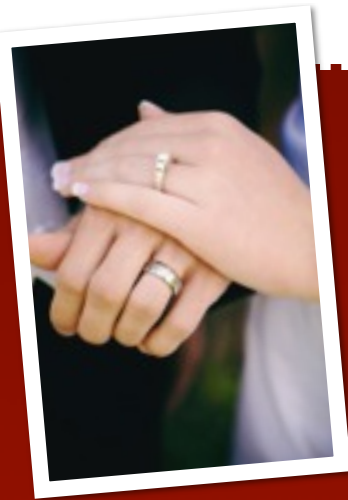


2 0 1 1 R E V I S E D E D I T I O N

Your WEDDING DAY

PREMARITAL & WEDDING INFORMATION & GUIDELINES



Enclosed...

We have enclosed all the information you are needing for your special day at our church. Please be sure to carefully read all the information in order for your wedding day to be perfect and with as little stress as possible. If you have any other questions, feel free to contact the church office Monday through Friday, 9:00AM to 4:00PM. We will do our best to assist you in any way possible.



✘ Faith Assembly Church ✘

We are so excited for you and the step that you are taking. We pray that this marriage is blessed of God and that your special day is a beautiful memory to cherish for the rest of your life. God bless you!

WEDDING CHECKLIST

- ___ 1. WEDDING DATE- Have you confirmed this date with the church secretary AND the minister? You must talk to both.
- ___ 2. CONSULTANT- Have you requested one?
- ___ 3. DEPOSITS- Have you paid your maintenance fee on the facilities you are using? (Must be in two (2) weeks prior to wedding)
- ___ 4. COUNSELING- Are you in the process of completing your sessions?
- ___ 5. Marriage License: Don't forget to bring this to the minister the day of the wedding
- ___ 6. Florists
- ___ 7. Photographer
- ___ 8. Wedding Music & Musicians
- ___ 9. Communion: Have you made arrangements with Pastor
- ___ 10. Catering: Rehearsal dinner & reception
- ___ 11. Sound System: Did you request it? Did you make arrangements for the sound director to be present?
- ___ 12. Rehearsal
- ___ 13. Honorariums

Smoking and Alcoholic Beverages NOT PERMITTED.

- A. There will be **NO** smoking in any part of the facility, including the restrooms. Please assist us by spreading the word to your guests as much as possible before the wedding. Anyone smoking inside the facility will be asked to step outside.
- B. **NO ALCOHOLIC BEVERAGES OF ANY KIND IS ALLOWED ON PREMISES.** Please inform all members of your wedding party that they are to abstain from any form of alcoholic beverage both prior to the rehearsal and also the wedding ceremony.

ANYONE SEEN WITH ALCOHOLIC BEVERAGES ON THE PREMISES WILL BE ASKED TO LEAVE IMMEDIATELY.



Reception- Use of fellowship hall facility

Contact church office for scheduling of this facility. Fellowship hall maintenance fee includes the use of the ice maker, cooker, ovens, stove, if desired. If you should use personal decorations in reception area, then you are responsible for removing these. The reception should not exceed three (3) hours. **Dancing is NOT allowed.**

Dressing Rooms provided

Rooms will be provided for the wedding party to change their clothing if needed before and after the wedding. Please speak to your wedding consultant regarding where these rooms will be.

Rice-Confetti

NO RICE OR CONFETTI WILL BE ALLOWED IN ANY PART OF THE BUILDING OR OUTSIDE ON THE GROUND. You may use **ONLY** birdseed or bubbles **OUTSIDE** the church buildings.

Florist arrangements

The office must be contacted and advised of the approximate time the florist will arrive at the church to decorate in order that someone will be at the facility to let them in. Someone from the family should arrive at the church thirty (30) minutes prior to the ceremony in order to check the platform to see that it is arranged as the bride wishes. This person should be familiar with the standing positions of all the attendants in order that flowers are not placed where the wedding party is to stand. **PLEASE CONTACT THE CHURCH OFFICE TO SET UP A TIME TO DECORATE FOR YOUR WEDDING SERVICE AND RECEPTION.**

THE CHURCH CAN PROVIDE ALL CANDLES EXCEPT FOR CENTER CANDLE FOR UNITY CANDLE. Only **dripless** candles are allowed in our sanctuary except for the Unity Candle.

Movement of Furniture or Sound Equipment

No one is allowed to move any microphones, monitors, or any instruments. This may be done only by our sound department staff. The choir chairs on stage may be moved as long as they are put back where they belong immediately following the ceremony.

Catering Services

The church office must be contacted and advised of the approximate time the caterer will arrive at the church in order that someone will be at the facility to let them in. The church does have table coverings. If you wish to use these, there will be a \$100 maintenance fee for cleaning and/or replacement. Someone from your family should be placed in charge of your reception in order for it to flow smoothly, for your receiving line to be organized, and to oversee your caterer and refreshments.

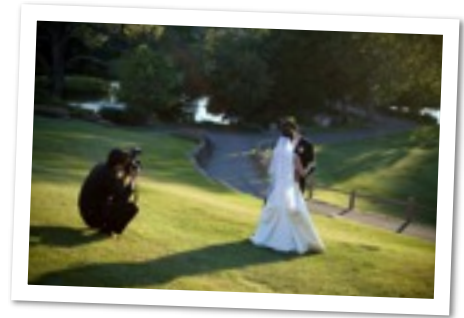
Rehearsal

ALL attendants are to be present and on time for the wedding rehearsal.

- A. The parents of both parties should be present for the rehearsal, if possible.
- B. Include in your party two (2) people who will help the flow of the wedding processional and to see that all is in order prior to the wedding. These people should attend the rehearsal and work directly under the supervision of the minister to assure a smooth processional during the wedding. OR, the consultant can assist you with this.
- C. One (1) hour is usually required for your rehearsal.
- D. The pastor does NOT attend the rehearsals. Please make that request if that is what is needed. The church wedding consultant will direct the rehearsal and speak with the pastor.

Ceremony will begin promptly

Your wedding is to start promptly at the appointed hour EXCEPT in case of extreme emergency. The longest delay of the ceremony is fifteen (15) minutes. It is unfair to those who are on time and it is rude and inconsiderate to guests who have honored you by coming for you to be late.



Photos during ceremony

Flash pictures may be taken during the ceremony if approved by the wedding party.

Communion during ceremony

If you are planning for the bride and groom to take communion during the wedding ceremony please advise the Minister prior to the wedding rehearsal. Clear grape juice will be used for this event.

Wedding music arrangements

Musicians must be notified well in advance of the wedding date. A meeting should be arranged between musicians and soloist. You are responsible to provide copies of music to both the musicians and soloist. ALL songs must depict love and marriage in it's true and highest form. Should you have difficulty locating musicians or soloists, please feel free to contact the Music Department. They will furnish names of qualified individuals you can contact.

This is YOUR wedding

You are responsible for MAKING SURE that we have all the facts regarding your wedding plans. We are here to assist you, but you must communicate with us in order for your special day to go smoothly.

Financial Obligations

Maintenance Fees

The maintenance fees for use of each facility is to be paid to the church office by two (2) weeks prior to the wedding date. Make checks payable to Faith Assembly Church. Fees are as follows:

Church Members

Sanctuary	\$150.00
Chapel	\$75.00
Fellowship Hall (FLC)	\$125.00
Rehearsal Dinner (FLC)	\$100.00

Non-Church Members

Sanctuary	\$1,000.00
Chapel	\$800.00
FLC	\$1000.00
Rehearsal Dinner	\$1000.00

These fees pay for the cleaning crew to come in following the wedding.

Church Wedding Consultant

A church wedding consultant **MUST** be used. This will help your event go much smoother. A \$100 fee will be asked for this service to help compensate your consultant for their time. They will walk you through every step from beginning to end.

Sound for Ceremony

The use of the sound equipment **IS** included in rental fee for the sanctuary. The chapel at this time does not have sound equipment available. We suggest that you bring a tape or CD player type "boom box" as this works very well in the chapel.

The sound equipment **MUST** be operated by personnel from the sound department of Faith Assembly Church. Fees for Sound Technician for Sanctuary are as follows:

Church Members: \$100.00

Non-Church Members: \$250.00

Pastoral Staff

It is customary for the Officiating Pastor to receive a love offering of \$150.00. Pastor Jason does NOT charge for church members.





Guidelines

Premarital Information

Premarital Counseling:

The Bride and Groom are required to attend counseling held by one of our Pastors.

Situations preventing our ministers from performing weddings:

If there is some questions as to whether or not the couple can be married by our ministers (divorces, 2nd or 3rd marriages, etc.) A counseling session prior to the premarital classes may be required to determine this.

Church Calendar

Please notify the church secretary when you are ready to put your wedding date on the church calendar. This, however, does not book a pastor. You must speak with him personally to perform your wedding.



Wedding Guidelines

All Church Related Arrangements

All calls pertaining to your wedding plans or related arrangements should be discussed with our Pastoral Staff. ****BEFORE SETTING YOUR WEDDING DATE** be sure to take everything into consideration. Rescheduling weddings can be difficult and disappointing.

Marriage License

The marriage license must be brought to the officiating minister the morning of the wedding.

LICENSE MUST BE DATED THREE (3) DAYS PRIOR TO, AND NO MORE THAN THIRTY (30) DAYS BEFORE, THE WEDDING DATE.

Facilities

Seating Capacity:	Main Sanctuary	1,100	
	Chapel	85	
	Fellowship Hall (FLC)	Standing: 500	Seated: 100

