

Weddings

at FPC Newark



WELCOME

Well, first congratulations on your upcoming marriage! This is such an extraordinary time in your life and we are honored that you are looking at our facilities for your upcoming ceremony.

We are happy to work with you to make this a very special occasion. In this packet you will find information about what our church has to offer as well as some guidelines.

The Christian marriage service is a service of worship before God, normally conducted within the house of God.

We are happy to offer our facilities for members of the church as well as for couples in the community. Our sanctuary makes a beautiful setting for your wedding.

BY THE NUMBERS

Seats - We can hold 200 people in the sanctuary with an additional 50 seats in the balcony.

Time - For the day before the wedding you will get 2 hours for a rehearsal. For the day of the wedding you will get a total of 4 hours. The church will open up 2 hours before the wedding for deliveries and decorations, 1 hour for the ceremony and 1 hour for pictures and clean up.

Deposit - a non-refundable deposit of \$150 is due when you turn in your application.

DRESSING AREA FOR YOUR WEDDING DAY

We have a couple of rooms that the bride can use to get dressed. If you have a large bridal party, a separate dressing area may also be able to be used if the calendar allows. The bride's family is responsible for removing all of the bride's belongings immediately following the wedding.

Most often the Groom and Groomsmen will come dressed for the wedding, however, a room may be provided for dressing if necessary. This would be scheduled with the Pastor/coordinator.

MUSIC & SOUND

We have a piano that you may use during your ceremony at no charge. If you plan on using microphones, show videos or play music you will need to have a sound technician, for a fee. This fee will be listed under our fees section. This will need to be worked out with the Pastor/ coordinator to make sure that we can schedule someone.

You can use pre-recorded music or bring in someone to sing or play music. We also have some musicians that may be available for a fee. This should be worked out and discussed with the Pastor/coordinator.

DECORATIONS

The communion table and other meaningful symbols of the church may not be removed from the sanctuary and may not be decorated.

It is the responsibility of the wedding party to provide the floral decorations. Candelabra, candles, pew bows, and flower stands are available from the church. If the church's flower containers are used, they may not be taken from the church and the flowers must be emptied at the end of the wedding, unless otherwise arranged with the Pastor/coordinator.

No tacks, nails, pins or scotch tape may be used to fasten decorations to the woodwork, furniture, chancel or pews. Masking tape is permitted.

SCHEDULING AND OTHER INFORMATION

1. Weddings at FPC Newark may be requested up to 12 months in advance. The earlier you submit your request, the better your chances of obtaining your desired date and time.
2. If you have chosen a date, the Office Manager is able to check the church calendar for availability. If you would like to hold that date, she will mark the date in our calendar as "tentative" for 10 business days until the paperwork is submitted.
3. In order to start the confirmation process for your selected date/time, you must:
 - a) Return the completed Wedding Application Form along with the deposit to the Office Manager within the 10-day period.
 - b) After the approval process, you will receive a copy of the application from FPC Newark confirming the date/time of the rehearsal & wedding.

We suggest that you do not make any firm commitments to caterers, airlines, florists, etc., until we have your date and time.

4. If our pastor's services are requested we will check with his calendar before confirming your date and time. A guest minister may be used upon approval. If a guest minister is used, please indicate that on the application and give us their name and contact information.
5. For all weddings, the building must be vacated by 9:30 pm.
6. Following the wedding, all personal articles and trash must be removed from the building. This includes the Sanctuary and the dressing areas.
7. All wedding fees are due 30 days prior to the date of the wedding.
8. If for some reason you need to cancel the wedding and it is less than 30 days before the wedding, we will return all but the deposit within 60 days.

MEETINGS

Premarital Counseling

Premarital counseling is required for all couples getting married at FPC Newark. Private pre-marital counseling is offered for those that are getting married by our pastor.

Other marriage preparation may be substituted once discussed with our pastor.

Wedding Coordinator

If you are bringing in your own pastor our coordinator will be present to direct your wedding rehearsal. If you are using our pastor he will meet with you and do these things. We suggest that you encourage all your wedding party to be on time. At this time, all final decisions will be made for the schedule and placements for the wedding.

The coordinator will arrive two hours before the wedding to greet and answer any questions and give directions to the wedding party. They will assure that the florist, janitors and technicians have completed their tasks and will facilitate the smooth proceedings of the wedding.

THINGS TO KEEP IN MIND

1. FPC Newark is happy to make our facilities available for your wedding. It is necessary for FPC Newark to charge for some of the services rendered and costs for the facilities. These costs are listed on the following page.
2. FPC Newark cannot be held responsible for lost or stolen property.
3. Smoking is only allowed in the church parking lot.
4. Alcoholic beverages are prohibited during rehearsals and ceremonies. If you have your reception here you may request that you be able to serve wine and beer. No hard liquor is allowed at any time. However, anyone appearing to be intoxicated during the rehearsal, wedding, or reception will be required to leave.
5. Our wedding package includes the sanctuary only. If you want to also have your reception at FPC Newark, you may talk with our Office Manager about how to go about securing the area that you would like to use.

WEDDING FEES

A non-refundable deposit of \$150 is required when you turn in your application form, the balance of the wedding fees are due 30 days before the wedding date.

The minister's fee, coordinator's fee, soloist and sound technician's fees are due the night of the rehearsal and should be **made out directly to those that are doing it.** *The Pastor/coordinator will have this information. If you are a member of FPC Newark please talk with the Pastor/coordinator about the pastor's fee.*

Basic Wedding Package

FPCN Pastor - \$750

Pastor - \$250

Facilities & Custodial - \$500

Guest Pastor - \$700

Wedding Coordinator - \$200

Facilities & Custodial - \$500

Other optional Fees

Aisle runner \$50

Sound Technician \$75

Organist/Pianist/Soloist - TBD on a case by case basis