

FRANKLIN COMMUNITY CHURCH
UNITED METHODIST IN AFFILIATION - ECUMENICAL IN SPIRIT
26425 Wellington Franklin, Michigan 48025
248.626.6606 FAX 626.5356
Rev. James Greer II

Dear

Thank you for your inquiry regarding your proposed wedding ceremony at Franklin Community Church on _____. In selecting our church as your site, you have expressed your desire to have a Christian wedding celebration and to establish a Christian home. We are pleased to assist you in your desire.

In order to initiate the wedding preparations we have enclosed a request form and check list, which is to be returned with a \$100.00 non refundable check. This check should be made payable to Franklin Community Church and will be applied to your Church fee. Please call Samaritan Counseling Center to make arrangements for your counseling sessions at (248) 474-4701.

Your date will be confirmed on the wedding calendar after you have made your appointment. There is also a short course available. These counseling sessions make it possible for your wedding to be performed at this church.

If your counseling is not done at Samaritan Center, we must have a signed affidavit from a counselor on their letter head that you have completed this important part of your marriage preparations.

Should you decide not to continue with your plans to be married here, PLEASE call us immediately so the date may be made available to another couple.

If your request form and deposit or further information regarding a delay is not received by _____ we will assume you have discontinued your plans with us and the date will be available to others.

Sincerely,

Lorie Carswell

P.S. Your marriage license and all fees are required to be in the church office on Monday before the wedding.

PROCEDURES IN PLANNING YOUR WEDDING

We at the Franklin Community Church celebrate in your approaching marriage and are pleased that you wish to celebrate it with us as a Christian Service. It is our desire to assist you in your preparations for marriage, as well as to provide the clergy and facilities for the actual celebration.

Your wedding will be a worship service which calls forth the blessings of God in celebration of your covenant of marriage. It should be performed with joy, dignity, grace, and beauty to give your marriage its proper beginning. In order to accomplish this, we have established certain procedures for both the rehearsal and the wedding. To be sure that there are no misunderstandings, please do the following:

Carefully read and check this list of "Procedures."

- Read the Wedding Agreement and Check List.
- Initial each heading on the "Check List" to indicate that you have read and understand the wedding rules and procedures.
- Sign where indicated (indicating "Member" or "Non-Member.")
- Enclose your non-refundable Security Deposit

Return the agreement to the church office. (Keep the "Procedures" for your reference.)

When the signed agreement and deposit are received, and you have met with the minister your reservation will be confirmed. Verbal commitments must be confirmed within 2 weeks to ensure date and time.

EARLY ARRANGEMENTS

- Date and time of rehearsal and wedding cannot be changed without approval from the wedding coordinator.
- The engaged couple will meet at least once with the presiding minister prior to the wedding.
- The marriage license and all fees must be received by the church office on Monday, the week of the wedding.

MUSIC

- The Church organist will play at all services. If you wish to have an additional musician, this should be discussed with the Director of Music prior to making arrangements. **No pre-recorded music will be allowed.**
- Because this is a service of worship, the music should be appropriate to the occasion. **Read the enclosure for details.**

DECORATIONS

- Floral arrangements are usually confined to the altar and chancel area. If you wish to have other decorations, this must be approved by the Wedding Coordinator prior to ordering them.
- No tape or tacks are to be used in decorations. If you are using a Unity Candle, please talk to your florist about arranging it in your altar floral arrangement. If a change in paraments is required – there will be a \$100.00 charge

PHOTOGRAPHER--MUST BE ON APPROVED LIST

- Photographs are an important part of your wedding day remembrances. However, they should not become the central or most time-consuming process of the day. A very few photographers have created disturbances at the services and therefore will not be granted the special photographer privileges. Please check with the Wedding Coordinator **prior** to making final arrangements with any photographer.
- Give your photographer a copy of our instructions and ask her/him to meet with the coordinator prior to the service.
- **The bridal party is allotted 1/2 hour after the ceremony for photos.** The church is also opened one hour before the ceremony. If more time is desired, you must make arrangements with the Wedding Coordinator at before the day of the wedding. The ceremony officially concludes when the bridal party have exited and the parents are ushered out. (Today, more couples are following the policy of holding the receiving line at the reception where it properly belongs.)
- **Please notify your photographer and florist as to the hours the church will be open.**

THE REHEARSAL

- The rehearsal is an important part of the wedding preparation. Much is to be accomplished in the allotted hour. Because of this, the presiding minister will begin the rehearsal with those present at the appointed time. Late-comers will be added as they arrive.
- The presiding minister is in charge of the rehearsal. If you wish to have another clergyperson participate, please discuss this with the presiding minister as soon as possible. The presiding minister then will extend a formal invitation to other clergy.
- Rehearsals are held on Friday evening at 5:00, 6:00, or 7:00. All participants are to be appropriately dressed.

GENERAL REGULATIONS FOR REHEARSAL AND WEDDING

- No alcoholic beverages will be allowed in the church or on church grounds.
- If any participant has been drinking alcoholic beverages, that person will be excluded from the rehearsal and/or the wedding.
- If either the bride or groom has been drinking, the rehearsal and wedding will be cancelled and the Security Deposit automatically forfeited.
- There is to be no rice, confetti, or bird seed thrown as the Bridal Couple leaves the church. This is a safety hazard as well as a significant clean-up problem.
- Smoking is not allowed anywhere within the church or within 50 feet of the church building. Violation of this rule will cause an automatic forfeit of the security deposit.

THE WEDDING

- If special Scripture or other readings are desired, this should be discussed with the presiding minister prior to making arrangements.
- Video taping is to be done from the balcony only. **There will be no exceptions.**
- Because this is a service of worship, guests should be reminded that no flash pictures should be taken during the ceremony.
- If you desire to have a wedding bulletin, please fax a copy to the Wedding Coordinator before the final printing.

BRIDE GROOM.....WEDDING DATE.....

**REQUEST FOR MINISTER'S SERVICES
AND USE OF FACILITIES FOR PROPOSED WEDDING**

We hereby request the services of the minister and the use of the church facilities for the wedding described below. In making said request, I understand that: (Please check the following)

- We will be expected to counsel with the Pastor.
- Information given and counseling received is confidential.

Name of bride: _____ # of times married _____

Address _____

Telephone (Home) _____ (Work) _____

Occupation: _____ Age _____

Father's name _____

Mother's name (including maiden name) _____

Step-parents involved? _____

Name of groom: _____ # of times married _____

Address _____

No. Street City State Zip

Telephone (Home) _____ (Work) _____

Occupation: _____ Age _____

Father's name _____

Mother's name (including maiden name) _____

Church Membership:

Bride _____ Parents _____

Groom _____ Parents _____

Wedding Date: _____ Time: _____

Rehearsal Date: _____ Time: _____

No. of Guests: _____ No. in Wedding Party: _____

How long acquainted _____ How long engaged _____

CHECK LIST TO BE RETURNED TO THE CHURCH

Please initial the following:

EARLY ARRANGEMENTS _____ **MUSIC** _____

DECORATIONS _____ **PHOTOGRAPHER** _____

REHEARSAL _____ **GENERAL REGULATIONS** _____

WEDDING _____ **WEDDING FEES** _____

I have read the above and agree to those conditions. _____

Signature: _____

Date: _____

Please mail to:

Lorie Carswell, Wedding Coordinator
Franklin Community Church
26425 Wellington
Franklin, MI 48025

**YOUR WEDDING FEES
(PLEASE INITIAL EACH HEADING ONLY)**

_____ **MEMBERS***

When the bride, groom, or parents of either are *active members of the Franklin Community Church, there is, of course, no charge for use of the facilities. The fees applying in such cases are these:

Clergy	\$300.00	Rev. James E. Greer
Organist	200.00	Maria Cimarelli
Martial Counseling	150.00	Samaritan Counseling Center (Group Workshops)
	230.00	Samaritan Counseling Center (One on One)
Coordinator	175.00	Lorie Carswell
Custodian	50.00	

_____ **NON MEMBERS**

When neither the bride, groom nor parents are members of the Franklin Community Church, the following fees apply:

Use of Sanctuary	\$500.00	Franklin Community Church
Clergy	300.00	Rev. James E. Greer
Organist	200.00	Maria Cimarelli
Martial Counseling	125.00	Samaritan Counseling Center (Group Workshops)
	230.00	Samaritan Counseling Center (One on One)
Coordinator	175.00	Lorie Carswell
Custodian	50.00	

The Church will be open one hour before the ceremony and one half hour after the ceremony. *If more time is required, the fee is \$10.00 per half hour or portion thereof. Please contact the Wedding Coordinator in advance.*

*Members: Family must be an active member of the church for one year prior to requesting a wedding date.

TO OUR GUEST PHOTOGRAPHERS AND VIDEOGRAPHERS

Please initial after reading and return a copy to the church.

We are pleased to welcome you as a guest who will render an important and appreciated service to the bride and groom. Understandably, your task is not an easy one: desiring to meet the wishes of the bride and groom for "as it is happening" pictures, and at the same time respecting the Church's standards for a wedding as a service of Christian worship. To assist you, the following privileges are extended you:

1. Take as many pictures prior to the wedding service as you desire (beginning one hour prior to the service).
2. The use of the parlor for pictures prior to the wedding is acceptable. The furniture is **not** to be rearranged.
3. The taking of pictures in the sanctuary after the ceremony is to be completed within **one half hour** after all guests have been ushered from the sanctuary. The candelabra are **not to be moved**.
4. The minister will be available for pictures at the beginning of the photo session.

To assist the minister to uphold the standards of worship established by the Worship Commission and the Trustees of this church, the following are asked of you:

1. **No flash pictures are to be taken during the ceremony**--that is, between the minister's entrance into the chancel and until after the bridal kiss. No pictures are to be taken except by natural light and without sound.
2. Neither the procession nor the recession of the bridal party may be interfered with by the taking of pictures. The bride and her father may be photographed from a point **four pews from the back of the sanctuary**.
3. Any videotaping must be done from the balcony with existing light.
4. The photographer will work quietly and inconspicuously.
5. The dress of photographers will be in keeping with a wedding.
6. No equipment will be placed on **any furniture, including pews**.

Franklin Community Church
26425 Wellington
Franklin, MI 48025
phone: 248-626-6606

BRIDE..... GROOM.....WEDDING DATE.....

PLEASE FILL OUT AND SEND TO LORIE CARSWELL, WEDDING COORDINATOR, AT LEAST ONE MONTH BEFORE YOUR WEDDING.

Maria's phone number: (734)678-0301

WEDDING DATE: _____ TIME: _____

REHEARSAL DATE: _____ TIME: _____

BRIDE'S NAME: _____ PHONE _____

GROOM'S NAME: _____ PHONE _____

OF ATTENDANTS: _____

FLOWER GIRL: _____ AGE: ____ (at least 4 yrs old at time of wedding)

RING BEARER: _____ AGE: ____ (at least 4 yrs old at time of wedding)

SOLOIST: _____ PHONE _____

INSTRUMENTALIST: _____ PHONE _____

SELECTIONS TO BE PLAYED:

PROCESSIONAL MUSIC:

BRIDE'S PROCESSIONAL MUSIC:

UNITY CANDLE MUSIC:

LORD'S PRAYER SUNG?

RECESSIONAL MUSIC:

TWO SOLOS ARE ALLOWED DURING THE CEREMONY AND TWO SOLOS ARE ALLOWED BEFORE THE CEREMONY APPROVAL OF THE MUSIC DIRECTOR IS REQUIRED FOR ALL MUSIC

Notes From Maria

Musical Suggestions

Prelude Music - . Because this is a worship service, all non-religious music will be incorporated into the Prelude

Processional Selections for the Bridal Party:

"Canon in D" - Pachelbel	Spring movement from
"Jesu, Joy of Man's Desiring" - Bach	the "Four Seasons"
"Prelude in C" - Bach	"Sonata in A" - Mozart

Bridal Procession Selection:

"Bridal Chorus" - Wagner	"Sound of Music" - Rodgers & Hammerstein
"Trumpet Voluntary" - Clarke	Other suggestions will be considered

Recessionals:

"Royal Fireworks" - Handel	"The Wedding March" - Mendelssohn
"Rondeau" - Mouret	"Water Suite" - Handel
"Spring Movement" – Vivaldi	
"The Arrival" - Handel	

Musicians and Soloists - I have worked with many fine musicians and can refer and schedule them for your wedding if given ample notice. I use Michigan Opera soloists and musicians and/or any combination of musicians - flute, harp, trumpet, string, etc.

I am available to rehearse with vocalists/musicians on the day of the wedding. If another rehearsal is desired, there will be a \$50.00 per hour fee.

Pre-recorded music is not allowed during the wedding ceremony.

Any questions? Call me at 734-678-0301

The Wedding Ceremony

The Organ Prelude

The Lighting of the Candles

The Processional of the Bridal Party

The Processional of the Bride

A Word of Greeting

The Charge to the Bride and Groom

The Vow of Intention

The Blessing of the Parents

Solo (Optional)

Reading (Optional)

The Homily (Optional)

The Wedding Vows

The Exchange of Rings

Pronouncement of Marriage

The Lighting of the Unity Candle (Optional)

A Prayer of the Blessing of the Marriage

The Lord's Prayer

The Benediction

The Recessional

Our Wedding Format and to help you in preparing a Wedding Bulletin