

SERVICES OF SACRED COVENANT BROCHURE

Weddings & Holy Unions



First Congregational Church
20 E. Saint Vrain St.
Colorado Springs, CO 80903
Voice: (719) 635-3549
Fax: (719) 633-4715
www.fcucc.org

Dear Friends,

We are pleased you are considering the historic First Congregational United Church of Christ as the venue for your Wedding or Holy Union Ceremony. A Wedding or Holy Union Ceremony is a time of celebration and commitment and a public service of worship with family and friends who witness your love for each other in the presence of God.

A Minister and a Ceremony Coordinator meet with each couple to create an event that reflects the particularity of the relationship. We do not require you to be a member of our congregation to be united in our sanctuary. We seek to nourish healthy, whole, and holy relationships between partners and with God.

We will help you develop a Service of Celebration prior to the rehearsal. You may use a service of the United Church of Christ or another tradition, choose portions from services enacted by others, or write your own.

The information provided in this booklet will assist you in making decisions about your ceremony. A schedule of fees is included for your information. We look forward to giving you the best possible guidance in planning your event.

Peace & Grace,
Rev. Benjamin Broadbent & Rev. Dr. Jacque Franklin, Ministers

SCHEDULING THE DATE, MINISTER, MUSICIANS, AND CEREMONY COORDINATOR: A service of sacred covenant deserves careful planning. Please call the church office at (719) 635-3549 to see if your selected date and time is available on the church calendar. Weddings will not be scheduled:

- From the Saturday prior to Palm Sunday through Easter Sunday
- From Thanksgiving through January 6
- On holidays when the Church Facility will be closed (ex. Labor Day, July Fourth, etc.)

Weddings may be scheduled to begin on:

- Fridays between 4:00pm and 6:00pm
- Saturdays between 11:00am & 12:00pm or between 4:00pm & 6:00pm
- Sundays between 4:00pm and 5:00pm

A non-refundable deposit of \$100.00 and a signed Covenant Agreement are required to reserve the space for your ceremony.

Once you have confirmed the availability of the church for the date of ceremony, the Ceremony Coordinator will contact you and set a time to meet with you.

CEREMONY COORDINATOR: All couples are to employ the services of the church's Ceremony Coordinator. The Coordinator is responsible for the logistical details at the ceremony and rehearsal. The Coordinator acts on behalf of the church and will meet with you to discuss details of your ceremony, explain policies and procedures, and review fees.

MINISTER: One of our ministers must conduct, take part in, or be present at all sacred covenant ceremonies. The minister is responsible for the liturgical details of the ceremony. A guest minister from another denomination may conduct the service only after invitation to officiate by our church's minister; our minister still must be present and paid for the service.

MUSIC DIRECTOR: As soon as a date for your wedding is confirmed, you will be put in touch with the Music Director to discuss the music for the ceremony. The church requires the use of live music for the processional and recessional.

The historic 1889 Hook & Hastings tracker pipe organ is the primary musical instrument of the church. We strongly encourage its use for the joy and grandeur this instrument brings to wedding and holy union ceremonies.

REHEARSAL: With the exception of small, intimate ceremonies, a rehearsal is necessary. Typically one hour in length, the rehearsal is usually in the afternoon or evening on the day before the ceremony. The minister and coordinator will be there to assist you. All participants in the ceremony are requested to be present and on time.

CEREMONY PROGRAM: If you choose to have a program available for your guests, it is your responsibility to have it printed and delivered to the church.

RECEPTIONS: The Founders' Room and Atrium may be available for receptions. Should you wish to have your reception at the church, your caterer would have limited use of the adjacent kitchen facilities. Wine, beer, and champagne are acceptable, but no other types of alcohol are permitted inside the church. Friday receptions must end by 9:00pm; Saturday receptions offered only for early weddings; Sunday receptions must end by 8:00pm.

LICENSE: A valid Colorado marriage license must be obtained prior to a wedding ceremony and given to the coordinator at the rehearsal. Licenses are available through the El Paso County Clerk and Recorder's Office. More information at <http://car.elpasoco.com/Recording> or (719) 520-6200.

PHOTOGRAPHY: We encourage pictures to be taken before the ceremony. During the ceremony, flash photography is permitted only as the participants come down the aisle and as they leave. No equipment is to be set up in the aisles. Photographers are not permitted at the altar or in front of the guests. Please make sure your guests and attendants understand this is a religious ceremony and picture taking is not appropriate. The ushers for the ceremony are the best persons to communicate this to your guests.

FLORIST: You are responsible for all floral arrangements used in the service.

CANDLES: Aesthetics are important and we offer candelabras for your use. As we are equally concerned about fire prevention, the church does not permit other candles to be used in the ceremony, except for a Unity Candle with lighting tapers which, if used, are to be provided by you.

SOUND SYSTEM: We recommend the sound system to be used with ceremonies having 50 or more guests. The services of the church's sound technician must be used. A recording of the ceremony may be provided.

DRESSING AREAS: There is a women's dressing area in the Founders' Room basement, having an accessible restroom. The men usually come to the church in formal attire; however, there are men's restroom facilities in the Founders' Room basement also. Other rooms may not be used by ceremony participants without approval by the coordinator. The consumption of alcoholic beverages in the dressing areas is prohibited.

SHOWERING: The use of rice, birdseed and confetti is prohibited; bubbles is the suggested alternative. Real white flower petals are permitted in the sanctuary and outside the church. Artificial flower petals are permitted only in the sanctuary. Additional custodial fees will apply.

LICENSE: A valid Colorado marriage license must be obtained prior to a wedding ceremony and given to the coordinator at the rehearsal. Licenses are available through the El Paso County Clerk and Recorder's Office. More information at <http://car.elpasoco.com/Recording> or (719) 520-6200.

We hope the information above will help you in planning your special day. For further information, answers to specific questions, or to begin the process of planning your sacred covenant, please contact the church office at 635-3549.

Availability of church subject to change due to Historical Restoration project construction.
The Sanctuary, Founders' Room, and Chapel are not air-conditioned.

Booklet Revised December 2011

COUNSELING RESOURCES

Because making a sacred covenant is a process of reflection, conversation, and thoughtful planning, we can highly recommend the following professionals if you wish to attend counseling prior to your wedding:

Ellie Coriell, Therapist 339-7415
1027 N Weber
Colorado Springs, CO 80903

Rev. Steve Roberts, Counselor 471-2500
Centered Life Counseling Center
420 N Nevada
Colorado Springs, CO 80901

Liz Ryan, LCSW 598-5486
Mount St. Francis Center x7721
7665 Assisi Heights
Colorado Springs, CO 80919

FEES FOR FCUCC MEMBERS*:

A non-refundable deposit of \$100 and a signed covenant agreement must be received in the church office to secure the ceremony date.

Sanctuary (seating capacity 300) Total cost..... \$1075

Breakdown of fees:

- Non-refundable Deposit (Administrative Fees) \$100
- Facility Use No Charge
- Minister \$300
- Organist (includes wedding rehearsal) \$250
- Ceremony Coordinator \$250
- Sound Tech (includes wedding rehearsal) \$100
- Custodian \$75

Chapel (seating capacity 40) Total cost..... \$700

Breakdown of fees:

- Non-refundable Deposit (Administrative Fees) \$100
- Facility Use No Charge
- Minister \$300
- Ceremony Coordinator \$250
- Custodian \$50

*At least one member of the couple, or parent, must be a FCC member in good standing to qualify for the church member fee. A member in good standing is one who has regularly attended worship services and contributed financially to the church during the last calendar year.

FEES FOR NON-MEMBERS:

A non-refundable deposit of \$100 and a signed covenant agreement must be received in the church office to secure the ceremony date.

A SECURITY DEPOSIT of \$500.00 will be assessed for all non-member covenant ceremonies. The security deposit will be returned to the couple within one week of the ceremony date if no additional fees are outstanding and no damage was incurred at the facility. If additional fees exist or damage was incurred, the church will deposit the security deposit check and refund any unused portion to the couple within one month of the ceremony date.

Sanctuary (seating capacity 300) Total Cost..... \$1825

Breakdown of fees:

- Non-refundable Deposit (Administrative Fees) \$100
- Facility Use \$750
- Minister \$300
- Organist (includes wedding rehearsal) \$250
- Ceremony Coordinator \$250
- Sound Tech (includes wedding rehearsal) \$100
- Custodian \$75

Chapel (seating capacity 40) Total Cost..... \$900

Breakdown of fees:

- Non-refundable Deposit (Administrative Fees) \$100
- Facility Use \$200
- Minister \$300
- Ceremony Coordinator \$250
- Custodian \$50

ADDITIONAL FEES will be applied for:

- Soloist rehearsal with Organist
 - Church Vocalist
 - Instrumentalist
 - Audio Recording
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RECEPTIONS:

Seating capacity is 100 for a formal dinner, and 200 for a standing reception. Balconies may not be used for receptions. Maximum length of time allowed for a reception is 4 hours.

Reception Fees for MEMBERS:

- Reception Coordinator \$150
- Reception Custodian \$150
- Facility fee: \$300 for two hours, \$100/hour
thereafter

Reception Fees for NON MEMBERS:

- Reception Coordinator \$150
- Reception Custodian \$150
- Facility fee: \$600 for two hours, \$200/hour
thereafter

PAYMENT

All fees are due two weeks prior to rehearsal date. The coordinator will provide an invoice for payment. The church reserves the right to adjust prices without notice.

For a copy of the Covenant Agreement only, print pages 7 and 8.



COVENANT AGREEMENT

I have read and understand the contents of the brochure Services of Sacred Covenant from First Congregational Church of Colorado Springs, and I agree to adhere to the policies outlined in it.

A. I am making a Reservation Fee of \$100 payable to First Congregational Church (hereinafter "FCUCC") to reserve the church facility for _____ (day of week) on _____ (date) for a _____ (time) a.m. / p.m. ceremony.

B. Except for the contingency set forth in Section I, below, the reservation fee of \$100 is non-refundable.

C. I would like to reserve the church facility for a four hour period from _____ a.m. / p.m. until _____ a.m. / p.m. on the day of the ceremony. Additionally, I would like to reserve the church facility for _____ (day of week) on _____ (date) for a _____ (time) a.m. / p.m. rehearsal.

D. My location choice for the ceremony is: Sanctuary / Chapel

E. I would like to reserve reception space at the church facility: Yes / No

F. Are one or both members of the couple an FCUCC member in good standing? Yes / No

If yes, name of member: _____

G. Preferred FCUCC Minister (if known): _____

Guest Minister (provide contact information): _____

H. Couple's Contact Information

Partner #1:

Name: _____

Address: _____

Phone Number(s): _____

Cell Phone: _____

Email Address: _____

Partner #2:
 Name: _____
 Address: _____
 Phone Number(s): _____
 Cell Phone: _____
 Email Address: _____

- I. FCUCC will make every reasonable effort to maintain the integrity of its facilities for your wedding. However, FCUCC cannot guarantee that repairs and/or renovations will not be in progress on the day of your wedding. As a result, FCUCC retains the right to repair and/or renovate its facilities at its discretion. Should this occur, you will be notified of the repairs and/or renovations as far in advance as reasonably possible. You will then have the option of continuing with your plans at FCUCC or choosing another venue. No alteration or hindrance to the repairs and/or renovations will be made to accommodate your wedding. If you decide to choose another venue due to FCUCC's repairs and/or renovations, your deposit will be refunded in full. By signing this Covenant Agreement you agree that you will not hold FCUCC liable for any damages and/or expenses incurred as a result of FCUCC's repairs and/or renovations and/or your change of venue.
- II. I have read and understand the contents of the brochure Services of Sacred Covenant from First Congregational Church of Colorado Springs, and I agree to adhere to the policies outlined in it.

Signed: _____(Name) _____(Date)
 _____(Name) _____(Date)

Return to: First Congregational Church
 20 East Saint Vrain Street
 Colorado Springs, CO 80903

Office Use Only:
 Reservation fee Received _____(Date)
 Check # or Cash _____