

WILLIAMSTON



BECOMING A NEW COMMUNITY

*Wedding Policy
& Application*

*Revised
March 2011*

Williamston Free Methodist Church

Congratulations! We are glad you have chosen Williamston Free Methodist Church, and feel privileged to be a part of your wedding plans. This is the second most important decision of your life. You are embarking on a relationship that is designed for life, so we want to help you make it as successful and honoring to God as possible.

Your wedding ceremony is an important and precious celebration of the beginning of your life together. We want this experience to be pleasant, to run smoothly, and to always be a day you can recall with joy.

Marriage is ordained by God. Its spiritual and emotional foundation is a priority at Williamston Free Methodist Church. As you begin your new life, honoring Him in Christian marriage, we pray for your continued walk together in His light, and remain available to help you in any way we can.

In His Grace,

Doug Bradshaw
Senior Pastor

CONTENTS

What Date Should You Choose?	3
Preliminary Arrangements	3
Conferences with the Pastor	4
Wedding Coordinator	4
Wedding License / Wedding Fees	4
Church Organist / Music	4
Rehearsal	5
Wedding Day Dressing	5
Photography and Video	5
Church Building Use	5
Wedding Fees	6, 7
General Rules for Church Use	8
Checklist for the Bride & Groom	9
Wedding Application	10, 11
Checklist for the Wedding Coordinator	12

What Date Should You Choose?

A wedding date is one of the special decisions to enjoy making together. Choose a time that will mean the most to you and a date that is far enough in the future to allow you to take care of all your important plans. You will also need to consider the church calendar – what dates are available?

Please call to schedule your wedding at the earliest convenience. Several months ahead is preferred but five weeks is a minimum. Please do not make plans for any particular date before receiving confirmation from the church office. The church calendar can be very busy and your first choice may not be available. It is always wise to have two or three choices in mind.

Preliminary Arrangements

As soon as you decide that you wish to be married in the church, you should contact the Pastor at (517) 655-3668. In this initial contact, you should check available dates and apply for one of your choices. Wedding dates are guaranteed as soon as the church receives a \$100 reservation / damage deposit (non-refundable if the wedding is cancelled 60 days or less prior to the date of the wedding). All other fees, beyond this preliminary deposit, are discussed on pages 6 and 7 in this booklet. The reservation deposit is waived if the bride or groom or an immediate family member is an active participant of the Williamston Free Methodist Church.

Conferences With The Pastor

Most couples meet with the Pastor at least six times.

During the first visit, you will get acquainted, fill out the basic information sheet, go over the service and receive some study materials. This visit will take approximately 1 hour. PLEASE BE SURE TO BRING THE FOLLOWING TO THIS VISIT:

1. Your wedding application (Page 10 and 11).
2. A preliminary order of your wedding service.

Wedding Coordinator

All weddings in our church need a wedding coordinator. This person will handle all the details of the wedding, i.e., unlocking the church for the rehearsal, etc., showing you where to change, helping with the procession of your wedding, and answer any questions you have with any details.

Wedding License / Wedding Fees

All remaining fees (as indicated on pages 6 and 7 for organist, custodian, pastor, etc.) must be paid and your wedding license placed on file in our church office at least two days prior to the rehearsal.

Church Organist / Music

Give special thought to the music used at your wedding. Like everything else with the holy service, the music should give honor to God. Choose hymns or special pieces that will add to the Christian aspect of your marriage. The church has instrumentalists available for your service if you request. The fees for musicians are discussed on page 6 and 7.

Rehearsal

Rehearsals are usually held the evening before the wedding. The date, time, and length of the rehearsal shall be arranged by the pastor. The pastor and wedding coordinator are in charge of all rehearsals.

It is your responsibility to see that all attendants, ushers, the organist and your parents (if involved) are present. We will not be able to conduct the rehearsal in the absence of these persons. Soloists and musicians will also need to be present.

It is expected that all members of the wedding party will refrain from alcoholic beverages prior to and during both the rehearsal and the wedding. The bride and groom shall make this rule known to all members of the wedding party.

If you wish to invite the pastor and / or organist and / or the wedding coordinator and their spouses to attend the rehearsal dinner and / or reception, please be sure that you give them adequate advance notice so that they may put it on their calendars.

The Wedding Day

Dressing

The wedding coordinator will direct you to designated changing rooms.

Photography & Video

The use of photography and video during the service is the decision of the bride and groom in consultation with the pastor.

Church Building Use

Please refer to the "General Rules for Church Use" (see page 8) for information regarding the use of the church facility. Any property damaged will be repaired or replaced at your expense.

Wedding Fees

For persons NOT affiliated with the Williamston Free Methodist Church:

Make checks payable to the Williamston Free Methodist Church. Turn in white copy of this form with your packet; turn in colored copy with payment.

Mandatory Fees:

Church Use	\$300.00
Deposit to reserve the date (due upon application).....	\$100.00
Balance due two days before wedding.....	\$200.00
Pastor Honorarium.....	\$200.00
Wedding Coordinator	\$100.00
(Please make check payable to the individual)	
Custodian.....	\$ 50.00
(For two levels \$100)	
Sound & Technician.....	\$100.00
Total	<u>\$750.00</u>

Optional:

Organist / Pianist.....	\$ 50.00
(Please make check payable to the individual)	

Wedding Fees

For persons affiliated with the Williamston Free Methodist Church:

Make checks payable to the Williamston Free Methodist Church. Turn in white copy of this form with your packet; turn in colored copy with payment.

Mandatory Fees:

Pastor Honorarium	\$200.00
Wedding Coordinator	\$100.00
(Please make check payable to the individual)	
Custodian	\$50.00
(For two levels \$100)	
Sound & Light Technician	\$100.00
Total	<u>\$450.00</u>

Optional:

Organist / Pianist	\$ 50.00
(Please make check payable to the individual)	

General Rules for Church Use

1. All dates must be cleared with the Church Administrator.
2. Absolutely NO SMOKING OR ALCOHOLIC BEVERAGES are allowed in the church building.
3. Reservations will be considered for the church use if there is not a conflict with regular church functions.
4. Those who attend the Williamston Free Methodist Church shall have priority in scheduling of events.
5. It is expected that all activities shall be conducted in the spirit of and in compliance with the principles of the Free Methodist Church.
6. Please remember that this church is a "House of God." All activities should reflect a spirit that keeps this in mind.
 - a. Children are not allowed to play in the sanctuary.
 - b. Rowdiness should not be allowed in any part of the building.
7. The use of nails, screws, and wire in decorating the sanctuary and foyer is not permitted. Plastic-tak / Fun -tak may be used and is preferred.
8. No food is permitted in the sanctuary of the church.

Checklist for the Bride and Groom

Date of Wedding _____

Time of Wedding _____

Officiant _____

Wedding Coordinator _____

Place of Reception _____

Time of Reception _____

Florist _____ Arrival time _____

Photographer _____ Arrival time _____

Pianist / keyboard player _____

Music for Processional _____

Music for Recessional _____

Service Order turned in to the Pastor _____

Vocalist or Instrumentalist _____

Dates of Counseling Sessions _____

Packet turned in / Deposit paid (Date) _____ \$100.00

Fees Paid (Date) _____ (Amount) _____

New address _____

Wedding Application

Copy for Bride and Groom.

Bride's full name: _____

Address: _____

Work phone: _____ Home phone: _____

Email: _____

Groom's full name: _____

Address: _____

Work phone: _____ Home phone: _____

Email: _____

Rehearsal Date: _____, at _____ c'clock ____ am ____ pm

Wedding Date: _____, at _____ c'clock ____ am ____ pm

Reception at WFMC _____ Other _____ at _____ c'clock ____ am ____ pm

Attendants:

Maid Matron of Honor _____

Best Man _____

Bridesmaids _____

Groomsmen _____

Ushers _____

Groom's parents _____

Bride's parents _____

Vocalist _____

Accompanist _____

Wedding Application

Copy for the Church

Bride's full name: _____

Address: _____

Work phone: _____ Home phone: _____

Email: _____

Groom's full name: _____

Address: _____

Work phone: _____ Home phone: _____

Email: _____

Rehearsal Date: _____, at _____ c'clock ____ am ____ pm

Wedding Date: _____, at _____ c'clock ____ am ____ pm

Reception at WFMC _____ Other _____ at _____ c'clock ____ am ____ pm

Attendants:

Maid Matron of Honor _____

Best Man _____

Bridesmaids _____

Groomsmen _____

Ushers _____

Groom's parents _____

Bride's parents _____

Vocalist _____

Accompanist _____

Checklist for the Wedding Coordinator

Date of Wedding _____

Time of Wedding _____

Time of Rehearsal _____

Officiant _____

Place of Reception _____

Time of Reception _____

Coordination of times between ceremony and reception _____

Decorations yes no Type _____

When will you decorate? _____

Runner needed? _____

Unity Candle? _____

Candelabra _____ Candles _____

Florist _____ Arrival time _____

Photographer _____ Arrival time _____

Photography during the ceremony _____

Pianist / keyboard player _____

Music for Processional _____

Music for Recessional _____

Sound Technician needed _____

Service Order turned in to the Pastor _____

Vocalist or Instrumentalist _____

Dates of Counseling Sessions _____

Packet turned in / Deposit paid (Date) _____ \$100.00

Fees Paid (Date) _____ (Amount) _____

New address _____

Congratulations!



Church Home

Congratulations on your marriage. May God bless your new life together. As you begin this new life, we welcome you to make the Williamston Free Methodist Church your church home.

Williamston Free Methodist Church

4400 N. Williamston Road
Williamston, MI 48895

(517) 655-3668
info@williamstonfmc.org