

# FIRST CHRISTIAN CHURCH

## Schedule of Honorariums and Fees for Weddings (Non-Members) Effective 03/31/07 (Amended on 09/04/08 and 06/14/11)

### PERSONNEL:

Minister – Premarital counseling, rehearsal, wedding <b>(to be paid directly to Pastor)</b>	\$ 200.00
Organist – Wedding Only	\$ 300.00
Wedding and Rehearsal	\$ 350.00
Extra Soloist Rehearsal	\$ 50.00
<b>(to be paid directly to Organist)</b>	
Custodian – Wedding	\$ 50.00
Reception	\$ 50.00
Members of the Church are asked to pay <b>(to be paid directly to custodian)</b>	\$ 100.00
Church Wedding Guild <b>(to be paid directly to FCC Wedding Guild)</b>	\$ 140.00

### EQUIPMENT:

Candelabrum (5 available)	N/C
Unity stand	N/C
Candles on Communion Table	N/C
Kneeling Bench	N/C

### Wedding party must furnish their own drip less candles

Please note that the fee for use of facilities (as listed in the Policy and Use Form) for weddings includes the prior evening rehearsal in the one-day rental

Please make checks separately to:  
Pastor – Dr. Mike Simpson  
Organist – Regina Pozzi  
Custodian – Bryan Johnston  
Wedding Guild – FCC Wedding Guild

**GENERAL GUIDELINES** for use of First Christian Church Facilities. (These guidelines apply to all group or individuals using First Christian Church facilities, non-members and members).

***Equipment*** – Equipment shall not be moved from its regular place without authorization of the Executive Committee. You are responsible for returning all equipment to its regular place. The Executive Committee must approve any use of kitchen equipment. All kitchen equipment including dishes and silverware are to be washed, cleaned and returned to storage areas immediately after use. Please understand that you are responsible for your own setting up, cleaning up and leaving the facilities as you find them. You are responsible for any broken chairs, tables, window, etc., or damage to building or furnishings or excessive cleanup requirements. Reimbursement or replacement must be made with the Executive Committee.

***Decorations*** – No tacks, nails, tape or other material that will deface church property shall be used. Only drip less candles may be used. Decorations such as streamers shall not be attached to walls, pews, chancel rails, or ceiling in a manner that will leave permanent marks.

***First Christian Church does not provide any type of linens or tablecloths.***

***Removal*** of flowers, decorations and trash shall be done immediately following your meeting or event so that the facilities are ready for the next scheduled activity.

***Alcohol and Tobacco*** – No alcoholic beverages are to be served on the premises. First Christian Church is a smoke-free facility.

***Applications*** – Forms for use of the facilities may be picked up from the church office Monday through Friday 9:00 to 4:30. The Executive Committee will review each application and determine the appropriate fee. Payment of fees must be made two weeks prior to the event or the event will not take place.

***Keys*** – A key may be picked up from the church office Monday through Friday (9:00 – 4:30) and no earlier than 24 hours prior to the event. A person responsible for the key must make certain the building is secure, lights are turned off and the key is returned immediately following the event. (Arrangements for picking up a key must be made with the church administrator).

***Fees*** – A fee is customary to defray actual expense of air conditioning, heating, lighting and the time required by staff to assist with facility use.

***Photography*** – It is important that the bride and groom inform the photographer, and other guests as well, as to when pictures are to be taken. Since the wedding is a Worship Service, no pictures (flash at any time) are to be taken during the ceremony. A picture may be taken as the bride starts down the aisle, and again as the bride and groom begin their walk back down the aisle. All other photographs should be taken before and after the service. First Christian Church reserves the right to restrict the privileges of anyone who violates these policies.

**FIRST CHRISTIAN CHURCH**  
**2320 County Club Rd.**  
**Winston Salem NC 27104**  
**336.722.2714**  
**Wedding Application**

Date \_\_\_\_\_ Member \_\_\_\_\_ Non-Member \_\_\_\_\_

Applicant's Name \_\_\_\_\_

Address: \_\_\_\_\_

Telephone – Day \_\_\_\_\_ Night \_\_\_\_\_

Describe any specific needs \_\_\_\_\_

Bride's Name and Address \_\_\_\_\_

Bride's Telephone No. – Day \_\_\_\_\_ Night \_\_\_\_\_

Groom's Name and Address \_\_\_\_\_

Groom's Telephone No. – Day \_\_\_\_\_ Night \_\_\_\_\_

Wedding Date \_\_\_\_\_ Time \_\_\_\_\_

Rehearsal Date \_\_\_\_\_ Time \_\_\_\_\_

Estimated No. to Attend Wedding \_\_\_\_\_

Number of Tables & Chairs (If using Taylor Hall or Opportunity Classroom. For Reception) \_\_\_\_\_

I have been given copies of Schedule of Fees, General Guidelines, and the Policy & Use forms. I have read and agree to all of these policies, fees and guidelines.

Signature \_\_\_\_\_

**Fee Amounts**

Sanctuary (includes parlor & groom's dressing area)	_____	\$ 500.00
Taylor Hall	_____	\$ 750.00
Sanctuary & Taylor Hall	_____	\$ 1,00.00
Kitchen	_____	\$ 150.00
Opportunity Classroom	_____	\$ 250.00
Custodian	_____ \$ 50.00 Wedding	_____ \$ 50.00 Reception

Total Fee to First Christian \$ \_\_\_\_\_ Approved \_\_\_\_\_ Rejected \_\_\_\_\_

Signature \_\_\_\_\_ Executive Comm. Chairperson \_\_\_\_\_ Date \_\_\_\_\_

## *Minister*

In all circumstances the Senior Minister shall have final authority to determine the nature of what may or may not be done in this church in regard to wedding ceremonies. He will insure reverence and good taste in all procedures.

## *Music*

The church wedding is a public worship service of praise and thanksgiving to God for the love He gives to all his children and especially for the love that the couple has for each other. The music used for such services should be well ordered, dignified music in styles and with texts that reflect the highest standard for any act of worship in the house of God. The music should be sacred and not secular in nature. No taped music will be allowed.

The Organist of FCC will play for the weddings performed here at our church as well as assist the couple in planning the music for the wedding. If the bride and groom desire another organist to play, they will make the request and negotiate the details with our organist.

## *Wedding Guild*

Since a wedding is a worship service, there are a number of persons involved in leading and assisting in such a service. FCC has a group known as the Wedding Guild. The guild is the representative for FCC and will be available to be certain the doors are open and locked as needed, that air and heart are working properly, to assist the pastor with the service as he directs and be available for assisting the wedding party with any questions or issues that may come up. The Administrative Assistant for the church will inform the bride of the chairperson the Guild, and it will be the bride's responsibility to contact her to make rehearsal and wedding arrangements.

## **Policy and Use Fees – Taylor Hall – Kitchen and Sanctuary**

The fee for the use of Taylor Hall for non-members shall be \$ 750.00/day.

The fee for the use of the sanctuary for non-members shall be \$ 500.00/day. (This includes parlor and grooms dressing room)

The fee for the use of Taylor Hall and the sanctuary combined for non-members shall be \$ 1,000.00/day.

The fee for the use of the kitchen is \$ 150.00 whenever a non-member contracts with a caterer to provide food and the refreshments for the reception or event in Taylor Hall or other parts of the church.

These fees are based on a daily basis and they shall not be prorated per hour. In other words, if a person uses Taylor Hall from 6:00 p.m. to 10:00 p.m. on Friday evening and has a reception the next morning in Taylor Hall, he or she shall pay a daily use fee for both Friday and Saturday for a total of \$ 1,500.00.

***These fees shall be reduced by one third for non-profit groups***

There is no usage fee for members of First Christian for Taylor Hall or the sanctuary of First Christian, nor a catering fee. However, members shall be required to pay a custodial fee of \$ 75.00 to the church for proper cleaning. If a member of First Christian wishes to use Taylor Hall or the sanctuary for events other than a wedding, it would be greatly appreciated if a donation was made to the church to help offset any utility expenses.

Members under this policy are defined as those who have been participating members for one year or more at the time of application for the use of the facilities or the child, grandchild, great-grandchild, parent or grandparent of a participating member of FCC.

Taylor Hall shall be used by members and non-members alike for the purpose for which it was built. That is it shall be used for wedding receptions, receptions, musicals, plays, performances, dinners, lectures, worship and other appropriate uses for the space. It shall not be used for rummage sales, garage sales, plant sales, and other sales and activities that would detract from the overall appearance of the Hall or damage the Hall because of the nature of the use or in any manner not in keeping with the Christian faith. However, any recognized auxiliary group of FCC may use Taylor Hall for their fund raising activities. Alcohol and smoking shall not be allowed or used on any part of the premises or property of FCC.

## **Policy for Weddings**

All weddings at FCC shall be conducted by either the pastor of FCC or by another ordained minister/member with standing in the North Carolina Region of the Christian Church, Disciples of Christ. The exception to this policy is:

1. Where an ordained Disciple minister with standing or member from a sister congregation wants to have a wedding at FCC
2. A member of FCC requests that another Disciple minister with standing perform the wedding
3. In those instances where an outside minister wants to conduct the wedding, he/she shall be used only at the discretion and invitation of First Christian Church's senior pastor.

The Director of Music/Organist of FCC or the person she directs shall play at all weddings conducted at FCC or with her approval, alternate musicians or music may be selected. It is the responsibility of the wedding party to contact the Director of Music, currently, Regina Pozzi (416-0439) in regards to all music.

One third of the total fee shall be paid as a non-refundable deposit at the time the reservation is approved by the Executive Committee, with the balance to be paid in full no later than three weeks before the event. We would greatly appreciate everyone's cooperation with this timetable.

This policy is effective May 19, 2000

Amended on March 31, 2007

Amended on June 15, 2011