leave and sit with parents) Music changes for the entrance of the bride Bride and father walk down the aisle Mother of the bride stands Groom turns to stand next to father Music stops Welcome by Pastor Giving of the bride Father joins hands of bride and groom and steps back Potential special music

Scriptures on marriage

Potential special music

Proceed to platform positions

Potential special music

Charge to the couple

Vows

Ring ceremony

Unity candle (frequent place for special music)

Pronouncement of the couple

Prayer

Kiss

Presentation of the couple

Recessional begins

Bride and groom exit

Flower girl and ring bearer exit if still up there

Maid of honor and best man exit

Bridesmaids and groomsmen exit

Parents of groom stand and exit (may be ushered out)

Parents of bride stand and exit (may be ushered out)

Pastor gives dismissal instructions and reception details

-dismissed by ushers, bride and groom or free for all!

-pray for food if all invited and on site

-is there a receiving line?

-does any family need to stay for pictures?

-do guests begin eating or wait for bride and groom?

Postlude music begins

-if being ushered out, grandparents are ushered out first

Other things to consider when detailing the order of ceremony:

- Do you want rice, bubbles, etc. when leaving the church? Who will give them out?
- Will you use CD or on site music? Please give sound technician anything needed in advance.
- Will there be a candle lighting ceremony? By the mothers?
- Are you using a unity candle?
- Are you using an aisle runner? (This is only necessary if you will be dropping real flower petals.)

9. Samples of Wedding Vows

HUSBAND'S VOWS

I, _____, take thee _____, to be my wedded wife. From this day forward I pledge my love and devotion toward you as Christ loved the Church and gave Himself for her. Both the privilege and the awesome responsibility of our marriage is accepted joyfully. In the presence of our living God, I promise to gladly provide and to protect you in sickness or in health, in poverty or in prosperity, through moments of trial and moments of ease.

RING: With this token I now relinquish all former relationships and present status and cleave to you that we might be one flesh and both for the Lord.

WIFE'S VOWS

I, _____, take thee _____, to be my wedded husband. With deepest joy I come into our new life that together, we may be one. As you have pledged to me your life in love, so I too, happily give you my life and in confidence submit myself to your headship as unto the Lord. As in the Church in her relationship to Christ, so I will be to you. I will live for you, loving you, obeying you, learning from you, and ever seeking to please you. God has prepared me for you and so I will strengthen, help, comfort, and encourage you; therefore _____, throughout life, no matter what may lie ahead, I pledge my life to you as a loving and obedient and faithful wife. "Whither thou goest, I will go; and where thou lodgest, I will lodge; thy people shall be my people and thy God, my God."

RING: I give you this ring as a symbol of my unending love and of my desire to let others know that you are God's choice for me and my life's partner.

HUSBAND'S VOWS

I, _____, take thee, _____, to be my lawful wedded wife. From this day forward I pledge to love thee as Christ loved the Church and gave Himself for it. Joyfully, I promise in the presence of the living God to protect and provide for thee by His grace. Gladly, I now relinquish my present relationships (status) that we may become one flesh and both for the Lord.

RING: This ring I give thee as a witness to my abiding love till death do us part.

WIFE'S VOWS

I, _____, take thee _____, to be my wedded husband. From this day forward, forsaking all others, I pledge my love to thee (promising to be in all things a true and faithful wife). "Whither thou goest, I will go; and where thou lodgest, I will lodge; thy people shall be my people and thy God, my God;" seeking that in all we do, He may be glorified.

RING: This ring I give to thee as a symbol of my unending love.

HUSBAND'S VOWS

I, _____, take you, _____, to be my wedded wife. In our Savior's presence and by His Grace, I pledge to leave my family and be united to you as one flesh. As the Lord is the Head of the Church, so will I lead and serve you. As Christ loves His people, so will I cherish you, give of myself to you, and dwell with you according to knowledge. I joyfully accept the privileges and responsibilities of this covenant and pledge to provide companionship to you. It is my desire to grow together in Christ and to bring honor and glory to our risen Savior and Lord.

WIFE'S VOWS

I, _____, take you, _____, to be my wedded husband. In our Savior's presence and by His grace, I pledge to leave my family and to cleave to you as one flesh. As the Church is to be in complete submission to Christ the Head, so will I willingly follow and obey your leadership, learn from you and with you, seek to meet your every need, and strive to be your helper. God has prepared me for you and so I will strengthen, help, comfort and encourage you. My goal will always be to please you and to fulfill all your needs for companionship. I, too, desire to grow together in Christ and to bring honor and glory to our risen Savior and Lord.

HUSBAND'S VOWS

I, _____, take you, _____, to be my wedded wife. In the presence of our Lord and Savior, Jesus Christ, I commit myself to love you, even as Christ loves the Church and gave Himself for it. By His grace I will be your loving leader and servant, seeking to fully understand you and aggressively meet your needs all the days of my life.

I gladly accept the responsibilities of this covenant between us and our God, and joyfully anticipate our growth together as we serve our Lord and build our marriage on His foundation.

WIFE'S VOWS

I, _____, take you, _____, to be my wedded husband. In the presence of our Lord and Savior, Jesus Christ, I commit myself to be submissive to you, even as the Church is submissive to Christ. By His grace I will be your continual helper and do you good all the days of my life.

I gladly accept the responsibilities of this covenant between us and our God, and joyfully anticipate our growth together as we serve our Lord and build our marriage on His foundation.

HUSBAND'S VOWS

I, _____, joyfully take you, _____, to be my wedded wife. I pledge to you an undying and ever growing love that can only be assured as we both seek to know our God. By God's grace, my love for you will follow the example set by Christ when He gave Himself for the Church, realizing that love is an act of giving to meet a need. With a sense of great responsibility and a trust in our God's sovereignty, I promise to protect you and to meet both your spiritual and physical needs just as our heavenly Father protects us and meets needs. My desire is that at this time we become one flesh and that the one flesh be for the Lord.

WIFE'S VOWS

It is with greatest joy that I, _____, take you, _____, to be my wedded husband, believing fully that you are God's provision for my life. Out of love I pledge to submit to your leadership just as the church submits to Christ. I promise to remain faithful and true through whatever circumstances that may come our way, so that in all we do, God may be glorified. I will always seek to meet your needs before my own and to dwell with you in unity. With God's grace I pledge my life to be made one with you in Christ.

HUSBAND'S VOWS

I, _____, take thee, _____, to be my wedded wife, to have and to hold from this day forward; for better for worse, for richer for poorer, in sickness and in health, to love and to cherish, until death do us part; according to God's Holy Word, and to you I pledge my faith.

WIFE'S VOWS

I, _____, take thee, _____, to be my wedded husband, to have and to hold from this day forward; for better for worse, for richer for poorer, in sickness and in health, to love and to cherish, until death do us part; according to God's Holy Word, and to you I pledge my faith.

HUSBAND'S VOWS

I, _____, take you, _____, to be my wedded wife. In the presence of our Lord and Savior, Jesus Christ, I pledge to leave my family and be united to you as one flesh. As Christ loves His people, so will I cherish you, give of myself to you, and dwell with you according to knowledge. By His grace, I will be your loving leader and servant and seek to aggressively meet your needs all the days of my life. I joyfully anticipate our growth together as we serve our Lord and build our marriage on His foundation.

WIFE'S VOWS

I, _____, take you, _____, to be my wedded husband. In the presence of our Lord and Savior, Jesus Christ, I pledge to leave my family and be united to you as one flesh. As a picture of the church's complete submission to Christ, I will gladly submit to your leadership. My goal will be to glorify God, by seeking to please you and meet your needs. I joyfully anticipate our growth together as we serve our Lord and build our marriage on His foundation.

HUSBAND'S VOWS

_____, today, in the presence of God and these witnesses, I make you these unconditional promises. I will leave father and mother, and cling only to you, as my wife, for as long as we both shall live. I promise to love you as Christ loves His church. My love for you will not be based only on a feeling, but on an irrevocable commitment to sacrificially give to you as Christ also gave Himself for the church. By God's grace, I will seek to fully understand you and to take the initiative to meet your needs. I promise to be your servant leader and to guide our home in a way that glorifies our Heavenly Father. I gladly accept the responsibilities of this covenant between us and our God and joyfully anticipate our growth together as we serve our Lord and build our marriage upon His foundation.

WIFE'S VOWS

_____, today, in the presence of God and these witnesses, I make you these unconditional promises. I will leave father and mother, and cling only to you, as my husband, for as long as we both shall live. I pledge to you an undying and ever faithful love, knowing that love is not primarily a feeling but a choice that I make. By God's grace, I will make it easy for you to lead by being a submissive and responsive follower. I will seek to be a helper suitable for you, always taking joy in the role that God has prepared for me. I will strive to reverence and respect your position as leader of our home by training my thoughts and my words to encourage and build you up, by correcting you only in love, and by being in full appreciation for who you are and what you do. I gladly accept the responsibilities of this covenant between us and our God, and joyfully anticipate our growth together as we serve our Lord and build our marriage upon His foundation.

10. Church Facility Clean-Up Checklist

Faith Ministries provides the church facilities at a very low cost—the cost of one overseeing custodian. We maintain this low cost by asking the wedding party to participate in ensuring that the spaces used are returned to the pre-wedding condition. Therefore, *we ask that, the bride and groom provide a list of 5-8 volunteers including a designated cleaning crew leader to the wedding coordinator at least two weeks before your wedding.*

Your assigned Faith Church wedding custodian will serve you by:

1. Receiving from your wedding coordinator the list of 5–8 cleaning crew volunteers with a designated crew leader two weeks prior to the wedding.
2. Contacting the cleaning crew leader prior to the wedding to provide proper guidance for the cleaning crew.
3. Ensuring pre-wedding building cleanliness, appropriate temperature, and unlocked doors.
4. Being on-call for the wedding coordinator on the day of the wedding for any needs that might arise.
5. Being available during the wedding and/or reception according to pre-arranged times set by the wedding coordinator and the couple.
6. Overseeing the clean-up/reset crew provided by the bride and groom. The custodian will show the cleaning crew leader where all cleaning supplies are located and where they should be returned.
7. Cleaning the bathrooms.
8. Cleaning the main entrance ways to the facility if needed.
9. Acknowledging the satisfactory condition of the building prior to clean-up/reset crew dismissal.
10. Locking and securing the building after services.

Your clean-up crew should expect to do the following simple steps for the spaces used:

1. Auditorium
 - a. Return any furniture the wedding party moved to original locations.
 - b. Return all church-provided wedding decorations to storage locations.
 - c. Remove all personal decorations and belongings. (Any donations of personal wedding decorations to the decorations should be arranged at a later date, after the wedding.)
 - d. Return movable steps for the stage to their appropriate location. The wedding coordinator can assist you in this.
 - e. Vacuum thoroughly the platform, front section (space between the platform stairs and first row of chairs), and any used aisles. Spot vacuum the remaining part of the auditorium.
2. Foyer
 - a. Return any furniture the wedding party moved to original locations.
 - b. Remove all personal decorations and belongings.
 - c. Vacuum thoroughly.
3. Dressing rooms and gathering rooms for the wedding party
 - a. Return rooms to their original condition.
 - b. Remove all trash to the north-side dumpster.
 - c. Remove all personal belongings.
 - d. Wipe clean any countertops used for food, drinks, etc.
 - e. Thoroughly vacuum used spaces.
 - f. Turn off lights.
4. Church kitchen
 - a. Remove all food, brought for your occasion, from coolers, freezers, counters and ovens.
 - b. Wipe down all surfaces with towels and sanitizer solution.

- c. Sweep floor – make sure floor is swept underneath all appliances, counters and serving areas.
 - d. Mop entire floor with hot water and cleaner.
 - e. Dispose of mop water and put all supplies back where they were stored.
 - f. Wash any equipment used with HOT water and wipe down sinks.
 - g. Return any utensils and/or equipment back to where it was stored (i.e. punch bowls in storage closet).
 - h. Remove any wet, dirty towels from kitchen area and give to the overseeing custodian.
 - i. Clean out food/garbage from sink drains and wipe out sinks.
 - j. Remove all garbage to north-side dumpster.
 - k. Turn off lights and make sure all ovens and lights and fans are off.
5. Church gym
- a. Wipe off table and chairs.
 - b. Return all tables and chairs to appropriate locations.
 - c. Remove all trash to the north-side dumpster.
 - d. Remove all personal decorations and belongings.
 - e. Sweep gym floor.
 - f. Spot mop gym floor.
6. Outside grounds—please ensure that any outdoor wedding remnants such as decorations, bows, thrown rice, thrown birdseed, fallen vehicle decorations are cleaned up.
7. Final Check—the cleaning crew leader should check with the overseeing custodian before leaving.

If you have any questions, problems, or conflicts, please discuss them with your wedding coordinator who will be happy to assist you at any point during the day. The wedding coordinator has the authority to make final decisions on your special day under the overseeing pastor's leadership.

11. Community Center Guidelines and Checklist

We are thankful for the opportunity to serve brides and grooms as they celebrate the gift of marriage. As part of doing this with excellence and serving them well, we've developed the following checklist to ensure everyone involved is aware of our policies. This way we can help this event go more smoothly and be more enjoyably for all.

Available Times for Saturday Weddings:

- Bride & Groom may reserve the Multi-Purpose Room (MPR) through the wedding coordinator for setup after 4pm Friday for a Saturday wedding. Bride & Groom may store items in the MPR overnight on Friday evening for a Saturday wedding.
- The FCC Kitchen may be used for food prep from 1-5pm Friday and 8am-9pm Saturday. Please reserve through the wedding coordinator.

Below are the things that FCC is happy to provide for a reception. Please reserve through the wedding coordinator:

- 6 eight foot tables for the reception
- 300 burgundy padded chairs
- 35 five foot round tables, which can seat 6, 7 or 8 chairs each
- A sample room set-up diagram—please reference www.ourcommunitycenter.org to look at an example of a room setup.
- Coolers and pitchers, which may be used for non-carbonated beverages
- Tablecloths (Fee is charged—see section 3).
- Audio/Visual Technician (Fee is charged—see section 3).
- Overseeing reception custodian. The overseeing custodian will oversee the clean-up crew that the wedding party provides. He will be available from the end of the reception until clean-up and lock down of the facility is complete. Please plan for a maximum of three hours of custodial use. See also section 3.

We unfortunately are not able to provide the following for a reception:

- Set-up and tear down of tables and chairs
- Plates, cups or silverware
- Decorations—including center pieces
- Food storage items like ziploc bags, tins, tupperware, etc. from the storage closet which are used for the preschool and café
- An MC for the reception
- A reception coordinator

Some things you need to know about the FCC Kitchen

- If the wedding party is using the FCC kitchen, the person in charge of food is to meet with the FCC café manager before the event and follow-up with her after the event.
- Kitchen cleaning checklist (following) should be completed both Friday night and Saturday.
- Food storage space in the kitchen and refrigerators is limited and must be requested well in advance. All food must be labeled with dates due to state health regulations.
- If any grilling is done on the property, please ensure that the space is cleaned afterwards. Cardboard under grills can catch grease drippings and save a lot of time scrubbing!
- Unfortunately, caterers are not allowed to use the kitchen for cooking due to non-profit organization regulations. Caterers can use the countertops, warmers, sinks, ice machine and dishwasher.

FCC Wedding/Reception Cleaning Responsibilities

Faith Ministries provides the Community Center facilities at a very low cost—the cost of one overseeing custodian. We maintain this low cost by asking the wedding party to participate in ensuring that the spaces used are returned to the pre-wedding/reception condition. Therefore, *we ask that, the bride and groom provide a list of 5-8 volunteers (may be the same volunteer crew that cleans the church) including a designated cleaning crew leader to the wedding coordinator at least two weeks before your wedding.*

Your assigned Faith Community custodian will serve you by:

1. Receiving the list of 5–8 cleaning crew volunteers with a designated crew leader two weeks prior to the wedding.
2. Contacting the cleaning crew leader prior to the wedding to provide proper guidance for the cleaning crew.
3. Ensuring pre-wedding/reception building cleanliness, appropriate temperature, and unlocked doors.
4. Being available during the wedding and/or reception according to pre-arranged times set by the wedding coordinator and the couple.
5. Overseeing the clean-up/reset crew provided by the bride and groom. The custodian will show the cleaning crew leader where all cleaning supplies are located and where they should be returned.
6. Cleaning the bathrooms.
7. Cleaning the entrance ways to the facility.
8. Acknowledging the satisfactory condition of the building prior to clean-up/reset crew dismissal.
9. Locking and securing the building after service/reception.

Your clean-up crew should expect to do the following simple steps for the spaces used:

1. Multi-Purpose Room, Main Street, and/or any rooms used—not including the bathrooms:
 - a. Return Community Center tablecloths to overseeing custodian.
 - b. Wipe off tables and chairs and return to original locations. Store the 300 burgundy chairs neatly in the maintenance bay.
 - c. Take all trash to the loading dock dumpster.
 - d. Sweep the MPR floors thoroughly and used areas on Main Street.
 - e. Spot-mop the MPR and areas used on Main Street.
 - f. Remove all wedding items (decorations, center-pieces, etc) from the MPR, maintenance bay, kitchen and loading dock.

2. FCC Kitchen
 - a. Wipe down kitchen counters with sanitizer
 - b. Empty trash cans (2 little white ones and check big black one) and take to the loading dock dumpster
 - c. Clean all sinks
 - d. Clean all dishes and put away
 - e. Wipe down outside of fridge
 - f. Sweep and mop
 - g. Clean stove and area around it if used
 - h. Wipe down carts
 - i. Clean crumbs/debris from the lower shelves
 - j. Clean microwave if used
 - k. Break down boxes and take them to the dumpster
 - l. Pull plug on dishwasher and drain it
 - m. All reception food removed from the community center (left over food will be discarded)

3. Outside grounds—please ensure that any outdoor wedding remnants such as decorations, bows, thrown rice, thrown birdseed, fallen vehicle decorations are cleaned up.

4. Final Check—the cleaning crew leader should check with the overseeing custodian before leaving.

If you have any questions, problems, or conflicts, please discuss them with your wedding coordinator who will be happy to assist you at any point during the day. The wedding coordinator has the authority to make final decisions on your special day under the overseeing pastor's leadership.

12. Checklist for Couples

The following is a tool that couples may find helpful as they think through the different people they may want to include and the tasks that need to be done as they prepare for their wedding day.

Church Provided Personnel:

Their fees are discussed in section 3.

Sound technician _____
Wedding Coordinator _____
Custodian _____

Additional Personnel:

These are additional people/positions you may want to consider for your ceremony. Honorariums for many of these positions are customary and not included in the fees in section 3.

Officiating Pastor _____
Organist/Pianist _____
Vocalist(s) _____
Other musicians _____
Videographer _____
Photographer _____
Decorations Coordinator _____
Florist _____
Cake Baker _____

Wedding Party

Best Man _____
Groomsmen _____
Maid of Honor _____
Bridesmaids _____
Flower girl _____
Ring bearer _____
Ushers _____

Additional Serving Positions

Clean-up Crew for Church Facility

_____ Cleaning Crew Leader

Clean-up Crew for Community Center (if different than church crew)
 _____ Cleaning Crew Leader

Someone to return tuxes after wedding _____
 Personal Attendant _____
 Gift table Attendant _____
 Servers for reception _____
 Program Attendant _____
 Guest Book Attendant _____

Tasks:

- Mail invitations 6-8 weeks before the wedding.
- Ensure wedding coordinator has reserved rooms needed.
- Give payment for all applicable fees to the wedding coordinator.
- Submit music to the wedding coordinator 30 days prior to the wedding.
- Submit clean-up plan and the name of the person overseeing clean up to the wedding coordinator two weeks prior to the wedding.
- Give cleaning check-lists to primary cleaning leader.
- Submit vows and order of ceremony to the wedding coordinator two weeks prior to the wedding.
- Obtain marriage license within 30 days of marriage.
- If the rehearsal dinner is on site, submit a clean-up plan for this to the wedding coordinator as well.
- Prepare programs. You are free to use our copier if that would assist you.
- Provide maps and hotel information for those coming from out of town.

Misc. Information:

- Aisle length is approximately 60 feet.
- Be sure to include in the rehearsal dinner all who must be at the rehearsal including sound technicians, etc.
- On the wedding day, if the wedding party is asked to be there over a meal, consider a light meal: lunch meat and cheese tray or fruit tray, etc. for them.

13. Wedding of Faith Application

Please complete the application online at www.faithlafayette.org/weddings