

Wedding Planning Booklet

For Franklin Community Church

Steps To Planning Your Wedding

1. Call the church and have a phone consultation with pastor David Huseltine—**(248)626-6606**.
2. Speak with your wedding coordinator. The pastor will let you know which wedding coordinator will handle your wedding and you will receive a call from Marta Johnston or Debra Brichford.
3. Print the **“Request for Minister’s Services”** form from our website (or at the end of this packet) and fill it out. Mail the completed form and a **\$100.00 “hold the date” check** (sorry, nonrefundable) made out to Franklin Community Church at 26425 Wellington, Franklin, MI 48025. Once these two items are received, your wedding date will be confirmed on our church calendar!
4. Call to schedule a **premarital assessment** with Samaritan Counseling Center (248/474-4701) or discuss other counseling options with the pastor or wedding coordinator. Rates at Samaritan are \$150.00 for a group workshop or \$230.00 for an individual session.
5. Call the pastor to schedule two **premarital counseling** sessions with him. The first appointment will be scheduled for a few weeks *after* your Samaritan assessment and the second appointment will be scheduled for *six to eight weeks pre-ceremony*.
6. Call our organist Maria Cimarelli at (734)678-0301 to discuss the **music** for your ceremony *four to six weeks before your ceremony*.
7. Please pick up your **marriage license** *15 to 30 days before your wedding* and bring all copies to church office along with the **fees** made out by individual checks as follows.
 - \$400.00 to Franklin Community Church—Sanctuary Fee (waived for church members)
 - \$300.00 to Rev. David Huseltine—Clergy Fee
 - \$200.00 to Maria Cimarelli—Organist/Pianist Fee
 - \$175.00 to Debra Brichford or Marta Johnston—Wedding Coordinator Fee
 - \$50.00 to “cash”—Custodial Fee

8. The Wedding Rehearsal

Weddings rehearsals are normally held the evening before, generally at 6:00pm, but we’re flexible. Please discuss a convenient time with your wedding coordinator. Also, allow a full hour for the rehearsal but have your attendants arrive 10 minutes prior. A few weeks before the ceremony, your wedding coordinator will speak with you (a phone conversation is fine) to discuss the particulars of your rehearsal...names of attendants and other special guests, etc.

9. *The Wedding Ceremony*

- **Special readings** are wonderful! Please discuss your selection(s) with the pastor.
- If you're using a **wedding bulletin**, please email a copy to the pastor before the final printing. dhuseltine@sbcglobal.net
- We have a beautiful sanctuary that requires minimal embellishment. However, **decorations** are welcome! Feel free to add flower arrangements, pew bows, etc. There are only a few things that make us nervous (nails, tape, etc.), so please discuss specific decorations with your wedding coordinator.
- The church will be open one hour before your ceremony and a half hour after. More time can be arranged if needed at \$20.00 per hour. Again, please discuss with your wedding coordinator.
- **Photographs** are a beautiful reminder of your wedding day! Flash photography, however, is not allowed during the ceremony and we kindly ask that the photographer remain no closer than four pews from the back of the sanctuary.
- The best vantage point for **videotaping** is our balcony. Please set up all video equipment here.
- For your "**grand exit**" from the church, please feel free to use bubbles, ribbons, balloons, etc. Please no birdseed, rice or confetti.

**Franklin Community Church Request for Minister's Services
And Use of Facilities for Proposed Wedding**

Wedding Date: _____ **Time:** _____

Rehearsal Date: _____ **Time:** _____

Name of Bride: _____ # of times married: _____

Address: _____

Phone (Home and/or Cell): _____ (Work): _____

Email address: _____

Occupation: _____ Age: _____

Mother's Name (including maiden name): _____

Father's name: _____

Step-parents: _____

Name of Groom: _____ # of times married: _____

Address: _____

Email address: _____

Phone (Home and/or Cell): _____ (Work): _____

Occupation: _____ Age: _____

Mother's Name (including maiden name): _____

Father's name: _____

Step-parents: _____

Additional information:

Are the bride and/or her family members of Franklin Community Church? _____

Specify: _____

Are the groom and/or his family members of Franklin Community Church? _____

Specify: _____

Number of guests: _____ Number of bridesmaids: _____ Number of groomsmen: _____

After you have talked to the pastor and wedding coordinator, please mail this form along with deposit check for \$100 (made out to Franklin Community Church) to: Franklin Community Church, 26425 Wellington, Franklin, MI 48025. You will be contacted shortly afterward to confirm your date and continue with preparations. Thank you!

Wedding Coordinator: _____