

Weddings

A Planning Guide



Faith Worship Centre

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Planning Your Wedding and Reception at Faith Worship Centre

Thank you for considering Faith Worship Centre for your wedding! We would like to help with this important time in your life!

Premarital counseling is required for all couples and a Faith Worship Centre pastor must approve the union before it occurs. If you wish to use a non-Faith Worship Centre pastor, approval will be necessary from our pastoral staff.

To get the process started, you need to complete the wedding application form and submit a refundable \$100 security deposit. You will then be contacted by our Wedding Coordinator. In addition, you will need to meet with your pastor to discuss your wedding plans.

The wedding and reception planning information that follows is designed to answer questions you may have about weddings and receptions at Faith Worship Centre. Please read it carefully.

May Christ bless your relationship in these days of anticipation. We look forward to preparing for your special day.

Wedding Guidelines:

1) Marriage Preparation Course

At FWC we value and promote healthy marriages as it is essential for your journey. In order to be more adequately prepared for marriage all couples planning to be married at FWC are required to attend the Marriage Preparation Course provided by Faith Worship Centre.

In exceptional circumstances other premarital counseling arrangements may be made. Such arrangements must be discussed with and approved by your officiating pastor.

*The Premarital Course is offered annually. The cost for this course is approximately \$150 and is payable upon registration. You can find the registration form on our website under the resources tab. (You will be prompted to pay that fee online)

2) Marriage License

As marriage is both a spiritual and legal binding decision, the couple is required to obtain their marriage license and ensure they meet all its legal requirements. The ceremony cannot be conducted without a valid license. The marriage license should be given to the officiating pastor at least one week prior to the wedding date.

3) Date & Facilities

Once your application has been received with the \$100 security deposit, your request will be reviewed in light of other calendar events and church policies on marriage.

- Wedding dates will not be finalized nor confirmed on the master calendar until the request is verified for availability at the weekly Staff Meeting.

- The church facility is only available for rehearsal/wedding/reception: Friday evening 5 pm – 9 pm and Saturday from 8 am – 6 pm (all items must be removed and clean-up completed Saturday by 6 pm)
- For decorating time, please schedule with your Wedding Coordinator. If you have any questions, please discuss them with the officiating pastor.
- Chapel Provides seating for approximately 100 people
- Sanctuary Provides seating for approximately 600 people

4) Wedding Rehearsal

It is customary to have a wedding rehearsal. The time and date for your wedding rehearsal are to be confirmed with the officiating pastor at the ceremony and harmonized with the church calendar.

The pastor is responsible for showing servant leadership at the rehearsal and will work with the couple and their wedding coordinator (when applicable) to ensure that the rehearsal runs as smoothly as possible.

- You may wish to choose your own musician. There is a fee for a musician supplied by the church. Any other special music is your responsibility.
- An FWC approved sound technician is required for weddings in the sanctuary. The sound technician provided for your wedding will contact you in advance of the wedding date. An FWC approved media operator is required to display any videos or presentation files. All materials must be prepared by the couple and delivered to the operator for testing at the rehearsal. Compatible formats for presentations are Keynote® and PowerPoint®. Compatible formats for video are .mpeg, .mov, and DVD's.
- Technicians are booked through the Special Events Co-ordinator at weddings@myfwc.ca.

5) Wedding Coordinator

Once the date and officiating pastor are confirmed, the wedding coordinator will contact you. The wedding coordinator is not a wedding planner. A FWC Wedding Coordinator must be present at all times when you or your party is in the building.

The coordinator's responsibilities include:

- Acting as your contact point with the church regarding use of the church facilities;
- Determining your facility and equipment needs and communicating those needs to the appropriate church staff,
- Collecting the fees associated with the wedding/reception;
- Helping you plan the entrance and exit of your bridal party at the ceremony;
- Facilitating the wedding rehearsal. Rehearsals usually take about an hour;
- Making sure church decorations/items you are borrowing available at the appropriate time;
- Assisting in the clean-up and return of church decorations/items.

Plan to have two or three meetings with the coordinator to finalize your plans.

6) Music

If you are using a CD, plan to have all the music on one CD, in the correct order, at least two weeks before the wedding. If you are interested in having live musicians, you will need to find and contact them directly.

7) Technical Services

Technical Services include sound, media & lighting support for the rehearsal, ceremony and/or reception, and an audio recording of your ceremony on CD.

8) Decorations

The church has a collection of decorations that you may use in addition to your own flowers and decorations. Your church wedding coordinator will make arrangements for you to view the church's decorations. Only dripless candles may be used.

9) Receptions

- The reception fee includes use of one or more of the following: tables; chairs; water pitchers; ice; coffee carafes, coffee maker with pump dispensers; commercial oven and a warming oven.
- The following items are NOT PROVIDED: tablecloths; coffee; sugar; cream; tea; foil; plastic wrap; plates; cups; napkins; utensils.
- A small amount of refrigerator and freezer space is available the night before the wedding. You should plan to bring all perishable reception items on the day of the wedding.
- You should plan to assign someone who is not in the wedding party to work with the wedding coordinator to oversee the reception and clean-up.
- Dancing at receptions should be discussed with the coordinator for proper guidelines.

10) Miscellaneous

- Smoking & alcoholic beverages are not permitted for any reason in any building or on the premises.
- The church cannot be responsible for wedding gifts brought to the church or left in the church. We recommend you select someone in advance to take charge of gifts.
- Personal items (apparel, food, decorations, flowers, etc.) should be removed from all rooms (including dressing rooms) promptly after the ceremony. The church is unable to store anything until the next day.
- For cleaning reasons, we do not allow birdseed, flower petals, confetti or rice thrown on the church premises. Artificial flower petals and bubbles are good alternatives.
- No food or drinks are allowed in the sanctuary (with the exception of communion.)
- Certain items on the stage cannot be removed, (the piano and the drums) there is however, a white folding screen available for your use on the platform during your wedding, which can cover the drums and/or piano.
- Sound and media equipment can only be used by FWC's tech team. The wedding party may bring in a personal laptop, but the FWC tech team will run all equipment.

11) Cancellations/Changes of dates and Locations

If you decide to hold your wedding at a different location after submitting an application, contact the church office. If the wedding coordinator has contacted you, please also notify the wedding coordinator.

12) Fees

Fees are to be paid one month before the date of rehearsal. The church office will distribute funds to the parties involved. Please make cheques payable to 'Faith Worship Centre'.

Should you choose to have a pastor from another church officiate or participate in your wedding, or if you request more than one FWC pastor, you will be responsible for any additional fees.

Schedule of Fees

Officiating Pastor	\$200.00
Facilitating Pastor	\$150.00
Musician	\$100.00
Sound Technician	\$100.00
PowerPoint Operator	\$ 50.00
Custodial Department	\$ 75.00
Custodial Department	\$ 30.00 /hour
*Refundable Deposit	\$130.00

*Refundable Deposit:

The refundable deposit is a cheque made payable to FWC one month before the rehearsal, post-dated for the day of the wedding.

- If the ceremony is delayed by more than 90 minutes from the scheduled start time, the minister, sound technician & musician are not obligated to remain at the church.
- It is recommended, because of the sacred nature of this marriage ceremony and to respect the start time of other FWC ministries, that all parties are diligent in maintaining a prompt schedule. Please encourage your wedding party to arrive on time as being late disrupts the organization of the wedding and can be a major inconvenience to others.