

# Weddings at the First Congregational Church

640 Millsboro Rd., Mansfield, OH. 44903, 419-756-3046



The First Congregational Church congratulates you on your engagement and welcomes the opportunity to take part in your special day! To help honor what is a profound commitment, the vows of marriage, this packet explains the procedures and guidelines for couples being married in the First Congregational Church.

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As you plan for your wedding, we hope this packet helps in your decision making. Please read the entire packet. If you decide to be married at the First Congregational Church, contact the church secretary at 419.756.3046 (Monday-Thursday 9:00 am-4:30 pm) to find out if your date is open and to make arrangements to pay your deposit. The wedding coordinator will assist in answering your many questions and making all necessary appointments.



# Policies

## Ministerial Staff:

One of our ministers must officiate at all weddings. All efforts will be made to provide you with the minister you request; however, due to emergencies and other unforeseen conflicts, the First Congregational Church reserves the right to assign another minister if needed.

## Premarital Conference:

The couple is required to meet with our minister for a Premarital Conference at least four (4) weeks before the wedding. This is an opportunity for the minister to get to know the couple.

## Music:

All music used in the sanctuary/chapel services, both instrumental and vocal, shall be either sacred or classical. **NO** canned music shall be permitted. All music played on the pipe organ must be music written specifically for pipe organs.

## Wedding Coordinator:

Six (6) weeks before the wedding, the coordinator will make an appointment with the couple to discuss wedding plans.

The coordinator will be present at the rehearsal to assist the minister and will be present at the church on the day of the wedding. Our wedding coordinator will oversee all events (rehearsal and wedding) on the church campus regardless if you have your own wedding planner.

## Facilities:

The sanctuary can seat approximately 300 people. For smaller weddings, the chapel is available and will seat approximately 65 people.

Dressing rooms are available for the bridal party.

The First Congregational Church is handicapped accessible at the north entrance. Handicapped parking is on the northeast side of the building.

Alcohol and smoking are prohibited anywhere on the premises.

## Photography:

Photographs cannot be taken near the altar during the ceremony. The photographer must be dressed professionally and be as unobtrusive as possible. Flash pictures are prohibited during the service. All pictures must be taken from the back of the church/balcony. If you are planning to have your pictures taken before the ceremony, they must be taken **NO EARLIER THAN TWO HOURS PRIOR** to the start of the wedding ceremony. All pictures must be completed **ONE** hour after the ceremony.

Be sure that you discuss these restrictions/instructions with your photographer prior to the wedding.

Video cameras must be cleared with the minister **PRIOR** to the service. Be sure to inform the wedding coordinator if you plan on video recording the service.

### Decorations:

Nails, tacks, or adhesive tape are prohibited in any part of the chapel or sanctuary. You may use masking tape only on the carpet. Delivery times must be scheduled with the wedding coordinator to ensure that the building will be open. Your florist may arrive no earlier than two (2) hours before the ceremony.

If your wedding is in December, traditional Christmas decorations will be in place and may not be removed.

The church does not provide candelabras, candles, kneeling bench, or aisle runner. All candles MUST be drip-less, no exceptions.

The church does not permit the use of rice, birdseed, confetti, streamers, flower petals, balloons etc..., inside or outside the church.

The church is not responsible for loss or damage of any items brought in by the wedding party, florist, or rental agencies. You are strongly encouraged to lock up any valuables.

Flowers and other decorations must be removed from the church one hour after the ceremony.



### Rehearsal:

The minister conducts the rehearsal. Rehearsals are scheduled at 5:00pm- or 6:00pm the evening before the wedding.

## Wedding Programs:

Wedding programs are a nice addition to the ceremony. The church office is not responsible for providing these programs.



## Checklist for the Wedding

1. Pay your deposit
2. Make an appointment with the wedding coordinator for approximately six (6) weeks before the wedding.
3. Make an appointment with the organist for no later than six (6) weeks prior to the wedding.
4. Make an appointment with the minister for four (4) weeks prior to the wedding for your premarital conference.
5. Final payment due thirty (30) days before the wedding date.
6. Bring the Marriage License and the Certificate of Marriage to the church at least one week before the wedding.
7. Be sure that your soloist has been in contact with the organist prior to the rehearsal.
8. Inform your photographer of the time available (maximum three hours, two hours prior and one hour after) to you at the church for pictures and the First Congregational Church policies.
9. Inform your florist of the restrictions and delivery times. Flowers cannot be delivered any earlier than two hours prior to the wedding. Give this information to your wedding coordinator.

# Important Guidelines

1. No alcohol or smoking are allowed anywhere on the premises.
2. No rice, birdseed, flower petals, confetti, streamers, or balloons are allowed inside or outside the church grounds.
3. All church furnishings will remain in their original positions.
4. No nails, tacks, or adhesive tape are allowed in any part of the sanctuary or chapel.
5. Do not bring tuxedos, dresses, or any items to the church prior to the day of the wedding.
6. Fees must be paid in full thirty (30) days prior to the wedding day.
7. The church is not responsible for lost or stolen property while you are in the church building. Please lock up your purses and other valuables or do not bring them with you to the church.
8. Should it be necessary for custodial care the evening of your rehearsal; the hourly fee is \$25.00 (in addition to fees incurred the day of the wedding).
9. You may use the church parlor for photographs. No food or drinks are allowed in the parlor, sanctuary, or chapel.
10. Please report any unusual incidents such as breakage, spills, etc. to the wedding coordinator.
11. If you use a horse-drawn carriage, you are responsible for any “clean-up” ☺

# Marriage Ceremony

Any changes to the ceremony can be discussed with the minister during your scheduled premarital conference. You are allowed access to the church for four (4) hours on the day of the wedding. You are allowed two (2) hours before the ceremony, one (1) hour for the ceremony, and one (1) hour after the ceremony.

## Sample Order of Service:

Welcome  
Opening Prayer  
Scripture Reading and/or Appropriate Readings  
Declaration of Intention  
Affirmation By the Parents  
The Vows  
Exchange of Rings  
Announcement of Marriage  
Lighting of the Unity Candle  
Prayer of Dedication  
Kiss  
Introduction of Couple

# Wedding Cost Sheet for:

Itemized Charges	Church Members	Non-Member	Total
Use of Sanctuary		\$500.00	
Use of Chapel		\$300.00	
Minister (Staff)	\$225.00	\$225.00	
Organist (Staff)	\$200.00	\$200.00	
Wedding coordinator	\$225.00	\$225.00	
Custodian	\$100.00	\$100.00	
<b>*TOTAL FEE:</b>	\$725.00	\$1225.00/\$1025.00	
		Sanctuary/Chapel	
<b>**Security Deposit</b> Returned within one week after ceremony.	\$300.00	\$300.00	
		Sanctuary/Chapel	
<b>TOTAL:</b>	\$1025.00	\$1525.00/\$1325.00	

\*If you are a member of the First Congregational Church and have questions regarding costs and fees, contact our church administrator.

Your deposit will be non-refundable should you cancel within six months of your scheduled date. Prior to that time the total deposit will be refunded. All fees are due thirty (30) days prior to the wedding. Otherwise, a late fee of \$100.00 will be assessed.

\*\*This money will be applied to damages that might be incurred while you are using the church or if you do not adhere to the policy agreed upon. It may also be applied should you exceed your allotted four (4) hours on the day of the wedding at a rate of \$100.00 per hour. If snow plowing is required, the deposit will be used for that purpose.

Thank you in advance for choosing The First Congregational Church for your special day. We look forward to getting to know you better! If you have any questions, you can contact the wedding coordinator.

\_\_\_\_\_  
Bride

\_\_\_\_\_  
Date

\_\_\_\_\_  
Groom

\_\_\_\_\_  
Date

\_\_\_\_\_  
Church Staff

\_\_\_\_\_  
Date

09/01/2023

original-church

copy to couple

copy to wedding coordinator

# WEDDING CONTRACT

## The First Congregational Church

Bride \_\_\_\_\_ Groom \_\_\_\_\_

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

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

Minister \_\_\_\_\_ Organist: Yes \_\_\_\_\_ or No \_\_\_\_\_

Bride's Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Other: \_\_\_\_\_

Will your pictures be: Before \_\_\_\_\_ After \_\_\_\_\_ Time pictures will begin \_\_\_\_\_

*The church allows TWO hours for photographs and dressing at the church before a wedding, therefore, if your pictures are prior to the ceremony, you will have a total of 2 hours before your scheduled wedding time. You are allowed one hour after the ceremony for additional photos.*

***Confirm your times with your wedding coordinator in advance.***

TIME YOU MAY ARRIVE AT THE CHURCH ON YOUR WEDDING DAY: \_\_\_\_\_

\*\*\*\*\*

A deposit of \$300.00 is due at the time the contract is completed to secure the date. The deposit will be refunded following the wedding if no damage has occurred, and **ALL** policies and procedures were followed. The balance of the church fees must be paid in full no later than thirty (30) days prior to the wedding day. All church fees are subject to change.

The following restrictions apply to all weddings held at the First Congregational Church:

1. No alcohol or smoking is allowed anywhere on the premises.
2. No rice, birdseed, flower petals, confetti, streamers, or balloons are allowed inside or outside the church grounds.
3. All church furnishings will remain in their original positions.
4. No nails, tacks, or adhesive tape are allowed in any part of the sanctuary or chapel.
5. Do not bring tuxedos, dresses, or any items to the church prior to the day of the wedding.
6. Total of four (4) hours is the allotted time at the church the day of the wedding.

All weddings require a wedding coordinator which will oversee events taking place on the church campus. The church is NOT responsible for lost or stolen gifts and/or property brought into the church building during the rehearsal or the day of the wedding.

\_\_\_\_\_  
Bride \_\_\_\_\_ Groom \_\_\_\_\_

Church Staff \_\_\_\_\_

Date of Deposit: \_\_\_\_\_ Check #: \_\_\_\_\_ Cash: \_\_\_\_\_ Amount: \_\_\_\_\_

Return Deposit to: \_\_\_\_\_

09/01/2023 original-church copy to couple copy to wedding coordinator



# Information for Minister & Wedding Coordinator

## Wedding Information:

Date of Wedding: \_\_\_\_\_ Time \_\_\_\_\_ Location \_\_\_\_\_

Wedding Rehearsal Time \_\_\_\_\_ Date \_\_\_\_\_ Location \_\_\_\_\_

Groom's Full Name \_\_\_\_\_ Age \_\_\_\_\_

Phone #/Email \_\_\_\_\_

Bride's Full Name \_\_\_\_\_ Age \_\_\_\_\_

Phone #/Email \_\_\_\_\_

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

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

Number of Bridesmaids: \_\_\_\_\_ Number of Groomsmen: \_\_\_\_\_ Flower Girl: \_\_\_\_\_

Ushers: \_\_\_\_\_ Ring Bearer: \_\_\_\_\_ Vocal Soloist(s): \_\_\_\_\_

Candle Ceremony: \_\_\_\_\_ Aisle Runner: \_\_\_\_\_ Other Music: \_\_\_\_\_

Organist: \_\_\_\_\_

Is a wedding program being printed? \_\_\_\_\_

Minister Officiating: \_\_\_\_\_

Minister's Address: \_\_\_\_\_

Minister's Phone Number: \_\_\_\_\_

Florist Name & Phone #: \_\_\_\_\_

Photographer Name & Phone #: \_\_\_\_\_

Videographer Name & Phone #: \_\_\_\_\_

Do you need the Guest Book Stand? Yes \_\_\_\_\_ No \_\_\_\_\_

Will there be any handicapped guests needing assistance? Yes \_\_\_\_\_ No \_\_\_\_\_

Wedding Coordinator: \_\_\_\_\_