

FIRST CHRISTIAN CHURCH (DISCIPLES OF CHRIST) – HOUSTON WEDDING GUIDELINES – BASICS

The staff and congregation of First Christian Church extend to you our warmest congratulations and best wishes. We would be pleased to assist you in the careful planning and preparation necessary to make your service a sacred and joyful occasion, reflecting you as a couple joined by God.

The basic guidelines below will answer your first-pass questions as you look for a place to have your wedding. Once FCC makes your short-list, we can provide more details and agreements. If you have any additional questions, please contact our Church Administrator, Erin Donohue: 713-526-2561 or admin@fcchou.org.

May we have a wedding at First Christian Church (FCC) if we are not members of the church?

Yes, you may.

When are weddings held at FCC?

The days and times of weddings at FCC are flexible, but we do not ordinarily schedule weddings on the following days or holiday weekends:

- Sundays
- Week before and week after Christmas Day
- New Year's Day
- Palm Sunday through Easter Sunday
- Memorial Day
- Independence Day
- Week of and weekends prior to and following Vacation Bible School
- Labor Day
- Thanksgiving Day

Weddings must begin by 7:00 p.m.

Please see our Wedding Guideline Details for more information about scheduling your wedding.

How many people will FCC's sanctuary seat? the chapel? the prayer garden?

The sanctuary seats approximately 300 comfortably and up to 450.

The chapel seats approximately 50 comfortably and up to 75.

The prayer garden seats approximately 75.

Please note that on-campus parking is limited to about 60 spaces, and very little street parking is available. Arrangements for additional parking can be made with The Medical Clinic of Houston and/or Congregation Emanu El.

May we select our own minister to officiate at our wedding?

Customarily, an FCC minister officiates weddings in our building, but guest-minister participation may be approved by our Senior Minister after a conversation between the two.

Please see our Wedding Guideline Details for more information.

Is marriage counseling required?

Couples typically meet with their officiating minister two to four times to get to know each other and to plan the wedding service. In addition, we highly recommend professional pre-marital counseling; resources are available from the Church Administrator.

Please see our Wedding Guideline Details for more information.

What is the cost to get married at FCC and when is it payable?

		<u>Sanctuary</u>	<u>Chapel</u>	<u>Prayer Garden</u>
Comprehensive Fee*	for Non-Members	\$1,750	\$1,000	\$1,000
Damage Deposit	(refundable)	\$500	\$300	\$300
Optional Soloist	(church provided)	\$100	\$100	\$100

*The comprehensive fee includes

- Use of designated space for the rehearsal and for the wedding beginning 3 hours before the service and concluding 90 minutes after the service begins
- Use of the bride's room (parlor) and nearby restroom and the groom's room (choir room and its restrooms) beginning 3 hours before the service and concluding 90 minutes after the service begins
- FCC Minister's honorarium
- Wedding Assistant (two on-site meetings, rehearsal, wedding, phone calls and e-mails as needed)
- Music Minister (one on-site meeting, phone calls and e-mails as needed)
- Organist or pianist (rehearsal and wedding)
- Custodial services (customary and reasonable)
- Sound technician (rehearsal and wedding, sanctuary only)

Reductions are not given for services not used.

<u>Non-member deposits and fees are due as follows:</u>	<u>Sanctuary</u>	<u>Chapel</u>	<u>Prayer Garden</u>
First Payment/Deposit – upon scheduling	\$500	\$300	\$300
Second Payment – 180 days before wedding	\$625	\$350	\$350
Third Payment/Balance – 90 days before wedding	\$625 \$1,750	\$350 \$1,000	\$350 \$1,000
Damage Deposit – 30 days before wedding	\$500	\$300	\$300

Please see our Wedding Guideline Details for more information.

Who is our primary contact at the church after we schedule? Do you have a wedding coordinator?

After your wedding is confirmed, you will be assigned a Wedding Assistant from the members of our Wedding Committee. This person will answer questions concerning the use of our facilities, in advance and on the day of the service, as well as help you plan your service and follow the church's wedding guidelines.

Please see our Wedding Guideline Details for more information.

Information about planning your service, selecting your music, technical support, flowers and candles, photography, videography, and more is available in our Wedding Guidelines – Details document. Please contact our Church Administrator for a copy: 713-526-2561 or admin@fcchou.org