

valuable personal belongings and gifts in the care of parents or friends during the ceremony.

Pew bows, flowers and other decorations must be removed at the end of the ceremony. The church is **not responsible** for lost or stolen articles. Lockers are provided for your convenience.

A. Dressing Room

A room is available for the women in the wedding party two hours before the service. The men also will be directed to an area where they may wait for the service to begin.

B. Alcohol and Smoking

The church building is **smoke-free**. It is also **expected** that the members of the wedding party will refrain from using alcoholic beverages prior to the rehearsal and the wedding. **No alcoholic beverages** may be consumed on the church property at any time.

C. Marriage License

Marriage licenses are applied for at the County Clerk's office at 200 N. Main, Ann Arbor, www.ewashtenaw.org. There is a three-day wait for a license. You must deliver your marriage license to the Church Administrator no later than the wedding rehearsal

The fee schedule is:

Use of the Church \$400†	Organist Honorarium \$200*
Church Coordinator and Custodian \$175	Organist presence at rehearsal \$50
Pastor Consultation and Honorarium \$300†	Dining Room Reception \$100*
Fee for Prepare/Enrich Inventory \$35	Pew stanchions or special decorating requiring extra set-up at \$20/hour*
† <i>Waived for members, Pastor \$200</i>	* <i>Only if used</i>



Having your wedding at

FIRST PRESBYTERIAN CHURCH
YPSILANTI, MI

It is important to reserve the church. Contact the church office and check the availability of the church for a specific date.

You must talk with the minister before the date can be placed on the calendar. If the church is available after your initial discussion with the minister, the day may be reserved with a \$100 deposit. The deposit will be applied to the balance of the wedding fees. The deposit itself is not refundable.

Once you have reserved the church, download and complete the **Wedding Information Form**. The church is not available for weddings on Sundays, Christmas Eve, Christmas day, during Holy Week (that is, the week immediately before Easter), Easter Saturday or Heritage Festival Saturday.

Introduction

We at First Presbyterian Church of Ypsilanti take the covenant of marriage very seriously. We understand it as one of the great mysteries of God. A wedding is not just a ceremony, but the uniting of man and woman together as one by the power of God. Marriage is an act of wholeness. Each finds mutual fulfillment in the other.

A Christian wedding is a holy covenant, and should be respectfully treated like other worship services. Like all true worship experiences, it is not to be a private affair, but a public ceremony. We should want the world to know, just as we should boldly acknowledge our relationship to Christ.

A Christian wedding is a worship service which focuses upon marriage as a gift of God and an expression of the Christian life. The marriage ceremony, music and decorations should be appropriate to a place of worship and should reflect the integrity and simplicity of Christian living.

We at First Presbyterian Church of Ypsilanti encourage couples to be married in our church and we will work to help make the day very special for all concerned. We only ask that those coming here to be married follow the church's policies, and participate in premarital counseling and the other guidelines that follow.

If you have any questions, please call the church at (734) 482-1525.

Meeting with the Pastor

Premarital counseling is required. You need to contact the Pastor to set up and schedule these sessions. Typically the counseling begins six months prior to your wedding. The counseling includes an inventory that can be taken online or in the church office. The fee is \$3,5 payable on-line at Prepare and Enrich website.

Sometimes a couple requests that a pastor without any formal association with this church might conduct the wedding service. If this is the case, you must contact the pastor at Ypsilanti First to confirm date, officiant, and to coordinate other personnel who may be working at the wedding. With rare exception, the presiding pastor at Ypsilanti First *will want to be* a co-officiant at the wedding.

Policies Regarding Fees

The fees for the wedding must be paid in full at the church office, prior to the day of the wedding service. You must also present the wedding certificate to the wedding assistant at the wedding rehearsal.

Policies Regarding the Service

D. Rehearsal

To help the wedding ceremony go as smoothly as possible, it is important for all of the participants to have an opportunity to ask questions, and become familiar with their particular role and responsibilities. We strongly recommend a rehearsal the day before the actual service. The actual time should be negotiated with the presiding pastor, but is typically held at 4 PM the day prior and lasts an hour and includes the pastor and wedding assistant (and not the organist).

E. Photographs/Video

In order to maintain an atmosphere of respect and worship, **flash photos are not permitted during the wedding ceremony**, either by guests or hired photographers. Flash photos are allowable as the wedding party enters the

sanctuary for the ceremony and as they recess out after the ceremony. During the service, the photographer may take non-flash photos from the back or sides of the church. Check with the wedding coordinator as to where to stand or place a video camera in sanctuary.

F. Aisle runners, rice and bird seed are not allowed in the church.

Bubbles are permitted.

G. Candelabra: A brass stand is available. The couple supplies the unity candle—a 4” center and two side candles.

H. Flowers and Decorations

No elaborate decorations are necessary. The bridal couple is responsible for the decorating of the sanctuary and for removing the decorations when the wedding is over. Please do not use adhesives that will leave a sticky residue on the pews or mar other furniture. Pew bows may be used, but nothing may be tacked or nailed to any of the woodwork. The florist must deliver flowers and decorations at least 45 minutes before the service. You need to speak to the wedding assistant regarding decorations and flowers before the rehearsal.

I. Music

You may wish to have particular music as part of the service. Music arrangements are to be made through the organist in consultation with the pastor. *It is the responsibility of the couple to contact the organist well in advance of your wedding day.* The music selected for the wedding ceremony should be sacred in content. A list is provided as part of the planning. If you are thinking of using another organist, please discuss this with the organist. The organist has final approval.

Prerecorded music is not allowed as live music makes for a more intimate service. A wide range of soloists are available, ranging from \$75-150.

J. Wedding Assistant

A wedding at Ypsilanti First includes the services of our Wedding Assistants. They will assist in the rehearsal as well as in the wedding ceremony, and will also provide custodial services. The expertise and experience of our wedding assistants will help to ensure that your wedding day will be all that you would want it to be.

K. Personal Items

It is the responsibility of the wedding party to arrange for the care of their personal property before, during and after the ceremony. Leave all