**FFCPC Wedding Policy and Guidelines**

**Wedding Statement**

God established and blessed marriage as an institution that reflects the relationship between the Lord Jesus Christ, the Bridegroom, and His bride which is the Church. In marriage, a man and a woman shall bind themselves together as one in love and purpose as modeled by Christ and the Church. Those who enter into the marriage covenant promise to cherish and love one another in times of joy or infirmity, to provide for each other in material things, and above all to pray for and encourage each other in the things which pertain to God.

The wedding covenant is made in the name of God the Father, God the Son, and God the Holy Spirit. Thus, any marriage ceremony conducted in the FFCPC will reflect those principles and conform in content and in personal conduct to the normal standards of a worship service. Every part of the ceremony, including the music, will be planned and conducted with the worshipful nature of this holy event in mind.

**Arrangements**

All arrangements for a wedding should be initiated through the church office. After receiving the Wedding Information form from the couple and checking both the calendars of the pastor and the church for the tentative wedding date, please call for an appointment with the pastor. The wedding date must be available on both the calendar of the pastor and church.

Church office address: P O Box 24162, Knoxville, TN 37933

Church office phone: (865) 988-8522

Church fax: (865) 988-8522

Church E-mail address: info@faithfellowshipcp.org

Church office hours: Monday – Thursday 9 am – 12 noon

Pastor: Rev. Greg Tucker

“Outside” weddings (non-members) are allowed on a case-by-case basis, to be determined and scheduled by FFCPC Clergy and coordinated with FFCPC Fellowship Committee Chairman:

* Even if the person(s) being married are members of the Church: They must have regularly attended worship or they will be subject to all scheduled fees.
* There will be a damage deposit, usage fee, and cleaning fee for all non-members.

**Wedding Fees**

The wedding fees include pastor services, administrative fees, sound engineer, cleaning, and utilities.

* Member fee is $500; $100 for Pastor, $200 for cleaning, $100 for Sound, $100 for Administrative work
* Non-Member fee is $1000; $200 for Pastor, $400 for cleaning, $200 for Sound, $200 for Administrative work

**Wedding Policies of FFCPC**

I. **Scheduling of Weddings**:

* Church events take priority over weddings for members and non-members alike.
* A wedding date may not be reserved for more than nine months in advance.
* Weddings on a Sunday or on Saturdays after 4:00 p.m. may not be scheduled.
* Weddings must be scheduled at least 30 days in advance.
* A Wedding Request Form must be submitted prior to scheduling the wedding.
* In the off chance that both a member and non-member submit Wedding Request Forms at the same time for the same wedding date, the member will be given priority.
* A scheduling deposit, ($250 for members and $500 for non-members), will be paid at the time the wedding is scheduled and placed on the church calendar. This deposit will be applied to the wedding fee if the wedding goes forward.
* All other fees will be paid in full 30 days prior to the wedding. All checks are to be made payable to Faith Fellowship CP Church.

II. **Time of Day of Weddings:**

* For Saturday weddings, the actual ceremony must begin no later than 4:00 p.m.
* All wedding activities must be completed and the building vacated no later than 7:00 p.m. This includes the removal of flowers, candelabras, and all other supplies and equipment, etc.
* If pulpit furnishings, Church furnishings, seating, etc. are to be removed or rearranged for the ceremony, this must be approved by the Clergy or Fellowship Committee Chairman.
* All furnishings and seating must be returned to their specific place immediately following the ceremony and taking of pictures in preparation of regularly scheduled Worship services.

III. **Wedding Equipment/Decorations**:

* All wedding equipment and decorations to be used in the Sanctuary or Church building must be approved by the Clergy or Fellowship Committee Chairman.
* Candelabras and other candle holders will use drip-less or “chase” candles.
* Protective coverings will be placed underneath all candle-holder/devices to protect Church furnishings, carpets, and flooring.
* No floating/water candles will be permitted.

IV. **Written Contract:**

* No services will be scheduled or performed without a written/signed contract.
* No services will be performed until all damage deposits and scheduled fees have been satisfied in full as outlined in the fee policy.

V. **Damage Deposit:**

* A damage deposit of $500 is to be paid 30 days prior to the wedding or before.
* If there are no damages to the church or other property including grounds, the damage deposit will be returned in full via Church check within 30 days after the wedding.
* If damage to the church is determined to have taken place, the damage will be documented and this will be submitted to the parties in writing.
* The cost(s) of any and all abnormal cleaning or repairs as the result of damage will be deducted from the damage deposit.
* If any abnormal cleaning or repairs exceed the amount of the damage deposit, the entire damage deposit will be retained by FFCPC and the wedding party will assume the full financial responsibility for damages in excess of the deposit.
* The damage deposit will apply to all property and grounds, not just the interior of any of the Church facilities.
* No throwing of rice or bird seed will be allowed in the interest of safety. Bubbles or wedding bells are allowed.
* **No** Alcoholic beverages or tobacco use will be allowed on Church property.

VI. **Wedding Coordinator:**

* In the event that the wedding party decides to have a wedding coordinator to direct the rehearsal and wedding service, they will be responsible for selecting the person and paying for his/her services.
* No dancing and singing down the aisles.
* No irreverent or inappropriate attire should be worn during the rehearsal or actual ceremony.

VII. **Wedding Officials Other Than FFCPC Clergy:**

* A couple may request that a minister not on the staff of FFCPC be permitted to officiate the wedding ceremony. However, the Senior Minister of FFCPC will hear such requests on an individual basis, and will make decisions according to his/her best judgment. Using an outside clergy does not exempt the wedding couple from the wedding fee.

VIII. **Pre-Marital Counseling**:

* This is a requirement of all couples being married at FFCPC. Note: they may go through counseling elsewhere conducted by a qualified professional, but must show written proof 30 days in advance of the ceremony.

IX. **Musicians/Music:**

* Outside musicians will be allowed based on the approval of the FFCPC Fellowship Committee Chairman and/or Clergy.
* Both members and non-members will be responsible for the payment of fees to FFCPC musicians for their services (rehearsal and/or wedding service).
* Use of FFCPC staff musician(s) will be based on their availability, and the fees will be established by the musician(s). These must be paid in full 30 days prior to the service.
* All music selections (instrumental, pre-recorded, or vocal) to be used during the wedding service and the rehearsal must be reviewed in advance and ultimately deemed appropriate and approved by the Clergy.

X. **Sound Technicians:**

* The Church Sound System will be operated by approved FFCPC Sound Engineers only.

XI. **Wedding Photography:**

* Photographers will be instructed on, and will abide by, the established policies of FFCPC for ALL still or video photography.
* NO flash photography will be allowed during the wedding ceremony.
* Professional photography, using natural light, will be allowed during the ceremony~~,~~ from the rear of the Sanctuary, as long as it is not disruptive. Photographers will not move freely about the Sanctuary during the service, e.g., into the choir area or up and down any aisle during the actual ceremony. This policy will be strictly enforced.
* Video equipment must be stationary, and must be set up prior to the ceremony so as not to pose a distraction during the service.

**XII. Honorarium:**

In recognition of the time spent with the wedding couple, an honorarium is recommended. Suitable honorariums range from $200-$400 depending on the ability of the wedding couple to pay. Such an honorarium is made directly to the pastor.

**Wedding Policy and Guidelines Agreement**

After having read the policy and guidelines we agree to all of these and will adhere to them.

Bride: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Groom: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Pastor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other matters of concern and not a part of the formal Wedding Policy follow:

**RESPONSIBILITIES**

The marriage license should be brought to the church office at least three days prior to the

wedding, unless other arrangements have been made.

Wedding bulletins are the responsibility of the wedding couple.

The bride is responsible for notifying the florist or outside decorator after

contacting the church office when the Sanctuary may be decorated.

It is the responsibility of the wedding families to communicate these policies

to all the members of the wedding party and to all other parties involved in

the preparation of the wedding.

**WEDDING GUIDELINES**

***BRIDE:***

1. If pictures are to be taken before the wedding the bride will be at the church at

least two hours before the ceremony.

2. Will know where the flowers are and will be told where to dress.

3. Will enter on her escort’s left.

4. Will give her flowers to maid of honor as her escort steps back.

5. Will turn toward the groom after the benediction, take her flowers from the maid

of honor, and take the groom’s right arm.

***GROOM:***

1. If pictures are to be taken before the wedding the groom will be at the church at least two hours before the ceremony, and wait for the Pastor, the best man, and groomsmen.

2. Will enter the sanctuary or chapel with the Pastor, best man and groomsmen.

3. Will stand with hands folded in the front and face entry of the bride.

4. Will turn toward the bride as she reaches the chancel.

5. Will turn toward the bride after the benediction and offer her his right arm.

***MATRON/MAID OF HONOR (HONOR ATTENDANT):***

1. If pictures are to be taken before the wedding the maid of honor will be at the church at least two hours before the ceremony, and wait for the Pastor, the bride, and bridesmaids.

2. Assist the bride in any way needed.

3. Receive the bride’s flowers as her escort steps back.

4. Give the bride her flowers after the benediction and straighten her train or gown.

5. Be responsible for the groom’s ring.

6. Will take the best man’s right arm.

***BEST MAN:***

1. If pictures are to be taken before the wedding the best man should be at the church two hours before the ceremony.

2. Get boutonnieres, and wait for the groom and minister.

3. Be responsible for the bride’s ring.

4. Follow the groom and minister into the sanctuary or chapel.

5. Escort the Matron/Maid of Honor after the benediction and offer her his right arm.

***BRIDESMAIDS:***

1. If pictures are to be taken the bridesmaids should be at the church at least two hours before the ceremony.

2. Dress and find flowers.

3. Assemble at least 20 minutes before the wedding in the parlor or other designated place.

4. Enter in the order determined by the bride.

5. Face the bride as she enters. Turn towards the bride as she reaches the chapel.

6. Allow half the length of sanctuary or chapel between bridesmaids on entry and exit.

***USHERS:***

1. Be at the church at least one hour before the ceremony, dressed and with gloves (if used).

2. Get boutonnieres.

3. Reserve pews in the front for family members.

4. Light candles 30 minutes prior to the ceremony. Light candles from the outside toward the center. \*If candles are lit for the wedding pictures, they must be extinguished and relit 30 minutes before the wedding.

5. Stand by the doors ready to usher guests.

6. SMILE. (If appropriate make polite conversation with guests.)

7. Remind guests with cameras not to take flash pictures during the processional and wedding ceremony. Pictures may be taken after the ceremony.

8. Escort all ladies (girls over 12) on the right arm. (Remain standing at the end of the pew until guest is seated.)

9. Escort all single men by walking in front of them.

10. Divide all guests evenly on both sides except at guest’s request: bride’s side on the left and groom’s side on the right.

11. Seat family members as follows:

Mother of the Bride: Left side, her choice of 1st or 2nd row

(SEATED LAST)

Mother of the Groom: Right side, across from the mother of the bride

Grandparents of Bride: Directly behind the mother of the bride

Grandparents of Groom: Directly behind the mother of the groom

12. Seat no guests after the bride’s mother has been seated. (Late guests may stand or slip in the side aisle at the back only.)

13. Escort remaining family members after the recessional by designated ushers.

14. After the guests have departed, extinguish all candles.

***GROOMSMEN:***

1. If pictures are to be taken before the wedding be at the church at least two hours before the ceremony.

2. Get boutonnieres.

3. Stand with hands folded in front or hands down…all the same way.

4. Face the bride as she enter and turn towards her as she reaches the chancel.

5. Exit the sanctuary or chapel after the wedding extending the right arm to the bridesmaid.

***LAY READER:***

The wedding couple may wish to have a friend or family member read scripture or a poem which is appropriate to the occasion. The request must be approved by the officiating minister.