

Franklin Circle Church Wedding Information

Franklin Circle Christian Church is pleased and honored to offer wedding services for your special day. The following information is provided to help your wedding go as smoothly as possible.

- Weddings are available for non-members as well as members and regular attendees.
- Weddings services are available year-round, pending availability of officiating pastor.
- Guest pastors may officiate the wedding, with FCCC pastor's approval.

Currently, weddings are planned using the following schedule:

- SATURDAY CEREMONY: 2:00 pm, with use of building 12:30 pm to 3:30 pm
- FRIDAY REHEARSAL: 5:30 pm, with use of building 5:00 pm to 7:00 pm
 - Alternate days and times are also an option.

THE VENUE

Weddings at Franklin Circle are held in the sanctuary. This beautiful Victorian-era space is over 180 years old and features stained-glass windows, a pipe organ and stunning woodwork and pews. Seating capacity for guests is approximately 250. There is also a balcony in the back overlooking the sanctuary, perfect for your photographer. Due to the historic nature of the building, there is no air-conditioning. Parking is available in the church parking lot and overflow parking is on the street. 1688 Fulton Road is the address to use for GPS directions.

MEETING WITH THE PASTOR

The pastor is available to meet with you in person or via Zoom at 2-3 months prior to your wedding. Meetings with the pastor will serve as an opportunity to get to know you as a couple and to work through crafting your special ceremony. Before the first meeting, the pastor will provide a very rough draft wedding ceremony outline to help you think through which elements and people you would like to include in your ceremony. During the initial meeting you will discuss the ceremony and the pastor will create a final draft and email it to you. Several weeks before your ceremony, you will meet to finalize the order of service as well as any other details.

WEDDING DIRECTOR

The wedding director represents the church in coordinating many details of the wedding and rehearsal. Responsibilities include: ensuring the sanctuary is ready for the rehearsal and wedding; unlocking rooms for the wedding party; setting up items the wedding party may want to use (ie: guest book podium, gift table, putting out provided signage); assisting pastor with rehearsal; monitoring time schedules for the wedding party; ensuring clean-up after the wedding.

After the date has been confirmed, all communication should be made directly with the wedding director. Otherwise, the wedding director will be in contact approximately three months prior to your wedding date.

DRESSING ROOMS

If the wedding party wishes to dress at the church they may do so. We have two areas available for the couple. "The Parlor" is a spacious room located below the sanctuary and provides privacy before the ceremony – often used for traditional bridal parties. Customarily the traditional groom's party does not dress at the church; "The Friendship Room" is located on the same level as the sanctuary and provides privacy for the groom's party to gather before the ceremony. It is the responsibility of the wedding party to arrange for the security and care of personal property before, during, and after the wedding. The church is not responsible for any articles belonging to any person in the wedding party, guests or vendors serving the wedding.

MARRIAGE LICENSE

The pastor can only perform weddings in full accordance with the law. Please do not overlook the need for careful compliance. An official wedding cannot take place without the marriage license. The marriage license is to be given to the pastor or wedding director at the rehearsal.

WEDDING MUSIC

The selection of music is discussed as part of your meetings with the pastor. You may provide pre-recorded music for your wedding ceremony or provide your own musicians and soloist. If you would like to use the church's pipe organ, we require the organist to make an appointment to rehearse and familiarize themselves to the organ. This may happen in the three-month period prior to your wedding. The church also has a piano in the sanctuary for musician's use.

PHOTOGRAPHY/VIDEOGRAPHY

Franklin Circle welcome you to employ a professional photographer or videographer for your wedding. The photographer and videographer may not arrive any earlier than the designated times listed above.

FLOWERS/DECORATIONS

In the sanctuary, flowers may be placed on the altar or on pedestals placed near the altar. The flower girl may only scatter SILK flower petals. Decorations of any kind may not be attached to the pews or any other furniture by glue-ing, nailing, pinning or taping. The couple and florist should consult with the wedding director about the way decorations may be placed on the ends of the pews along the center aisle. All decorations, flowers, candles, etc. must be removed from the building immediately following the service. The florist should contact the wedding director to schedule delivery. It is the responsibility of the couple to ensure that flower arrangements do not leak water or dirt onto the carpet.

No decorations belonging to the church may be moved during the Advent/Christmas season. (Thanksgiving weekend through January 6th).

CANDLES

If the couple desire a unity candle, it is their responsibility to provide the pillar and tapers. The lighting ceremony will be officiated by the pastor. We ask that no other candles be used unless placed inside hurricane glass.

RESTRICTIONS

Confetti, rice, bird seed, or silly-string are not to be used inside or outside of the church. You may use bubbles as an alternative to this tradition.

Firearms are not permitted on church property. Church grounds are drug and alcohol-free and firearms, drugs, alcohol, vaping or smoking are not permitted inside the building. If any of the listed prohibitions are present on the premise, the officiant or church representative reserves the authority to cancel the service.

WEDDING CONTRACT

A signed contract and \$100 non-refundable deposit are required to reserve your ceremony date and ensure the agreement of these policies between parties. An invoice of remaining financial responsibility will be sent a minimum of thirty days prior to the wedding date.

For active members and regular attendees of Franklin Circle Church, the venue fee is waived. A donation may be made in honor of the couple, if they so choose.

The balance must be received by the church office no less than ten days prior to the wedding date. Please make all checks payable to Franklin Circle Church.

WEDDING FEES	Non-members	Members and Regular Attendees
Non-refundable Deposit	(\$100.00)	(\$100.00)
Venue Fee	\$600.00	Waived
Services of the Pastor	\$350.00	\$350.00
Wedding Director	\$200.00	\$200.00
Audio Technician	\$100.00	\$100.00
Custodial Services	\$100.00	\$100.00
Rehearsal	<u>\$150.00</u>	<u>\$150.00</u>
Total	\$1500.00 non-members	\$900.00 members

Franklin Circle Church Wedding Contract

1688 Fulton Road, Cleveland, Ohio 44113
216-781-8232 info@franklincirclechurch.org

WEDDING COUPLE

Name: _____ Name: _____

Address: _____ Address: _____

Phone: _____ text? Yes No Phone: _____ text? Yes No

Email: _____ Email: _____

Birthday: _____ Birthday: _____

Religious tradition: _____ Religious tradition: _____

Date of Wedding: _____ Time: _____

Rehearsal: _____ Time: _____

Will you dress at church? Parlor _____ Friendship Room _____

If using a guest officiant, please provide:

Name: _____ phone: _____

WEDDING FEES	Non-members	Members & Regular Attendees
Non-refundable deposit*	(\$100.00)	(\$100.00)
Venue fee	\$600.00	Waived
Services of the Pastor	\$350.00	\$350.00
Wedding director	\$200.00	\$200.00
Audio Technician	\$100.00	\$100.00
Custodial services	\$100.00	\$100.00
Rehearsal	<u>\$150.00</u>	<u>\$150.00</u>
Total	\$1500.00 non-members	\$900.00 Members & Regular Attendees

*DEPOSIT IS REQUIRED TO RESERVE YOUR DATE

Deposit received _____ check# _____ date: _____

Balance due: _____

An invoice of financial responsibility will be sent a minimum of thirty days prior to the wedding date. The balance must be paid in full, ten days before your wedding. Please make all checks payable to Franklin Circle Church.

Signatures

Wedding Couple: _____ date: _____

_____ date: _____

Franklin Circle
Representative: _____ date: _____