



FOOTHILLS
C H U R C H

WEDDING HANDBOOK

Foothills Church

Wedding Handbook

Introduction

Congratulations on your upcoming wedding. Regardless what type of wedding you are planning, large or small, simple or elegant, the main purpose is the uniting of two lives into one through the exchanging of vows in worship. Since the vows are made before God, they deserve the dignity of a worship service. We have developed this booklet to assist you in planning a wedding that is pleasing both to you and the Lord.

The purpose of this handbook is to prepare the man and woman for a lifelong, God-glorifying marriage; to assist in the preparation of the wedding ceremony; and to provide resources after the wedding to help the couple maintain and enrich their relationship. The following pages will give the guidelines and policies for weddings at Foothills Church. It will also outline the steps to be taken and fees necessary to complete the process.

Steps to Follow

Please follow this procedure to be married by a pastor at Foothills Church.

1. Contact the church office.
2. Obtain wedding handbook.
3. Fill out the bride and groom information sheets found in the handbook.
Forms should be filled out separately.
4. Return the information to the church.
5. After receiving the information, the church will contact the couple regarding the approval status and to affirm the wedding date.
6. Upon approval, the wedding will be placed on the church calendar and the date reserved. Note: the wedding date cannot be finalized until the couple returns all completed information and has been contacted by the church office regarding approval.
7. The couple is responsible for calling the minister who is performing the ceremony and scheduling counseling dates.
8. Couples must attend premarital counseling by a counselor approved by the minister.
9. Meet with the pastor performing the wedding to discuss details of the service.
10. Get married!

Basic Principles

It is our desire that your marriage be the happiest relationship possible, and that it be all God intended it to be. God created man and woman and from the beginning intended that they be joined in marriage so that each might give what the other lacked alone. Since God designed the marriage relationship, it makes sense that He knows best how to build a happy marriage.

As we read the Bible, we are able to discern basic principles, which must be understood and applied if we hope to experience joy and fulfillment in marriage. Ignoring these principles will result in frustration and possible failure in the marriage relationship.

Because we are committed to building strong marriages, we want to share the following guidelines. Our purpose is not to condemn or reject anyone, but to comply with God's principles for marriage.

1. Because we encourage minimum of three months of marital preparation, couples who desire to be married by a pastor at FC are to participate in premarital counseling. Each couple is responsible for setting up the appointments and attending each meeting.
2. Couples being married by a FC pastor must have surrendered their lives to Jesus Christ and must be committed to establishing a Christian home.
3. The bride, groom, or parents of the bride and groom must be a partner of FC in order to use church facilities.
4. Divorced persons may be considered for marriage at FC should they meet one of these biblical criteria:
 - a. Former spouse is deceased (Romans 7:2; 1 Corinthians 7:39)
 - b. Divorce occurred prior to conversion (2 Corinthians 5:17)
 - c. Divorce occurred because of sexual unfaithfulness by spouse (Matthew 19:3-9)
 - d. Desertion by an unbelieving spouse (1 Corinthians 7:15)
We acknowledge that other extenuating circumstances may exist in the case of divorce that are not clearly outlined in Scripture. A meeting can be arranged to consider your circumstances.
5. No remarriages after divorce of a spouse will be performed until at least one year has passed from the time of the divorce is finalized.
6. In the case of premarital pregnancy, the marriage may or may not be performed depending on the maturity of the people involved.
7. Ministers will not begin the premarital process if the couple is living together at the same address.
8. No minister at FC will attend a reception where alcohol is served.

FEES – Meeting Rooms

If the bride or groom, their parents or grandparents are ACTIVE partners of Foothills Church, there are no fees for the use of any Meeting Room. No decorations are allowed in these areas. The Café is also available.

When none of the parties listed above are active partners of Foothills Church, there is a \$100.00 fee for the use of each room used. If a room is used for a shower prior to the wedding by a non-partner the \$100 fee and the Custodial Fee (\$150) is required.

FEES – for Worship Center

If the bride or groom, their parents or grandparents are ACTIVE partners of Foothills Church, there are no fees for the use of the Worship Center.

When none of the parties listed above are active partners of the church, there is a \$1000.00 fee for the use of the Worship Center.

CUSTODIAL FEES

Weddings of both partners and non-partners require a \$150.00 custodial fee.

This covers:

Cleaning Worship Center prior to wedding and restoring following ceremony. Cleaning rooms used and set to previous condition following reception. Opening and closing the building for rehearsal and ceremony.

If additional rooms are to be used, they must be reserved and approved prior to wedding. Please note that rooms cannot be used for childcare and the nursery area is NOT available.

If any place on the church campus grounds or the parking area require cleaning after wedding or reception, additional charges may be added.

Chairs are available upon request with an additional fee required for both partners and non-partners.

SOUND AND VIDEO

A fee of \$150.00 is required for an audio/sound technician from Foothills Church.

A fee of \$100.00 is required for a graphic technician from Foothills Church. Graphics would include anything you want on the big screens...video/photo slide.

No videotaping or photography services are available from Foothills Church. If you desire these services, you are responsible for arranging services.

*No one other than Foothills Church audio or graphic technicians are authorized to operate audio or graphic equipment.

MUSICIANS

A fee of \$150.00 is required for a pianist provided by Foothills Church. This includes rehearsal and ceremony. The fee for a soloist provided by Foothills Church is \$150.00.

However, the bride/groom are welcome to use a pianist or soloist of their choosing. It is the responsibility of the bride/groom to contact their pianists/musicians/soloists whether provided by Foothills Church or personal choices. If pianists/musicians/soloists require practice times on the church campus, all practice times must be cleared through the Foothills Church Music Office to ensure that there are no scheduling conflicts.

MINISTER

Prior to the actual wedding date every bride and groom must have followed the above premarital requirements for one of the pastors of Foothills Church to officiate the wedding.

There is a fee of \$200.00 for the minister to perform the wedding ceremony. Due to time demands, the Lead Pastor is available for a limited number of weddings.

Please note: All application fees must be received in the church office prior to the entry of the wedding date on the church calendar. Checks may be made payable to Foothills Church. In the event that the wedding is cancelled after payment has been made, a pro-rated refund may be issued.

Fee Summary table

Description	Non-Partner	Partner	Due Upon Reservation
Use of meeting room	\$50 for each room	N/A	Yes (if applicable)
Use of Worship Center	\$1,000	N/A	Yes
Custodial Fee	\$150	\$150	Yes
Sound Technician	\$150	\$150	Yes
Graphic Technician	\$100	\$100	Yes (if applicable)
FC pianist	\$150	\$150	Yes (if applicable)
Pastor	\$200	\$200	Yes
FC Vocalist	\$150	\$150	Yes (if applicable)
Facility Coordinator	\$150	\$150	Yes
Total Due Upon Reservation			Cost is based on rehearsal and wedding ceremony

WEDDING POLICIES

Due to the amount of time it takes to refresh the campus after any event, please be considerate of our campus maintenance personnel by following these policies.

- ☐ All wedding activities (including reception) should be concluded no later than 9:00 pm. The wedding ceremony should start no later than 7:00 pm.
- ☐ No room may be used for childcare during wedding ceremony, rehearsal or reception.
- ☐ The florist must remove all flowers and decorations from Worship Center immediately following the wedding ceremony. If our maintenance personnel have to remove any decorations, additional charges will be incurred.
- ☐ No weddings or rehearsals will be scheduled on Sundays, during Foothills Church special programs (i.e. Christmas, Easter, Quest etc....) or when the facilities are closed for holidays or during the month of December.
- ☐ Rehearsals must be limited to 90 minutes.
- ☐ Tables and chairs from Foothills Church are available, however Foothills Church does not furnish any wedding decorations, reception serving pieces, dinnerware or fountains.
- ☐ Foothills Church is NOT responsible for any valuables left/lost during or after the wedding or reception.
- ☐ No rice, birdseed or confetti may be thrown inside or outside Foothills Church. Bubbles may be used OUTSIDE the buildings.
- ☐ No nails, tape or tacks are to be used on the pews, walls, floors or any other church furniture.
- ☐ All band equipment on the stage is considered permanent and will never be removed from the auditorium for weddings.
- ☐ If you desire a pastor not on staff at Foothills Church to officiate the wedding prior approval is required by the Lead Pastor.

DECORATIONS

- ☐ All exits must be free of decorations due to fire regulations
- ☐ The florist is required to use ceramic enclosed candles at Foothills Church. Please inform your florist that they will be responsible for any carpet cleaning due to mishaps that might occur. The use of fire-proof mats/cloths are to be used under candelabras to prevent dripping or heat damage to carpets. Also, if live plants are to be used that require water or moisture, please provide something to protect carpets from dampness.
- ☐ No real flower petals, fresh or dried may be used in the aisles or on any floors in the building. Please use silk petals ONLY.
- ☐ No moving of any furniture, floral arrangements, chairs, etc. from room to room.
- ☐ Foothills Church is not responsible for any decorations left in the building. If you have rented any items from a local vendor, please advise Wedding

Coordinator and she can coordinate a delivery/pick-up time with your vendor.

MUSIC/VIDEO/PHOTOGRAPHY

- ☒ All music must be Christ-honoring. Any secular (not specifically Christian) vocal or instrumental music must be approved by the Minister of Worship at Foothills Church.
- ☒ The bride and groom are welcome to use a vocalist or pianist of their own choosing. We ask that practice times at the church be cleared through the church music office so that there will not be any conflicts with room/piano scheduling.
- ☒ If prepared music is to be used in lieu of a pianist, the audio must be submitted to the audio/sound technician one week prior to the wedding.
- ☒ If there are additional musicians other than the pianists, please advise audio/sound technician prior to the wedding so that microphones can be in place.
- ☒ Foothills Church does NOT provide videotaping of wedding ceremonies. Any video that is to be played during the wedding ceremony must be delivered at least one week prior to the wedding to make sure video is compatible with our video equipment.
- ☒ Foothills Church does NOT provide a photographer. It is up to the bride and groom for all communication with the photographer.
- ☒ The wedding party may have pictures made either before or after the actual ceremony. If the wedding party schedules to have pictures more than 2 hours prior to the wedding, you must let the wedding coordinator know because church doors will need to be unlocked.

THINGS TO HONOR

- On any campus of Foothills Church we will not allow alcohol to be served.
- We won't allow dancing (with the exception of the traditional first dance with bride/groom and dance for father and bride as well as mother and groom).
- FC Pastors will not participate in any reception where drunkenness is taking place or promoted.
- Smoking is PROHIBITED in all areas inside the church, including restrooms.
- Please respect and honor the facilities of Foothills Church at all times.

TO BE SIGNED BY BOTH BRIDE AND GROOM:

I have read and do accept the wedding guidelines and policies of Foothills Church and will cooperate accordingly in order to have a meaningful and organized wedding. I understand that if additional services are requested other than the basic ones outlined in the above Wedding Fee Summary, that extra charges could occur. The wedding party is responsible for removing all personal decorations and belongings from the building immediately following the ceremony/reception. The wedding party also assumes TOTAL responsibility for damages to the building and/or property. If damages are found, a bill will be issued for replacement or repairs.

We also understand that Foothills Church and its employees do not assume any responsibility and are therefore not liable for any injury or wrongdoing that might occur to any participant during the use of church grounds or properties.

Signature of Groom _____ Date: _____

Signature of Bride _____ Date: _____

Church Representative Signature: _____ Date: _____

For Office Use:

Approved by church staff _____ on what date _____

Total fees _____ Fees received on _____

Who is catering reception? _____

Contact number _____

Who is the photographer? _____

Contact number _____

Who is the florist? _____

Contact number _____

What is your desired wedding date? _____

Desired rehearsal date? _____

Requested minister _____

What FC facilities do you want to use? _____

Worship Center _____ Meeting Rooms Other _____

Confidential Premarital Information Sheet—Bride

Name _____ Address _____

City _____ State _____ Zip _____

Phone _____ Age _____

Are you a member of Foothills Church? Yes No

If not, what is your church affiliation? _____ Are you

previously married? Yes No

If yes please explain the reason for divorce: _____

What reconciliation efforts were made? _____

Do you have any children? Yes No List ages _____

What was the date the divorce was finalized? _____

Are you currently pregnant? Yes No

Are you and your fiancé living together? Yes No

How long have you dated? _____

Are you planning on serving alcohol at the wedding or reception? Yes No

Have you surrendered your life to Christ? Yes No

Describe your salvation experience: _____

Confidential Premarital Information Sheet—Groom

Name _____ Address _____

City _____ State _____ Zip _____

Phone _____ Age _____

Are you a member of Foothills Church? Yes No

If not, what is your church affiliation? _____ Are you

previously married? Yes No

If yes please explain the reason for divorce: _____

What reconciliation efforts were made? _____

Do you have any children? Yes No List ages _____

What was the date the divorce was finalized? _____

Are you and your fiancé living together? Yes No

How long have you dated? _____

Are you planning on serving alcohol at the wedding or reception? Yes No

Have you surrendered your life to Christ? Yes No

Describe your salvation experience: _____
