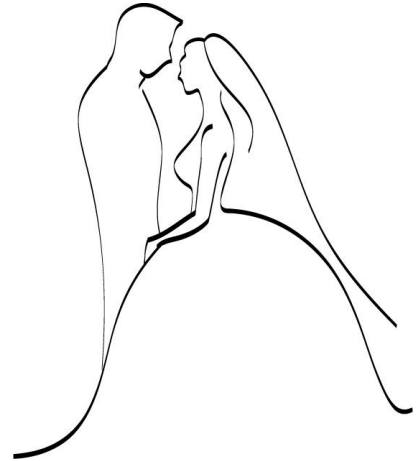


Wedding Policies and Procedures at First Congregational Church
630 Ohio
Terre Haute, Indiana 47807
812.232.8880

First Congregational Church wishes you all the best as you celebrate your engagement and begin to plan your wedding. We believe that the step you are about to take is one of the most important of your lives, requiring careful thought and preparation. To assist you in this endeavor, we have prepared these guidelines for planning your wedding at First Congregational Church.



Our Facility:

First Congregational Church, built in 1903, is a spectacular setting for your wedding. The stained glass is some of the finest in the city and can provide amazing light for your very special day. The Sanctuary will comfortably seat 250. Another 50 folding chairs can be set up in the adjacent parlor. The parlor itself can be used for a small ceremony.

The Sanctuary is handicapped accessible. Please inform the Minister to ensure that the east door and ramp are made available.

A lovely Bride's Room is available for the Bride and Bridesmaids to dress and prepare for the ceremony, providing comfort and privacy for the wedding party. This is located in the lower level of the Church and has access to a restroom.

We ask your courtesy in helping to keep the Church complex clean and litter-free. The practice of releasing balloons or butterflies, throwing rice or birdseed, confetti, flower petals or any such substance at the Bride and Groom following the service is not permitted in or on Church premises. Such practice causes hours of additional clean-up for Church staff, is harmful to the environment, and can be a very dangerous hazard for those who will use the Church facilities following the wedding. The use of wedding bubbles is allowed, outside the building only.

Alcoholic beverages, illegal drugs and tobacco are not permitted inside the Church or on Church property. It is the responsibility of the Bride and Groom to inform all members of the wedding of this policy. At the Minister's discretion, the ceremony will be cancelled if members of the wedding party are incapacitated due to the use of drugs or alcohol.



Parking on Saturdays is available in the small lot on the east side of the facility and in the large First Financial lot on the west side of the building. Other parking is available in the parking garage directly east of the east lot.

Access to the Church facility should be planned and scheduled with the Minister or the Church secretary. The times for opening the Church prior to the wedding and for any necessary deliveries must be scheduled in advance.

Setting the Date:

In order to have a smooth wedding, you will want to give yourself ample time for planning and preparation. To do this, you will want to set your wedding date and book the Church at least three months prior to your anticipated date. A phone call to the Church office (812.232.8880) and a discussion with the Minister will start this process. You may want to have several possible dates in mind as many activities and events are scheduled at the Church throughout the year. Typically, weddings are not scheduled during Holy Week, Christmas week, on major holidays or Sundays. At the discretion of the Minister, weddings may be scheduled during these times. The date and time for your wedding will not be confirmed until the “Church Wedding Agreement” form and your deposit have been returned to the Church office. Please remember that invitations should not be printed until you have confirmation of your wedding date from the Church office.

Preparation:

Planning is everything for a successful wedding. Part of your planning process will be scheduling many appointments and meetings. You will want to ensure that several of those appointments include meeting with the Minister to discuss the plans you have for your ceremony.

It is expected that the Minister of First Congregational Church or his/her designee will perform any marriage ceremony held in our church. First Congregational Church does not consider the use of our sanctuary as a ‘hall for hire’, but recognizes and respects this is a sacred place and a wedding ceremony as a worship service. Guest clergy is at the Minister’s discretion and cannot be used without a full discussion with the Minister. This is rarely done and typically only in the instance of a family member who is also clergy.

Marriage License:

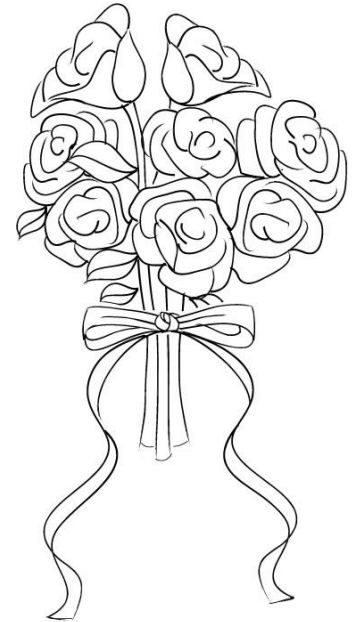
A state issued marriage license is required before your wedding can take place in First Congregational Church. Please check with the County Clerk at the Vigo County Courthouse to arrange for this with ample time. The license should be dropped off with the Minister or in the Church office several days before the wedding and no later than at the Rehearsal.

Music:

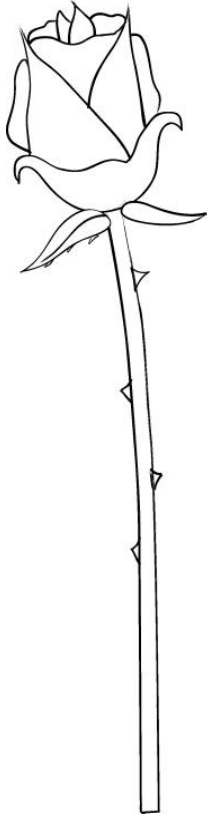
Music is a big part of any wedding, both setting the mood and expressing the preferences of the Bride and Groom. Please remember that a wedding at First Congregational Church is a worship service as well as a celebration of your nuptials and music should be planned accordingly. While we do not provide musicians for your ceremony, we will assist you in finding musicians who will make your celebration outstanding. Both an organ and a grand piano are available for use. The use of these instruments must be arranged with the Minister. The instruments are important tools used to make our Church services special and require care when using. Please treat them with the utmost respect.

Floral Arrangements and Decorations:

The use of flowers and other decorations to adorn the Church can set the stage for a spectacular celebration of your very special day. The beauty of our Sanctuary may require only minimal decoration, so please spend some time there thinking about what you want and what will enhance the surroundings.



One of your many appointments will be with your florist. Special guidelines have been set for the use of flowers and other decorations. Please discuss these with your vendors so they will fully understand what is and is not allowed within our Church.



Typically, fresh flowers are delivered to the Church several hours before the ceremony is set to begin. You must arrange with the Minister to have the Church open for this delivery. Fresh flowers should be arranged prior to delivery to the Church and should be in self-contained vases and floral displays. Flowers need to be placed where there will be no water damage for other stains. Flowers are not to be placed on the piano.

No furniture is to be moved or rearranged without the express permission of the Minister. This includes the removal of pews and the moving of the baptismal font and the piano.

No nails, tacks, glue, tape, staples or pins may be used on any walls or furniture in the Church. Pew bows may be used, but should be attached with pew bow clips or ribbons. For safety reasons, the use of aisle runners is discouraged. The Church accepts no responsibility for personal injury due to their use.

We require that only drip less candles be used and that these be placed in such a way that there will be no dripping on the floor or carpet. In the event of such dripping, you or your florist / decorator will be responsible for cleaning off the wax from the soiled places, prior to the next Church service. It is required that plastic sheeting be placed beneath any candles that might drip to avoid such occurrences, including the Unity candle.

Any items needing to be moved from the Altar must be pre-arranged with the Minister.

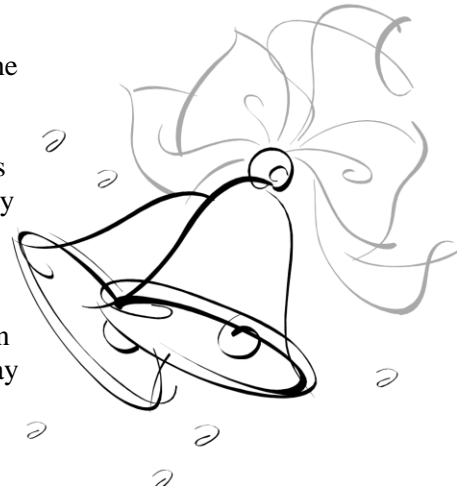
Removal of all decorations must begin immediately after the service and the taking of photographs. A crew to sufficiently remove decorations must be provided by you and / or your florist / decorator.

If you would like to leave a floral arrangement for Sunday's service, please notify the Church secretary in advance so that your gift may be included on the Church's floral calendar.

Photography and Videography:

Photographs and video recordings are amazing ways to capture the memories of your special day. Because the wedding service is a time of worship, distractions during the service are discouraged. The Bride and Groom are responsible for sharing these guidelines with their chosen photographer, videographer and guests who may be taking pictures.

Photographers should be unseen, unheard, and unnoticed and should dress appropriately for the occasion and setting, keeping in mind that a wedding is a worshipful celebration. Photographs may be taken before or after the ceremony, within the time allotted for the event. Flash photography should be limited to the



processional, as each party starts down the aisle and should be completed as unobtrusively as possible with the photographer remaining behind the congregation whenever possible. Timed exposure (no flash) pictures may be taken during the ceremony, from the back of the Sanctuary, if done quietly. Staged photographs and reenactments may be completed after the ceremony and after guests have departed.

Videographers are expected to use tripods and stationary cameras and are not allowed to roam the building. Photographers and videographers are expected to use existing light. No flood lights are permitted. Stationary cameras may be set up in the choir loft and must be unmanned. Furniture is not to be moved or used as a ladder for photography. For safety, aisles must be kept clear of photographic equipment at all times.

Reception:

You may choose to have your reception in the lower level of the Church. You will want to discuss this possibility with the Minister, Church secretary or a member of the Church Board. Tables and folding chairs are available for your use. The Church does not supply glassware / china / utensils for this event. You will need to make arrangements with a caterer or party planner. Table linens are not available and must be included in your arrangements as well. Please be aware that additional scheduling will need to be made for the availability of the building if you choose this venue for your celebration.

The kitchen is available for your catering / party planning staff to use, but no equipment or supplies from the kitchen are to be used. While the custodial staff will do final clean-up after your event, you are expected to leave the space in the same way you found it.

Safety and Security:

Please designate someone to be responsible for the security of clothing and personal items that might be left in the Bride's room or other parts of the Church during the ceremony. First Congregational Church is not responsible for the loss or theft of any items. You may also wish to discourage guests from bringing wedding gifts to the Church or designate someone to attend to these items and ensure they are removed from the Church at the appropriate time.

Rehearsal:

Rehearsals are an important part of preparation before a wedding. The rehearsal helps the wedding to proceed smoothly and the participants to be more relaxed and confident. The Bride and Groom meet with the Minister prior to this time to discuss the order of service and any special arrangements for the ceremony. This pre-planning will help ensure an efficient rehearsal.

Unless otherwise noted, the wedding rehearsal will be held in the Sanctuary of the Church on the evening prior to the actual wedding service. Most rehearsals begin at 5:30 – 6:00 on the day before the wedding.

It is essential that all persons directly involved with your Wedding attend the rehearsal, including ushers. The following people should be there: Bride, Groom, bridesmaids, groomsmen, ushers, parents, children in wedding party, and musicians. Keep in mind the fewer people there, the less confusion. Please be prompt! We make it a point to start our rehearsal on time and we may start

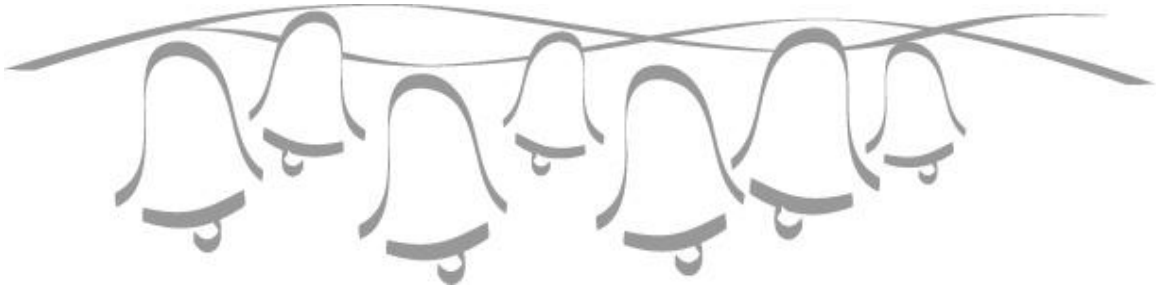


without all wedding parties present if they are late. Tell everyone to be at the Church 15 minutes early to insure an on time rehearsal. A well organized rehearsal should take no more than 45 minutes to an hour.

All participants are reminded that the rehearsal is in preparation for a worshipful celebration, so conduct and dress should be in keeping with a reverent atmosphere.

Cancellation or Postponement:

In the event of cancellation or postponement of your wedding or desire to use First Congregational Church, please notify the Minister or the Church office immediately. Cancellations made more than 30 days prior to the wedding will result in an automatic return of your initial deposit. Cancellations made within 30 days of the wedding date will be returned at the discretion of the Minister.



Fee Structure

The following fees are required for a wedding at First Congregational Church.

	Member	Non-member*
Minister's honorarium	\$150 minimum	\$300 minimum
Custodial staff – Rehearsal and Wedding	\$100	\$150
Custodial staff – Rehearsal, Wedding and Reception / Rehearsal Dinner	\$200	\$250
Facility use and utilities – Sanctuary	\$150	\$500
Facility use and utilities – Fellowship Hall (lower level)	\$150	\$300
Facility use and utilities – Parlor (wedding or reception)	\$100	\$300
Musician	\$150	\$200
Wedding Coordinator (Optional – Full Service)	\$100	\$200
Security Staff - (when our minister is not used)	\$100	\$200
Facility deposit	\$100	\$100

*Membership is defined as attendance at worship, formal joining of the church and active participation for at least a nine-month period prior to booking the church, by the bride/groom or their parents.

All checks should be made out to **First Congregational Church**.

A \$100 deposit is required to hold the date and officially put your wedding on the church calendar. The calendar date will not be reserved without this deposit.

All other checks are to be made out to 'First Congregational Church' and are due and payable 30 days prior to the Wedding date.

First Congregational Church Wedding Agreement

After speaking with the Minister, you must complete this form and return it with your \$100 deposit check, made out to 'First Congregational Church'. Confirmation of date cannot be made until these items have been received by the Church office and you have been notified of confirmation by return of a copy of this form and by phone.

Name of Bride: _____
Address: _____
Phone Number: _____ Member of this Church?
Name of Groom: _____
Address: _____
Phone Number: _____ Member of this Church?
Wedding Date: _____ Time: _____
Rehearsal Date: _____ Time: _____
Minister: _____ Phone: _____
Number of Attendants: _____ Bride's _____ Groom's

Areas of the Church you will be using:

- Sanctuary Bride's Room
 Parlor Fellowship Hall
 Other: _____

Fees:

- Minister's honorarium (members/non-members) \$ _____
 Custodial fee, Rehearsal and Wedding: \$ _____
 Custodial fee, Rehearsal, Wedding and Reception: \$ _____
 Use of the Sanctuary (members/non-members): \$ _____
 Use of the Fellowship Hall (members/non-members): \$ _____
 Wedding Coordinator (Optional) \$ _____
 Security (when our minister is not used) \$ _____
 Music Director (Optional) \$ _____

Total Fees: \$ _____

Less Amount due with this form to secure date: -- \$ 100.00

Balance Due within 30 days of wedding: \$ _____

I/We have received, read, understand and fully accept the guidelines for holding a wedding at First Congregational Church. I/We assume full responsibility for abiding by these guidelines and for the behavior of and any damage done by the wedding party and attendees during my/our use of the Church facilities. I/We have included the required deposit with this form and agree to deliver the balance due within 30 days of the wedding.

Signature of Bride

Date

Signature of Groom

Date