



Wedding Information

FOR FAMILY CHURCH

First of all, congratulations! We are so happy for you! We love weddings and try our best to make each wedding day as special and significant as you are!

Wedding Guidelines

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- Both (bride & groom) must be Born Again believers.
- The bride or groom or one of their parents must attend Family Church.
- **Policy Statement: we believe that marriage, as ordained by God, is defined between one man and one woman. No other ceremony will be performed by a Family Church Pastor or on church property.**
- The bride and groom must complete the Prepare-Enrich relationship assessment profile (online) and 3 premarital meetings with a Family Church Pastor or Wedding Team Member.

Scheduling Your Wedding

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- Since timing and coordinating is so crucial during the wedding planning process, please contact **Virginia Carrillo at virginia@familychurchny.com or 845.361.4587 ext. 308** to have your date tentatively placed on the church and/or Pastor's calendar.

Saturdays fill up very quickly, especially during the Summer months; please have an alternate date in mind.

- Please review the information listed below, complete the attached Wedding Contract and return it with the appropriate deposit to the Church Office.
- Once the Wedding Team has processed your completed Wedding Contract with the required deposit, you will receive a wedding booklet with more information to help you plan your special day.
- You will also receive a link to the Prepare-Enrich relationship assessment profile to be completed by the bride and groom separately (the booklet will give you more info on that).

Wedding Fees

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- Refer to the back of this page for a breakdown of our wedding options and fees.
- **The Wedding Deposit is refundable and returned on the day of the wedding if the wedding guidelines have been adhered to. Weddings that start more than 15 minutes late will result in a loss of \$50 of the wedding deposit and \$50 every 15 minutes thereafter. The wedding will be cancelled if it does not begin within 1 hour of the scheduled start time and no fees will be returned.**
- The Church Fee includes the use of the facility (Chapel or Family Room and Bridal Suite) for both the rehearsal and wedding; fees for the Pastor, audio/visual technicians; arrangements for clean up on the day of the wedding; and premarital and wedding supplies. Payments can be made in cash, check (made payable to Family Church) or by Credit/Debit Card.
- Discounts are available for active Family Church members.
- The deposit is due in order to reserve the wedding date. All other fees are due at least 2 weeks prior to the wedding at the final premarital meeting.

We offer the following wedding options, please indicate your choice on the attached application.

<p><i>Option 1</i></p> <p>To have a Staff Pastor officiate a ceremony in the Chapel</p> <p>☞ Wedding Deposit (\$200.00)* ☞ Church Fee \$400.00 ☞ Total Cost <u>\$600.00**</u></p> <p><i>*\$200.00 deposit due to reserve date Deposit refundable – see front of page **\$50 discount for active members</i></p>	<p><i>Option 2</i></p> <p>To have a Staff Pastor officiate a ceremony in the Family Room</p> <p>☞ Wedding Deposit (\$200.00)* ☞ Church Fee \$650.00 ☞ Total Cost <u>\$850.00**</u></p> <p><i>*\$200.00 deposit due to reserve date Deposit refundable – see front of page **\$100 discount for active members</i></p>
<p><i>Option 3</i></p> <p>To have a Staff Pastor officiate a ceremony off-site</p> <p>☞ Wedding Deposit (\$200.00)* ☞ Pastor's Fee \$300.00 ☞ Total Cost <u>\$500.00**</u></p> <p><i>*\$200.00 deposit due to reserve date Deposit refundable – see front of page Additional travel fees may apply for locations over 50 miles away **\$50 discount if you opt not to have Pastor or Staff at wedding rehearsal</i></p>	<p><i>Option 4</i></p> <p>To have a Staff Pastor officiate an office wedding</p> <p>☞ Total Cost <u>\$150.00**</u></p> <p><i>*The full \$150.00 is due to reserve date</i></p> <p>Please Note:</p> <ul style="list-style-type: none"> • An additional \$100 discount is available for weddings scheduled Tuesday-Friday before 2:00 pm (options 1 & 2 only).

Pastor Mike and Pastor Joe have very limited availability and do not usually take weddings. The church fee increases another \$150 per option if you request one of them to officiate your wedding.

Chapel Wedding

Option 1

For those planning a quaint, intimate wedding ceremony, the Chapel is located in the Administration Building, seating 90 people. The Bridal Suite is available for the bride and her bridal party 1-hour prior to the wedding. **Chapel Weddings are scheduled no earlier than 3:00 pm on Sundays.**

Family Room Wedding

Option 2

For those planning a large, multi-media wedding ceremony, the Family Room is located in the Main Building, seating 780 people. Family Room weddings include stage lights and wedding slides on large screens and the necessary personnel to facilitate this equipment. **It does not include the use of church cameras or recording equipment.** The Bridal Suite is available for the bride and her bridal party 1-hour prior to the wedding. **Family Room Weddings are scheduled no later than 6:00 pm on Saturdays and not available on Sundays.**

Off-Site Wedding

Option 3

Family Church Pastors will perform wedding ceremonies at the reception site or alternate off-site location. The Wedding Team does not attend the rehearsal or wedding. Usually, the reception site has a wedding coordinator that will run the ceremony portion of the day.

Office Wedding

Option 4

We offer Office Weddings for those who prefer a simple, inexpensive wedding ceremony. Services are performed in the Chapel, if available, and **scheduled during the workday, Tuesday through Friday.** A maximum of 10 guests can be accommodated. Decorations are not permitted for Office Weddings.

Wedding Contract

FOR FAMILY CHURCH



Bride's Name _____

Groom's Name _____

Address _____

Address _____

City _____ State _____ Zip _____

City _____ State _____ Zip _____

Home Phone _____

Home Phone _____

Cell Phone _____

Cell Phone _____

Email _____

Email _____

Date of Birth (with year) _____

Date of Birth (with year) _____

Are you Born Again? Yes No

Are you Born Again? Yes No

Are you employed? Yes No

Are you employed? Yes No

Is this your first marriage? Yes No

Is this your first marriage? Yes No

Ceremony Information

*Date of Wedding _____ Location _____ Time _____

*Date of Rehearsal _____ Location _____ Time _____

Reception Site _____ Time _____

Requested Pastor* _____ Expected Number of Guests _____

***Pastor Joe McKelvey and Pastor Mike McKelvey have very limited availability and do not usually take weddings. The fees increase by \$150 when requesting one of them.**

Please indicate your wedding option: (see the back of page 1 for pricing details)

<input type="checkbox"/> <i>Option 1</i> Family Church Pastor in the Chapel <u>\$200.00 deposit due</u>	<input type="checkbox"/> <i>Option 2</i> Family Church Pastor in the Family Room <u>\$200.00 deposit due</u>	<input type="checkbox"/> <i>Option 3</i> Family Church Pastor off-site <u>\$200.00 deposit due</u>	<input type="checkbox"/> <i>Option 4</i> Office Wedding <u>\$150 due (full amount)</u>
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Wedding Policy Agreement

We have read and understand the wedding guidelines outlined in this Wedding Contract for weddings held at Family Church or officiated by a Family Church Pastor. We agree to uphold them and ensure that contractors and members of the bridal party will abide by these guidelines as well. By our signatures, we understand that this a binding contract between Family Church and ourselves.

Bride's Signature _____ Date _____

Groom's Signature _____ Date _____

Please ***initial*** your agreement to the following (if applicable)

Important Guidelines

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- _____ The final wedding fees, marriage license and ceremony details are due at least 2 weeks prior to the wedding date at the final premarital meeting.
- _____ Weddings that start more than 15 minutes late will result in a loss of \$50 of the wedding deposit and \$50 every 15 minutes thereafter. The wedding will be cancelled if it does not begin within 1 hour of the scheduled start time and the deposit will not be returned.

Cancellation

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- _____ Prior to the wedding date, the wedding deposit and any other fees paid will be returned less \$50 for the Prepare-Enrich online assessment if a wedding has to be cancelled for any reason.

Payment Information

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- _____ We are enclosing with the return of this completed contract, the refundable wedding deposit. The wedding deposit will be refunded if the wedding guidelines are met. We understand that no date is officially set on the church calendar until this contract and appropriate deposit are returned to the Wedding Coordinator and the dates have been confirmed. The remaining balance is due 2 weeks before the wedding ceremony. **Failure to do so may result in the cancellation of the wedding ceremony.**

Cash

Check or Money Order (payable to FC)

Credit/Debit Card

Card Details (must be legible in order to process payment):

Expiration Date:

3 Digit Code:

__ __ __ / __ __ __ / __ __ __

__ / __

__ __ __

Cardholder's Name: _____

Amount Charged to Card: _____

Billing Address: _____

FOR OFFICE USE ONLY

Date Application Received _____ By _____ Amount Paid _____

Cash

Check or Money Order _____

Credit/Debit Card

Amount Due & Notes: _____