

Wedding Guidelines

First Church of God
937.456.4681
www.e1cog.com

We rejoice with you as you have made the decision for marriage and to recognize its importance. Since you are reading these guidelines it is assumed that your desire is to have a Christian marriage. We would hope that you have put your trust in Christ as your Savior or that you are giving serious consideration to doing so. An explanation of the Christian faith will be part of the premarital counseling sessions. A church wedding is a recognition of the importance of our relationship with Christ as being the foundation upon which a solid marriage relationship can be built.

The wedding is more than just a ceremony, but it is a worship service as we honor Jesus who died and rose again to give us life by recognizing that He is Lord and creator of everything, including marriage. The First Church of God is more than just a building or a nice place to get married. But the First Church of God of Eaton is the Body of Christ that meets in this place to worship the Lord Jesus. Your wedding will happen in a place that is dedicated to the worship of Christ. Recognition of Christ will be a central part of the ceremony.

Please review the following specific policies and fees. **The Wedding Information & Application Form must be returned to the church office.**

Any questions on these guidelines or anything else, please contact the church office @ 456-4681 or office@e1cog.com.

Fees for Weddings

All fees are due a week before the rehearsal. Check or cash should be placed in separate envelopes and dropped off at the church office.

Fees for members & non-members:

Light/sound technician (rehearsal and wedding)	\$ 50.00 (if using sound – must use church technician)
Custodian	\$ 50.00 (for wedding only)
	\$100.00 (for wedding & reception)
Pastor (premarital counseling sessions, rehearsal, and wedding)	\$125.00

Building Fees for non-members:

Sanctuary	\$200.00 (includes decorating and rehearsal)
Family Life Center	\$100.00

The use of the Sanctuary and the Family Life Center is free to church families.

Guidelines for Your Wedding:

Expectations of those using the Eaton First Church of God facilities:

- Because this building would not be here to have your wedding in were it not for the worshipping congregation that meets here, **one of the pastors of the congregation should preside at your wedding** unless negotiated and approved by the Eaton First Church of God
- Premarital counseling is required. You must contact the pastor officiating your wedding to schedule these sessions.
- The Eaton First Church of God facility is a smoke-free and alcohol-free building. No smoking is allowed in the building. No alcoholic beverages are permitted either in the building or on church property.

Decorating:

- Arrangements must be made with the Worship Pastor regarding decorating the sanctuary. No church furniture or musical instruments can be moved unless approved by one of the church pastors.
- All decorations must be removed from the sanctuary by two hours after the end of the wedding ceremony, so that it can be cleaned and set up for worship services.
- No decorations should be attached to the sanctuary furniture or walls using nails, tacks, pins, tape, adhesives, or any other material that scratches or leaves a residue behind.

Wedding Ceremony:

- The Wedding Ceremony Worksheet must be completed and returned to the **church office three months** prior to the wedding.
- The following rooms are normally used as dressing rooms: groom & groomsmen in the youth room (201); the bride and bridesmaids in rooms 103-107.
- Following the ceremony, all personal effects must be removed before everyone leaves for the reception. The janitor will be coming in to clean the dressing rooms but is not responsible for personal items.
- Please use biodegradable items for bride & groom send-off (examples: bubbles, bird seed).
- If the reception is not at the church, please make sure all doors are locked and lights off before everyone leaves for the reception.

Receptions at the First Church of God:

- There is no fee for the use of the kitchens, however, the kitchens should be left clean and all utensils placed back in the drawers and locations where they belong.
- Use discretion in choosing music – please remember this is a church.
- For reasons of being respectful and sensitive to the church context, dancing is not permitted.
- After the reception, all tables and chairs must be taken down and stored in the storage closet. The janitor will clean the floor and the restrooms before Sunday morning.
- All trash must be taken out to the dumpster at the corner of the parking lot.
- All lights must be off and the door locked when the reception is over.

Wedding Information & Application Form

Proposed Wedding Date _____ Time of Wedding _____

Do you plan to have the reception here at the church? _____

Requesting: Sanctuary _____ Family Life Center _____

Anticipated number of guests _____

Rehearsal Date _____ Time of Rehearsal _____

Do you plan to have a rehearsal dinner here at the church? _____

Bride's Name _____ Groom's Name _____

Address _____ Address _____

Phone _____ Phone _____

Email _____ Email _____

Attend E1COG? Yes _____ No _____ Attend E1COG? Yes _____ No _____

Bride's Parents _____ Groom's Parents _____

Attend E1COG? Yes _____ No _____ Attend E1COG? Yes _____ No _____

Is someone other than Bride and Groom in charge of arrangements? _____ If so,

Name _____ Phone _____

Officiating Pastor _____ I have contacted this pastor.

(Be aware that each Pastor requires premarital counseling sessions. It is up to you to contact them and request they officiate at your wedding and to schedule the counseling sessions).

I have received a copy of the Wedding Guidelines.

I have received the Wedding Ceremony Worksheet and noted the deadlines outlined.

Signature _____ Date _____

Office Use Only

Church Use Approved: Yes No Date Person Contacted _____ Calendar Updated _____

Wedding Ceremony Worksheet

- Set-up/decoration of the sanctuary needs to be scheduled with the Worship Pastor. We will arrange for instruments to be cleared off the stage before your arrival.
- All clean-up/decoration removal must be completed two hours after the end of your ceremony so it can be set back up for services.
- If you are having recorded music at your ceremony, a CD of the songs in order needs to be turned into the church office one week before the ceremony.
- If you are wanting any video or slideshow played, it needs to be turned in on a flash drive one week before the ceremony. (Acceptable formats include: .mp4, .mov, .mpg)
- If any microphones or amplification of instruments is needed, or if there are CDs or videos to be played, we will need to arrange a sound/video technician. The Worship Pastor will schedule someone to be present for the rehearsal and ceremony, a \$50 fee is required.

General Information

Bride		Groom	
Date		Time	
Location			
Coordinator or Main Contact			

A/V Needs

Officiant Mic Needed	Y / N		
Ceremony Music	Recorded / Live		
If live:	Musician/Instrument	Mic needed?	
		Y / N	
		Y / N	
		Y / N	
		Y / N	
Slideshow/Video	Y / N		

Ceremony Details

Honored Guests			
Grandmothers	#	Mothers	#
Others			
Music			
Groomsmen			
	#		
Music			
Entrance	With Groom & Officiant / With Bridal Party		
Bridal Party			
Bridesmaids	#	Ring Bearers	#
Flower Girls	#	Others	
Music			
Bridal Processional			
Music			
In-Ceremony Music			
	<i>***optional***</i>		
Unity Ceremony (Candle/Sand/Other)			
Hymn(s)/Solo(s)			
Communion/Other			
Recessional			
Honored Guests	Escorted Out / Remaining Seated		
Receiving Line	Y / N		
Music			
Postlude			
	<i>***optional***</i>		
Music			