



**WEDDING POLICIES  
& PROCEDURES**

**First Congregational Church**  
United Church of Christ

# WELCOME!

Thank you for considering the historic First Congregational Church of Colorado Springs as the venue for your Wedding Ceremony. In our denomination, the United Church of Christ, a Wedding Ceremony is a time to celebrate a covenant between two people during a public service of worship with family and friends who witness your love for one another in the presence of God.

First Congregational Church, United Church of Christ, welcomes persons of all ages, races, national origins, gender expressions, sexual orientations, means, abilities and spiritual traditions into full participation in the life of the church. Full participation includes, but is not limited to, membership, leadership, employment, sacraments, celebrations, rites and ceremonies of marriage.



Once you have looked through this brochure and are interested in holding your wedding ceremony at First Congregational Church, please:

1. Complete the wedding agreement and email it to our church office – *office@fcucc.org*.  
No deposit necessary at this time.
2. The minister will give you a call to arrange for a meeting or conversation with you.
3. Following the meeting, if agreed, you will be asked to sign the wedding agreement and pay the non-refundable retainer to reserve the facility.
4. Our Wedding Coordinator will contact you to begin planning the event with you.
5. You will be put in touch with our organist to arrange appropriate music.
6. The officiating minister will be in touch to help you prepare for your wedding through the PREPARE/ENRICH Wedding Inventory, and plan the details of the ceremony.

The information provided in this brochure will assist you in making decisions about your ceremony. A schedule of fees is included. We look forward to working with you and giving you the best possible guidance in planning your wedding.

Peace & Grace,  
First Congregational Church Staff

# POLICIES & PROCEDURES

Due to the priority of church community events, weddings will not be scheduled:

- During Holy Week - from the Saturday prior to Palm Sunday through Easter Sunday
- From Thanksgiving Day through January 6 (Feast of the Epiphany)
- On holidays when the Church facility is closed (Labor Day, July 4th, etc.)

Weddings may be scheduled to begin:\*

- Fridays between 4:00 p.m. and 6:00 p.m.
- Saturdays between 10:00 a.m. & 5:00 p.m.
- Sundays between 2:00 p.m. and 5:00 p.m.

*\*Facility reserved:*

- *for the ceremony a total of three & a half hours, start time being 2 hours prior to ceremony time*
- *for the rehearsal a total of two hours (extra times requested are subject to additional rental fees)*

A non-refundable retainer and a signed agreement are required to reserve the space for your ceremony.

## **OFFICIATING MINISTER:**

The called minister on staff is the officiant of wedding ceremonies held at First Congregational Church. Guest preachers must be approved of by the Lead Minister. The minister is responsible for the liturgical details of the ceremony. The officiating minister will contact you to arrange a time to meet.

## **WEDDING COORDINATOR:**

All couples will meet and coordinate with our church's Wedding Coordinator, who is responsible for logistical details surrounding the ceremony itself. The Wedding Coordinator acts on behalf of our church and will meet with you to discuss details of your ceremony, explain policies

and procedures, and review fees.

## **MUSIC:**

The Wedding Coordinator will put you in touch with the Director of Music to discuss the music for the ceremony. The church requires the use of live music for the processional and recessional.

## **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 Wedding Coordinator will lead the rehearsal. All participants in the ceremony are requested to be present and on time.

## **AUDIO/VISUAL:**

Our church's Audio/Visual Technicians will serve during the rehearsal and ceremony.

## **CEREMONY BULLETIN:**

If you choose to have a bulletin (program) available for your guests, it is your responsibility to have it printed and delivered to the church.

## **RECEPTIONS:**

Our facility does not accommodate receptions.

## **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 on the chancel (stage) or in front of the guests. Please make sure your guests and attendants understand this is a religious ceremony and that picture-taking is not appropriate. The ushers for the ceremony are the best persons to communicate this to your guests. We can provide recommendations if requested.

## **FLORIST:**

You are responsible for all floral arrangements used in the service, and for having the arrangements removed after the service. We can provide recommendations if requested.

## **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.

## **DRESSING AREAS:**

There is a Dressing Room in the basement of our Founders' Building. The Prayer Room at the northeast corner of the Sanctuary may also be used. Other rooms may NOT be used by ceremony participants without approval by the Wedding Coordinator. Consumption of alcoholic beverages in the dressing areas is prohibited.

## **SHOWERING:**

The use of rice, birdseed and confetti is prohibited; bubbles are the suggested alternative. Real flower petals are permitted in the sanctuary and outside the church. Artificial flower petals are permitted only in the Sanctuary.

## **LICENSE:**

A valid Colorado marriage license must be obtained prior to the ceremony and given to the Wedding Coordinator at the rehearsal. Licenses are available through the El Paso County Clerk and Recorder's Office: <https://clerkandrecorder.elpasoco.com/> or (719) 520.6200.

## **PAYMENT:**

All fees are due two weeks prior to rehearsal date and made payable to individuals, coordinated through the Wedding Coordinator. Fees are non-refundable upon payment. The church reserves the right to adjust prices without notice.

# FEES

A non-refundable retainer of 20% and a signed agreement must be received in the church office to secure the ceremony date. The retainer is due upon booking and is deducted from the total cost.

## SANCTUARY (SEATING CAPACITY 300)

**TOTAL COST: \$1875**

- *20% Non-refundable Retainer* **\$375**
  - Facility Use\* **\$500**
  - Minister **\$400**
  - Organist (includes rehearsal) **\$325**
- If the family wishes to engage the services of another Organist, a bench fee will apply.*
- Wedding Coordinator **\$350**
  - A/V Tech (includes rehearsal) **\$200**
  - Custodian **\$100**

## CHAPEL (SEATING CAPACITY 40)

**TOTAL COST: \$950**

- *20% Non-refundable Retainer* **\$190**
- Facility Use\* **\$200**
- Minister **\$400**
- Wedding Coordinator **\$300**
- Custodian **\$50**

## ADDITIONAL FEES

*Applicable to all, members and non-members*

- Hosting Fee with Guest Minister **\$100**
- Extra rehearsal with Organist **\$75/per**
- Church Vocalist(s) **\$125/per**
- Church Instrumentalist(s) **\$125/per**

**\* No Facility Usage fee for FCC Members.**

*At least one member of the immediate family must be an FCC Member who has regularly attended worship services and contributed financially to First Congregational Church during the last calendar year.*

# FIRST CONGREGATIONAL CHURCH

**We are** an Open and Affirming, Just Peace congregation dedicated to offering a spiritual home to all people. We actively encourage people to love, learn and grow with us. Support for diversity in thought, in community, and in all manner of contribution is vital to our interactions with one another.

**We believe** that in order to deepen in faith, people must have the freedom to explore. We embody a progressive Christianity in which “God is still speaking” and we actively listen to better understand how to “do justice, love kindness, and walk humbly.” Our openness to wonder is understood both as awe and inquisitiveness.

**We believe** that the work of the church must influence societal structures and that by our being, we work toward creating a just world. The richness of our community-in-God inspires, transforms, and empowers us to improve the lives of others and work toward the common good. Micah 6:8 serves as our theological touchstone.

**The United Church of Christ (UCC) is a distinct and diverse community of Christians that come together as one church to join faith and action. With over 5,000 churches and nearly one million members across the U.S., the UCC serves God in the co-creation of a just and sustainable world.**

**The UCC is a church of firsts, a church of extravagant welcome, and a church where “...they may all be one” (John 17:21).**



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