

First Pentecostal Church Westbank
Wedding Guideline Form

1. Weddings may be conducted in the main church Sanctuary, the courtyard, or F.L. Sartin family Life Center.
2. Membership of bride, groom or parents for one or more years entitles the couple to schedule the wedding date and time of wedding.
3. Pre marriage counseling is encouraged. Please see Rev. Keith Sartin to schedule time and day.
4. FPC Wedding Coordinator should be contacted regarding the wedding scheduling on church calendar, reservation and preparation of facilities and payment fees. All fees must be paid one month prior to the wedding date.
5. A meeting must be set-up between bride, Wedding Coordinator, and Sis Sandy Sartin one week prior to rehearsal to outline program for the wedding. Only minor changes may be made, if needed, at the rehearsal. The bride and groom must clear ALL wedding plans through the Wedding Coordinator; the coordinator will be present at the rehearsal and at the ceremony.
6. It is the responsibility of the applicant for an event at the church to make sure that all guidelines are followed.

7. General Church Guidelines:

Candles: When using Candles in candelabras or the unity candle, a plastic runner must protect the carpet. Dripless candles are preferred.

Flowers: No floral tape allowed on any pews or furniture. The flower girl is allowed to drop petals or such items only as she precedes the bride on bridal isle runner. No nails or tacks are permitted in connection with decorations. The florist, together with the applicant engaging the facility, will be responsible for all damages. The applicant must make prior arrangements with the florist, or whoever will be responsible, to have all the candelabras, arches, etc. removed immediately after the ceremony. It is the applicant's responsibility to make sure the church sanctuary is reverted to its normal appearance. Maintenance will clean only. (vac, tissues, etc.)

Changing Areas Available to the Bridal Party: Wedding Coordinator will designate rooms to be used for any pre ceremony preparation. These areas must be emptied immediately following ceremony. Food and clear drink are allowed in these areas, however, please be considerate of the carpeted areas.

Songs: Most love songs are appropriate. However, all songs must be cleared through the Wedding Coordinator. Songs should correspond to the themes which are inherent in a Christian marriage service (e.g., God's love for the church displayed through Christ, forming the foundation

for the love a man and a woman share; Gods blessing petitioned for the marriage; the praise of God expressed when Christians rejoice.

Rings: A ring ceremony is performed during the ceremony, however bride and groom may also exchange privately at the unity candle.

Attire: Bride and bridesmaid's dresses, etc. should be within the limits of modesty. This includes the neckline, shoulders, sleeves, and hemline areas. The Wedding Coordinator must approve all styles of clothing to be worn by the wedding party.

Programs: If you wish to provide a program for your service, we suggest that you make arrangements with a local printer. Examples of bulletins can be obtained from the Wedding Coordinator.

Photography: The photographer is at liberty to move around during the ceremony to take pictures as needed.

Videographers: Video cameras may be set up on the balcony and/or in the choir loft in the Sanctuary. A camera may be set up in back of center aisle.

No alcohol, smoking, or inappropriate behavior will be allowed on church premises. The applicant will be held responsible for any damages to church premises.

Rice bags, potpourri, confetti and such items are not allowed inside or outside of the church premises. Love bubbles are highly recommended. It is the responsibility of the bride and groom to see that this is made known to the wedding party and guests.

Marriage License: License will be signed at the church building prior to the wedding party departing for the reception or during the ceremony. It is usually witnessed by the best man and maid of honor. Legally they must be 18 years of age or older. License will be presented to Pastor no later than the day before wedding. To obtain marriage license contact Jefferson Parish Clerk of Court at Westbank Marriage License Dept 504-364-2922 or 504-364-2923 or Eastbank 504-736-6393, or e-mail marriageinfo@jpcclerkofcourt.us.

Sound technicians are the only persons allowed to move any sound equipment. These include and are not limited to monitors, microphones, etc. Please contact Brett Griffin.

Platform maintenance technicians are the only persons allowed to move any platform furniture prior to and immediately after the ceremony.

Sanctuary fees:

Cleaning Fee	\$ 50.00
Sound Technicians	\$ 50.00

Wedding Coord.	\$ 50.00
Musicians	\$ 50.00
Singers	\$ 50.00
Sanctuary	\$200.00
Church Kitchen	\$100.00
Clergy	no charge

Fees are subject to waiver for church members as approved by the Wedding Coordinator.