

Weddings at Faith

*“So they are no longer two, but one flesh.
What therefore God has joined together,
let no man separate.”*

Matthew 19:6

New American Standard

Thank you for considering Faith Community Church as the site for your wedding. We would be honored to be a part of making your wedding day a joyous and memorable occasion.

Wedding Ministries at Faith Community Church are available to Faith Community Church Partners as well as non-Partners. It is vitally important to us that all functions taking place on our campus bring glory to God. All music, ceremonies and other activities must be Christ-honoring.

We believe that the institution of marriage is a sacred covenant designed by God to model the love of Christ. We also believe that marriage is intended by God to be a successful and lasting relationship between a man and a woman.

Given this understanding, we realize each event is as unique as the individuals involved and look forward to supporting you to make this, your day, very special.

If you have any questions after reviewing this material, please contact Wedding Ministries at (626) 732-1679.

GUIDELINES

Securing Your Wedding Date

For your date to be considered, please return your completed wedding packet along with a one hundred dollar (\$100) deposit. Wedding Ministries will contact you within two (2) weeks of receiving your completed packet to notify you of the status of your request.

Campus availability limits the number of weddings we are able to accommodate. Your date can be confirmed no earlier than six (6) months in advance of the selected date.

Wedding Facilitator

A Wedding Facilitator will be assigned to you once your wedding date is confirmed. The Wedding Facilitator is the representative of the Church who will ensure all facility related aspects are taken care of such as:

- Booking the facility
- Scheduling the Pastor and Audio Tech
- Ensuring that all timelines are strictly followed

The Wedding Facilitator does not function in the role of a Wedding Planner. The Wedding Facilitator is responsible and focused on the accommodations of our facility.

The Wedding Facilitator will meet with you prior to your wedding, will be on-site at the rehearsal and will be present the day of the ceremony.

The Wedding Facilitator must approve all room set-ups and layouts. All rentals and vendors must be approved by the Wedding Facilitator prior to confirming orders. Please provide a list of all rentals with vendor contact information and delivery/pickup dates and times.

This list can be faxed to Wedding Ministries at (626) 858-8412 or can be mailed to:

Faith Community Church
1211 E. Badillo Street
West Covina, CA 91790
*Attention: **Wedding Ministries***

Wedding Planner

Retaining the services of a Wedding Planner must be at the discretion of the wedding party. The expertise and coordinating proficiency of a Wedding Planner usually proves to be invaluable to the entire wedding process.

If you are securing the services of a Wedding Planner, it is a requirement that the Wedding Planner be present at all of the meetings listed below:

- Pre-event meeting with the Pastor
- Pre-event meeting with the Wedding Facilitator
- Rehearsal
- Ceremony

The Wedding Planner will report directly to the Wedding Facilitator.

Schedule

It is very important that you adhere to the approved scheduled times for the rehearsal, wedding and reception.

Wedding ceremonies and receptions are scheduled based on availability. Tuesday through Friday bookings must conclude by 9:30 p.m. and on Saturdays by 1:00 p.m. (no exceptions due to Church services).

PREMARITAL PASTORAL COUNSELING

All couples having a marriage ceremony performed by a Faith Community Church Pastor, regardless of whether the service is performed at our facility or off-site, are required to have Premarital Pastoral Counseling. The following Premarital Pastoral Counseling options are available:

Premarital Seminar

Premarital seminars are offered four times a year. These three-hour seminars are held in a group setting at a cost of seventy-five dollars (\$75) per couple payable when checking in.

Private Pastoral Counseling

Individual pastoral counseling can be arranged with one of our Pastors if you are not able to attend the seminar or if more personal pastoral counseling is desired. The cost for private premarital pastoral counseling is one hundred fifty dollars (\$150) and is payable to the Pastor at the time of service.

For Premarital Pastoral Counseling details, please contact Wedding Ministries directly at (626) 732-1679.

WEDDING

Wedding Equipment

The following Church-owned wedding equipment may be used for weddings taking place on our premises at no additional charge:

- Brass Arch
- Kneeling Bench
- Communion Table
- Aisle Runner
- Two Tall Columns
- Two Small Columns

Music

All music to be included in the ceremony must be provided by the couple. Please bring your music choices for review and approval to your meeting with the Wedding Facilitator. Also bring a list of the musical instruments you will be providing for the ceremony, if any.

Two (2) separate CD's are required for the marriage ceremony:

1. Prelude and postlude music
2. Ceremony music recorded in proper order to be played

Church instruments are not available for use. Any desired musical instruments must be brought in by the wedding participants.

Rehearsal

Your wedding rehearsal date and time will be scheduled through Wedding Ministries.

Decorations

Wedding Ministries will confirm date and time your room(s) will be available for decorating.

It is the responsibility of the bridal party to decorate the room(s) for the wedding. Only pipe cleaners and/or floral wires are to be used for attaching decorations to Church equipment. Florist pearl-headed pins/T-back pins are allowed for attaching tulle and bows to the soft gray chairs. Nothing is to be attached or placed on the walls.

The Aud stage band equipment is not to be removed or used. All wedding decorations must be placed around the band equipment. Band gear may be covered with decorative sheeting provided by the couple.

Floral

Fresh or silk flowers for the ceremony, aisle runner and reception areas are permissible. It is suggested that the Florist arrive two hours prior to the ceremony. Florists are responsible for cleanup of floral arrangements assembled on the premises.

Rice, Confetti and Bird Seed

Rice, confetti and bird seed are not allowed on the property. Bubbles are permissible in the parking lot only. It is the responsibility of the couple to make these rules known to their wedding party, family and friends.

Candles

Due to safety concerns, only flameless candles are permitted with the exception of the Unity Candle. All candles must be provided by the wedding party.

Alcoholic Beverages and Smoking

Drinking of alcoholic beverages and smoking is strictly prohibited on Church grounds. Sparkling Apple Cider or White Grape Juice may be served for your wedding “toast.”

Dressing Rooms

The dressing rooms are available two hours before the ceremony begins. There will be a room provided for the bridal party as well as a room for the groomsmen to make final preparations before the ceremony.

Photography

The facility will be available for access two hours prior to the wedding ceremony. This time can be used for pre-ceremony pictures if desired.

Pictures taken at the time of the ceremony must be at the discretion of the wedding party; however, consideration should be given to the Pastor, bridal couple and ceremony when taking pictures.

Pastors

Weddings taking place at Faith Community Church will be performed by one of our Pastors. The officiating Pastor will meet with the couple prior to the ceremony to establish the order of service.

Weekend Worship

If you have never attended a worship service at Faith Community Church, you are invited to join us at one of our four weekend services:

Saturdays: 6:30pm

Sundays: 8:30am, 10:15am and 12pm

This will give you an opportunity to worship with us, give you an insight into our church environment and allow you to view our facility.

BRIDE AND GROOM CHECKLIST

- Return the completed Wedding and/or Reception Reservation Request, Financial Agreement, Refundable Cleaning deposit (if applicable), and the one hundred dollar (\$100) deposit.
- Attend a pre-event meeting with the Wedding Facilitator. At this time you will be shown the Church-owned wedding equipment available for your use. This meeting will be scheduled following approval of your wedding date and room assignment.
- Meet with the officiating Pastor to plan your wedding ceremony order of service.
- Obtain your Marriage License from your nearest County Clerk's office at least four weeks prior to your wedding day. For your convenience, we recommend that you return the completed form (included with the Marriage License packet), along with a check for thirteen (\$13) dollars, to the Wedding Facilitator to be mailed with the signed Marriage License following your ceremony. It has been our experience that requesting the certificate at a later date can be difficult.
- Attend Premarital Pastoral Counseling (Seminar or Private).
- Final payment due to Faith Community Church thirty (30) days prior to your wedding date.
- Bring your marriage license, music and any ceremony/reception elements with you to the wedding rehearsal and leave them with the Wedding Facilitator.
- Selected friends and family should be given the responsibility to ensure that decorations, gifts, centerpieces and all other personal items are removed immediately following the ceremony. Faith Community Church is not responsible for any items lost or damaged.

DIRECTIONS TO FAITH COMMUNITY CHURCH

From the 10 Freeway

East

1. Take the VINCENT AVENUE exit.
2. Keep LEFT at the first fork in the ramp, RIGHT at the second.
3. Merge onto VINCENT AVENUE. You should be heading North on Vincent.
4. Turn RIGHT onto E BADILLO STREET.
5. Turn LEFT into PARKING LOT (Main Entrance).

West

1. Take the VINCENT AVENUE exit.
2. Turn RIGHT onto VINCENT AVENUE.
3. Turn RIGHT onto E BADILLO STREET.
4. Turn LEFT into PARKING LOT (Main Entrance).

From the 210 Freeway

East

1. Take the IRWINDALE AVENUE exit.
2. Turn RIGHT onto N IRWINDALE AVENUE.
3. Turn LEFT onto E BADILLO STREET.
4. Turn LEFT into PARKING LOT (Main Entrance).

West

1. Take the IRWINDALE AVENUE exit.
2. Turn LEFT onto IRWINDALE AVENUE.
3. Turn LEFT onto E BADILLO STREET.
4. Turn LEFT into PARKING LOT (Main Entrance).

CEREMONY SITES

Chapel

The Chapel is a lovely, intimate room displaying glass panel doors leading out to the Courtyard.

Seating Capacity:

Wedding: 150 (with center aisle setup)

Reception: Receptions are not held in the Chapel

Charles B. Reeve Pavilion

The Charles B. Reeve Pavilion features a contemporary architectural style with unique lighting elements.

Seating Capacity:

Wedding; 450 (with center aisle setup)

Reception: 200 (with round tables)

The Aud

The Aud is the largest of our available rooms that displays a youthful design.

Seating Capacity:

Wedding: 600 (with a center aisle)

Reception: 300 (with round tables)

WEDDING PRICING

Chapel

Faith Community Church Partners:	\$ 700
Faith Community Church Non-Partners:	\$ 900

Pavilion

Faith Community Church Partners:	\$ 800
Faith Community Church Non-Partners:	\$ 1,000

The Aud

Faith Community Church Partners:	\$ 900
Faith Community Church Non-Partners:	\$ 1,100

Room Pricing (above) Includes:

- Pastor
- A/V Technician (except for Courtyard weddings)
- Facility/Room Usage
- Chairs
- Wedding Equipment

PLEASE NOTE: Pricing above does not include premarital pastoral counseling.

Faith Community Church Partners

Faith Community Church Partners (Members) are individuals that have taken the Partnership Class, completed the provided application and have been approved for partnership prior to their wedding date.

Off-site Weddings

A fee of one hundred and fifty dollars (\$150) is to be paid directly to the officiating Pastor.

An additional mileage fee of fifty dollars (\$50) will be added for any ceremony that takes place more than a ten-mile radius from the Church.

Faith Community Church wedding equipment cannot be taken off-site.

RECEPTION INFORMATION

Reception Scheduling

Your reception will be scheduled to begin immediately following the ceremony. Up to three hours for reception room blocks are allowed. You will be required to stay within the time frames specified.

Planning

The Wedding Facilitator will be contacting you upon receipt of your wedding date confirmation to setup a pre-event meeting. At this meeting your reception plans will be discussed and any questions that you might have will be answered. Please feel free to contact the Wedding Facilitator should you have any additional questions, requests or information following your meeting.

Reception Music

All music must be reviewed and approved by the Wedding Facilitator prior to your ceremony.

Decorating

Centerpieces and other table decorations are allowed; however, when considering candles please remember only flameless candles are approved for use in our facility. No decorations of any kind are to be attached (taped, stapled, nailed, glued, etc.) to the ceiling or the walls.

The Aud stage band equipment must not be removed or used. All wedding decorations must be placed around the band equipment. Band gear may be covered with decorative sheeting provided by the couple.

POLICIES FOR CATERERS AND VENDORS

- The Bride and Groom are responsible for keeping Faith Community Church informed of all delivery and setup times.
- All rentals must be removed at the conclusion of the event.
- All vendors are required to check in with the Wedding Facilitator upon arrival.
- Faith Community Church does not have kitchen facilities or equipment available. All food/drinks must be brought in fully prepared.
- The caterer must provide all items needed such as: dishes, glassware, tableware, serving carts, ice chests, dish towels and any other supplies required.
- Because of potential carpet staining concerns, it is the policy of Faith Community Church that **NO RED BEVERAGES, fresh or cooked strawberries, blueberries or raspberries** be served.

RECEPTION PRICING

Pavilion

Faith Community Church Partners:	\$ 500
Faith Community Church Non-Partners:	\$ 700

The Aud

Faith Community Church Partners:	\$ 575
Faith Community Church Non-Partners:	\$ 775

WEDDING AND RECEPTION COMBO PRICING

(Both ceremonies held in the same room.)

Pavilion

Faith Community Church Partners:	\$ 1,100
Faith Community Church Non-Partners:	\$ 1,300

The Aud

Faith Community Church Partners:	\$ 1,200
Faith Community Church Non-Partners:	\$ 1,400

Room Pricing (above) Includes:

- Facility/Room Usage
- Tables
- Chairs

Faith Community Church Partners

Faith Community Church Partners (Members) are individuals that have taken the Partnership Class, completed the provided application and have been approved for partnership prior to their wedding date.

A Special Blessing

It is our desire to honor your commitment to be obedient to walk God's way. In support of this, we offer free premarital pastoral counseling and a small Courtyard wedding ceremony to couples not married, but living together. Please contact Wedding Ministries for details at (626) 732-1679.

WEDDING & RECEPTION RESERVATION REQUEST (1 OF 3)

BRIDE'S NAME:

STREET ADDRESS:

CITY/STATE/ZIP: _____

HOME PHONE: _____

MOBILE PHONE: _____

WORK PHONE: _____ EXT. _____

E-MAIL _____

BIRTH DATE: _____

IS THIS YOUR FIRST MARRIAGE? YES___ NO___

HAVE YOU COMPLETED THE PARTNERSHIP (MEMBERSHIP) CLASS?

YES___ NO___

DO YOU CURRENTLY ATTEND FAITH COMMUNITY CHURCH?

YES___ NO___

IF YES, HOW LONG HAVE YOU ATTENDED? _____

WEDDING & RECEPTION RESERVATION REQUEST (2 OF 3)

GROOM'S NAME:

STREET ADDRESS:

CITY/STATE/ZIP: _____

HOME PHONE: _____

MOBILE PHONE: _____

WORK PHONE: _____ EXT. _____

E-MAIL _____ BIRTH DATE:

IS THIS YOUR FIRST MARRIAGE? YES___ NO___

HAVE YOU COMPLETED THE PARTNERSHIP (MEMBERSHIP) CLASS?

YES___ NO___

DO YOU CURRENTLY ATTEND FAITH COMMUNITY CHURCH?

YES___ NO___

IF YES, HOW LONG HAVE YOU ATTENDED? _____

WEDDING & RECEPTION RESERVATION REQUEST (3 OF 3)

REQUESTED DATE:

FIRST CHOICE: DATE: _____ TIME: ____ AM/PM

SECOND CHOICE: DATE: _____ TIME: ____ AM/PM

RECEPTION TO FOLLOW? YES ___ NO ___

REQUESTED SITES (for example, Pavilion):

CEREMONY: _____

RECEPTION: _____

OFFICIATING PASTOR:

FIRST CHOICE: _____

SECOND CHOICE: _____

FINANCIAL AGREEMENT

In order for your request to be processed, an *INITIAL DEPOSIT* of one hundred dollars (\$100) must be included when submitting the completed Wedding and Reception Reservation Request form and Financial Agreement to Wedding Ministries. Once your wedding date has been approved and placed onto the Master Wedding Calendar, your deposit becomes NON-REFUNDABLE.

PLEASE NOTE: Your wedding date is not secure until you have received confirmation from Wedding Ministries. Please allow two (2) weeks for request processing. **However, please also be aware that due to campus availability limitations, your date could change up to six (6) months in advance of the selected date.**

If you are planning to hold your reception at Faith Community Church, a CLEANING DEPOSIT of one hundred and fifty dollars (\$150) must also be submitted with your completed request form.

The *BALANCE* of the wedding cost must be paid NO LATER THAN THIRTY (30) DAYS PRIOR to the date of ceremony.

**Please make your check payable to:
Faith Community Church**

Faith Community Church shall have the right, in its sole discretion, to terminate this agreement immediately for cause, or if you are in breach or default hereof, or if you are not performing your obligations hereunder to the satisfaction of Faith Community Church. In the event of termination by Faith Community Church, then Faith Community Church shall have no further obligations to you.

You agree to be responsible for all damage to any property of Faith Community Church caused by you or your invitees.

You agree to indemnify, defend and hold harmless Faith Community Church from and against any and all claims, demands, losses, costs, expenses, obligations, liabilities, damages, recoveries, and deficiencies, including interest, penalties, and reasonable attorney fees and costs, that

Faith Community Church may incur or suffer and that result from, or are related to any breach or failure of you or your invitees to perform any of your obligations, representations, warranties and agreements contained in this Handbook.

You agree that Faith Community Church will not be liable in any way if circumstances beyond the reasonable control of Faith Community Church (such as an event of force majeure) prevent your wedding from being held at scheduled date and time.

By signing this form, you acknowledge that you have read the entire Faith Community Church Wedding Handbook and that you agree to all of the terms within the Wedding Handbook. Any agreements outside of this Handbook must be in writing.

BRIDE'S SIGNATURE

DATE

GROOM'S SIGNATURE

DATE