



## **First Congregational Church Wedding Policy**

First Congregational Church  
281 High Street  
Bristol, RI 02809  
401-253-7288  
401-253-7288 (fax)  
office@fccbristol.org  
www.fccbristol.org

Rev Burton Bagby-Grose, Senior Pastor  
Barbara Watts, Church Secretary  
James Morgan, Director of Music  
Ray Levault, Sexton

*First Congregational Church in Bristol*

## Introduction

The First Congregational Church was founded in 1680. It is the oldest congregation in Bristol and one of the oldest in the nation. We are a progressive, mainline Protestant congregation that seeks to be diverse and inclusive. Our historic stone building with a beautiful sanctuary including cathedral-like arched ceiling and doorways and our attractively landscaped courtyard offer a perfect location for your wedding. The First Congregational Church is a member of the United Church of Christ (UCC).



Whether you want a service that is traditionally Christian or contemporary and creative, we are the right place for you. A friendly staff is ready to welcome and serve you as you plan your special day. You are welcome to come and look at our sanctuary and the rest of our facility. If you have any questions, please call us at 401-253-7288, or email us at [office@fccbristol.org](mailto:office@fccbristol.org)

## General Guidelines for a Wedding Service

This is a general guideline for a typical wedding ceremony at the First Congregational Church. The minister will be able to help you customize your ceremony.

- 1) The marital couple must attend mandatory premarital counseling with the minister.
- 2) The church will provide programs/bulletins or secretarial support for any wedding service as requested.
- 3) The church will provide candles as requested.
- 4) All decorations such as floral arrangements and/or aisle runners are to be removed after the service.
- 5) The use of rice is prohibited on the church property.
- 6) When conferring with the minister regarding your wedding plans, you will be required to fill out the attached wedding service application and information form.
- 7) The availability of the selected facilities for your wedding date will be verified with the Church secretary.

- 8) The availability of the church organist will be checked by the Church secretary. If the church organist is unavailable, a substitute organist can be found at [riago.org/subs.php](http://riago.org/subs.php)
- 9) Fees for the sanctuary, DeWolf Room and/or kitchen/Wardwell Room must be paid to the Church secretary by check within two weeks of application submission or the reservation will be cancelled. If the wedding reservation is cancelled with at least a 10 day notice from the planned date, the fee will be refunded.
- 10) Fees for the minister, organist, custodian and secretary must be paid at the time of the rehearsal.
- 11) The wedding license must be given to the minister at the rehearsal.
- 12) No alcoholic beverages will be allowed in the building or on the grounds of the Church at the time of the wedding ceremony.
- 13) If the wedding reception is held on Church property, alcohol use is permitted per the Church's Alcohol Policy available in the Church office.
- 14) Modifications to the terms of facility use and applicable fees are not allowed.

### Wedding Fee Schedule

	<u>Member</u>	<u>Non-Member</u>
I. Minister <sup>1</sup>	Honorarium	\$300.00
II. Use of Sanctuary (Including Rehearsal)	No Charge	\$1,000.00
Custodial Fee	\$75.00	\$75.00
III. Secretarial Fees <sup>2</sup>	\$40.00	\$80.00
IV. Church Organist <sup>3</sup>	\$200.00	\$300.00
V. DeWolf Room	Donation	\$200.00
Custodial Fee	\$75.00	\$75.00
VI. Church Kitchen and Wardwell Room	Donation	\$150.00
Custodial Fee	\$75.00	\$75.00

<sup>1</sup>The Minister's fee includes wedding ceremony, rehearsal and premarital counseling

<sup>2</sup> Only if there is a Bulletin or Service Program requested.

<sup>3</sup> If special music, vocal or otherwise, requires the support of our organist, the fee could be higher. If an organist is used from outside FCC, a fee of \$200.00 must be paid to our organist to

satisfy Organ Guild (Union) requirements. If the Church Organist is unavailable, the fee is waived and a substitute organist can be found at [riago.org/subs.php](http://riago.org/subs.php).

Wedding Service Application and Information Form

Name of Marital Partner: \_\_\_\_\_

Date of Birth \_\_\_\_\_ Phone Numbers: \_\_\_\_\_

Address: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Church Affiliation: \_\_\_\_\_

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Name of Marital Partner: \_\_\_\_\_

Date of Birth \_\_\_\_\_ Phone Numbers: \_\_\_\_\_

Address: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Church Affiliation: \_\_\_\_\_

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Date and Time of Wedding: \_\_\_\_\_

Date and Time of Rehearsal: \_\_\_\_\_

Name of Wedding Coordinator: \_\_\_\_\_

Phone Numbers of Wedding Coordinator: \_\_\_\_\_

Email Address of Wedding Coordinator: \_\_\_\_\_

**Staff and Facilities Requested:**

**Amount of Fee**

I. Minister \_\_\_\_\_

II. Church Organist \_\_\_\_\_

III. Secretarial Fees \_\_\_\_\_

IV. Custodial Fees \_\_\_\_\_

V. Sanctuary \_\_\_\_\_

VI. DeWolf Room \_\_\_\_\_

VII. Church Kitchen and Wardwell Room \_\_\_\_\_

**Total:** \_\_\_\_\_

A check made out to the "First Congregational Church in Bristol" in the amount of the designated total shown above is to be given to the Church secretary at the same time as this application is submitted.

I agree to the terms stated under **General Guidelines for s Wedding Service** and the **Wedding Fee Schedule**.

\_\_\_\_\_  
Person Applying for Church Facilities