



# Engaged and Premarital Guide for Couples

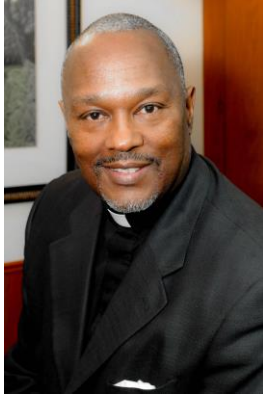


***“But as for me and my household,  
we will serve the LORD.” Joshua 24:15***

**Rev. Dr. Darryl T. Jenkins, Senior Pastor  
Faith Community Church**



## Greetings in the name of our Lord and Savior Jesus Christ!



Congratulations on your plans to unite in Holy Matrimony!

Marriage is one of the most important decisions a couple will make. It greatly determines the direction of the rest of your lives and generations to come. It should not be entered into lightly.

Here at Faith Community Church, we recommend participation in premarital conferences. This takes time. This is an ongoing process and allows couples to more deeply probe this sacred relationship in ways to produce rich dividends in the future.

Having personally gone through premarital conferences and facilitating many sessions, I am confident in saying it is good and sound wisdom on a couples part to actively participate in the “Before you say, I Do!” premarital pastoral sessions.

During our time together, you will explore much about yourself, your future spouse and the importance of centering your union on God. Jesus must have loved weddings. His first miracle took place at one. Some of his analogies regarding his relationship to the church are described in wedding terms.

Paul likewise emphasizes the importance of marriage when he compares it to Christ’s relationship to the church. And in Revelation John explains Christ’s marriage relationship with the church as eternal. It is no wonder that Christians place high importance on weddings and as a community of faith, we look forward to walking alongside of you throughout your journey of Holy Matrimony.

To help us plan for your special day, a member from the Faith Community Church Wedding Team will contact you. Again, congratulations!

Yours because of Him,

*Darryl T. Jenkins*

Dr. Darryl T. Jenkins  
Senior Pastor



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### Wedding Service Agreement

Your wedding is a sacred occasion. It will be most meaningful to you, your families and friends when you plan carefully. Please complete the following to allow us to assist you in planning your special day.

Today's Date: \_\_\_\_\_

Rehearsal			Wedding		
Day	Date	Time	Day	Date	Time
		AM PM			AM PM
<b>BRIDE:</b>			<b>GROOM:</b>		
Address:			Address:		
City/State/Zip:			City/State/Zip:		
Home Phone #:			Home Phone #:		
Work Phone #:			Work Phone #:		
Cell/Pager #:			Cell/Pager #:		
Date of Birth:			Date of Birth:		
Member of Faith?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Member of Faith?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Organist Required?*	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Your Organist Name:		
Vocalist Required?*	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Your Vocalist Name:		
Preference:	<input type="checkbox"/> Traditional <input type="checkbox"/> Contemporary				
Holy Communion	<input type="checkbox"/> Yes	<input type="checkbox"/> No			
Reception to be held and Faith?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If "Yes" Area Requested:	<input type="checkbox"/> Fellowship 1 <input type="checkbox"/> Fellowship 2	
Guests Expected:					
Wedding Ministry Team:	Chris White Church Office	630.539.9522 630.634.2804			
<b>Fee Structure:</b> A 50% deposit is required as part of wedding plans	<b>Members: \$0 (Free-will)</b> <i>Includes:</i> Use of Sanctuary - \$0 Wedding Liaison - \$250 Sound Tech - \$150 Janitorial Services - \$200	<b>Non-Members: \$1400 (50%)</b> <i>Includes:</i> Use of Sanctuary - \$800 Wedding Liaison - \$250 Sound Tech - \$150 Janitorial Services - \$200	<b>Pre-Marriage Counseling:</b> <i>Required: "Before You Say I Do"</i> - Dr. Jenkins conducts a series of 1.5 hour coaching sessions. * Fee Structure: \$750-\$1500		



**Deposit:** A non-refundable \$500.00 deposit is required to reserve wedding date as part of all wedding ceremony plans. No exception. Final payment is due four (4) months prior to wedding date. Acceptable methods of payment for the final balance are: money order, cash, cashier’s check, or online using CHASE Quick Pay.

*\*\*\* Pastor’s and Pre-Marital Counseling fees will be determined by Pastor Jenkins \*\*\**

**Late Fee Policy**

**Rehearsal:** Rehearsals are scheduled for one hour. If rehearsal is delayed for any reason, a \$50.00 fee is incurred for the organist or sound technician for the first 30 minutes and \$35.00 for each subsequent 15 minute interval. The church also incurs \$35.00 per 30 minute interval over and above the scheduled hour of rehearsal. Any and all late fees must be paid to the Pastor’s designee, in cash, before the start of rehearsal.

**Wedding:** If the wedding is delayed for any reason, a \$50.00 fee is incurred for the first 15 minutes and \$25.00 for each subsequent 15 minute interval. This is done to insist on punctual schedules and to compensate clergy whose time is valuable. Any and all late fees must be paid to the Pastor’s designee, in cash, before the start of the wedding.

**Payment Schedule:**

Wedding Fee: \_\_\_\_\_  
Use of Facility Fee: \_\_\_\_\_ (Fellowship Hall 1 or 2)  
Total Due: \_\_\_\_\_

Balance Due: Date Due: Initials: \_\_\_\_\_  
Late Fee (Wedding) Date Paid: \_\_\_\_\_ Initials: \_\_\_\_\_  
Late Fee (Rehearsal) Date Paid: \_\_\_\_\_ Initials: \_\_\_\_\_

**Please note the following**

- Clergy:** Clergy outside of Faith are invited to participate and are subject to the following conditions:
- Pastor Jenkins serves as the host Pastor and leads the direction of the ceremony;
  - Pastor Jenkins reserves the right to honor or reject special requests in keeping with the policies of the church;
  - Holy Communion is only offered to members of the body of Christ, usually the bride & groom;
  - Faith does not provide stands for floral arrangements, tables, risers, etc. If needed, a kneeling bench is available.
  - All elements of the ceremony should be done to the glory and honor of God.



### **Scheduling a Wedding:**

You need to make your initial arrangements for a date and time through the church office or wedding liaison (Chris White). The office phone number is 630-634-2804 or e-mail [admin@faithcommunitycc.org](mailto:admin@faithcommunitycc.org)

The ministerial and church staff of Faith Community Church are ready and willing to guide and assist you in making your marriage a truly worshipful and memorable occasion. Certain policies have been established to accomplish that purpose and to assist the bride and groom and families in planning the wedding ceremony. Please read all information carefully before filling out the form attached.

**1-Sanctuary Usage:** The building manager will check availability of our Sanctuary dates and the size of your wedding. Our Sanctuary holds approximately 360. The Faith Community Church Fellowship Centers are available for an additional fee, if you wish to use it for your reception or a post-ceremony gathering. We do not schedule weddings on holidays. No pets are allowed in the ceremony, unless it is a service animal.

**2-Planning Packet:** You may print the packet from the web or when you come to view the church facilities, please pick up a planning packet from our Church office or Liaison.

**3-Officiating Pastor:** After your request for a wedding date has been submitted, the Pastor will see if he or an assigned minister is available on your date. Nothing can be confirmed until the Pastor is consulted. You will be contacted for an initial premarital conference once your date is selected. Under appropriate circumstances, we will permit a Guest Minister of your choice to officiate at your wedding. Your request needs to be made known at the time you schedule the date and time for your wedding. This privilege is, of course, always subject to approval. Our Liaisons will, in any event, provide liaison services for your wedding. A higher fee for our Liaison is a requirement in the event you have a Guest Minister.

**4-Pre-Marital Conferences:** Faith Community Church requires you to attend "Before You Say I Do" Workshops designed to help you on your journey. There are 13 sessions, often times combined that must be completed with the Pastor before you are united in Holy Matrimony. The best time to complete this is three to four months before the wedding. There is a fee for pre-marital workshops which ranges between \$750-\$1500 with Pastor who has been trained in pastoral care and consultation.

**5-Wedding Liaison:** Our Liaison is the person who coordinates weddings at Faith Community Church and works closely with the pastor and you. It is recommended that you have a wedding planner who will work with our liaison. When needing answers to questions regarding your wedding, as it pertains to the Church and service, please call the Liaison through the Church Office—630-634-2804. Should you have a Guest Minister, the Liaison will meet with you both two months prior to the wedding and will be available to answer any questions you may have about your wedding at Faith Community Church. She will be present at the rehearsal and in the building during the ceremony to help and to answer any questions.



**6-Marriage License**

The marriage license must be obtained within the county where the wedding is being performed (DuPage County) and must be purchased at least one month prior to the wedding. The license must be in the Pastor’s possession before the ceremony and should be given to the Faith Community Church Wedding Liaison at the rehearsal. It is the responsibility of the Pastor to file the completed license with the county following the wedding. Marriage License are sent via overnight express with a tracking number with an estimated overnight shipping cost of \$25 via UPS, USPS, or FEDEX.

**Fee Structure**

Pastor	\$750-\$1500	Dr. Jenkins requires all couples to complete pre-marriage sessions. There are between 10-13 sessions to include 1-dinner
Wedding Liaison:	\$250 \$300	Faith Community Church requires a primary point of contact when using Guest Minister
Organist:	\$200	add’l fees required for add’l rehearsals
Sound Technician:	\$150	Faith Community Church requires a technician to work the sound board (no exceptions)
Janitorial Services:	\$200	add’l fees for use of the Fellowship Center
Use of Sanctuary:	\$800 \$0	Non-member Members are asked to make a free-will or love offering in support of the church ministries

**Additional Faith Community Church Facility Fees (For Receptions):**

Fellowship Hall:	<input type="checkbox"/> No Charge (Members)	<input type="checkbox"/> \$750 (Non-Members)
Kitchen ¾ Use of Fellowship Hall:	<input type="checkbox"/> No Charge (Members)	<input type="checkbox"/> \$1000 (Non-Members)

Optional use of kneeler and/or candelabra to be arrange for Unity Candle ceremony

Non-members will be charged a non-refundable deposit of ½ the Sanctuary fee; \$500. All fees shall be paid 2-3 months prior to the Rehearsal or before. Separate envelopes are recommended with individual checks or cash, or QuickPay should be provided for the Pastor, Wedding Liaison, organist, sound technician, custodian and church.



### **7-Wedding Ministry Team:**

The Wedding Ministry Team acts as the liaison between bride/groom and the Pastor. All wedding parties (including personal wedding coordinators) must work with the Wedding Ministry Team during the planning process and on the wedding day. The Wedding Ministry Team's familiarity with the facilities and experience in the wedding process will greatly assist you. Please plan to meet with the Wedding Ministry Team at least 6-8 weeks prior to the scheduled ceremony. There should be a final meeting with the Wedding Ministry Team (including your wedding coordinator) at least one week before the ceremony to confirm approval of all the wedding ceremony details.

### **8-Rehearsal:**

Rehearsals should take place on Thursday or Friday before the ceremony. One (1) hour is allotted for all rehearsals. Additional time must be scheduled with the Wedding Ministry Team. Delays are subject to the fee schedule detailed above.

### **9-Ceremony:**

It is important to keep in mind that a church wedding is a worship experience and the order of service, music and conduct of the wedding party should reflect reverence that is observed upon entering the house of the Lord. The church will be available for a total of three (3) hours for your ceremony and celebration. This includes the arrival to the wedding party, ceremony, and after service activities, i.e., receiving line and photography.

### **10-Ceremonial Music:**

Vocalists & Instrumentalists: You must make your own arrangements for vocalists and/or instrumentalists. Music must be of Christian content and coordinated and approved through the Minister of Music (the "Minister") and the Wedding Ministry Team. Soloists and all other contracted musicians must meet with the Minister at least two (2) weeks prior to the ceremony and must be present during rehearsals.

### **11-Church Decorations:**

Decorations should be kept at a minimum. The decorating process will be carefully planned with the Wedding Ministry Team for the setting of a sacred service in the sanctuary, which is dignified and beautiful. Florists will have access and be able to decorate the sanctuary two (2) hours prior to the ceremony. Nails, tacks, clamps, pins, or anything that would mark the pews are strictly prohibited. Tape that does not damage the pews in any way may be used. The bride/groom should make arrangements to have someone available to receive all decorations, including flowers. All decorations, without exception, must be removed at the end of the ceremony. The Pastor must approve all items brought into the sanctuary.



**12-Use of Candles and Crystal Stands:**

Only dripless candles displayed on a proper receptacle may be used. If needed, altar candelabras are available for use. Unity candles are the responsibility of the bride/groom. All candles must be extinguished at the close of the ceremony and all stands and other equipment must be removed from the church premises. Rental: \$20

**13-Photography/Videography:**

Only official wedding photographers/videographers will be allowed to take pictures during the service. The pulpit and chancel areas are off limits with respect to photography/videography equipment. No flash pictures are permitted in the sanctuary once the ceremony begins. Photographers and videographers should be made aware of time guidelines and should adhere to the same. Technicians will have access to the facilities two (2) hours prior to and one (1) hour after the ceremony. We ask for minimal movement by the photographer during the ceremony and that he/she not take photographs from the Altar. The videographer must film from a fixed location to be determined before the ceremony. We can recommend a photographer if desired.

**Waiver:**

The applicant and the individual executing this application hereby waive any all claims, demands, and causes of action, which they may have against Faith Community Church as a result of the use of the church facilities pursuant to this application. The applicant and the individuals executing this application shall indemnify and hold harmless Faith Community Church and its officers, agents, and employees from and against any and all claims, demand, causes of action, and all other loss and expense, including reasonable cost of litigation arising out of or associate with the use of church property by the applicant group and its members, guests, employees and agents pursuant to this application.

**NOTE:** If your plans change, please notify the church office immediately at 630-634-2804. Faith Community Church is not obligated to honor dates that have been changed. Assigning a new date will depend on availability of space. This request is not valid until confirmed by the church. Any damage is the responsibility of the person reserving Faith facilities. This person is also responsible for removing all personal items. All items left in the facility will be discarded. Faith is not responsible for any valuables that are lost or stolen.

I/We have read and understand all of the information in this agreement and consent to the same.  
I/We understand that the church is the house of the Lord and musical selections will be chosen with respect to God and His church.

Bride’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Groom’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_





## Sample of Wedding Program (Order of Service)

### The Processional

- Anyone who will be seated by the Ushers that is not listed below
- Seating of groom's parents
- Seating of bride's parents
- Bridal Party
- Bride

### The Rite of Marriage

### The Greeting

### Recommended Passages of Holy Scripture:

- **Old Testament;** Genesis 1: 26-31 or 2: 18-25; Psalm 103, 112:1, 121, 145 or 150; Song of Solomon 2: 10-13 or 8: 6-7; Isaiah 63: 7-9.
- **New Testament;** Matthew 5: 1-10, 5: 13-16, 7: 21, 24-29 or 19: 4-6; Mark 10: 6-9, 13-16; John 2: 1-11 or 15: 9-17; Romans 12: 1-2; 1 Corinthians 13: 1-13; Ephesians 3: 14-19 or 5: 21-33; Colossians 3: 12-17; Philippians 4: 4-7, 1 John 4: 7-16.

### The Celebrative Message of Encouragement

### The Declaration of Intent

### The Exchange of Vows

### The Blessing and Exchange of Rings

### The Lighting of the Unity candle and/or The Sacrament of Communion (Optional)

- Jumping of Broom Ceremony
- Salt Unification Ceremony

### The Pronouncement of Marriage

### The Presentation of the Bride and Groom

### The Benediction

### The Recessional

(Solos may be inserted at any point at your discretion)