

Wedding Policies and Information

First Congregational Church, United Church of Christ, believes marriage is one of the most important decisions and commitments a person can make. The guidelines outlined in this information packet are designed to help make your wedding a joyful and spiritual occasion.

General Guidelines

Scheduling: Arrangements for the use of the church and its services should be made as far in advance as possible. Wedding dates must coordinate with the Church calendar and will not be conducted on Sundays, during Holy Week, or after the first weekend in December. Only one wedding is scheduled on any given day.

Step One: Call the Church office at 586-752-3661 and let us know what date you have in mind for your wedding.

Step Two: We will check the Church calendar for availability and, if the date is open, we will then check the availability of the Pastor.

Step Three: Your information will be forwarded to one of our Wedding Coordinators who will contact you to set up a meeting. Final confirmation will take place when a wedding agreement is signed and delivered along with a security deposit, to the Wedding Coordinator.

The Minister: The Pastor of our Church will gladly meet with members and non-members to help you prepare for your marriage and plan your wedding. Our Pastor customarily performs weddings at First Congregational Church. However, if it is the desire of the couple, a minister from another church may assist or co-officiate the service, but only at the Pastor's discretion. A series of premarital counseling sessions will be part of your preparation for marriage.

Wedding Coordinators: Our wedding coordinators will assist in planning and arranging the details of your wedding. After confirming the date of your wedding, a coordinator will meet with you to review all of our policies and to discuss your wedding plans. It is our wedding coordinator who will be in charge at your rehearsal and wedding and will assist your florist, musicians and photographer. (No outside wedding planners please.)

Our Facilities: Our historic and beautiful sanctuary can seat approximately 260 people comfortably; our chapel approximately 50. We do have a side entrance equipped with an elevator.

Building usage for your wedding includes:

- The wedding rehearsal -approximately 45-60 minutes- to take place the evening before your wedding
- The wedding ceremony -approximately 30-60 minutes- the church will be available for approximately 4 hours- including photography

Music: Music is an important part of your wedding, so it is essential that it be in keeping with the Christian meaning of the ceremony. Our church organist will provide organ or piano music at your wedding service. If however, they are unavailable, any qualified organist may play, with the approval of the Pastor, for your wedding. The use of instrumental music and soloists should be coordinated through the Pastor and organist. It is your responsibility to discuss with the organist all music for your service- prelude, vocal, processional, recessional and postlude. No prerecorded music is allowed.

Our church organist will provide organ or piano music at weddings held at First Congregational. If however, she is unavailable, any qualified organist may play, with the approval of the pastor, for the service. The wedding couple should discuss the music for the service with our organist and pastor, including the use of instrumental music and soloists. In a case where the couple or family desires to use another organist for the service, we will accommodate their request by having our organist share the musical duties during the service with the guest organist.

The organist's fee for weddings, which includes the rehearsal and the wedding, is \$150.

Photography: In keeping with the efforts to make your wedding ceremony a special and sacred occasion, flash photography is not allowed during the actual ceremony. If necessary, desired pictures may be posed after the ceremony. Video cameras and filming are permitted. If you would like pictures taken before your ceremony, they must be taken no earlier than 2 hours prior to the start of the ceremony. All photography must be finished one hour after your ceremony. Please be sure you discuss these restrictions with your photographer/s prior to the wedding. *It is essential that photographers - still and video - be in communication with the wedding coordinator before the service.*

Flowers/Decorations: Flowers are a beautiful addition to any wedding, but please keep in mind these guidelines:

- If your wedding is in December and through the first week in January, traditional Christmas decorations will be in place and may not be removed
- We do have candelabras and drip less candles available for your use
- A simple Unity candle is available for your use and can be decorated with flowers
- A kneeler is available
- We do permit the use of bubbles and silk flower petals; real petals are allowed inside only if you're using an aisle runner; no rice please
- A runner may be used, but it is your responsibility to provide one
- The use of nails and tacks is not allowed in our sanctuary

- Our church is not responsible for loss or damage to any items brought in by the wedding party, florist or photographer
- Flowers and other decorations should be removed from the church one hour after your ceremony

Marriage License: The license must be brought to the rehearsal. The best man and maid of honor (along with the Pastor) will sign the license on the day of the wedding.

Other Policies: No alcohol is permitted on church property.

Wedding Fees

	<u>Active Members</u>	<u>Inactive/Non-Members*</u>
Sanctuary Use:	no charge	\$500.00
Chapel Use:	no charge	\$150.00
Custodian:	\$75.00	\$100.00
Organist:	\$150.00	\$150.00
Pastor:	Honorarium	\$300.00
Coordinator:	\$125.00	\$125.00
Security Deposit:	no charge	250.00**

* Active membership is defined as a member who regularly participates in worship and financial support to the First Congregational Church of Romeo. Children of active members are also included in this category.

** The security deposit of \$250.00 will secure your date. It is non-refundable should you decide to cancel your wedding, or if there is any damage to the building during your use of it. Otherwise, the deposit will be returned to you within one month of your ceremony.

All fees are due two weeks prior to your wedding (with the exception of the \$250.00 security deposit required to reserve the sanctuary for non-members.)

Our Dining and Fellowship rooms are also available for additional fees.

Dining Room Use:	no charge	\$200.00
Fellowship Room Use:	no charge	\$50.00
Custodian:	\$50.00	\$50.00