

Weddings



**First Presbyterian Church of Hastings
405 N M-37 Highway
Hastings, MI 49058
269-945-5463**

WEDDINGS AT FIRST PRESBYTERIAN CHURCH OF HASTINGS (FPC)

“We rejoice that marriage is given by God, blessed by our Lord Jesus Christ, and sustained by the Holy Spirit”

(Book of Common Worship, p.842)

Weddings at FPC are traditional Christian celebrations in nature, and under the direction of our Pastor (p.841), providing the opportunity for the happy couple to make the promises of Christian marriage before the witness of the church and in the context of Christian worship (p.843). Therefore, let marriage be held in honor by all (p.842).

Reserving the church facility

Your wedding date will be entered on our church calendar when you contact the church Secretary. **Please understand that your date is not firm with us until you meet with the Pastor and make your deposit.**

The Pastor

You will be contacted by the Pastor to schedule an initial meeting to discuss the wedding ceremony and to set up premarital counseling meetings with him. The Pastor will hold at least four (4) premarital counseling sessions with the bride and groom before the wedding. Among those subjects discussed will be spiritual and relational aspects of marriage, as well as the mechanics of the ceremony. These meetings should begin approximately six (6) months prior to the wedding and be completed at least one (1) month prior to the ceremony.

Our Pastor conducts all weddings held here. Other Pastors may assist or conduct your marriage ceremony, subject to approval by our Pastor and Session. Speak with the Pastor to determine what needs to be submitted to seek this approval.

Our Pastor will confirm the date of your wedding with you and with the church Secretary. The Pastor of FPC has the final authority in all aspects of the wedding, including vows, music, decorations, aisle runners, videos, cds, dvds, timing of photography, etc., and will be available to discuss the services you may need to use.

The Church Wedding Liaison

You will be contacted by the church’s Wedding Liaison soon after you reserve a firm date. The Wedding Liaison’s goal is to assist you in having a meaningful Christian worship service. She will inquire about your wedding plans and will be your contact person for questions.

The Wedding Liaison schedules, as well as attends and coordinates the rehearsal under the direction of the Pastor.

She will be available the day of the ceremony to open the church and assist the wedding party, florist and photographer with the layout of the building. She will also assist with the flow of activity leading up to the ceremony and serve as a resource for emergencies if needed.

The Wedding Liaison is responsible for arrangements at the church site as well as the use and care of the facilities, therefore your attention to her instructions is appreciated.

The Church

Rooms available for weddings include the Sanctuary, Narthex, Youth Classroom #1, Adult Classroom #1, and Restrooms. The Wedding Liaison will show you these rooms. You may also use any of the outdoor spaces for photographs.

The Fellowship Hall and Kitchen may be rented for a reception at an additional cost (please see [Schedule of fees](#)).

- a. All Presbyterians (U.S.A.), or the child of an active member of this church will be considered members of FPC for purposes of this policy.
- b. The deposit shall be made in order to reserve your date. The deposit will be refunded, based upon absence of damage, within 30 days following event.

If a wedding is cancelled and the church is not notified at least 60 days in advance in writing, the deposit will NOT be refunded.
- c. ALL FEES must be paid at least 4 weeks in advance of event date. We recommend you pay direct providers of services no later than the rehearsal.
- d. No food or beverages are allowed in the Sanctuary.

Some Common questions

THE SANCTUARY CAPACITY IS 244 MAIN FLOOR, AND 114 FOR THE BALCONY, FOR A TOTAL OF 358. You will need to notify us if you have rsvp's for more than 200 guests.

WHEN ARE FEES DUE? You must meet with the Pastor, and place your deposit to hold your date. All other Fees must be paid 4 weeks prior to the wedding date.

WILL I NEED A SOUND SYSTEM OPERATOR? Yes, you will need the sound system operator. Please let the Wedding Liaison know what your plans are for music in advance – cd's played, soloists, instrumentalists, and any other microphones needed for the service.

WILL I NEED A SCREEN OPERATOR? If you want on-screen vision during the ceremony (this is a must if you have over 250 guests), **-or-** if you desire that your approved dvd or PowerPoint be played before or after the ceremony (not during), then you will need a screen operator. FPC does not prepare the dvd or PowerPoint, nor will FPC be able to record the ceremony.

WILL YOU HELP US FIND AN ORGANIST FOR OUR SERVICE? We have approved organists who may be available to play for your service.

WHAT DOES "SPECIAL SET-UP" MEAN? To get an idea of what the Sanctuary looks like with the equipment in place, take a look from the back (double doors) of the room. If you require that the equipment be moved from the chancel for your service, there is a fee (please see Schedule of Fees). Please note the drums are not moved.

IF WE HAVE A QUESTION ABOUT THE FEES OR IF OUR BUDGET DOES NOT ALLOW ALL THE SERVICES, WITH WHOM SHOULD I DISCUSS THIS? The Pastor will review the fee sheet with you during your first meeting. Please discuss your financial target with him and determine which services you will be using not later than 4 weeks prior to the ceremony.

IN ADDITION TO REGULAR FACILITY USE REGULATIONS, ARE THERE ANY SPECIAL RULES WE SHOULD KNOW FOR A WEDDING AT FPC? Yes, there are several things which apply to weddings:

(1) Rehearsal is usually held the night before the wedding, and takes about 60-90 minutes.

(2) The church is available for 3 hours prior to the service, and 1 hour after the day of the wedding for decoration, bridal party preparation, photographs, and clean up.

(3) Please do not use nails, tacks, or sticky tape anywhere inside or outside the building. Command Strips may be used if removed following the service.

(4) Please do not use confetti, rice, or birdseed inside or outside the building.

(5) Runners must be used underneath wax candles to catch drips.

(6) Please, no flash photography is to be used between the end of the processional and the beginning of the recessional. Your wedding is a holy ceremony.

(7) If you are using a videographer, please consult with the Pastor.

(8) The facility and grounds are alcohol and tobacco free.

I HAVE A QUESTION THAT HAS NOT BEEN ADDRESSED HERE. WHERE DO I GO FOR HELP? Initially, the Pastor or secretary. Once you reserve your date, our Wedding Liaison will be contacting you, and will be happy to answer any additional questions.

MARRIAGE LICENSE

What follows are some helpful tips in obtaining the marriage license. It is the marrying couple's responsibility to apply for the marriage license. One or both of you should meet with the County Clerk in your county of residence. If you live in different counties, you may choose which county to get your license issued in.

Here are some important action items in obtaining your marriage license. As of July 2011, the following steps are required by the Barry County Clerk. You should check with your County Clerk before you go to the office to be sure the steps outlined have not changed.

- You can apply for your marriage license within 33 days of the wedding date.
- Obtain a pink worksheet for the marriage license application from the County Clerk's Office in the county of residence. It is very important that your names appear on the worksheet as they are on your birth certificates. The same is true regarding your parents' names. Try not to make any mistakes. Mistakes can be corrected without charge prior to the wedding, but after the wedding to correct a mistake will cost \$150.
- Birth records are helpful in completing the pink worksheet.
- If one of you can't go to the County Clerk's office, the other can take a copy of his or her driver's license (front and back).
- No blood work or doctor's appointment is necessary.
- Be sure to have a picture ID. Driver's license will work.
- You will be given information regarding STDs, HIV and AIDs as well as some prenatal information by the County Clerk.
- The marriage license will be sent to you by the County Clerk in about three days after you complete the application.
- There is a \$20 fee due when you make the application.
- The marriage license should be signed by the pastor and witnessed prior to the wedding either on the night of the rehearsal or just prior to the wedding. It needs to be witnessed by the best man and maid/matron of honor.
- The church would like to have a copy of the signed marriage license for the files. Your wedding coordinator can make a copy for you, and for the church.
- Envelopes for mailing the **original** marriage license will be provided by the County Clerk or you may drop the marriage license off at the County Clerk's office to have it recorded. It needs to be mailed within a few days of the wedding.

Wedding Fee Worksheet

Fees paid to church:

When reserving

Refundable Deposit \$ _____

4 Weeks before ceremony

Use Fee \$ _____

Candelabra Use \$ _____

Reception costs \$ _____

Total \$ _____

Payable to:

FPC

FPC

Fees paid to the provider:

During Counseling

Marital Prep Test \$ _____

By Rehearsal

Pastor \$ _____

Wedding Coordinator \$ _____

Custodial \$ _____

Sound Operator \$ _____

Special Set Up \$ _____

Musicians/Soloists \$ _____

Screen Operator \$ _____

Other services per contract: County, Florist, Photographer, Videographer, Caterer

Church Wedding Checklist

To Reserve:

Discuss Tentative Date with Secretary

Complete and return top section of Wedding Questionnaire

Speak with Pastor and make deposit

Set up pre-marital counseling dates (4) from 6 to 1 month before ceremony

After Reserved:

Speak with Wedding Liaison

Planning:

Which optional services will be used from Church

*Special Set Up

*Candelabra

*Reception

Which privately provided services will be used

*Soloists/Musicians

*Photography/Videography

*Florist

6 months before:

Begin pre-marital counseling sessions

Per contracts:

Pay fees for privately provided services

1 month before:

Pay church fees

Have final pre-marital meeting with Pastor

Apply for marriage license with the County

2 weeks before:

Verify final plans with Wedding Liaison

Make sure complete Questionnaire is in

Turn in final reception paperwork, if applicable

1 Day before:

Hold rehearsal

3 hours before:

Decorate and prepare. Relax. It will be wonderful!

After:

Give church a copy of marriage license

Mail marriage license to county within 3 days

(Pastor normally does this)

Wedding Questionnaire

Boxed section to be submitted at the time of deposit.

Completed questionnaire submitted 2 weeks prior to the ceremony.*

Date/Time of Wedding	
Date/Time of Rehearsal	
Bride	
Name	
Address	
City, St, Zip	
Phone	
E-mail	
Groom	
Name	
Address	
City, St, Zip	
Phone	
E-mail	

Time

Rehearsal Day	Arrive:	Depart:
Wedding Day	Arrive:	Depart:
Estimated # of guests		

Procedure

When are candles to be lit?	Before	During
How many rows reserved on each side?		
Will there be an aisle runner?	Yes	No
Is the receiving line	here	reception
Who will be in the line, if here?		
Time flowers will arrive		
Time Photographer will arrive		
Photos	Before	After Both

Participants

	Bride
Matron/Maid of Honor	
Bridesmaid 1	
2	
3	
4	
5	
6	
Flower Girl	
Usher/Bride's Side	
Candlelighters	
Guest Book Attendant	
	Groom
Best Man	
Groomsman 1	
2	
3	
4	
5	
6	
Ring Bearer	
Usher/Groom's Side	
Master/Mistress of Ceremonies	

Punch Bowl Attendant	
Cake Provider/Phone	
Cake Time of Arrival	
Caterer/Phone	
Caterer Time of Arrival	
Buffet or Sit Down?	

Family

Bride

- Father
- Mother
- Step-Father
- Step-Mother
- Grandparents

Groom

- Father
- Mother
- Step-Father
- Step-Mother
- Grandparents

Ceremony

- Pastor
- Organist
- Sound System Operator
- Screen Operator
- Special Set-up
- Candelabra
- Pianist
- Soloist
- Other Musician
- Photographer
- Videographer
- Florist

Selected Music -
Indicate if Recorded

- Processional
- Recessional
- Other
