

# Faithbridge Wedding Policies/Procedures

1. Please carefully read the contents of this document.
2. The Wedding Coordinator should be your first contact—she can be contacted through the Downtown campus church office (262-632-8381) or through the number listed below. Let her know your first and second choices for dates. She will consult the church campus calendar and the minister's schedule.
3. When your date is approved, a copy will be sent to the church office (to place the date on the master calendar), the organist, the custodian, the sound man, and the minister.
4. The organist will contact you for a music consultation.
5. You will contact the minister for pre-marital consultation.

## 6. **MUSIC**

Our church organists are highly trained professional musicians who will assist you in selecting music for your wedding. The organist at the selected campus will call you and set up a convenient time for consultation. Leave a day and night number with the Wedding Coordinator. *The organist will stay one hour from the time that the wedding rehearsal is booked.* This means that if a rehearsal is to begin at 6:30 p.m. and the party arrives and begins at 6:50 p.m., the organist will only be available for 40 minutes. Please stress to your wedding party to be prompt for the rehearsal. Have all of your ideas collected and have your entire wedding party sitting down in the front of the church at the designated time.

The music serves to create an atmosphere of reverence and joy. Music at a church wedding should certainly glorify God and honor the sanctity of Holy Matrimony. If the organist has reason to question a selection, she will meet with the minister for approval. Soloists do not practice during rehearsal. They may arrange to do this ahead of time with the organist and sound person.

## 7. **MINISTER**

The officiating minister will be at the rehearsal unless he or she has asked the coordinator to do the entire rehearsal. The minister has the final approval of the ceremony. Pre-marital consultations are done by the officiating minister.

## 8. **WEDDING COORDINATOR**

The wedding coordinator at Faithbridge is Bonita Knoch. All weddings are booked with her and she will assist you with all details concerning your wedding. She will talk with you and give you suggestions concerning photographers, florists, reception caterers, etc. She attends the rehearsal and assists you in the

processional and recessional details, etc. Please do not hire an outside consultant. We will do it all for you! It is our privilege.

## 9. THE GRATUITIES

If either the bride or groom is a member of the church (actively participating in the life of the church—time, talents, finances, and service); then there is no charge for use of the church facility. It is an accepted practice to give honorariums to those staff members who assist you in your wedding plans. Honorariums are usually given at the rehearsal; the following guide might help you:

### **Church Members:**

Sanctuary / Fellowship Hall	NO CHARGE
Minister	\$200
Additional Ministers (if applicable)	\$100
Organist	\$150
Vocalist	\$ 75 per person for first song, \$25 more per additional song
Coordinator	\$150
Sound Person	\$ 75 for 1 hour before wedding + ceremony, \$ 50 for 1 additional hour (special music set-up, etc)
Custodian	\$ 75 for Sanctuary Wedding \$ 75 Additional for Fellowship Hall reception

### **Non-Members:**

Sanctuary / Fellowship Hall	\$300
Chapel Use	\$150
Minister	\$200
Additional Ministers (if applicable)	\$100
Organist	\$150
Vocalist	\$ 75 per person for first song, \$25 more per additional song.
Coordinator	\$100
Sound Person	\$ 75 for 1 hour before wedding + ceremony, \$ 50 for 1 additional hour (special music set-up, etc.)
Custodian	\$ 75 for Sanctuary Wedding \$ 75 Additional for Fellowship Hall reception

## 10. CHURCH BUILDING

- a. The use of alcoholic beverages is not permitted in the church building or on church grounds.
- b. No rice or confetti may be thrown inside or outside the church. Bird seed is suggested for outside the church.

- c. The building will be available for decoration two hours prior to the wedding. Florists are encouraged to arrive 2 hours prior to the wedding.
- d. Please ask someone to remove all your floral decorations immediately after the ceremonial pictures are taken.
- e. Wedding receptions may take place in the Fellowship Hall. When the reception is over, everything used (tables, chairs, plates, etc.) must be cleaned up and placed where they were found. Additional charges may be incurred if equipment is broken.

#### **11. PHOTOGRAPHERS**

No flash pictures may be taken during the wedding ceremony. A flash is permitted as the bride enters. Please ask all family members to have the courtesy of letting the official photographer flash first when group pictures are made. Pictures including the minister should be taken first. Please ask family members not to use flash cameras during the ceremony.

#### **12. NURSERY**

No church nursery is provided during wedding ceremonies.

#### **13. MEDIA**

All sound checks for soloists, etc. must be complete 45 minutes before the wedding. We do not want your guests to hear the songs twice. The sound technician will arrive one hour prior to your wedding to set up microphones, lighting, etc.

#### **14. ADDITIONAL INFORMATION**

- a. Wedding services will not be scheduled on Sundays, Christmas Eve, Christmas Day, during Holy Week or on national holidays.
- b. Wedding rehearsals will last approximately 1 hour. The Pastor will direct the rehearsal with the assistance of the wedding coordinator.
- c. The marriage license and gratuities must be given to the wedding coordinator at the rehearsal.