



**WEDDING INFORMATION
FOR
THE FIRST CONGREGATIONAL
CHURCH OF ANN ARBOR**



We are happy you have inquired about holding your wedding at The First Congregational Church of Ann Arbor. Your wedding is a most significant event in your lives and a sacred ministry of this church. The following information and guidelines will help ensure that your wedding day will be very special and beautiful for you and your families.

**608 EAST WILLIAM STREET
ANN ARBOR, MI 48104
(734) 662-1679
(734) 662-0302 (FAX)
OFFICE HOURS: MONDAY- FRIDAY
9 AM - 3 PM
E-MAIL: office@fccannarbor.org
WEBSITE: www.fccannarbor.org**

GENERAL INFORMATION

When you have decided to hold your wedding at The First Congregational Church of Ann Arbor, please fill out the enclosed **Wedding Application** and **Consent to Premarital Counseling Form**, review and sign the **Rental Policies Form** and mail all, along with your **\$150.00 non-refundable security deposit**, to the church to confirm your intention to be married. **When this is received, your wedding and a rehearsal time will then be placed on our wedding calendar and a confirmation will be mailed to you.** The date of your wedding must coordinate favorably with the church calendar. We prefer not to hold weddings on Sundays, and **do not** hold weddings on UM home football game Saturdays, Art Fair Week, or over holiday weekends. There are no weddings scheduled during Holy Week, (Palm Sunday through Easter Sunday). Due to the advance planning nature of weddings, it is difficult to schedule the officiating minister at the time of application. If you have a special relationship with one of our ministers, and have expressed your desire to have her or him officiate, we will do our **best** to accommodate your request. However, due to the many calendar demands of our ministers, the officiating minister may not be assigned until four (4) months prior to the wedding date.

PREMARITAL COUNSELING

All persons (members and non-members) who wish to be married at The First Congregational Church of Ann Arbor are **required** to participate in premarital counseling with a professional counselor retained by the church. Please return the **Consent to Premarital Counseling Form** included in this packet with your application. You will be contacted directly by our counselor, Lynne P. Lande, M.S.W., of Samaritan Counseling Services, or one of her associates, to arrange an appointment, (usually two sessions; each one to two hours in length). The cost for this service is \$195.00 and is your responsibility. Ms. Lande will explain this process when she contacts you. When your sessions have been completed, a written, confidential report will be provided by the counselor to the officiating minister of your ceremony. These sessions should be completed at least two (2) months prior to your wedding date. *Under special circumstances, and with the pre-approval of the officiating minister, another source for counseling may be permitted.*

MEETING WITH OFFICIATING MINISTER

Two (2) months prior to your wedding, after your premarital counseling has been completed, you will need to meet with the officiating minister in preparation for your wedding. Please call Ms. Robbie Sawitski at the church office (734)662-1679, Ext. 13 to make this appointment. Our Board of Deacons requires that a member of our ministerial staff conduct all wedding services. Under special circumstances, and by invitation of the officiating minister, another clergy person may be permitted to participate in the service. Please discuss this with the officiating minister.

DIRECTORY OF CHURCH STAFF

Robert K. Livingston	Senior Minister
Darcy A. Crain	Associate Minister
Joel F. Beam	Minister of Pastoral Care
Terry N. Smith	Minister-Emeritus
Dorothy Lenz	Minister-Emerita
Betty Jahnke	Wedding Coordinator
Robbie Sawitski	Wedding Secretary
Marilyn Mason	Organist
Rebecca Jones	Pianist
Betsy Hill	Secretary
Gary Brown	Secretary
Nancy Sauve	Bookkeeper
Holly Porter	Director of Christian Education
James Nissen	Director of Music
Dorian Morris	Associate Director of Music
Steffen Gelletly	Custodian
Lisa Sauve	Sunday Custodian

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AREAS OF USE IN THE CHURCH

The following areas are available for weddings:

Sanctuary (seats up to 450)

We can only offer the use of the Sanctuary if it is scheduled a minimum of sixty (30) days in advance.

Douglas Memorial Chapel (seats up to 65)

Mayflower Room (seats up to 40)

The wedding coordinator will meet with you prior to your wedding day to show you other areas of the church that are available for your use the day of your wedding.

WEDDING FEES

Sanctuary \$1,475.00
Douglas Chapel \$1,225.00
Mayflower Room \$1,175.00

* Persons who have been active covenant members of The First Congregational Church of Ann Arbor for at least one year prior to the wedding date qualify for a member discount.

Wedding Fees **include** the following:

- ❖ All Staff Costs (including honorariums for the officiating minister, wedding coordinator, and organist)
- ❖ Custodial Coverage
- ❖ Use of all fueled candles

Available for an **additional fee**:

- ❖ Use of pew torchiere fueled candles \$ 75.00
- ❖ Aisle Runner \$ 150.00

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There will be no reduction in fees if the included services are not utilized.

Fees for outside musicians, soloists and building and staff costs for receptions are in addition to the above fees and are your responsibility.

Wedding fees are subject to change without notice. The total amount due will be determined by the actual cost at the time the application and deposit are received. If you have any questions, please contact the church office for fee verification before submitting your application.

## WEDDING COORDINATOR

Ms. Betty Jahnke is our Wedding Coordinator. She, or one of her associates, will be primarily involved with you in the planning of your wedding. She can assist you in answering questions, and helping you design and arrange the details of your wedding. She, or one of her associates, will also be present and in charge at all weddings and rehearsals held at the church. Please contact Betty at (734)429-0545 or by e-mail at [jahnkeb@saline.k12.mi.us](mailto:jahnkeb@saline.k12.mi.us). She should be contacted at least 4 to 5 months prior to your wedding or anytime you have questions about your wedding details. At other times, she may also be in contact with you.

## MUSIC

Dr. Marilyn Mason is Organist at The First Congregational Church of Ann Arbor. Dr. Mason, or one of her associates, plays for weddings held at the church.

Since a church wedding is a sacred ceremony, any music used in the service must be suitable for a religious context and pre-approved by the presiding minister. To assist you with this, when you receive the confirmation letter of your wedding, you will also receive a listing of wedding music suggestions from the church office. **Please contact your wedding coordinator directly** to talk about the music for your wedding and scheduling an organist.

## MARRIAGE LICENSE

You should apply for your marriage license no sooner than thirty (30) days prior to your wedding date. If **either** of you is a resident of Michigan, you must obtain a State of Michigan Marriage License from the county in which one of you lives. If **neither** of you is a Michigan resident, you must obtain the marriage license from the county in which the service is to take place. Our church is located in Washtenaw County. The marriage license can be obtained at the Washtenaw County Building, Clerk of Vital Records office, 200 N. Main Street, Room 100, in Ann Arbor. Contact the office at (734) 222-6720 for a list of required documents you will need to bring with you when you apply, or visit their website at <http://www.ewashtenaw.org>, choose Quick Links: "Clerk/Register of Deeds", then choose "Marriages – Applying for License".

The marriage license must be brought to the church office no later than **one week prior** to the ceremony. Please provide the church secretary with the correct **full legal** spellings (first, middle, last) of the two witnesses who will sign the license the day of your wedding. **Fee balances are also due at this time.**

## FLORAL DECORATIONS

Floral decorations are your responsibility. The wedding coordinator can be of assistance in recommending reliable people and informing you of policies of the church. We do not allow the use of wax candles. The church will provide fueled candles for the communion table, the unity candle, and for the candelabras. We do not generally recommend aisle runners as these have proven to be “tripping hazards” for the bride and her wedding party. However, we do allow aisle runners on condition that they are contracted through the church for an additional fee. We also do not allow the throwing of confetti, flower petals, rice, or bird seed inside or outside the church. Bubbles may be blown outside the church building. Upon confirmation of your wedding date, you will receive a “Florist’s Instructions” leaflet for you to share with your florist.

## PHOTOGRAPHY/VIDEO TAPING

The services of a professional photographer/videographer are your responsibility. The wedding coordinator can be of assistance in recommending reliable people and informing you of the policies of the church. Professional photographers may be positioned at the back of the church once the service begins, and must remain there throughout the service. We do not allow flash photography during the wedding ceremony. Professional videotaping is permitted and must be coordinated through the wedding coordinator. No extra lighting is allowed during the ceremony. Upon confirmation of your wedding date, you will receive a “Photographer’s Instructions” leaflet for you to share with your photographer/videographer.

## PARKING

Parking at our church can be challenging. On the wedding date, a limited number of parking spaces may be available for your wedding party; availability of spaces will be confirmed closer to the wedding date. Please speak with the wedding coordinator about parking availability.

Street parking around the church tends to be less congested on weekends. A parking structure is located one block north of the church on Maynard Street, across from Borders Bookstore. You may also contact Republic Parking Systems at (734)761-7235 and, for a fee, have parking meters “bagged” surrounding the church. Information on street meter service is available at the church office or from the wedding coordinator.

## WEDDING REHEARSAL AND WEDDING DAY

Wedding rehearsals are scheduled to last a maximum of one hour. This has proven adequate for even the largest wedding parties, provided the participants arrive on time. Please encourage your party to be on time, or better yet EARLY, for both the rehearsal and the wedding service. On the day of the wedding, the church will be open and you may plan to arrive a maximum of two (2) hours before your ceremony start time.

## CARE OF CHURCH PROPERTY

It is expected that the church building and specific areas used by your wedding party and guests will be treated with respect and care appropriate to use of church property. You will be responsible for any damage to church property or equipment caused by your wedding party or guests. Smoking, the consumption of alcohol, or use of non-prescription drugs is strictly prohibited on church property.

## LIABILITY/RESPONSIBILITY

The First Congregational Church of Ann Arbor will not accept liability or responsibility for wedding gifts, wedding rings, etc. brought to or displayed at the church. Please keep all things of value with a trusted member of your wedding party or family.

## THINGS TO ENSURE YOUR WEDDING WILL TAKE PLACE

1. Make sure all fees are paid one week in advance of your wedding day.
2. Make sure your marriage license has been brought to the church one week prior to your wedding day.
3. Make sure participants in your wedding party are not under the influence of alcohol or non-prescription drugs.
4. Make sure all participants are present.