

1028 Jennings Ave.
Salem, OH



330-332-0001

www.salemfirstfriends.org

Wedding Information

Bride		Groom	
Name:		Name:	
Address:		Address:	
Phone:		Phone:	
Mailing Address:			
Date of Wedding:	Ceremony Beginning At:	Music Beginning At:	
Date of Rehearsal:	Time of Rehearsal:		
Name of Officiant:		(Please note: visiting officiant needs to sign the attached form)	
Sound Needs (a sound technician is required and will be provided by the church)			
Will you be providing audio tracks? _____ (Please bring a CD, USB drive, or designate someone to play music from a device that can connect to our soundboard via 3.5mm [1/8" cable] or Bluetooth)			
Will you have live music? _____ If so, what musicians/instruments will be included? (eg. 2 vocal mics, guitar, piano, violin) _____			
Will you require the use of the projector? (photo slide show / song lyrics) (\$25 charge) _____ (You must provide a volunteer to run the computer. We can have it set up for you. Please email Andy at ablack721@gmail.com at least a week prior to the wedding to coordinate this.)			
Circle any of the following that will be utilized: Aisle Runner Guest Book Unity Candle/Sand Candelabras (church-owned, available for use) Flowers			
Recording Policy: FFC does not offer recording services for the ceremony. If you would like to arrange your own videographer, space can be made in several places in the sanctuary for tripods and cameras.			

Facility Policies and Guidelines for Weddings

(the following is an abbreviated form of our facility use guidelines)

The facilities of First Friends Church are dedicated to the Lord and should at all times be used in respect of Him for His glory.

In order to secure your wedding date, a minimum deposit of \$250 must be paid to the church.

Activities are restricted to the areas specified for the wedding (sanctuary, lobby, bride/groom dressing rooms). Children must be under supervision at all times and are not permitted to roam throughout the building. No unauthorized use or removal of furnishings is permitted. Mistreatment or misuse of the facilities or any part thereof, will be corrected and paid for at the renter's expense.

Only "drip-less" candles may be used in decorating. "Sticky tac" and masking tape may be used to attach decorations. No use of tacks, nails, duct tape, staples or mechanical fasteners is permitted. Also, please completely remove masking tape or "sticky tac" when removing decorations.

Only authorized church personnel are permitted to adjust thermostats. Please inform the church building attendant on duty of any uncomfortable conditions.

Only music appropriate to a church setting is permitted. Songs should not include inappropriate language or sexual themes. Songs associated with the sacred nature of a wedding, or instrumental songs, are preferred. The Senior Pastor of First Friends Church will have final approval of the music used for weddings.

This is a smoke-free facility. Smoking is not permitted in any part of the building. No alcoholic beverages of any kind are permitted on the grounds or in the building.

Any items (i.e. decorations, wedding attire) brought into the facilities are done so at the sole responsibility of the user. The church and/or its agents will not be held liable or responsible for any damages to such items. These items can be left overnight inside the church building following the wedding rehearsal, and the church will be locked overnight. However, this is done solely at the discretion of the wedding party.

The renter is responsible for all clean-up. All trash must be deposited in the containers provided. Premises must be left in good condition as determined by church custodian. Any damage or maintenance expenses will be deducted from the security deposit.

The renter agrees to indemnify and forever hold harmless First Friends Church of Salem, Ohio, their agents, servants and successors from all liability, claims, demands, damages or costs, for or arising out of rental or use during the period of occupancy at any or all areas or property of said First Friends Church.

By signing below, the renter acknowledges and agrees to all the above guidelines.

Renter Signature: _____ Date: _____

Renter Printed name: _____

Visiting Officiant Form

As the officiant for the wedding ceremony of _____ (bride) and _____ (groom) taking place at First Friends Church, I understand that it is my duty to ensure that all aspects of the ceremony are in keeping with the sacred nature of Christian marriage and the character of Christ. Certainly, a wedding ceremony should include joy and laughter, but it is also an occasion for reflection and dedication. I understand that it is my responsibility to design and execute a ceremony that is both celebratory and sacred. Out of respect for the church facilities, the nuptial couple, and the Lord, I will make every effort to ensure each portion of the ceremony is a reflection of the love of God being celebrated on the wedding day. If I have any clarifying questions, I will contact the Senior Pastor of First Friends Church well in advance of the date of the ceremony.

Signature of Officiant: _____ Date: _____

Printed Name of Officiant: _____

Name of Officiant's Church and/or Ordaining Organization: _____

(This form should be completed and returned to the FFC office no later than 30 days prior to the ceremony)

Wedding and Rental Fees

Fee Description	Fee
Ceremony Facility Rental* Includes: <ul style="list-style-type: none"> • Up to 5 hours of building use the day before the wedding for rehearsal and decorating the sanctuary. (Example: 2pm – 7pm) • Up to 8 hours of building use the day of the wedding ceremony. (Example: 9am – 5pm) • Use of sanctuary, plus the parlor and chapel as dressing rooms for the bride and groom for both the wedding rehearsal and ceremony. 	\$600
Sound Technician (Required for all weddings)	\$80
Pastoral Services (If applicable) <ul style="list-style-type: none"> • Applies only if utilizing an officiant from FFC. Includes pre-marital counseling, preparation and administration of ceremony, and legal paperwork. • If utilizing a visiting officiant, the form on page 4 must be completed and returned. 	\$300
Reception Facility Rental* (If applicable) Includes: <ul style="list-style-type: none"> • Use of gym and kitchen on the day of the ceremony, as well as the day before for decoration, food prep, etc. • Up to 5 additional hours of building use (up to 10 total) the day before the wedding for rehearsal and decorating the gymnasium (and sanctuary). (Example: 10am – 8pm) • Up to 5 additional hours of building use (up to 13 total) the day of the wedding ceremony and reception. (Max use: 9am – 10pm) 	\$850
Total Fees Due:	
* Building opens no earlier than 8am and closes no later than 10pm	
* A \$250 deposit is required to secure your reservation date. The remaining balance is due no later than 30 days prior to the wedding date.	

For Office Use Only:

Approved By:
Deposit Paid: Date _____ Amount: _____ Cash ____ or Check Number _____
Remainder Fees Paid: Date _____ Amount: _____ Cash ____ or Check Number _____

Pastoral Policies and Guidelines
(applicable if couple desires an officiant from FFC)

I am so glad that you've chosen to celebrate your Covenant of Christian Marriage with us at First Friends! I consider it both a privilege and joy to walk alongside you as you plan and prepare for that big day. However, I believe that I have an even more important job: preparing you as well as possible for a life-long marriage that will not only celebrate life's mountaintop experiences, but also survive the valleys along the way.

One of the primary ways we will accomplish this goal is by meeting together for premarital counseling. This counseling will consist of 3-4 meetings, 60-90 minutes each, spread out over the 2-3 months preceding the wedding date. In addition to planning the ceremony itself, we will also work through some of the practical aspects of maintaining a healthy marriage after the wedding day. We will not use any "assessment" tools, but instead utilize some simple questions to trigger discussions in many areas - relational, spiritual, practical, and more.

It is my assumption, because you have a desire to get married in a church building with a minister presiding, that you understand marriage as more than a civil arrangement between two parties. That is the definition of a contract, and a contract focuses on maintaining and protecting one's rights. Christian marriage is not a contract, but a covenant. A covenant involves voluntarily surrendering your own rights and seeking the good of someone else above your own good. Your covenant does not replace the civil nature of state-sanction marriage, but transcends and strengthens it. This will be my mindset, with Jesus as its sustainer and model, as we work together to prepare for your big day, and every day after it.

Finally, since my opportunity to serve you in this process will "officially" end when your ceremony concludes, I have one additional request: that you find a church community before your wedding date (if you are not already involved in one). Being a part of a church family will offer the sustaining wisdom, encouragement and admonishment that your marriage will need to stay healthy in the long term. We will discuss this request further during pre-marital counseling.

If you are in agreement with all of the above, please sign below and return this paper to our church office. I will be in touch with you to schedule your premarital counseling when that time comes. Until then, feel free to contact me any time with any questions you might have.

Sincerely,

Pete Fowler
Lead Pastor, First Friends Church

Bride Signature: _____ Groom Signature: _____

(Please bring this completed form to the first pre-marital counseling meeting.)