

Wedding Information Booklet



First
Presbyterian
— Church of Northville



200 East Main Street
Northville, Michigan 48167
(248) 349-0911 (248) 349-6474 Fax
www.fpcnorthville.org

Our Beliefs

We believe that our congregation is called to play a role in blessing, supporting, nurturing, and sustaining individual households within our community.

We affirm, along with the Book of Order (the Constitution of the Presbyterian Church U.S.A.), that Christian marriage is a gift God has given to humankind for the well-being of the entire human family. Marriage involves a unique commitment between two people to love and support each other for the rest of their lives. The sacrificial love that unites the couple sustains them as faithful disciples in the household of God and members of the wider community.

Likewise, as a welcoming church we affirm the authority given to our pastors by the Book of Order to use their judgment, consistent with their understanding of the Reformed tradition, to decide whether to celebrate/conduct any marriage service. Any Christian marriage service deemed appropriate by a pastor of the First Presbyterian Church of Northville and permitted by the laws of the state may be performed in our sanctuary.



Plans for Your Wedding

Christians appropriately come to the marriage service in a spirit of devotion and commitment. We consider preparation for marriage a very important part of our Christian service to the congregation and community. Your preparation is an opportunity to learn new ways to serve God and each other. Couples must be in consultation with the minister of this church early in your planning.

The pastor of First Presbyterian Church will officiate at your service. If you would like another pastor to be a part of the service, you will need to obtain the approval of the pastor of First Presbyterian Church and provide the name, phone number, mailing address, and email address of the guest pastor so that an invitation can be extended. The pastor of FPC is considered the officiating pastor and will plan the service in consultation with the bride and groom, even when utilizing an outside minister. Pre-marriage counseling is required and will be scheduled with the pastor of FPC. This counseling will take approximately three sessions of 1-1½ hours each, and no ceremony will take place until the successful completion of the program. All costs associated with the pre-marital counseling will be borne by the couple.

Costs: Pre-Marital Assessment (PREPARE/ENRICH) and Counseling Sessions - \$300.00 *See page 6 for Non-Member fees.

Steps to a Well-Planned Wedding

- Complete the wedding information form and return to the church office. If you are not a member of First Presbyterian Church of Northville, please include the deposit.
- Meet with the pastor and organist.
- Bring the marriage license to the church office at least three days before the wedding.
- Return signed videography and photography release forms at least 48 hours before the wedding.
- Bring the wedding fee envelopes (provided by the church) to the rehearsal.

The Service Director

The Service Director is a representative of the church at the wedding. They are a required element of your wedding; they assist with the processional and assure good coordination with florists, photographers, and videographers. They will be in attendance at both the wedding and the rehearsal and are available before your wedding date to answer questions, meet with you, and help make your wedding stress free!

Rehearsal

A formal church wedding should be rehearsed. The rehearsal time will be set at the time of scheduling the wedding on the church calendar in consultation with the church administrator. The service director is in charge, under the direction of the pastor. **All members of the wedding party are expected to be in attendance at the time scheduled.**



Photography

The photographer will consult with the pastor prior to the service. To preserve the atmosphere, no flash pictures are allowed in the sanctuary. Ushers should inform guests carrying cameras not to take flash pictures. The building is available 2 hours prior to the time of the service and 1-1/2 hours after the scheduled beginning of the service.

Photographers must read and sign the Wedding Photography Guidelines Agreement (found in the back of this booklet) and return it to the church office at least 48 hours before the wedding. The service director will inform the photographer of available locations. All photos and videos, inside and outside the building, must be completed 1/2 hour prior to the service.

DURING THE CEREMONY, PHOTOGRAPHS AND VIDEOS MAY BE TAKEN WITH AVAILABLE LIGHT. NO FLASH IS PERMITTED.

Videography

Professional videotaping of wedding services is allowed with adherence to the following guidelines:

- The videographer will read and sign the Wedding Video Guidelines Agreement (found in the back of this booklet) and return it to the church office at least 48 hours before the wedding.
- The church will be available 2 hours prior to the time of the service and 1-1/2 hours after the scheduled wedding time.
- During the wedding service, the videographer and equipment will remain at one fixed location on either side of the balcony. An unmanned stationary camera may be placed in the chancel. Equipment must be in place prior to the organ prelude approximately 20 minutes before time of service. The service director will inform the videographer of available locations. Please see the enclosed form.
- No extra lighting or sound equipment will be allowed.

Music for the Wedding

Music suitable for the wedding service directs attention to God and expresses the faith of the church. Music which does not meet this criteria is considered inappropriate and is usually not permitted. The bridal couple should contact the church organist to discuss music selection when the wedding is scheduled and prior to making commitments with other musicians. Secular music is permissible, but must be approved by the pastor.

Vocalists and/or Instrumentalists:

Several members of our church are excellent soloists and arrangements may be made through our pastor to engage them for your wedding. If an outside soloist is employed, the organist for the service will accompany them on either the piano or the organ. The accompaniment must be in the written key with realized scores.

Rehearsal for soloist with organist occurs one hour prior to the wedding service.

Organist:

The church organist is contracted to play for all weddings. If another organist is requested, the guest organist may play only with the approval of the FPC organist. In the event the FPC organist is unable to play for the service, another qualified organist will be contracted by the church.

Recorded Music:

Recorded music is permitted, but a technology fee must be added to employ our AV Technology Associate.

Service Music:

The length of the prelude music will vary depending upon when guests arrive. The prelude will begin when guests are seated, normally 10-15 minutes prior to the start of the processional. If a soloist is engaged, no more than two pieces are recommended during the service. If more are requested, they will be done during the prelude. Postlude music will follow the recessional and continue until guests have left the sanctuary.

Other Important Information

THE LICENSE is required in the church office three days before the date of the wedding. The license of any of the counties in Michigan is good for 30 days.

FEES: The appropriate fee envelopes will be sent approximately two weeks before the wedding. Please give them to the service director at the rehearsal.

BRIDAL ROOM: The bridal suite is adjacent to Boll Hall. It is equipped with a rest room and full length mirror, as well as other furnishings.

GROOMSMEN are provided a room in the lower level while they await the beginning of the wedding service.

RICE, PAPER CONFETTI, OR SEED BAGS are not allowed in the narthex, sanctuary, or grounds. Ushers should remind guests of this rule.

DECORATING: Arrangements for floral pieces, unity candle, etc., are made directly by the family with the florist. **No aisle cloths or runners are permitted.** Decorating may be done up to two hours before the ceremony. Those in charge of decorating the church for weddings may use arrangements which are affixed to the pews only by ties or elastic. No adhesives, nails, thumb tacks, or aisle candles are allowed on the end of pews. The length of the aisle is 50 feet.

ENTRY TO THE CHURCH should be through the Welcome Center (Hutton Street) or the east and west sanctuary doors. Please inform your guests that the coat room is adjacent to the Welcome Center on the west side of the church.

WEDDING PROGRAM: You are responsible for providing the program, should you want them. Include the sentence: "In order to preserve the sanctity of the worship service, please refrain from using any flash during the wedding ceremony." If the program includes an order of worship, it must be approved by the pastor.

NO ALCOHOL is allowed on the church premises either at the rehearsal or wedding. **NO SMOKING** is permitted in any area of the building, including rest rooms or on the church grounds.

Costs for Non-Members

Non-member Sanctuary fee, seating 325 \$800.00
(A \$100.00 deposit is required to reserve a date on the calendar. The deposit is applied to the sanctuary fee. Persons must be a member of First Presbyterian Church at least one year prior to the wedding to have the sanctuary fee waived.)

Organist \$250.00

Organist fee with soloist \$300.00

Soloist's fee (varies)

Pastor's fee \$500.00

Service Director (rehearsal & wedding) \$300.00

Technology fee (subject to AV Tech's availability) \$100.00

Pre-Marital Assessment (PREPARE/ENRICH) &
Counseling Sessions (minimum of 3 sessions) \$300.00

Costs for Church Members

Sanctuary fee \$100.00

Organist \$250.00

Organist fee with soloist \$300.00

Soloist's fee (varies)

Pastor's fee \$350.00

Service Director (rehearsal & wedding) \$250.00

Pre-Marital Assessment (PREPARE/ENRICH) &
Counseling Sessions (minimum of 3 sessions) \$50.00
Technology fee (subject to AV Tech's availability) \$100.00

*****Please Note: Weddings are not performed
on holiday weekends***

Notes & Questions:



WEDDING PHOTOGRAPHY GUIDELINES AGREEMENT

First Presbyterian Church
200 E. Main St., Northville, MI 48167
(248) 349-0911 Fax (248) 349-6474

**Professional photographing of wedding services is allowed
with adherence to the following guidelines:**

1. The photographer must read, sign, and return this **Wedding Photography Guidelines Agreement** to the church office at least 48 hours before the wedding.
2. The church will be available 2 hours prior to the service and 1.5 hours after the scheduled beginning of the service.
3. Photographer and equipment must be in place prior to the prelude (approximately 20 minutes before the service.) Set up for post-service photography may not begin until guests have left the sanctuary.
4. Still photographer may stand in the gap of the shortened back pews to take individual shots of the wedding party as they come through the narthex. During the wedding service, photographs may only be taken from the balcony or the narthex. A time exposure will be allowed from the narthex.
5. The service director will inform the photographer of available locations.
6. No flash photography is to be used during the service.

I understand and will abide by the above guidelines.

Wedding of: _____

Date: _____

Photographer: (please print neatly) _____

Address: _____

Phone: _____

Photographer's Signature: _____

This form must be signed and returned to the church office no later than 48 hours prior to the wedding service. Photographers who fail to comply with the above rules will not be authorized to participate.

WEDDING VIDEO GUIDELINES AGREEMENT

**First Presbyterian Church
200 E. Main St., Northville, MI 48167-1622
(248) 349-0911 Fax (248) 349-6474**

**Professional videorecording of wedding services is allowed
with adherence to the following guidelines:**

1. The videographer must read, sign, and return this **Wedding Video Guidelines Agreement** to the church office at least 48 hours before the wedding.
2. The church will be available 2 hours prior to the time of the service and 1-1/2 hours after the scheduled beginning of the service.
3. During the wedding service, the videographer and equipment will remain at one fixed location on either side of the balcony. An unmanned stationary camera may be placed in the chancel. Equipment must be in place prior to the prelude (approximately 20 minutes before time of service.) The service director will inform the videographer of the available locations.
4. No extra lighting or sound equipment will be allowed.

I understand and will abide by the above guidelines.

Wedding of: _____

Date: _____

Videographer: (please print neatly) _____

Address: _____

Phone: _____

Videographer's Signature: _____

This form must be signed and returned to the church office no later than 48 hours prior to the wedding service. Videographers who fail to comply with the above rules will not be authorized to participate.



The Rev. Jacqueline Spycher, Senior Pastor
Kelly Sartorius, Church Administrator
Dr. David Wagner, Organist/Accompanist

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