



Commerce United Methodist Church

Rev. Don Weatherup

1155 N. Commerce Road † Commerce Twp, MI 48382

Phone: (248) 363-3935 www.commerceumc.org

WEDDING PLANNING PACKET

Your wedding day is an important day in your life, and we are pleased that you would like to have your Christian marriage worship service at Commerce United Methodist Church. Our Sanctuary signifies the presence of God and can help make this day one of great spiritual blessings. The information contained in this packet has been prepared to help you plan your wedding in this church. We hope you will find the information helpful in forming your wedding plans. The further ahead you plan, the fewer disappointments you will encounter. It is suggested that you plan at least six months in advance. Call the church office at 248-363-3935 to check the master calendar for church availability and set up an appointment with the pastor.

The purpose for meeting with the Pastor is to:

- To allow for time to get to know one another to make the service more personal
- Discuss preparation for the wedding
- Plan and rehearse the wedding service
- Cover any questions you might want to discuss

Upon scheduling your wedding with the church office, you will receive a call from the wedding coordinator. This will be an introduction for any future phone calls or meetings necessary to make this the most beautiful day for the couple. You will be working directly with the coordinator as your day gets closer in assisting your photographer, florist and any other special needs you require throughout your day.

SANCTUARY/CHAPEL:

We offer two venues for your wedding service. Our modern sanctuary has a seating capacity of 350. It has the option of a DVD photo/music screen and CD music or organist.

Our chapel is a historic site in the township and well known in the area. Seating capacity is 90 for a smaller, intimate wedding. We have a keyboard available and sound for CD music.

FLOWERS:

A horizontal altarpiece works best. Extra large arrangements are not recommended for the altar. Adhesive, tape or wire may not be used on the pews. Florists have special clips for this purpose. Often, white bows are used to reserve pews for family members and special guests, but they must be affixed without harming the pews. The aisle takes a six-foot aisle runner forty feet in length. There are eleven pews on each side of the aisle, with chairs to accommodate a seating capacity of 350. Flowers and/or decorations for the church sanctuary should be appropriate for a place of worship. Please make sure your florist is aware of the schedule for the whole day in order to coordinate the arrival of flowers with the remainder of the church's schedule.

CANDLES:

There are two small candelabras placed on the altar for the service. A unity candle or sand ceremony is your choice to be included in the ceremony and would be supplied by you.

MUSIC:

You may desire special music in the form of a solo or instrumental during the ceremony. Usually a friend or family member is asked. We can make arrangements for extra music, should you need help. If you desire taped music, we have an excellent sound system and trained technicians who will play your CD. The church organist should be notified at least two months prior to the wedding, if this is your option. We have the capability to run a DVD to music, supplied by you, during your guest seating, at your option. Please request any of this through the coordinator. All music needs to be approved by the Pastor.

LICENSE:

Begin the process of procuring a license about one month before the wedding. You may call the County Clerk's office for details. Bring your license to the rehearsal for the wedding.

DRESSING ROOMS:

Both the bridal and groom parties may dress at the church. This is a smoke-free building. NO SMOKING or ALCOHOL use is permitted on church property. Please help us by leaving the dressing rooms neat and clean after your wedding service, by disposing of any garbage and taking any arrangements or boxes with you.

Flash pictures are not permitted during the ceremony. Photography can take place throughout the church prior to the service of the bridal party. The aisle must be cleared by photographer when the wedding ceremony has begun, but can be used to photograph the bridal procession only. A half hour after the wedding ceremony is allowed for professional family photographs within the sanctuary.

WEDDING REHEARSAL:

Since adequate time is given to rehearsing during our appointments, many smaller weddings take place smoothly without a full rehearsal. Should a full rehearsal be necessary, it will be scheduled, usually the night prior to the wedding and takes approximately an hour once all participants have arrived. The bride and attendants may wish to wear their wedding shoes at the rehearsal. We suggest that children under the age of four not be used in the wedding party. The pastor does not automatically attend the rehearsal dinner or the reception. If you want the pastor to be present for either or both, please make that request personally.

THE WEDDING DAY:

Arrival: The building will be open two hours prior to the service. The couple must be there at least one hour before the service. The couple's car may be parked in front of the entry doors, under the canopy, with the bride's door nearest the church.

Ushers: The ushers should be in place on duty at least 30 minutes before the wedding. Guests arriving will seek out an usher if they have questions or need help. Be prepared; know where the restrooms and drinking fountain are located.

Miscellaneous: Rice or birdseed is not allowed. Bubbles work well and serve the same purpose. Please assign someone to hand this out just prior to the bride and groom leaving the building. A receiving line is optional, but not necessary. Because you will greet your guests at the reception, you can utilize this time at the church for pictures.

FOLLOWING THE WEDDING:

We appreciate your help in promptly completing your pictures and removing all items from the dressing rooms in a timely manner. Do not leave cars parked in the parking area overnight.

HONORARIA AND FEES:

	<u>MEMBER</u>	<u>NON-MEMBER</u>
Deposit, refundable after service or applied to use	\$100	\$200
Sanctuary for Religious Purposes	0	\$500
Chapel for Religious Purposes	0	\$300
Minister's Honorarium	0	\$250
Audio & Lights Technician, (Pamela 248-214-4836)	\$100	\$100
Church Organist, optional (Aaron 281-415-8182)	\$150	\$150
Wedding Coordinator/Bldg Atndt (Pam 248-214-4836)	\$125	\$125

A deposit is required to hold the wedding date and should be made payable to Commerce United Methodist Church. The deposit is refundable up to three months before the wedding date, and then it will become non-refundable. The deposit will be refunded after the wedding, if everything goes as scheduled and no extra cleaning is needed.

In coordination with the wedding coordinator, the checks will be payable directly to the individual performing the scheduled service of: Audio Technician, Coordinator, Organist (optional), and Minister. Sanctuary fees may be payable to Commerce United Methodist Church. Please be prepared to complete these checks the night of the rehearsal.

Any questions regarding fees and payment for the wedding may be discussed with the wedding coordinator. We welcome any additional ideas to help make your wedding one of the most memorable events in your lives.

"And whatever you do, whether in word or deed, do it all in the name of the Lord Jesus, giving thanks to God the Father through him." Colossians 3: 17