

# First Congregational Church - UCC

1229 Court Street Martinez, CA 94553

925 228-0549 fccmtz@sbcglobal.net www.fccmtz.org

## Church Fees

\*All fees are due one month prior to date of service.\*

**Security/Cleaning Deposit** (Required for any use) \$ 100.00  
Security deposit (in the form of a separate check) will be refunded upon inspection of the room's cleanliness, the removal of garbage, and/or return of key.

### Large Events (Weddings/Memorials) 50 - 250 guests:

◇ Sanctuary \$ 300.00  
Pilgrim Hall (50-200 guests) \$ 200.00  
\*Clergy (Payable to Rev. Norman Luecke) \$ 250.00  
Organist (Payable to organist) \$ 150.00  
Custodian (Includes set up/down & garbage) \$ 50.00

### Weddings:

Organist (Includes rehearsal) \$ 175.00  
Wedding Coordinator (Required if not using FCC Pastor) \$ 125.00  
Soloist \$ 150.00

### Small Social Events (Receptions/Recitals/Classes) 1- 40 guests:

Mayflower Room (1-40 guests) \$ 100.00  
Plymouth Chapel (Seats 1-15 people) \$ 100.00  
Classrooms (per room) \$ 25.00

Key Replacement \$ 50.00

◇ Fee for use of Sanctuary/Plymouth Chapel does not apply to active church members and their immediate family.

\* Considered an honorarium. (Fee is negotiable.)

(Revised 8/2010)

# FIRST CONGREGATIONAL CHURCH

*United Church of Christ*



# *Weddings*

*1229 Court Street*

*Martinez, California, 94553*

*925 228.0549*

*www.fccmtz.org*

Thank you for inquiring about being married in our church. We hope the following information and instructions will be helpful as you plan your wedding and/or reception.

The people of this church offer you its congratulations as you prepare for one of the most exciting events of your life. We want to work with you so that your wedding will be a joyous and meaningful experience. This booklet is intended to give you information that will help you make your plans in accordance with the policies and procedures of our church. Please read it carefully.

### **Minister**

All weddings of this church must be cleared with the minister. This will ensure that your wedding date will be reserved and coordinated with other activities/functions of this church. The minister will reserve your wedding date on the church master calendar. Prior to the wedding, the minister will schedule a conference with you to help prepare you for your wedding.

### **Rehearsals**

A rehearsal is necessary for most weddings. It is usually held the evening preceding the wedding. The bride and groom are responsible for seeing that the necessary participants are present and on time.

### **Wedding License**

The wedding license must be in the hands of the presiding minister before the ceremony. Usually this license is obtained from the court house in the county of residency for the couple. It is good for ninety days. The fee for the license varies from county to county. After the ceremony, the witnesses will join the minister to sign the document. If you want a certified copy of the Marriage license, a \*check along with a self-addressed stamped envelope should be included. (\*Contact the County Clerks Office for fee amount). You will receive a certified copy once the license is recorded with the County Clerk.

Colored aisle bows may be used and must be in place an hour before the wedding service. These are the responsibility of the wedding participants. The wedding registry of guests may be set up within the Narthex area (front entry hallway). It is suggested that a greeter be assigned to direct guests to sign the book. Purchasing a guest book is the responsibility of the bride and groom.

A kneeling bench is available for the wedding ceremony. Please inform the minister prior to the rehearsal if this will be needed.

The church does permit the tower bell to be rung on special occasions. It is the policy of this church not to ring the bell excessively due to the age and condition of this instrument. The church organ is also equipped with chimes.

### **Music and Organist**

Couples are encouraged to give special attention to the music they select for their wedding service. Organ music is not required. However, should you desire organ music, please contact one of our church organists as our organ is an instrument that is not open to the public. The Church Secretary can provide their phone numbers to you.

If there is any change in the date or hour of the rehearsal or wedding after you have made your original contract with the vocalist or organist, it is your responsibility to notify these persons of the change.

### **Wedding Coordinator: Responsibilities**

Use of our church's Wedding Coordinator is required if using your own Pastor. The Wedding Coordinator's primary responsibility is to work with your Pastor/Officiant to familiarize him/her with our Church. The Wedding Coordinator will be in attendance for both the Rehearsal and Wedding Ceremony (up to 2 hours in advance). In addition, the Wedding Coordinator will open/close the church, set up the sound system, direct the florist/caterer and assist the Bride / Groom as needed. Fee is paid directly to W. Coordinator.

### Conduct During Wedding

We request that no rice be brought onto church property. Rice on the rocks, steps and concrete can be a hazard to guests and members of the wedding party. If you choose to throw something, bird seed is permitted outside only. Please do not use confetti. We also request that no flower petals be thrown. The stain of carpets contributes to problems for the custodian. We require that there be no smoking within the church building. Only beer, wine or champagne may be served during the reception and with prior approval by a church official. No mixed drinks or hard alcohol is allowed in the church. If evidence of its misuse is such that a church official deems it disruptive to the wedding, the person or persons will be asked to leave. We appreciate your cooperation in these matters.

### Receptions

If you would like to have your reception in the church building, please call the church office to schedule. There is no reception committee in this church to handle arrangements. All plans must be made by the bride and groom and cleared with the minister in charge.

### Decorations

Any flower arrangements are the responsibility of the wedding participants. It is the responsibility of the florist selected to inform the church office, during the week, what time the flowers will be delivered. Flowers must be in place at least one hour before the wedding. Candles are permitted within the chancel area and on the altar. Two of the church's candelabrum, **seven ornamental branched candlesticks each**, may be used. Two single candles are present on the altar. The bride and groom are responsible for the color of the candles selected, as well as a unity candle (if so desired). They must be smokeless and dripless candles. If a white runner is desired for the main aisle, it must be ordered and placed by a florist.

### Wedding Fees

It is a courtesy to make payment of the wedding fees no later than at the time of the rehearsal. Please read **Church Fees (back page)** regarding our list and explanation of fees.

We do not require a deposit upon approval of your wedding application. However, we do require that you notify the church office if there are any changes in plans, dates, etc. We also require that your party and guests comply with church use policies, especially in regard to smoking, drinking of alcoholic beverages and using rice, confetti or flower petals inside or outside the building.

### Video Equipment

If video equipment, tape-recorders, etc., are to be used we require that they be unobtrusive and secured in a stationary position. The operator of such equipment should not detract from the wedding ceremony.

### Photography

It is our policy that flash pictures not be taken during the wedding ceremony. To do so is disruptive and distracting to both the minister and congregation. Picture arrangements both the minister and congregation. Picture arrangements can be made before or after the ceremony. However, pictures may be taken during the processional and recessional events. If there is a photographer at the wedding s/he is expected to abide by this policy. If someone abuses this policy, the presiding minister/church official may remind the congregation of it during the ceremony. To insure that these rules be adhered to, ushers should remind those guests carrying cameras of this policy.