

*First Christian Church  
Beaumont, Texas*

# *Wedding Policies*



**“I am my beloved’s and  
my beloved is mine.”  
The Song of Solomon 6:3**

# First Christian Church

**5290 N. Caldwood Drive  
Beaumont, Texas 77707**

## Contacts

**Phone:** (409)892-3212  
**E-Mail:** [fccbmt@gmail.com](mailto:fccbmt@gmail.com)  
**Web Page:** [www.fccbmt.org](http://www.fccbmt.org)  
**Office Hours:** 8:30 a.m. -- 4:30 p.m.  
Monday -- Friday

**Wedding Liaison:** Linda Dallas  
**Home Phone:** (409) 896-2255  
**E-Mail:** [wahdee@gt.rr.com](mailto:wahdee@gt.rr.com)

**Senior Minister:** Rev. Brenda Warren

**Church Secretary:** Joy McFaddin

**Music Director:** Justin West  
(832) 253-6197  
[jwest032000@yahoo.com](mailto:jwest032000@yahoo.com)

**Custodian:** Cres Suarez

**First Christian Church**  
5290 N. Caldwell Dr.  
Beaumont, TX 77707  
409/892-3212

**Preliminary  
Wedding Form**

*Please fill out completely and return to the Wedding Liaison along with applicable deposit to secure your wedding date.*

**WEDDING:** \_\_\_\_\_  
Date Day of Week Hour

Estimated Wedding Attendance: \_\_\_\_\_

**REHEARSAL:** \_\_\_\_\_  
Date Day of Week Hour

**RECEPTION** *(please check):*

At First Christian Church Estimated Attendance: \_\_\_\_\_

Other Location \_\_\_\_\_

**BRIDE'S FULL NAME:** \_\_\_\_\_ Birthday: \_\_\_\_\_

Address City/ST Zip Code

Home Phone Cell Phone E-Mail Address

Church Membership

Have you ever been married before? \_\_\_\_\_ Divorce Date: \_\_\_\_\_

Do you have children? \_\_\_ Names: \_\_\_\_\_

Bride's Parents' Names and Addresses: \_\_\_\_\_

**GROOM'S FULL NAME:** \_\_\_\_\_ Birthday: \_\_\_\_\_

Address City/ST Zip Code

Home Phone Cell Phone E-Mail Address

Church Membership

Have you ever been married before? \_\_\_\_\_ Divorce Date: \_\_\_\_\_

Do you have children? \_\_\_ Names: \_\_\_\_\_

Groom's Parents' Names and Addresses: \_\_\_\_\_

Required Deposit: \_\_\_\_\_

Balance of \_\_\_\_\_ due \_\_\_\_\_  
*(2 weeks prior to wedding date)*

***I acknowledge that I have read and understand the Wedding Policies and Fees of First Christian Church, Beaumont TX, and agree to abide by them.***

***I further understand that it is my responsibility as the BRIDE to inform florist/decorators, photographers, guest artists, the wedding party, and all others involved of all policies PRIOR to the rehearsal and the wedding.***

\_\_\_\_\_  
*(Signature of BRIDE)* Date: \_\_\_\_\_

# ***Checklist***

## **Wedding Ceremony**

- Return **SIGNED Preliminary Wedding Form** and any applicable deposits to Wedding Liaison.
- Pre-Wedding Conference with Officiating First Christian Minister and/or
- Outside Minister contact First Christian Church Senior Minister
- Secure organist/pianist, vocalist, other musicians, etc.
- Give ***Wedding Decorations and Florist Policy*** Sheet to florist/decorator.
- Inform Wedding Liaison of delivery time of flowers.
- Give ***Wedding Photography Policy*** Sheet to photographer(s).
- Discuss special ceremony ideas with Officiating Minister and Wedding Liaison.
- Return completed ***Wedding Information Form*** and fee balance two weeks prior to wedding date.
- Inform all participants of policies regarding smoking and the consumption of alcohol and illegal drugs on church property.

## **Wedding Rehearsal**

- All participants informed of **START TIME**.
- Give marriage license to Officiating Minister **BEFORE** rehearsal begins.
- Give any recorded music to Sound Tech **BEFORE** rehearsal begins.
- Give honorarium check for Officiating Minister to Wedding Liaison **BEFORE** rehearsal begins.
- Give unity candle to Wedding Liaison **BEFORE** rehearsal begins.

## **Wedding Reception**

- Inform Wedding Liaison of table arrangements and room set-up.
- Inform Wedding Liaison of delivery times of wedding cake, flowers, fountains, dishes, etc.

First Christian Church  
5290 N. Caldwold Dr.  
Beaumont, TX 77707  
409/892-3212

**Wedding  
Information Form**

**Please fill out completely and return to Wedding Liaison NO LATER THAN TWO WEEKS BEFORE Wedding date along with applicable fee balance.**

CEREMONY

Date of Wedding: \_\_\_\_\_ Date of Rehearsal: \_\_\_\_\_

Full Name of Bride: \_\_\_\_\_

E-Mail Address

Best Contact Phone Number(s): \_\_\_\_\_

Full Name of Groom: \_\_\_\_\_

E-Mail Address

Best Contact Phone Number(s): \_\_\_\_\_

Other Contact Names and Numbers: \_\_\_\_\_

Officiating Minister(s): \_\_\_\_\_

Will you have a printed wedding program? \_\_\_\_\_

Will the Bride be given to the Groom? \_\_\_\_\_ By Whom? \_\_\_\_\_

Will bridal veil cover face? \_\_\_\_\_ Wedding Rings:  Single or  Double?

Will Couple partake of Holy Communion? \_\_\_\_\_

Will you have acolytes (candle lighters)? Names: 1. \_\_\_\_\_ 2. \_\_\_\_\_

Will your ushers or church personnel pre-light the pew end candles? \_\_\_\_\_

Will you use the prayer bench? \_\_\_\_\_ Will you light a unity candle? \_\_\_\_\_

Readings from Scripture:

Minister will read scripture

OR

Special person(s) will read scripture. Names: 1. \_\_\_\_\_ 2. \_\_\_\_\_

Couples often choose their own special scripture. I Corinthians 13:1-13 is a popular choice.

What scripture(s) are to be read? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Bride's Parents and/or Step Parents: \_\_\_\_\_  
\_\_\_\_\_

Who will seat them? \_\_\_\_\_  
\_\_\_\_\_

Bride's Grandparents:

Maternal side:

\_\_\_\_\_

\_\_\_\_\_

Who will seat them? \_\_\_\_\_

Paternal Side:

\_\_\_\_\_

\_\_\_\_\_

Who will seat them? \_\_\_\_\_

Groom's Parents and/or Step Parents: \_\_\_\_\_  
\_\_\_\_\_

Who will seat them? \_\_\_\_\_  
\_\_\_\_\_

Groom's Grandparents:

Mother's side:

\_\_\_\_\_

\_\_\_\_\_

Who will seat them? \_\_\_\_\_

Father's Side:

\_\_\_\_\_

\_\_\_\_\_

Who will seat them? \_\_\_\_\_

Ushers (*may be Groomsmen*):

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

Ushers will seat Guests:

- On “Bride’s Side” and “Groom’s Side”
- OR
- On both sides equally

Best Man: \_\_\_\_\_

Groomsmen (*List in standing order with #1 standing next to the best man, etc*):

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

Ring Bearers:

1. \_\_\_\_\_
2. \_\_\_\_\_

The ring bearers will walk:

- In with the groom and groomsmen
- OR
- Down aisle with the flower girls

Maid of Honor: \_\_\_\_\_

Matron of Honor: \_\_\_\_\_

Bridesmaids (*List in order of walking down the aisle with #1 walking in first and leaving last with Groomsman #6*):

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

Flower Girls (*List in order of walking down the aisle*):

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

### **MUSIC SELECTIONS**

Organist/Pianist Name: \_\_\_\_\_

Music Selections: \_\_\_\_\_

\_\_\_\_\_

Other Musicians: \_\_\_\_\_

Music Selections: \_\_\_\_\_

\_\_\_\_\_

Vocalist(s): \_\_\_\_\_

Music Selections: \_\_\_\_\_

\_\_\_\_\_

Recorded Music Selections \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### **OTHER**

Will you be using the following:

- Brass Pew End Torch Candles
- 7-Light Brass Floor Candelabras
- Unity Candle Floor Stand

Long candle lighters-snuffers for acolytes

Names of others involved:

Wedding Planner: \_\_\_\_\_

Photographer(s): \_\_\_\_\_

Videographer(s): \_\_\_\_\_

Florist: \_\_\_\_\_

When will flowers be delivered? \_\_\_\_\_

Any rentals? \_\_\_\_\_

When delivered? \_\_\_\_\_

### **RECEPTION AT FIRST CHRISTIAN CHURCH**

When will decorators arrive? \_\_\_\_\_

When will the following be delivered?

Flowers: \_\_\_\_\_

Wedding Cakes: \_\_\_\_\_

Fountains: \_\_\_\_\_

Dishes, other: \_\_\_\_\_

**First Christian Church  
Disciples of Christ  
Beaumont, Texas**

**WEDDING POLICIES**

***After thoroughly reading these Wedding Policies, please contact our Wedding Liaison with any questions and to schedule an appointment.***

***Introduction***

**CONGRATULATIONS!** On your decision to spend your lives together and to seek God's Blessings on your union.

***"I am my beloved's and my beloved is mine."***

(The Song of Solomon 6:3)

Marriage in the church is a worship service with all the elements having spiritual significance. The responsibility of the church is to provide for the expression of the Christian meaning of marriage. Those seeking to be married in First Christian Church are asking specifically for a Christian marriage and are expressing their intention to be a part of the Christian community after the marriage service.

In planning the marriage the bride and groom will work with members of the church staff who are dedicated to helping make each wedding a significant and joyful act of Christian worship. In everything we do as Christians, our personal preferences in planning a marriage service are disciplined by our commitment to honor God in worship and to witness with integrity to the special character of Christian marriage.

In this guide you will find basic information about weddings at First Christian Church and all we offer you to help make your day special. Marriage is one of the most important events of your life. We at First Christian Church would like to help make your day as joyful and memorable as possible.

***Wedding Liaison***

To assure that a wedding at First Christian Church is one of joy and celebration for the bride, groom and their families, the church provides the services of our Wedding Liaison. She serves as the church representative and contact person. She will know the answers to all questions concerning weddings, rehearsals, and receptions at First Christian. Her function is to see that all wedding events held at the church run smoothly and efficiently and that the wedding couple is familiar with all church wedding policies and facility use.

**In no way is it intended for her to serve as a personal wedding consultant or planner.**

The couple is more than welcome to employ the service of a professional wedding consultant or planner who will coordinate with the church Wedding Liaison.

### ***Scheduling a Wedding Date***

Tentative dates, times and facilities may be cleared by telephone with the Wedding Liaison. It will be necessary, however, for the bride and/or mother to confirm these in person with the Wedding Liaison before the reservation is final.

Wedding reservations will not be considered final until the bride has returned the following:

- ❖ The **SIGNED**, required ***Preliminary Wedding Form*** stating that she has read these FCC Wedding Policies and agrees that the wedding party will abide by them
  
- ❖ Any required deposits

No dates should be announced until this is done. These requirements will eliminate errors and misunderstandings on the part of anyone involved. The exact hour of the rehearsal, wedding, and reception should be set at the time the reservation is made for the desired facilities. The facilities of First Christian Church are available to members and non-members. *If no one from the bridal couple's immediate family – the bride, the groom, or their parents – is a member of First Christian Church, the wedding being scheduled will be considered a non-member wedding.* Every wedding should be scheduled as far in advance as possible.

Scheduling a wedding on or around holidays or holiday weekends is discouraged. The church is not available the Saturday evening before Palm Sunday and Easter and the evening before Christmas Eve. The church is decorated at the beginning of Advent, Easter or other major church events, and these decorations are not to be changed or removed.

Two hours are allowed for the wedding. The church is open three hours before the wedding. Earlier access requires additional compensation for custodial staff and utility expenses.

### ***Officiating Minister***

The Senior Minister is available to officiate weddings at our church, but the bridal couple may select a minister they desire to officiate at their wedding. It is required that the officiating minister be of the Christian faith. The State of Texas has set forth requirements for those who are allowed to perform a wedding in the State of Texas.

Because we consider a wedding in our church a very religious ceremony, a Christian Minister, not a Justice of the Peace, **MUST** officiate.

*If the officiating minister is not from First Christian Church, he or she is required to contact the Senior Minister of First Christian Church before the wedding date to discuss any special regulations.*

## ***Pre-Wedding Conference***

If a minister of First Christian Church will be officiating the ceremony, the bride and groom should arrange a conference with the minister ***as soon as possible*** after a date for the wedding has been set. ***No weddings are conducted without this step. The bride and groom should take the initiative for scheduling this conference by calling the church office at 892-3212.***

## ***Music***

Music is an important part of the wedding service. It should enhance the nature of the service and give praise to God for the love the couple shares. All music selected should be sacred in nature and appropriate to the service of worship. Within that parameter, there is a wide variety of music from which to choose. The sanctuary is equipped for the use of recorded music. Due to the sophistication of the sound system a paid church sound technician is required to be present during wedding events in the sanctuary regardless if the music is live or recorded. ***No one is permitted to work the sound system except the designated technician provided by the church.*** Sound system check and musical practice will be allowed three (3) hours prior to wedding time. Practice must be completed at least one hour prior to the wedding. ***All recorded music (CD's or tapes) should be brought to the wedding rehearsal.***

**The securing of musicians is the responsibility of those being married and should be done as soon as possible.** The Music Director of First Christian Church is available to sing and/or assist the bridal couple in music selections, and obtaining a vocalist, organist/pianist, or other musicians. Fees are determined by the Music Director and the individual artist(s) and are paid directly to them.

## **Communion**

First Christian Church offers communion to all who gather in God's name and is open to all who wish to participate.

As one of their first acts as man and wife many couples choose to have communion as part of their ceremony. This may be done in several ways. You may choose to have

communion alone as husband and wife, or you can choose to offer communion to all in attendance. If the latter is chosen, communion will be done by intinction. This option can be discussed with the wedding liaison and the Sr.Minister.

## ***Decorations and Florist Information***

A beautiful place of worship requires only very simple decorations. Since the sanctuary has a simple but dignified beauty, elaborate decorations are out of character and undesirable. Decorations that hide the beauty of the room, destroy the Christian motif of the church setting, de-emphasize the symbols of worship, or detract from the simple dignity and elegance which characterize a church wedding are specifically prohibited. No decorations shall be used which will hide from clear view the worship symbols, such as the cross, the Bible, the altar, or the pulpit. Also, seasonal decorations of the church are not to be removed for weddings. Floral arrangements may be placed in the flower stand in the chancel area. The altar is not to be used for floral decorations.

The following is a list of detailed regulations, which the church expects to be observed **fully:**

- ❖ Greenery, real or artificial, is not to be used except in a freestanding manner.
- ❖ No tacks, pins, nails, glitter, spray adhesive, or tape (except masking or blue painter's tape) will be used to fasten any decorations to the furniture. Only wrapped wire ribbon or plastic clamps are to be used to fasten bows, etc. to pew ends.
- ❖ No chancel furnishings may be removed except for chairs behind the altar. The altar may be moved back to accommodate the prayer bench and the small lectern may be moved aside to accommodate a unity candle stand.
- ❖ Sixteen (16) tall pew end torch candles, and two (2) 7-light brass floor candelabras and a unity candle floor stand are available for an additional fee. A table is also available for a sand ceremony.  
(See Fee Schedule, page 11)
- ❖ No spotlights or floodlights are to be used ***inside*** the sanctuary. Outside spotlights on the large stain glass will be used for evening weddings.
- ❖ The center aisle is carpeted, so there is no need for an aisle cloth. The length from the sanctuary double doors to the steps of the chancel is 64 feet. There are 18 rows of pews on the Bride's side and 16 rows on the Groom's side of the main sanctuary aisle.
- ❖ Flower girls may scatter *artificial* rose petals down the aisle.

- ❖ The florist/decorator will be allowed to set up decorations three (3) hours prior to wedding time. Decorations must be in place at least one hour prior to the wedding.
- ❖ All decorations must be removed from the sanctuary immediately following the ceremony. The family will have 24 hours to collect their items (or until Monday morning if the wedding is on Saturday.)

**The florist/decorator and the family reserving the church will be responsible for any damages done to the furniture or the carpet.** Deviation from these policies places in jeopardy any future work of the florist in the church. Your cooperation in these matters is appreciated. The use of rice, doves, birdseed, or any type of confetti is prohibited on church property. Bubbles or real (not artificial) rose petals may be used outside of the buildings only.

The Wedding Liaison needs to know as soon as possible when flowers for the wedding are to be delivered and whether the flowers are to remain in the sanctuary for Sunday worship. ***It is the Bride's responsibility to inform the florist/decorator of these policies and they agree to abide by them. The Bride is REQUIRED to provide the florist/decorator the Decorations and Florist Policy List found in the back of this book so there will be no misunderstandings.***

## ***Photography***

### **Still Photographs**

Since the wedding ceremony is a religious service, no photographs or pictures are to be taken in the sanctuary **during the ceremony**. Pictures may be taken in any part of the church before and after the ceremony. **At no time and under no circumstances** shall flash or floodlight photographs be made once the bride and her father/escort start up the aisle until the groom and his bride recess down the aisle at the end of the ceremony.

Pictures are permissible near the back of the sanctuary during the processional of the wedding party including the bride and father/escort and the recessional of the bride and groom. The wedding party may assemble to have photographs taken before or after the ceremony as desired. In consideration of the Minister's other commitments, the photographer is requested to take photographs following the ceremony that will include the Minister with the wedding party first. The Minister may then be excused while other photographs are taken.

### **Videotaping**

Videos of the wedding may be taken from the Narthex (foyer) of the sanctuary or from a stationary position in the choir area or from the side pews. **At no time and under no circumstances** shall video equipment be allowed in the chancel area. No photographer is allowed on a ladder or to climb in the sanctuary rafters.

**THESE POLICIES APPLY TO PROFESSIONAL AND NON-PROFESSIONAL PHOTOGRAPHERS – INCLUDING FAMILY MEMBERS!!!** *It is the Bride's responsibility to inform photographers of these policies and they agree to abide by them. The Bride is **REQUIRED** to provide the photographers the Photography Policy List found in the back of this book so there will be no misunderstandings. Two copies are provided in the case of more than one photographer.*

### *Acolytes*

The bride may use young friends or ushers to light candles on the chancel if she wishes. If not, church personnel will light the candles before guests arrive. The pew end candles will be pre-lit by church personnel or by wedding party ushers. Two long candle lighters-snuffers are available for the acolytes.

### *Marriage License*

The State of Texas, through any county courthouse in the state, provides a marriage license. The bridal couple should check with their nearest courthouse to secure one no later than 72 hours prior to the wedding, and no earlier than 30 days. If one or both parties live out of state, call Jefferson County Clerk's Office for instructions at 835-8475.

**The couple will provide the license to the minister at the beginning of the rehearsal.**

The minister will take possession, sign the license after the ceremony, record the wedding in the official church documents, and mail the license to the courthouse. The couple can secure a certified copy of the license from the courthouse after it has been recorded there.

### *The Rehearsal*

Wedding rehearsals are normally scheduled for the evening preceding the wedding. The rehearsal date and time must be set with the Wedding Liaison at the time the wedding is scheduled. The designated rehearsal time is the time the rehearsal actually **BEGINS! THE BRIDE AND GROOM SHOULD INSIST THAT ALL MEMBERS OF THE WEDDING PARTY BE PROMPT.** If they cannot, we suggest the rehearsal be at a later hour. Any delay will reduce rehearsal time. The entire wedding party shall be at the rehearsal. This allows each one to become comfortable with one's part in the ceremony. Each wedding party member who cannot attend the rehearsal will need a substitute selected by the bride or groom. The bride should select a stand-in for walking down the aisle, but not at the altar.

The following information will help create a smooth rehearsal and wedding:

- ❖ The Wedding Liaison will direct the rehearsal. An outside wedding consultant may be present to assist the Wedding Liaison, Officiating Minister and the wedding party.
- ❖ The bride and groom should have discussed the ceremony and any special ideas with the Officiating Minister and the Wedding Liaison so that this will be completely arranged prior to the rehearsal.
- ❖ The entire wedding party should be present – bride, groom, best man, maid/matron of honor, bridesmaids, groomsmen, ushers, junior attendants, flower girls, ring bearers, parents, grandparents, vocalists/musicians. Again, this allows each one to become comfortable with one's part in the ceremony.
- ❖ The rehearsal will take approximately one hour. This information may help in planning the time of the rehearsal dinner.
- ❖ The unity candle should be brought to the rehearsal and given to the Wedding Liaison **BEFORE** the rehearsal begins.
- ❖ The marriage license should be given to the Officiating Minister **BEFORE** the rehearsal begins at the designated time.
- ❖ Any recorded music should be brought to the rehearsal and discussed with the sound tech **BEFORE** the rehearsal begins at the designated time.
- ❖ The honorarium check for the First Christian Church Minister should be given to the Wedding Liaison **BEFORE** the rehearsal begins.

**\*\*PLEASE NOTE\*\***

***The use of tobacco is prohibited inside any part of the buildings of First Christian Church. According to law, smoking outside is not permitted within 25 feet of any building entrance of the church.***

***The use of alcoholic beverages or illegal drugs is prohibited on all church property at all times.***

***NO REHEARSAL OR WEDDING WILL BE CONDUCTED WHEN ANY MEMBER OF THE WEDDING PARTY IS UNDER THE INFLUENCE OF ALCOHOL OR ILLEGAL DRUGS.***

### ***Bridal Attire and Personal Belongings***

The bride, in consultation with the Wedding Liaison, is responsible for determining at what hour the dresses are to be delivered to the church. The church's responsibility is limited to receiving the dresses and providing a dressing room where they may be left. The church is not responsible for personal items, such as wedding dresses, wraps, purses, silver, and glassware brought to the church for use in the wedding or at the wedding reception, nor shall the church be liable for such items if lost, stolen, or damaged.

### ***The Wedding Reception***

The facilities of First Christian Church may be used for receptions on a space availability basis. Reservations should be made at the time the wedding is scheduled. Consideration must be given to the next day's functions. Late receptions will not be held in the church on Saturday evenings. Fellowship Hall may not be used after 10:00 p.m.

All facilities should be left in prior condition, except for the work of the custodian in arranging furniture for the next day's scheduled events. No tacks, pins, nails, glitter, spray adhesive or scotch tape may be used on the walls or ceiling of Fellowship Hall. The only tape permitted is masking or blue painter's tape.

The church does not provide staff for serving at the reception. All of the arrangements, cleaning, and disposal of reception decorations and dishes are the responsibility of the bride and groom. The family should remove all decorations, dishes, and other personal items immediately after the reception is over.

Use of the kitchen, ice machine, refrigerator/freezer, stove, ovens, and microwave oven is included in the fee for Fellowship Hall. The kitchen and appliances must be left in the condition found. **NO** table linens, dishes, utensils, plates, cups, are available for use and must be supplied by the bride and groom.

Fees for the use of Fellowship Hall cover six (6) hours on the day of the wedding only. These six hours include wedding and reception time, which allows approximately three (3) hours prior to the wedding for decorating. For extra time over the six hours an hourly fee is charged. The bride, in consultation with the Wedding Liaison, is responsible for

determining at what hour the wedding cakes, fountains, dishes, etc. are to be delivered to the church.

***\*\*Please Note\*\****

***First Christian Church does not allow the use of alcoholic beverages at any reception held on the church property at any time. This includes the wedding toast.***

***Custodians***

The custodians have an obligation to the congregation to maintain the church in a neat and orderly manner. ***A custodian must be on duty for the rehearsal, the wedding and the reception.*** The wedding party and guests must abide by his wishes. The custodian is compensated for time spent before and beyond the hours set in building use fees. The custodian will remove decorations from the sanctuary immediately following the ceremony. The family will have 24 hours to collect their items (or until Monday morning if the wedding is on Saturday.) Removal and disposal of reception decorations/dishes, etc. is **NOT** the responsibility of the custodian.

***Childcare***

First Christian Church does not provide childcare for rehearsals, weddings or receptions.

## *Fees*

In order to make the church's facilities available, there are certain cost factors that have to be taken into account. Sanctuary and Fellowship Hall fees for non-members include staff expenses and the use of the building and air conditioning/heat. There are no fees for the use of the *church facilities* by church members. First Christian does require certain fees of members to help offset the actual costs involved in providing staff for the wedding. *Please note the fees on page 11 that are not included in the Sanctuary Package which apply to both members and non-members.*

*If any of the following are members of First Christian Church of Beaumont, TX, the wedding is considered a "Church Member Wedding":*

- ❖ **The Bride**
- ❖ **The Groom**
- ❖ **Their Parents**

*A NON-REFUNDABLE deposit of thirty-three percent (33%) of all fees that are applicable to the wedding and reception is required at the time of scheduling the wedding with the Wedding Liaison. The balance of all fees is required two weeks in advance of the wedding date. If the balance is not received by the day of the rehearsal, the wedding will be considered cancelled. This is necessary to pay utility costs and personnel who are involved in the wedding plans.*

Checks should be made payable to First Christian Church and mailed or delivered to the church office at 5290 N. Caldwell Dr., Beaumont, TX 77707. The office hours are 8:30 a.m. to 4:30 p.m., Monday through Friday.

### **Sanctuary Package**

Non-Member Fee:	\$950.00
Required 33% deposit due at time of scheduling:	\$300.00
Member Fee:	\$415.00
Required 33% deposit due at time of scheduling:	\$136.00

Sanctuary Capacity: 250

### **Package Includes:**

- ❖ One (1) hour rehearsal time with Officiating Minister (usually on evening preceding wedding)

- ❖ Four (4) hours use of sanctuary on day of the wedding
- ❖ Services of the Wedding Liaison, Custodian and Sound Tech
- ❖ Use of prayer bench
- ❖ Outside spotlights on large stained glass for evening weddings
- ❖ Church Parlor for bride and attendants shall be limited to Four (4) hours uses. Three (3) floor length mirrors and a tall dress rack are provided. A stool is also available should the bride want to rest after she is dressed so as not to wrinkle her gown.
- ❖ Scott classroom and choir room for groom and attendants  
One (1) floor length mirror and suit rack are provided
- ❖ Waiting room for grandparents if desired

**Items available for use, but NOT included in Sanctuary Package:**

Non-Member Fee for use of all items (no deposit required): \$100.00

No fee for Members.

- ❖ Sixteen (16) tall Brass Pew End Torch Candles (*includes mechanical candles*)
- ❖ Two (2) 7-Light Brass Floor Candelabras (*includes mechanical candles*)
- ❖ Two long candle lighters-snuffers for acolytes
- ❖ Unity Candle Floor Stand (*includes two outside mechanical candles. Couple will need to provide their own large unity candle*)

A table will be available for a sand ceremony. The vessels and sand to be provided by the couple.

**Fees NOT included in the Sanctuary Package:**

*These are to be paid by members and non-members*

- ❖ First Christian Church Minister's Honorarium  
(*Only if FCC Minister officiates*)  
Check should be made out to individual Minister and given to the Wedding Liaison the evening of the rehearsal **BEFORE** the rehearsal begins.

- ❖ Organist/pianist, vocalists, other musicians, etc.  
The couple contracts individually with these artists

### **Reception Package**

Non-Member Fee:	\$500.00
Required 25% deposit due at time of scheduling:	\$125.00
Member Fee:	\$165.00
Required 25% deposit due at time of scheduling:	\$41.50

Fellowship Hall Capacity: 200

### Package Includes:

- ❖ Six (6) hours use of the Sanctuary and Fellowship Hall during day of wedding only
- ❖ ***Time over six hours is \$75.00 per hour***
- ❖ Table and chairs set up by custodian as prearranged with Wedding Liaison  
Available tables:
  - Seven (7) 60-inch round
  - Nineteen (19) 10-foot long
  - Six (6) 8-foot long
  - Five (5) 6-foot long
- ❖ Use of kitchen and the following appliances: ice machine, refrigerator/freezer, stove, ovens, and microwave oven
- ❖ Custodian on duty during reception. ***Disposal of reception decorations or dishware is not the responsibility of the custodian.***

## *Special Notes*

*Please carefully note and observe the following:*

- ❖ The use of tobacco is prohibited inside any part of the buildings of First Christian Church. According to law, smoking outside is not permitted within 25 feet of any building entrance of the church.
- ❖ The use of alcoholic beverages or illegal drugs is prohibited on all church property at all times. This includes the wedding toast at the reception.
- ❖ No rehearsal or wedding will be conducted when any member of the wedding party is under the influence of alcohol or illegal drugs.
- ❖ The use of rice, doves, birdseed, or any type of confetti is prohibited on church property. Bubbles or real (not artificial) rose petals may be used outside of the buildings only.
- ❖ The **BRIDE** is responsible for informing florist/decorators, photographers, guest artists, the wedding party, and all others involved of all policies
- ❖ **PRIOR** to the rehearsal and the wedding.

***First Christian Church***  
***5290 N. Caldwood Dr.***  
***Beaumont, TX 77707***  
***409/892-3212***

***FCC Wedding Liaison***  
***Linda Dallas***  
***(H)409/896-2255 (C)409/651-0512***  
***wahdee@gt.rr.com***

## Wedding Decorations and Florist Policy

A beautiful place of worship requires only very simple decorations. Since the sanctuary has a simple but dignified beauty, elaborate decorations are out of character and undesirable. Decorations that hide the beauty of the room, destroy the Christian motif of the church setting, de-emphasize the symbols of worship, or detract from the simple dignity and elegance which characterize a church wedding are specifically prohibited. No decorations shall be used which will hide from clear view the worship symbols, such as the cross, the Bible, the altar, or the pulpit. Also, seasonal decorations of the church are not to be removed for weddings. Floral arrangements may be placed in the flower stand in the chancel area. The altar is not to be used for floral decorations.

The following is a list of detailed regulations, which the church expects to be observed ***fully***:

- ❖ Greenery, real or artificial, is not to be used except in a freestanding manner.
- ❖ No tacks, pins, nails, glitter, spray adhesive, or tape (except masking or blue painter's tape) will be used to fasten any decorations to the furniture. Only wrapped wire ribbon or plastic clamps are to be used to fasten bows, etc. to pew ends.
- ❖ No chancel furnishings may be removed except for chairs behind the altar. The altar may be move back to accommodate the pray bench and the small lectern may be moved aside to accommodate a unity candle stand.
- ❖ Sixteen (16) tall pew end torch candles, and two (2) 7-light brass floor candelabras and a unity candle floor stand are available for an additional fee.
- ❖ No spotlights or floodlights are to be used ***inside*** the sanctuary. Outside spotlights on the large stain glass will be used for evening weddings.
- ❖ The center aisle is carpeted, so there is no need for an aisle cloth. The length from the sanctuary double doors to the steps of the chancel is 64 feet. There are 18 rows of pews on the Bride's side and 16 rows on the Groom's side of the main sanctuary isle.
- ❖ Flower girls may scatter ***artificial*** rose petals down the aisle.
- ❖ The florist/decorator will be allowed to set up decorations three (3) hours prior to wedding time. Decorations must be in place at least one hour prior to the wedding.
- ❖ The custodian will remove decorations from the sanctuary and store them in a room in the choir hallway. The family will have 24 hours to collect their items (or until Monday morning if the wedding is on Saturday.)
- ❖ No tacks, pins, nails, glitter, spray adhesive or scotch tape may be used on the walls or ceiling of Fellowship Hall for any reception. The only tape permitted is masking or blue painter's tape.

***The florist/decorator and the family reserving the church will be responsible for any damages done to the furniture or the carpet.*** Deviation from these policies places in jeopardy any future work of the florist in the church. Your cooperation in these matters in appreciated. The use of rice, doves, birdseed, or any type of confetti is prohibited on church property. Bubbles or real (not artificial) rose petals may be used outside of the buildings only.

The Wedding Liaison needs to know as soon as possible when flowers for the wedding are to be delivered and whether the flowers are to remain in the sanctuary for Sunday worship. ***It is the Bride's responsibility to inform the florist/decorator of these policies and they agree to abide by them. The Bride is REQUIRED to provide the florist/decorator this Decorations and Florist Policy page so there will be no misunderstandings.***

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## ***Wedding Photography Policy***

### **Still Photographs**

Since the wedding ceremony is a religious service, no photographs or pictures are to be taken in the sanctuary **during the ceremony**. Pictures may be taken in any part of the church before and after the ceremony. **At no time and under no circumstances** shall flash or floodlight photographs be made once the bride and her father/escort start up the aisle until the groom and his bride recess down the aisle at the end of the ceremony.

Pictures are permissible near the back of the sanctuary during the processional of the wedding party including the bride and father/escort and the recessional of the bride and groom. The wedding party may assemble to have photographs taken before or after the ceremony as desired. In consideration of the Minister's other commitments, the photographer is requested to take photographs following the ceremony that will include the Minister with the wedding party first. The Minister may then be excused while other photographs are taken.

### **Videotaping**

Videos of the wedding may be taken from the Narthex (foyer) of the sanctuary or from a stationary position in the choir area or from the side pews. **At no time and under no circumstances** shall video equipment be allowed in the chancel area. No photographer is allowed on a ladder or to climb in the sanctuary rafters.

***THESE POLICIES APPLY TO PROFESSIONAL  
AND NON-PROFESSIONAL PHOTOGRAPHERS  
.....INCLUDING FAMILY MEMBERS!!!***

***It is the Bride's responsibility to inform photographers of these policies and they agree to abide by them. The Bride is REQUIRED to provide the photographers this Photography Policy page so there will be no misunderstandings.***

***FIRST CHRISTIAN CHURCH, Beaumont TX***

***Wedding Cancellation Policy  
Regarding Staff Salary***

If a Non-Member wedding is canceled prior to two weeks in advance of the scheduled wedding date, the Custodian, Sound Tech, and Wedding Coordinator will not be paid.

If a Non-Member wedding is canceled two weeks or less to the scheduled wedding date, the Custodian, Sound Tech, and Wedding Coordinator will be paid fifty percent (50%) of their regular wedding salaries.

June 16, 2008

**Bride's Notes**