

Your Wedding



At

*First Christian Church
(Disciples of Christ)
316 Ann Street
Frankfort, Kentucky 40601
Church Office: (502) 223-2346*

*firstchristian@fewpb.net
www.facebook.com/1stChristianFrankfort*



Congratulations on your engagement!

We are delighted that you are considering First Christian as the possible place for your wedding!

For over 175 years, generations of Frankfort folks have found this sanctuary and our worshipping community a spiritual home and a magnificent place to share the blessings of marriage. We believe that weddings are one of those major spiritual events that cause us all to look at our lives, listen to what our souls may be saying, celebrate our joys, and dedicate ourselves to the purpose for which we are created.

The very fact that you would choose to consider a Christian sanctuary as the setting for your ceremony says something important about how you value marriage and understand its spiritual significance. We consider a wedding to be a sacramental moment, an occasion of highest worship, and conduct services in the spirit of this appreciation for The Holy. Our ministry to couples is to help you develop your plans, and assist you in carrying them out.

We recommend that you contact our church hostess to determine if the date you want for your wedding is available. We will “pencil in” your wedding date on our church calendar, but your reservation is not considered “confirmed” until you have paid your building use fee and signed our contract. Your wedding will then be officially placed on the church’s calendar of events. It is not unusual for a date to be reserved 6 to 12 months in advance.

Schedule of Services

The expenses of our church staff as it relates to your wedding are as follows:

Wedding Coordinator	\$200
Church Custodian	\$75
Sound Technician	\$75

These fees are due at the rehearsal. If there is to be a rehearsal dinner or reception, there will be extra charges of \$25 per hour for the Custodian. We request a deposit in advance of \$100 to be paid before the rehearsal date. This will cover any extra charges for the custodian. After the rehearsal dinner, the custodian will determine their fee and the church will return the remainder sometime during the next two weeks. This is to be discussed with the Wedding Coordinator when the determination is made to hold the rehearsal dinner at First Christian.

Building fees are as follows:

Sanctuary	\$200
Fellowship Hall	\$100

It is suggested that the Minister receive an honorarium which should be given at the rehearsal and the Organist and other Musician fees be paid at the rehearsal.

If rose petals will be dropped during the ceremony, they must be artificial.

If the wedding will include a unity candle, those items involved should be brought to the rehearsal to have it set up before the wedding day. Adequate candle holders must be provided by the wedding party.

If using unity sand, a cloth must be provided to put under the sand containers to catch any sand that may spill.

The bridal party should designate someone to gather up all items that belong to them including the unity candles, flowers, guest book, personal items in dressing rooms, and gifts.

10. Custodian

The Church Custodian will have the Sanctuary ready for the wedding and assist with any questions that the bridal party may have. After the wedding, the Custodian will be responsible for getting the Sanctuary ready for Sunday services.

If there is a rehearsal dinner at First Christian, the Custodian will be at the church during that time. The Custodial duties for these events are to point out where items can be found, take care of heating and lights, take out trash after the event, and make sure the building is locked when the event is over. The Custodian will not cook, serve, or clean for these events. There will be an additional charge for the Custodian's time (see Schedule of Services chart).

Guidelines for weddings

1. Wedding Coordinator

2. First Christian has a group who serve as Wedding Coordinators who will work with you on the detailed plans of your wedding. When your wedding date is set, the coordinator will contact either the bride or the mother of the bride to introduce herself and to set up any meetings as requested by the family. All weddings are required to engage the services of our Wedding Coordinator. The Wedding Coordinator will arrange for a sound technician and custodian for the rehearsal and wedding. The Coordinator will be available for any questions about decorating the Sanctuary, the availability of other areas of the building (for dressing), and outdoor decorations. The Coordinator will be at the rehearsal to assist the Minister and will be available on the day to the wedding to work with florists, videographers, and photographers. If you choose to employ another wedding planner, they need to agree to abide with our policies and work with our Wedding Coordinator.

2. Sanctuary Decorations

Only tape that will not damage the finish on the wood in the Sanctuary can be used. Use of 3M Command strips is allowable. Nothing can be nailed to the walls or doors of the Sanctuary or the outside doors.

3. Special Arrangements

The bridal party is responsible for making ALL arrangements with the following and clearing their participation with the Wedding Coordinator: organist, pianist, soloists and other musicians, florists, photographers, videographers, and caterers.

4. Musical Selections

We ask that the music for your wedding, whether played on instruments or recorded, be worshipful in nature. We recommend classical music, hymns, or music spiritual in nature for music for the wedding. We suggest that popular music is more appropriate for the reception. If recorded music is to be used, a CD of the music must be provided to the Wedding Coordinator the week before the wedding.

5. Photography/Videography

6. We request that once the worship service begins, these professionals work with available light or from the balcony. Discreet flash photos may be made during the Processional and Recessional at the back of the Sanctuary only. We suggest that most photos be taken before the wedding so that the bridal party may move on the reception in an acceptable amount of time.

6. Sound System

The church's sound system must be used when a wedding is in the Sanctuary. It can be operated by First Christian Church personnel only. All plug-ins and technical adaptations must be coordinated by our Sound Technician. Vocalists and other musicians should arrange a sound check before the rehearsal. The Sound Technician will be at the rehearsal and the wedding. The Wedding Coordinator will arrange for a Sound Technician.

7. The Rehearsal

8. The rehearsal is an informal walk-through of the ceremony usually scheduled for early evening on the night prior to the ceremony. A rehearsal generally lasts one hour from the time all members of the bridal party are present and ready to begin. It will be conducted by

the officiating Minister with help from the Wedding Coordinator. Musicians should plan to arrive early or stay a few minutes after the rehearsal to practice, do a sound check, and coordinate with the Organist/Pianist. We recommend that the Marriage license be brought to the rehearsal and given to the Officiating Minister who prepares the document in accordance with Kentucky law. All fees for the Wedding Coordinator, Sound Technician, and Custodian are to be paid at the rehearsal.

8. Rehearsal Dinner

If the party so chooses, the Fellowship Hall may be reserved for this event. Arrangements are made through the Wedding Coordinator. The fees are outlined at the end of this booklet. Decorating and cleanup are the responsibility of the bridal party, including setting up and taking down tables and chairs.

9. The Wedding Day

On the day of the wedding, the Wedding Coordinator will be available to open the church for florists, photographers, and/or videographers at a time that needs to be determined at the rehearsal.

It is expected that the wedding party will arrive a few hours before the ceremony is to begin. FIRST CHRISTIAN CHURCH HAS A NO ALCOHOL IN THE BUILDING POLICY. PLEASE ABIDE BY THIS. THIS INCLUDES GLASSES BROUGHT IN WITH CHAMPAGNE IN THEM. All hair and makeup needs to be completed prior to arriving at First Christian. Touch-ups are allowed as necessary.

The Wedding Coordinator and Custodian will determine appropriate places for the women and men to dress in rooms available on the wedding day.