



## **WEDDING POLICIES & FEES**

### **First Colony Church of Christ (FCCC)**

*Congratulations to both of you on making one of the most significant decisions of your lives! While we believe making Jesus Christ your Lord and Savior is the most important life-changing decision you can make, choosing the one with whom you will spend the rest of your life in the sacred covenant of marriage is incredibly significant. Now that you have chosen to commit yourselves to one another, we encourage you to make and keep Christ the center of your engagement, your marriage and your home.*

In What Order Should I Plan My Wedding Details?

1. **Select a date and time that works well for the bride, groom, and both families.**  
Take into consideration time for a honeymoon and give yourself some margin space for a move, starting a new job, etc.
2. **Select a place that fits your needs in a realistic manner.** We would love to serve you here at FCCC either in our Worship Center, Family Life Center, Courtyard, or Chapel.
3. **Select your minister.** At FCCC, all of our "ordained" ministers are trained to conduct weddings in a personal and honorable way. Never let the selection of a specific minister override the selection of a date that works well for both families.

*At FCCC, we are committed to working with you to see that your wedding places God at its center and is worshipful, memorable and personal. May God continue to bless you as you look to Him for guidance regarding this important event.*

### **FCCC WEDDING DIRECTOR**

The FCCC Wedding Director is an official representative of the church and is your primary contact for all wedding related activities. The wedding couple may use a wedding planner of their choice; however, the FCCC Wedding Director will still attend the rehearsal and the wedding to assist the minister and instruct the wedding party as to proper procedure. The Wedding Director is to be advised of all wedding details even if an outside wedding planner is used.

### **WHAT CAN I EXPECT FROM THE FCCC WEDDING DIRECTOR?**

The FCCC Wedding Director is not your personal wedding planner; however, you can expect her to be very helpful in the overall planning process. The Wedding Director can advise you on some of the details regarding your wedding but her primary role is to make sure your rehearsal and wedding flow smoothly. The FCCC Wedding Director does the following:

- Meet with you for initial consultations and recommendations
- Provide recommendations for vendors, music, etc.
- Be the point person for your questions
- Be your liaison to the minister
- Be your liaison to the Facilities Director
- Be available to provide input along the way
- Direct your rehearsal
- Direct your wedding

### **LOCATIONS FOR WEDDINGS AT FCCC**

There are four locations in our facility suitable for weddings:

- Worship Center - Seats 1000
- Chapel - Seats 130
- Family Life Center - Seats 600
- Outdoor Courtyard - Seats 300

### **NO WEDDINGS MAY BE SCHEDULED ON:**

- Sunday
- Good Friday thru Easter Sunday
- Thanksgiving Day and Weekend
- Christmas Eve or Day
- Weddings scheduled during the Christmas holiday season will be held with full Christmas decorations remaining intact.
- New Year's Eve or Day
- Anytime, day or evening, that would conflict with church events already scheduled in the Chapel, Worship Center, Courtyard, or in other church facilities.

### **WEDDING REHEARSAL**

The Wedding Director will conduct your wedding rehearsal and will facilitate the ceremony on your wedding day. The Wedding Director is in charge of the rehearsal, not the outside wedding planner, if used. The minister conducting your wedding will also assist at the rehearsal.

All persons in the wedding party, including both parents of the bride and groom, will be expected to attend the rehearsal. All details of seating, ushering, processional and recessional will be carefully explained at that time. We ask that everyone please be prompt, as the rehearsal will last only one hour. (A recommended rehearsal start time is 6:00-6:30 p.m.)

### **REHEARSAL DINNER** ***(FCCC Members Only)***

Only FCCC members are allowed to have a Rehearsal Dinner at our facility. (See Fee Schedule.) FCCC does not handle any of the catering details or clean-up. If you do have your dinner onsite, you may use the kitchen, serving utensils and equipment by putting down a deposit (See Fee Schedule). The deposit is refundable providing you follow the Kitchen Guidelines which the Wedding Director will provide. The wedding party/family is responsible to see that the kitchen is left according to all Guidelines.

### **WEDDING RECEPTION**

The Wedding Director is not in charge of the reception. The Wedding party must designate a person (family member or friend is fine) who will be responsible for the reception and who will be present the day of the wedding to run the reception. The designated person must meet with the Wedding Director in advance to cover all details and expectations in conjunction with the use of the facility. **A refundable deposit is required for the use of our kitchen.** (See Fee Schedule) When a caterer is involved, the Caterer must communicate with the Wedding Director at least four weeks before the wedding to discuss kitchen use. Caterers are to supply their own utensils and equipment. FCCC members are allowed to use our utensils and equipment for a deposit. The deposit is refundable providing you follow the Kitchen Guidelines which the Wedding Director can provide. The wedding party/family is responsible to see that the kitchen is left according to our Guidelines.

### **PRINTED PROGRAMS**

FCCC is not responsible for printing the wedding program/bulletin. Please contract with an outside printer.

### **SCHEDULING OF VENDORS**

The wedding party/family will schedule all vendors. The Wedding Director will assist by providing a resource list, if requested. The wedding party will be held liable for any damage to carpets, furniture or buildings by the vendors so it is important that you carefully note the guidelines included herein and make sure that the vendors follow the guidelines. FCCC reserves the right to restrict the privileges of any outside vendor who violates the wedding policy of the church.

### **DRESSING ROOMS**

Bride and groom dressing rooms are provided. FCCC assumes no responsibility for lost or stolen items from these premises and recommends valuables not be left in these rooms during the ceremony.

### **ALCOHOL, SMOKING, DANCING**

No alcoholic beverages or smoking will be allowed in the building or on the church grounds. No one under the influence of alcohol or drugs will be allowed to participate in the rehearsal or wedding and will be asked to leave the premises.

The traditional dance of the Wedding party (i.e., bride/groom, father/bride, and mother/groom) is acceptable. However, we do not permit an open dance floor or environment in our facility. The list of planned wedding and reception music must be submitted and approved by the FCCC Minister prior to the wedding.

### **FLOWERS & DECORATIONS**

Florists will have access to the location of the wedding ceremony one day prior to the wedding at a mutually agreeable time between the florist and Wedding Director. When the ceremony is concluded and all photography completed, the wedding party/family is responsible for **all areas to be cleaned and all flowers and decorations removed immediately after the event**. With approval from Wedding Director, vendor-supplied decorations, if necessary, can be stored for pick-up until the Monday after the wedding. Vendors must schedule pick-up during normal business hours. FCCC is not responsible for any items left behind by the wedding party. Leaving floral arrangements for worship services must also be approved by Wedding Director.

No decoration of any kind may be applied to walls, ceilings or glass. Florist wire, ribbon or pipe cleaners can be used when necessary but nails, staples and adhesives of any kind are not permitted.

No plain wax candles are to be used. Candles need to be spring loaded or Paradise brand. Votive or drip less candles may be used in hurricane lamps. Candelabras may not be attached to pew ends. Aisle candles are permitted in hurricane lamps only. In order to protect the floor and furniture, plastic material must be placed under all floral arrangements and candles.

### **MUSIC/MEDIA**

Only music & media that is suitable for a church wedding may be used. Sacred, contemporary Christian, hymns and classical instrumental music are appropriate. Some secular wedding and love songs are permissible with approval of the FCCC minister in charge. Music selections must be turned in 2 weeks prior to the wedding. Any changes must be given to the Wedding Director before rehearsal. A finalized CD/DVD must be given to the Sound Tech at rehearsal. Outside musicians may be used with the approval of the Wedding Director. Media to be shown at the wedding must be approved by the Wedding Director prior to the ceremony.

### **PHOTOGRAPHY & VIDEOGRAPHY**

The location chosen for the wedding and the surrounding church grounds, when available, may be used for photographs immediately before and after the ceremony. The photographer's and videographer's movements must not interfere with or distract from the wedding ceremony.

### **PRE-MARITAL COUNSELING**

We require that all couples being married by a FCCC minister have at least one pre-marital counseling session with the minister who will perform their ceremony.

### **MARRIAGE OF DIVORCED PERSONS**

All marriages involving a divorced person to be conducted by a FCCC minister or in the FCCC building require approval by the FCCC elders.

## **REMINDERS**

We ask that you help us treat our church facility with respect. Members of the wedding party and guests must abide by the following guidelines, which are strictly enforced:

- No ceremony can start later than 7:00 pm.
- FCCC does not provide childcare. Childcare is not allowed at the building. All children must stay with parents or caregivers at all times and not left un-attended.
- No red punch can be served at the rehearsal or reception.
- Use of inappropriate language is prohibited
- Proper dress is required at the rehearsal and the wedding.
- No unsightly or inappropriate materials shall be used to decorate the wedding car (for example, beer cans or lewd comments).
- The use of alcoholic beverages, tobacco, drugs, or items resembling such is strictly prohibited on the premises.
- Only birdseed, bubbles, or butterflies may be used as the couple is leaving and only outside of the building.
- No furniture may be moved from other parts of the building without approval of the Wedding Director.
- The church is in no way be responsible or liable for personal items such as dresses, wraps, purses, jewelry, silver, glassware, musical instruments or cameras brought to the church for use during the rehearsal, wedding or reception.

## **RESERVING WEDDING LOCATION & TIME:**

If you want further information regarding weddings at FCCC or if you are ready to check possible dates and locations for your ceremony, you can complete the Wedding Request Form on our website: [www.firstcolonychurch.org](http://www.firstcolonychurch.org) or contact our Wedding Director by email: [wedding@firstcolonychurch.org](mailto:wedding@firstcolonychurch.org) or phone 281-980-7070x333 and leave her a voice mail.

The Wedding Director will confirm the availability of the date, time and location you requested for your wedding. Reservations may be made no more than one year in advance by members and nine (9) months in advance for non-members.

**Reservation for the space in your name will be guaranteed only upon receipt of a signed application and nonrefundable deposit. (See Fee Schedule)**

Please make checks out to First Colony Church of Christ. The application and check should be mailed or dropped off at 2140 First Colony Boulevard, Sugar Land, Texas 77479. The deposit amount will be deducted from your final charges, which are due 30 days prior to the wedding.

**RESERVING YOUR MINISTER**

All of our staff ministers are ordained and trained to conduct weddings in a tasteful, reverent, and personal manner. Our Wedding Director will assist you in selecting a minister. You may request any FCCC minister to preside over your wedding. Every effort will be made to honor your request, but your minister selection cannot be confirmed more than 6 months in advance.

The wedding vows must be performed by a FCCC minister or approved guest minister. All co-officiating or guest ministers must be approved by FCCC. Please be prepared to provide the Wedding Director with the contact information for any guest ministers.

**WHAT ABOUT MINISTER'S FEES?**

The Minister's fee is usually covered by the groom's family and should be paid directly to the minister himself. The amount is up to the discretion of the family but usually something in the \$200/\$300 range. The Wedding Director can help you with this decision.



## MEMBER WEDDING FEES

We want to go the extra mile to make it possible for a member at FCCC to have a wonderful wedding experience here. FCCC members receive a discounted fee for all services. **A person must be a FCCC member one year before receiving the membership rate on weddings.**

**A non-refundable deposit of \$100 along with a signed application is required before the reservation is guaranteed.** The deposit will be deducted from the final wedding fees. Wedding fees are payment for services rendered by the church and are not tax-deductible donations to the church.

### 1. Wedding/Rehearsal Fee:

For a standard wedding and rehearsal including the services of the Wedding Director, Sound Technician, & Custodial, the fee is as follows:

Worship Center	\$750.00
Family Life Center	\$500.00
Courtyard	\$500.00
Chapel	\$350.00

### 2. Reception Fee

To cover the costs of set up/take down and limited custodial services, the fee for a reception held on site is as follows:

Reception Level 1	\$150.00
Reception Level 2	\$250.00
Reception Level 3	\$350.00 starting fee

1. A Level 1 reception involves up to five tables & 30 chairs (church owned or rented) in the FLC, Courtyard or Rotunda.
2. A Level 2 reception involves 5-10 tables & 30-100 chairs (church owned or rented) in the FLC, Courtyard or Rotunda.
3. A Level 3 reception involves the use of more than 10 tables/100 chairs (church owned or rented) in any location, price will be determined according to numbers

### 3. Kitchen Deposit

A **\$250.00** deposit is required for the use of the FCCC kitchen, equipment & accessories. The deposit is refundable in accordance with our Kitchen Guidelines.

### 4. Rehearsal Dinner Fee

The fee for having your rehearsal dinner in Room F-112 is **\$100 plus kitchen deposit.**

## WHAT ABOUT A SMALL, BASIC, NO FRILLS WEDDING?

### *(For members only)*

Sometimes a couple wants a small (20 people or so) wedding that does not involve decorations, planning, an on-site reception, or a rehearsal. All that is needed is a place and a minister. The only fee for our members would be an honorarium of their choosing for the presiding minister. The Wedding Director can schedule your request and refer you to one of our ministers.



## NON-MEMBER WEDDING FEES

**A non-refundable deposit of \$500 and signed application is required before reservation is guaranteed.** Wedding fees are payment for services rendered by the church and are not tax-deductible donations to the church

### 1. Wedding Fee

For a standard wedding and rehearsal including the services of the Wedding Director, Sound Technician, & Custodial, the fee is as follows:

Worship Center	\$2000.00
Family Life Center	\$1000.00
Courtyard	\$1000.00
Chapel	\$750.00

### 2. Reception Fee

The additional fee for a reception held on site is as follows:

Reception (level 1)	\$250.00
Reception (level 2)	\$450.00
Reception (level 3)	\$500.00 starting fee

1. A Level 1 reception involves up to five tables & 30 chairs (church owned or rented) in the FLC, Courtyard or Rotunda.
2. A Level 2 reception involves 5-10 tables & 30-100 chairs (church owned or rented) in the FLC, Courtyard or Rotunda.
3. A Level 3 reception involves the use of more than 10 tables/100 chairs (church owned or rented) in any location, price will be determined according to numbers

### 3. Kitchen Deposit

Most receptions require the use of our Kitchen. If used, a deposit of **\$250.00** is required And is refundable in accordance with our Kitchen Guidelines. Check with our Wedding Director to see if this applies to your reception.