



MARRIAGE PREPARATION GUIDE

Congratulations on your upcoming wedding! This document aims to help you prepare for married life and your wedding ceremony. The following pages will provide guidelines and policies for receiving counseling from a pastor, having your wedding officiated by a pastor, and hosting your ceremony at Foothills Church. It will also outline the necessary steps and fees to complete the process.

PROCESS - STEPS TO FOLLOW

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

1. Fill out the online form to request facilities or a pastor for your wedding.
2. After receiving the information, the church will contact the couple regarding the approval status and to affirm the wedding date.
3. 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.
4. The couple is responsible for calling the pastor who is performing the ceremony and scheduling 4-6 sessions of pre-marital counseling dates.
5. Couples must attend 4-6 sessions of pre-marital counseling by a counselor approved by the pastor if they don't do pre-marital with him.
6. Meet with the pastor performing the wedding to discuss details of the service.
7. Get married!

PASTOR FOR CEREMONY

If you need a pastor for officiating a ceremony here is all that will be required.

There is a minimum fee of \$200.00 for a pastor to perform the wedding ceremony.

Pastors at FC will only officiate ceremonies for couples who have completed Pre-Marital Counseling which you can also with a pastor on staff. See details below for Pre-Marital

If you don't participate in Pre-Marital Counseling with the Pastor who is officiating the wedding ceremony, you will need to do it with someone they approve of.

PASTOR FOR PRE-MARITAL COUNSELING

If you need a pastor for Pre-Marital counseling we can do that in addition to officiating or just the counseling by itself.

The SYMBIS (Saving Your Marriage Before It Starts) Assessment is \$35 per Couple which will inform all of your counseling sessions. The only other cost for the counseling is a total of \$100 for 4-6 sessions of time.

FOOTHILLS CHURCH FACILITIES

All facilities and other services are listed below to use the church as the venue for your ceremony and/or reception.

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. The Café is also available.

When none of the parties involved 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.

Auditorium

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

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

Audio, Video, Lighting

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

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 musician provided by Foothills Church, as available. This includes rehearsal and ceremony.

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.

Decorations

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.

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 weddings 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 auditorium 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, Team Nights, 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 chairs, 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.
-

MUSIC/VIDEO/PHOTOGRAPHY

- All music must be Christ-honoring. Any secular (not specifically Christian) vocal or instrumental music must be approved by a staff member 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. 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.

MISC.

- 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.