



First Christian Church (Disciples of Christ)

(Disciples of Christ)

1343 National Road * Wheeling, WV 26003
Rev. Kenneth M. Hardway - k.hardway@yahoo.com - C. 304-780-1989
304-242-1520 * www.wheelingdisciples.org
Sunday School 9:30 a.m. * Worship 10:45 a.m.

Wedding Policy of First Christian Church (Disciples of Christ) Wheeling, West Virginia

A Service of Christian Marriage

A Christian wedding is a service of worship, proclaiming Christian marriage as a sacred covenant. The partners give themselves to each other by solemn vows in the presence of God, supported by the presence and prayers of their loved ones. Whether the service is traditional or newly created, it expresses both the seriousness of the couple's commitment and the joy of their love for each other. The church has long believed that love between marriage partners reflects God's love for humankind and Christ's self-giving love for the Church. God created us with a longing for relationship and blesses our efforts to live in lifelong covenant. In turn, human love can help us receive God's love more deeply.

First Christian Church (Disciples of Christ), Wheeling is happy to be part of your marriage celebration. We also encourage you to participate in our congregation or another church of your choice. A deep and lasting marriage needs prayers not only at the beginning, but also throughout its life. The church can help you grow spiritually as individuals and as a couple, providing a community of friendship, grace, and support. You are welcome here.

Scheduling Your Wedding

Scheduling of the wedding should be completed no later than ninety (90) days prior to the ceremony. Non-members may not schedule weddings more than nine months in advance. Scheduling priority for wedding ceremonies is given to First Christian Church members and present active participants. Weddings are not scheduled during holy weeks such as Christmas and Easter and are not scheduled during the 4-6 week periods of Advent or Lent.

Reservations for a wedding must be made through the pastor and the wedding coordinator. General details of the wedding, including premarital counseling, the rehearsal and reception should be discussed with the pastor before the date and time are confirmed with the church calendar. Please note that the final confirmation of the wedding with the date reserved occurs **only after the Wedding Information Sheet** is completed and returned, along with **a non-refundable deposit** of \$160 payable to the church. No announcements or commitments for services should be made until a letter of confirmation has been received from the church.

Fees

Attached is a fee schedule. After the Wedding Reservation and Information Form is completed and filed with the church, the pastor will review with the couple all appropriate charges for the wedding. A Wedding Fee Contract will be completed by the pastor and signed by the bride and groom. By signing the fee contract, the bride and groom agree to all fees and payment scheduled as outlined in this policy.

Premarital Counseling

If the pastor of First Christian Church, Wheeling is officiating at the ceremony, he/she will require the couple to complete the *Premarriage Awareness Inventory* and complete three premarital counseling sessions with the pastor prior to the wedding. These sessions should be completed at least thirty days prior to the ceremony.

Officiating Minister

Weddings scheduled at First Christian Church (Disciples of Christ) may be presided over by the current First Christian Church pastor, an affiliated Disciples of Christ pastor, or other licensed and/or ordained clergy recognized by the State of West Virginia. The current pastor of First Christian Church must approve any outside pastors who wish to officiate at any wedding held at First Christian.

Times for Rehearsal and Wedding

Weddings must be arranged at times which do not conflict with regularly scheduled services or other previously scheduled ministries of the church.

Someone from the church will be available to open the church two (2) hours before the wedding and one half (1/2) hour before the rehearsal. The church can be opened earlier if arrangements are made ahead of time. There will be a fee of \$25 per hour for every additional hour (or fraction thereof) that the church must be opened.

Music

General Music Policy

First Christian Church has the capability for outside forms of music, either on tape or CD, to be played through the sound system. If you have any questions regarding musical selections, you are encouraged to discuss them with wedding coordinator.

Sound System

Only authorized persons may operate the church's sound and lighting systems. Part of the fees you pay for your wedding include a sound operator who will handle all microphones, amplification, and CD's.

Organist

The Church Organist shall be used unless special permission is given for another organist. The piano may be used without special permission. The fees for the organist (see fee schedule) should be paid directly to the organist. A conference should be scheduled *at least thirty (30) days before* the ceremony with the organist to plan music for the service. If permission is given for an outside organist to play, the guest organist should call the church office to arrange a time with the organist to review the operation of the organ.

Additional Musicians

If you wish to use additional musicians or alternative instruments, discuss this with the pastor and organist. Any additional amplification must be approved and arranged at least thirty (30) days prior to the ceremony.

The Rehearsal

A good rehearsal is the key to a well-ordered wedding ceremony. Every member of the wedding party should be present unless there is an extenuating circumstance. The minister performing the ceremony is in charge of the rehearsal and shall direct the proceedings of the rehearsal in all its parts. The rehearsal usually lasts 30-45 minutes.

Marriage License

The marriage license must be in the hands of the officiating minister at least two weeks prior to the wedding ceremony. If an outside minister is officiating at the wedding, a photocopy of signed marriage license must be filed in the church office before it is mailed to the appropriate County Clerk's office.

Facilities and Furnishings

First Christian Church is a non-smoking, alcohol-free, drug-free facility. The use of tobacco, alcohol, or drugs is not permitted on the church property.

The Sanctuary

The sanctuary seats 240 people including the very front pew. The balcony seats 32 people. The sanctuary of First Christian Church is beautiful in its simplicity requiring a minimum of adornment. All decorations must be approved by the wedding coordinator at least thirty (30) days prior to the ceremony. It is best to have decorations approved as soon as possible to avoid any last minutes alterations.

Unity candles and holders must also be provided by the wedding party and be drip-less. The altar must be covered by a cloth provided by the wedding party or florist. No decorations may be placed on the organ or piano. You are not permitted to unplug anything, such as the organ, or remove any of the existing furnishings. Choir chairs may be moved with special permission of the pastor.

Florist

When you make plans with the florist about floral arrangements, please ask them to check with the wedding coordinator about where they may be placed. Pew bows are permissible; however, they cannot be attached using tape, tacks or anything that will harm the wood service. Fresh or silk flowers, greens, or plants may be placed on the communion table or in front of the pulpit and/or lectern. Again, check with the church staff about appropriate placement. Your florist will also provide the aisle runner – the aisle is sixty-six (66) feet long.

Other Decorations

The church facility can be decorated the day of the wedding. If no other program is to be held in the sanctuary, and if available, it may be decorated the day prior to the wedding. Please let the wedding coordinator know when reserving your wedding if you would like to reserve the space for more than the wedding day.

No nails, tacks, screws, or tape may be used in the Sanctuary or any where else in the church building. The attachment method for any decoration should be a method that leaves no mark when removed. No platforms or structures are to be used.

All decorations, flowers, and equipment must be removed following the ceremony without damaging the facility. If you use flower petals you must use an aisle runner on the center aisle. This is provided by your florist. Do not use any glitter. Throwing rice or birdseed after the wedding is not permitted. Blowing soap bubbles is permitted outside the building only. Releasing balloons, butterflies or birds is prohibited.

Dressing Rooms

Areas for the wedding party to dress are available. These areas are to be left clean. The church strongly suggests that a member of the wedding party, friend, or relative be designated as the "personal effects" manager for the wedding party. All items of clothing, make-up, hair-dryers, and other items belonging to the wedding party should be removed immediately following the ceremony. All rooms, including the bathrooms, must be left in the condition in which they were found. The wedding coordinator will work with the wedding party on appropriate locations for the bride and bridesmaids to dress as well as the groom and groomsmen.

Personal Items

The church is not responsible for wedding gifts or any personal effects or equipment brought to or left in the church building before or on the day of the wedding. Wedding parties are responsible for returning to the church and picking up any items they have left. If the owner of the lost belonging lives out-of-town, a local friend or relative can retrieve the item for the owner. The church office will hold valuable items for safekeeping until they are picked up; other items will be left in the Lost and Found Box in the office. If the wedding party accidentally takes home items belonging to the church, the wedding party is responsible for returning them to the church in order to have their damage deposit refunded.

Photography

Pictures of the wedding are treasured keepsakes and couples and their families want the pictures to be beautiful. Because the wedding is a service of worship, certain standards should be observed regarding pictures and video taken at the wedding. Positioning for the professional photographer must be done in consultation with the wedding coordinator and pastor. Please advise your guests not to take flash pictures during the ceremony.

Parking

First Christian Church has approximately 60 parking spaces available excluding the minister's parking space and space for the wedding party vehicle. Costanzo's Accounting firm is behind the church. We notify them of any weddings, but please remember that they are a business and may have business hours during your service. Additional parking is available next door at Altenheim. If you feel that you may need additional spaces, the wedding party will have to make special arrangements with neighboring businesses and/or churches for your guests.

We require that at least one person from the wedding party be designated as the parking lot attendant, helping to direct guests on where to park. This person is responsible for advising people not to park illegally or in such a way that would hinder any First Responders in case of emergency.

Cell Phones

Please advise all guests that cell phones should be turned off or on vibrate prior to the service.

We are Disciples of Christ,

A movement for wholeness in a fragmented world. As part of the one body of Christ, we welcome all to the Lord's Table as God has welcomed us.

• Disciples of Christ Statement of Identity





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Wedding Fee Agreement - Non Member

We have read the wedding policy statement of First Christian Church and have completed a Wedding Reservation and Information Sheet. Below are the fees which we agree to pay according to the schedule set forth in the policy and Wedding Fee Schedule.

Bride's Name _____ **Phone:** _____

Groom's Name _____ **Phone:** _____

Rehearsal Date: _____

Wedding Date: _____

Wedding Fees and Honorariums

Total Sanctuary Fees (including \$200 returnable Damage Deposit) \$ 690.00

Organist's Honorarium \$ 175.00

Minister's Honorarium \$ 200.00

Any Additional Hours _____ x \$25= \$ _____

Total Wedding Fees and Honorariums \$ _____

(This is the total amount you should expect to pay for the services of our staff and the use of our facilities.)

All fees are due to the church 90 days prior to the wedding date or the date will be released and a cancellation letter sent to the wedding party.

Bride's signature: _____ **date** _____

Groom's signature: _____ **date:** _____

Revised 3/16/2016

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Wedding Fee Schedule - Non Member

Fee	Non-member
Total Sanctuary Use Fees (including \$200 returnable damage deposit for non members) Fees cover a one-hour use of the sanctuary for the wedding rehearsal, a two-hour use of the sanctuary for the wedding ceremony, a two-hour use of the sanctuary of the day of the wedding to prepare for the wedding, a \$200 damage deposit and fees for the services of the custodian and sound system operator. This also includes 200 bulletins.	\$690
Organist's Honorarium Paid directly to the organist	\$175
Minister's Honorarium Paid directly to the minister	\$200
Additional Hours to have building open for decorating and/or day of wedding	\$25/hour
Excessive Damage/Loss of Use In addition to forfeiting the damage deposit, the wedding party is responsible for damages that exceed the deposit amount.	
Oglebay Backup If you wish to reserve the church as a backup location in case of inclement weather at Oglebay, the non-refundable fee is \$160 . If the church is used, all above fees will be applicable.	
Payments	
Non-refundable deposit at time of reservation. This deposit will be applied to the total fee of the wedding.	\$160
All fees must be paid at least 90 days prior to the wedding date or the date will be released and the wedding party will receive a cancellation notice.	

* A church member is defined as a bride or groom who has officially joined First Christian Church at least six months prior to inquiring about using our facilities for the wedding ceremony, and who attends regularly.

Revised 3/16/2016



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Wedding Reservation and Information Form

Complete this form and return it to the church office with your reservation deposit check made out to First Christian Church for \$160.00. Payment of the deposit secures your wedding date and indicates that you agree to comply with the FCC wedding/facility use policies. The deposit is not refundable, yet may be applied to total sanctuary fee.

Bride

_____	_____	_____
Bride's Full Name	Work Phone	Home Phone
_____	_____	_____
Street Address	City, State	Zip Code
_____	_____	_____
E-mail Address	Birth Place	Birth Date

Groom

_____	_____	_____
Groom's Full Name	Work Phone	Home Phone
_____	_____	_____
Street Address	City, State	Zip Code
_____	_____	_____
E-mail Address	Birth Place	Birth Date

Wedding Information

Wedding Date _____ Set-up Time _____ to _____
 Ceremony Time _____ to _____

Rehearsal Date _____ Time: _____ to _____ (Allow for one hour)

Anticipated number of guests _____

Have you ever been married previously? Bride _____ Groom _____

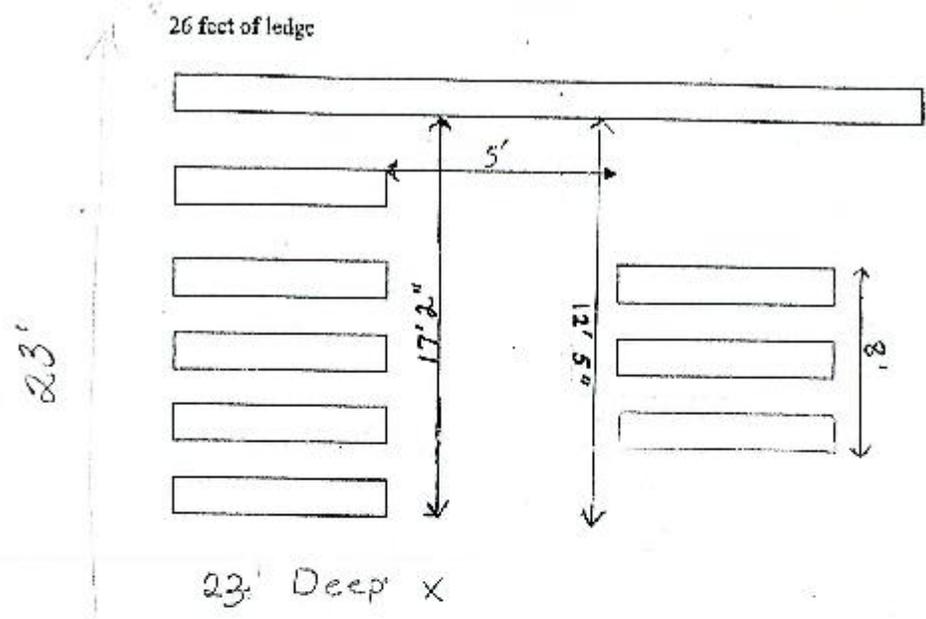
Do you have children from a previously relationship? Bride _____ Groom _____

Names and Ages of Children:

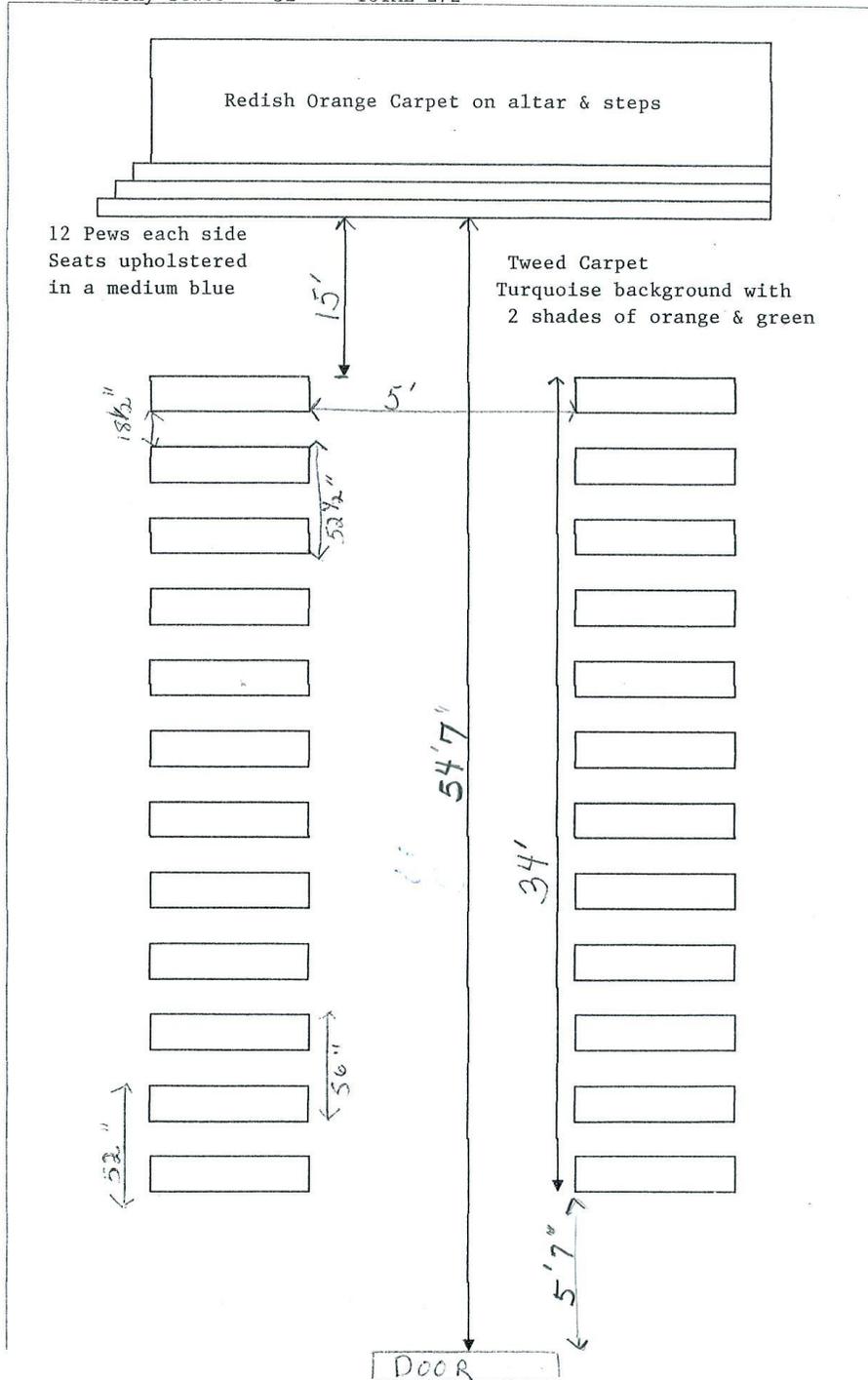
"Would you like the church to provide bulletins for the service? (200 bulletins included in price) _____
 If so, how many? _____"

Will the bride be given in marriage? _____ By Whom? _____

Balcony



Sanctuary seats 240
 Balcony seats 32 TOTAL 272





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Date

RE: Bride and Wedding Date

Dear Names

Please find enclosed a copy of our Wedding Policy, Fee Schedule, Fee Agreement, Reservation and Information Form, and the schematics of the sanctuary and balcony. Please read over everything very carefully. I have penciled your wedding on the calendar for **(Wedding Date)**

To reserve the date for your wedding, however, please sign the Fee Agreement, complete the Wedding Reservation and Information Form as much as possible, and return both with a non-refundable **\$160.00 deposit**. This deposit may be applied to the total Sanctuary Fee. Remember, the Total Sanctuary Fee (**a total of \$690.00**) must be paid **90 days prior** to the date of your wedding which is **(Fee Due Date)**. Minister's and Organist's honorariums are due the night of the rehearsal.

If you have any questions or concerns about anything, please do not hesitate to contact me at the number below. Once I have received your Information Form and deposit, I can schedule your premarital sessions. You may direct any questions about the space, decorations, and other like details to me. For musical consideration, you may contact me and I will coordinate with our musicians.

We look forward to hosting your marriage with you. May God grant you joy and peace as your wedding day approaches!

Blessings,

Rev. Kenneth M. Hardway, Minister

Enclosures (6)

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Receipt Confirmation

Date _____

RE: Remitter _____
Wedding Date _____

Dear _____

We received your **check #**____ in the amount of \$_____ for the total wedding fees. The only amounts still due are the Minister's Honorarium (\$200) and the Organist/Pianist Honorarium (\$175). Those can be given at the wedding rehearsal.

May the Lord bless you and keep you in these days ahead, and may the Lord touch you and enrich you both as your wedding day approaches.

Yours in Christ's Service,

Rev. Kenneth M. Hardway
Senior Pastor

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Dear

I find myself still rejoicing in your wedding day. May the light and love of that day grow stronger all the days of your journey together!

Enclosed is your \$200.00 Damage Deposit. Thank you for treating our building as the sacred space it is. And thank you for allowing us to host your wedding here at First Christian Church.

May the Lord bless you and keep you. May the Lord lift his face to shine upon you, and be gracious unto you, now and forever!

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