



Clarkston United Methodist Church

6600 Waldon Road • Clarkston, Michigan 48346-2472

Telephone (248) 625-1611 • Fax (248) 625-4848

A Word to the Bride and Groom:

We are delighted that you are considering Clarkston United Methodist Church for your wedding. We believe that sharing with couples as they bind their lives together in the Spirit of Christ is one of the most important ministries of the Church. We look forward to working with you to make your wedding a memorable day and to help you prepare for a healthy, growing marriage.

The purpose of this information is to help you plan for a wedding which will be an expression of your faith, a witness of your love for each other, and a time of deep commitment. It is the result of years of experience and hours of thoughtful preparation in developing guidelines which will create a worshipful, joyful atmosphere for your wedding.

We look forward to sharing this experience with you and nurturing your upcoming marriage.

Grace and peace,

Rev. Richard L. Dake
Senior Pastor

Rev. Reed Swanson
Associate Pastor

Rev. Christine Wyatt
Dir. Of Adult Ministries

Wedding ~ Quick Facts

Sanctuary: No Air-conditioning
Capacity, 500 people max.
19 pews each side

Fellowship Hall Capacity: 160 people max. with tables

Deposit: Non-refundable, due at the time of date selection

Members \$150 (applied to event fees)

Non-Members \$200 (Sanctuary rental)

Wedding Personnel & Event Fees:

Pastor:	\$ 175
Marriage Preparation:	\$ 110
Enrichment Inventory:	\$ 35
Organist:	\$ 200**
Custodian:	\$ 75
Hostess:	\$ 100
Sound:	\$ 50
Optional:	
Candleabras	\$ 20

* **Fee varies depending on service provided. Please refer to music brochure for details.

Deposits are to be paid at the time of date selection. All remaining fees are to be paid in cash the Monday prior to the wedding.

Sanctuary availability can be addressed through the Church office.

General Information

- † Contact the church office to determine the availability of the sanctuary on your preferred date. Please note that availability of the building does not guarantee that your wedding can be scheduled, required personnel must also be available.
- † Rehearsals are held the evening before the wedding at 6:00 p.m. Please notify the church office of conflicts. Please bring the rings with you to the rehearsal.
- † All persons who are participating in the wedding are required to be at the rehearsal, including the parents of the couple. Please be prompt.
- † Organist presence at the rehearsal is not required. You may request the organist to attend for an additional fee. Please contact the church office one month in advance of the rehearsal if you would like the organist to attend.
- † Weddings at Clarkston United Methodist Church are officiated by our pastors. If you wish to have another pastor involved, please make arrangements through the officiating Pastor.
- † Two altar candles are provided by the church. Unity candles are to be provided by the bride and groom.
- † Please show respect for the facility by refraining from the use of anything which will damage the building in any way (no tape, tacks etc. are to be used). Ribbons may be used to attach flowers/bows to the pews. There are 19 pews on each side of the aisle.
- † No smoking is allowed in the building.
- † No alcohol is allowed on the premises.
- † Nothing may be thrown in the building or on the grounds.
- † Two separate dressing areas are provided for the wedding party.
- † The presence of the church's Wedding Hostess is required.
- † Flash photography is not permitted during the ceremony. Posed pictures may be taken after the ceremony. One flash photograph of the bride is allowed as she comes to the door. All video taping is to be done from the balcony.
- † The church will be open one and a half hours prior to the wedding.

Pastor's Role

§ The pastors of the church look forward to working with you to help make your wedding a meaningful expression of your commitment to each other and to Christ, and to help you prepare for a life-long covenant of growth and love together.

§ The pastors of Clarkston United Methodist Church must perform your wedding. Other ministers are welcome to assist in consultation with our pastors. We understand the marriage service to be a service of Christian worship and do not rent the building for other services.

§ The pastors are responsible for everything that happens on the church property. If a professional wedding consultant is hired, he/she will work under the direction and supervision of the pastor.

§ The United Methodist Church requires the pastors to counsel with the couple regarding the meaning of Christian marriage, preparation for a healthy marriage, and other concerns raised by the couple. Our goal for these sessions is to develop a relationship between the couple and pastor and allow the couple an opportunity to reflect on their relationship and faith as they prepare for marriage. These sessions allow time for the creation of a wedding that honors our faith tradition and reflects the couple coming together in marriage. The number and length of the sessions depends on the couple, but generally involves three to four sessions of an hour each.

§ Included in the wedding fees is the cost of the resource "Prepare/Enrich." This resource is a wonderful way to allow the couple to reflect on the strengths and growth areas of their relationship.

§ The church continues to be interested in your marriage after the wedding. In addition to opportunities for marriage enrichment and communication workshops and retreats, the pastors are available for personal counseling at any point through your marriage. You may contact the pastors through the church office at 625-1611.

The Wedding Service

§ The pastors will use the Service of Christian Marriage from the United Methodist Order of Worship. This service will be reviewed with the couple prior to the wedding and changes/additions to the service can be made in consultation with the pastors. All changes to the service must be consistent with the theology of the church.

It is our goal to make your wedding a moment of worship that honors God and makes the service as personal to you as possible. We look forward to the exchange of ideas in creating a personal service which remains true to our tradition and yet is unique to you.

Through the counseling process we will strive to create a service that both the pastor and you agree upon. At the rehearsal, the pastor will be in charge as you practice the service that has been created during the sessions.

The Wedding Party

§ It is expected that members of the wedding party will recognize the fact that this is a church and will conduct themselves at all times in a manner befitting the atmosphere of a place of worship.

§ Immediately prior to both the rehearsal and the wedding, it is expected that members of the wedding party will refrain from the use of alcoholic beverages. No rehearsal or wedding will be performed if any member of the wedding party is under the influence of alcohol.

§ No alcoholic beverages may be served on the church premises at any time.

§ Smoking is **not** permitted anywhere in the building at any time.

§ Nothing may be thrown in the building or on the grounds (i.e. confetti, rice, birdseed, etc.)

§ It is the obligation of the bride and groom to make certain that these policies are made known to and followed by all members of the wedding party.

§ It is the responsibility of the bride and groom or whomever they designate, to arrange for the care of the property of the wedding party before, during and after the wedding and for the transportation of such items. Since the church cannot be responsible for personal belongings, we request that you remove all property immediately following the wedding.

Music

§ Music is a vital part of this sacred service; it's purpose is to maintain and help create a spirit of Christian worship. The pastor and church organist can help you with music selections and placement in the service. The pastor shall have final approval of all music for the service.

§ It is your responsibility to contact the organist as soon as possible to discuss the date, time and music. Arrangements for a vocal soloist should be handled privately, although our organist will gladly recommend a soloist if you desire. It is the responsibility of the couple to verify that the soloist contacts the organist to arrange for a rehearsal. This rehearsal should be scheduled for a time other than the wedding rehearsal.

§ The bride and groom are responsible for scheduling a meeting with the organist to choose all the music for the service. In addition to processional and recessional music, we suggest the following places during the ceremony where music would enhance the service:

† After the seating of the mothers.

† A hymn may be sung by all in attendance prior to the processional music, or during other suitable points during the service.

† During the lighting of the Unity Candle (choose a selection which reflects the symbolism of this act).

§ If music is selected which requires additional rehearsal/practice time, an additional fee is required as outlined in the music brochure.

§ Approval for a guest organist must be made with the Church organist. If a guest organist is used, a "Bench Fee" is required as outlined in the music brochure.

Decorations

§ Since our church is already furnished as a place of dignity and beauty, a minimal amount of decorations are required and these should be carefully planned. All decorations must be agreed upon by the pastor or wedding coordinator prior to the rehearsal.

§ It is the responsibility of the bride and groom to arrange with a florist for decorations. In the placing of flowers, palms or other decorations, care must be taken to insure that the floors, carpets, walls and furnishings not be damaged.

§ Decorations must not be hung or suspended from fixtures or furnishings. Ribbon or simple arrangements of flowers may mark reserved pews. Except for these markers, no decorations shall be attached to the furniture. It is imperative that no nails, screws, wires or scotch tape be used in decorating.

§ The florist, family or whomever decorate, must remove all decorations within one hour of the completion of the ceremony. All damage due to decorations (besides those provided by the floral service) are the responsibility of the couple.

§ The altar tables must be central to the service. Plants and flowers may not block the visibility of the altar. One arrangement of flowers may be placed on the tables.

§ In selecting the color scheme of your wedding, you should first consider the colors in the existing facility. If your wedding is planned during a seasonal church event (Christmas, Easter, etc) please plan around existing decorations.

§ Flowers may be delivered to the church 1 1/2 hours prior to the ceremony. Decorations must be removed within one hour following the service. Flowers may be donated to the church for the Sunday service. Please notify the caretaker on duty of your donation.

Florist Policy
Clarkston United Methodist Church

§ Flower arrangements may be delivered 1 1/2 hours prior to the wedding.

§ All decorations must be removed from the church one hour following the ceremony. If the bride and groom are donating flower arrangements to the church, the custodian will move them to the proper location.

§ All ornamentation used on the pews must be attached with ribbon. No tape, tacks, staples, plastic, wire or nails may be used to secure decorations in the church.

§ Any candelabras furnished by the florist must be equipped with dripless or tube candles. Wax catchers and plastic must be used to protect the carpet.

§ Flower petals are to be dropped by attendants only on an aisle runner.

§ Construction of unique or artificial settings is not permitted.

§ Adequate precautions must be taken to protect the carpet, wood work and furnishings. The commercial floral supplier is responsible for damage occurred through the use of their products.

§ Please note that the building and surrounding grounds of Clarkston United Methodist Church are smoke-free.

Photographs

§ Pictures are a cherished part of weddings. Because a wedding is a sacred occasion, certain procedures must be followed and it is the responsibility of the bride and groom to inform the photographer of the guidelines used by Clarkson United Methodist Church. For your convenience we have outlined those guidelines below and have provided a detailed guideline list for your photographer.

§ Flash pictures may be taken in the foyer before the processional and after the recessional. No flash photographs may be taken during the ceremony by guests. A time exposure of the ceremony may be taken unobtrusively from the rear of the church by a professional photographer. It is the responsibility of the ushers to ensure that no photography occurs during the ceremony.

§ If a picture of the bride's processional is desired, it must be taken in the narthex. The photographer must stay behind the congregation and may not enter the aisle or chancel at any time.

§ If the ceremony is to be video-taped, the camera must be in the balcony. The photographer may not move around the building or stand in the aisle. The camera may be located in the balcony.

Photographer Policy *Clarkston United Methodist Church*

As a wedding is considered a religious ceremony of joy and dedication in the church, we anticipate that photographers and video cameramen treat the wedding service with respect and dignity. Please adhere to following policy:

§ Flash pictures may be taken in the foyer before the processional and after the recessional.

§ If a picture of the bride's processional is desired, it must be taken in the foyer.

§ The photographer must stay behind the congregation and may not enter the aisle or chancel at any time.

§ A time exposure of the ceremony may be taken unobtrusively from the rear of the church by a professional photographer.

§ If the ceremony is to be video-taped, the camera must be in the balcony.

§ Flash pictures may be taken of the recession from the narthex looking into the sanctuary.

§ Formal wedding pictures may be taken prior to or following the ceremony.

§ The photographer may not move around the building or stand in the aisle during the ceremony.

§ Please note that the building and surrounding grounds of Clarkston United Methodist Church are smoke-free.

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Wedding Information

Date of wedding _____	Time _____	Approximate number of guests _____
Date of rehearsal _____	Time _____	
Bride _____	Groom _____	
Address _____	Address _____	
_____	_____	
Phone _____	Phone _____	
E-Mail address _____	E-Mail address _____	
Birthdate _____	Birthdate _____	
Member of what church? _____	Member of what church? _____	
Parents _____	Parents _____	
_____	_____	
Previously married? _____	Previously married? _____	
Children? _____	Children? _____	
Occupation _____	Occupation _____	
Address after marriage _____		
Maid of Honor _____	Best Man _____	
No. of Bridesmaids _____	No. of Groomsmen _____	
Flower Girl _____	No. of Ushers _____	
Single/Double Ring _____	Ring Bearer _____	
Florist _____	Aisle runner* _____	Unity Candle* _____
	(75 feet)	*Provided by bride & groom
Special Music _____		
Photographer _____	Reception Location _____	

+++++ Fees: Deposit (non-refundable) is required at the time of date selection. +++++

Members: \$150 which is applied to wedding fees

Non-member Sanctuary fee: \$200

All remaining fees must be paid **in cash, in full** the Monday prior to the wedding.

Pastor	\$175	Hostess	\$100
Marriage Preparation	\$110	Sound	\$ 50
Enrichment Inventory	\$ 35	Optional:	
Organist	\$ 200**	Candelabras	\$ 20
Custodian	\$ 75		

** Fee varies depending on service provided. Please refer to music brochure for details.

Date: 01/21/09