



Clarkston United Methodist Church

6600 Waldon Road • Clarkston, Michigan 48346-2472

Telephone (248) 625-1611 • email cumcoffice@clarkstonumc.org

A Word to the Bride and Groom:

We are delighted that you are considering Clarkston United Methodist Church for your wedding. We believe that sharing with couples as they bind their lives together in the Spirit of Christ is one of the most important ministries of the Church. We look forward to working with you to make your wedding a memorable day and to help you prepare for a healthy, growing marriage.

The purpose of this information is to help you plan for a wedding which will be an expression of your faith, a witness of your love for each other, and a time of deep commitment. It is the result of years of experience and hours of thoughtful preparation in developing guidelines which will create a worshipful, joyful atmosphere for your wedding.

We look forward to sharing this experience with you and nurturing your upcoming marriage.

Grace and peace,

Rev. Richard L. Dake
Senior Pastor
248-620-8404

Rev. Laura Speiran
Minister of Congregational Care
248-620-8406

Wedding ~ Quick Facts

Sanctuary: No Air-conditioning
Capacity, 400 people max.
19 pews each side

Fellowship Hall Capacity: 160 people max. with tables

Deposit: Non-refundable, due at the time of date selection

Members \$150

Non-Members \$200

All remaining fees are to be paid in cash, in full the Monday prior to the wedding.

Total wedding fees for members **approx. \$735.00** (includes organist fee)

Total wedding fees for non-members **approx. \$935.00** (includes organist fee)

For detailed costs, including off-site costs please contact the church office at phone number and email listed above.

Sanctuary availability can be addressed through the Church office.



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Main: 248.625.1611 • cumcoffice@clarkstonumc.org • www.clarkstonumc.org

Wedding Information

Date of Wedding: _____ Time: _____ Officiating Clergy: _____

Date of Rehearsal: _____ Time: _____ Location: On-site _____ Off-site _____

Groom

Full Name: _____

Preferred Name: _____

Address: _____

Phone: _____

E-Mail: _____

Birthdate: _____

Previously married? _____

Children? _____

Member of what church? _____

Occupation _____

_____ Parents: _____

Address after marriage: _____

Bride

Full Name: _____

Preferred Name: _____

Address: _____

Phone: _____

E-Mail: _____

Birthdate: _____

Previously married? _____

Children? _____

Member of what church? _____

Legal name the day of wedding _____

_____ Parents: _____

Parents: _____

A nonrefundable fee is required to secure your wedding date

Member Deposit \$150

Non-Member Deposit \$200

All remaining fees are to be paid in cash, in full the Monday prior to the wedding.

Total wedding fees for members approx. **\$ 735.00** (includes organist fee)

Total wedding fees for non-members approx. **\$935.00** (includes organist fee)

For detailed costs, including offsite costs please contact the church office at phone number or at email listed above.

The Wedding Party

Names of Groomsmen

Best Man: _____

Ring Bearer: _____

Name of Bridesmaids

Maid/Matron of Honor: _____

Flower Girl: _____

Grandparents of the Groom

Grandparents of the Bride

The Wedding Ceremony

Will Grandparents be formally seated? Yes No

Will Groomsmen and Bridesmaids process together? Yes No

Will Groom seat his mother? Yes No

*Unity Candle? Yes No Lit by whom? _____

**Items to be provided by Bride and/or Groom.*

Photographer: _____

Florist: _____

Reception Location: _____

Organist: _____

Special Music: _____

CUMC Custodian: _____

CUMC Hostess: _____

Additional Wedding Information

General Information

First step is to contact the church office to determine the availability of the sanctuary on your preferred date. Please note that availability of the building does not guarantee that your wedding can be scheduled, the second step is confirming a pastor is available for the date.

Rehearsals are usually held the evening before the wedding and time is coordinated with the pastor performing the ceremony.

All persons who are participating in the wedding are expected to be at the rehearsal, including the parents of the couple. Please be prompt.

Organist presence at the rehearsal is not required. You may request the organist to attend for an additional fee. Please contact the church office one month in advance of the rehearsal if you would like the organist to attend.

Weddings at Clarkston United Methodist Church are officiated by our clergy. If you wish to have another clergy person involved, please make arrangements through the officiating clergy

Two altar candles are provided by the church. Unity candles are to be provided by the bride and groom. Candelabras are not available from the church.

No smoking is allowed in the building on the premises.

No alcohol is allowed on the premises.

Nothing may be thrown in the building or on the grounds.

Two separate dressing areas are provided for the wedding party.

The presence of the church's Wedding Hostess is required.

You must look at the Photography Policy enclosed here for photography regulations.

The church will be opened 1 1/2 hours before the wedding is scheduled. Use this time frame for floral drop off times .

Clergy's Role

The clergy of the church look forward to working with you to help make your wedding a meaningful expression of your commitment to each other and to Christ, and to help you prepare for a life-long covenant of growth and love together.

One of the clergy of Clarkston United Methodist Church must perform your wedding. Other ministers are welcome to assist in consultation with our pastors. We understand the marriage service to be a service of Christian worship and do not rent the building for other services.

The clergy are responsible for everything that happens on the church property. If a professional wedding consultant is hired, he/she will work under the direction and supervision of the clergy and a wedding hostess.

The United Methodist Church requires the clergy to counsel with the couple regarding the meaning of Christian marriage, preparation for a healthy marriage, and other concerns raised by the couple. Our goal for these sessions is to develop a relationship between the couple and clergy person and allow the couple an opportunity to reflect on their relationship and faith as they prepare for marriage. These sessions allow time for the creation of a wedding that honors our faith tradition and reflects the couple coming together in marriage. The number and length of the sessions depends on the couple, but generally involves three to four sessions of an hour each.

Included in the wedding fees is the cost of the resource "Prepare/Enrich" This resource is a wonderful way to allow the couple to reflect on the strengths and growth areas of their relationship.

The church continues to be interested in your marriage after the wedding. In addition to opportunities for marriage enrichment and communication workshops and retreats, the clergy are available for personal counseling at any point through your marriage. You may contact the our clergy staff through the church office at 625-1611 or their individual emails listed on the cover letter.

The Wedding Party

It is expected that members of the wedding party will recognize the fact that this is a church and will conduct themselves at all times in a manner befitting the atmosphere of a place of worship.

Immediately prior to both the rehearsal and the wedding, it is expected that members of the wedding party will refrain from the use of alcoholic beverages. No rehearsal or wedding will be performed if any member of the wedding party is under the influence of alcohol.

No alcoholic beverages may be served on the church premises at any time.

Smoking is **not** permitted anywhere in the building at any time.

It is the obligation of the bride and groom to make certain that these policies are made known to and followed by all members of the wedding party.

It is the responsibility of the bride and groom or whomever they designate, to arrange for the care of the property of the wedding party before, during and after the wedding and for the transportation of such items. Since the church cannot be responsible for personal belongings, we request that you remove all property immediately following the wedding.

The Wedding Service

The clergy will use the Service of Christian Marriage from the United Methodist Order of Worship. This service will be reviewed with the couple prior to the wedding and changes/additions to the service can be made in consultation with the clergy person. All changes to the service must be consistent with the theology of the church.

It is our goal to make your wedding a moment of worship that honors God and makes the service as personal to you as possible. We look forward to the exchange of ideas in creating a personal service which remains true to our tradition and yet is unique to you.

Through the counseling process we will strive to create a service that both the clergy person and you agree upon. At the rehearsal, the clergy officiant will be in charge as you practice the service that has been created during the sessions.

Music

Music is a vital part of this sacred service; it's purpose is to maintain and help create a spirit of Christian worship. The clergy person and church organist can help you with music selections and placement in the service.

It is your responsibility to contact the organist as soon as possible to discuss the date, time and music. Arrangements for a vocal soloist should be handled privately, although our organist will gladly recommend a soloist if you desire.

Organist/Piano contact: Sara Hazen shazen@clarkstonumc.org

It is the responsibility of the couple to verify that the soloist contacts the organist to arrange for a rehearsal. This rehearsal should be scheduled for a time other than the wedding rehearsal. There is a fee.

In addition to processional and recessional music, we suggest the following places during the ceremony where music would enhance the service:

- After the seating of the mothers.
- A hymn may be sung by all in attendance prior to the processional music, or during other suitable points during the service.
- During the lighting of the Unity Candle (choose a selection which reflects the symbolism of this act).

If music is selected which requires additional rehearsal/practice time, an additional fee is required.

Approval for a guest organist must be made with the Church organist. If a guest organist is used, a "Bench Fee" is required.

Decorations & Floral Policy

Since our church is already furnished as a place of dignity and beauty, a minimal amount of decorations are required and these should be carefully planned. All decorations must be agreed upon by the pastor or wedding coordinator prior to the rehearsal.

It is the responsibility of the bride and groom to arrange with a florist for decorations. In the placing of flowers, palms or other decorations, care must be taken to insure that the floors, carpets, walls and furnishings not be damaged.

Decorations must not be hung or suspended from fixtures or furnishings. Ribbon or simple arrangements of flowers may mark reserved pews. Except for these markers, no decorations shall be attached to the furniture. No wires, screws, tacks, nails or scotch tape can be used in decorating. There are 19 pews on each side of the aisle.

The florist, family or whomever decorate, must remove all decorations within one hour of the completion of the ceremony. All damage due to decorations (besides those provided by the floral service) are the responsibility of the couple.

The altar must be central to the service. Plants and flowers may not block the visibility of the altar. One arrangement of flowers may be placed on the table.

If your wedding is planned during a seasonal church event (Christmas, Easter, etc) please plan around existing decorations.

Flowers may be delivered to the church 1 1/2 hours prior to the ceremony. Decorations must be removed within one hour following the service. Flowers may be donated to the church for the Sunday service. Please notify the caretaker on duty of your donation.

Any candelabras furnished by the florist must be equipped with dripless or tube candles. Wax catchers and plastic must be used to protect the carpet.

Construction of unique or artificial settings is not permitted.

Artificial flower petals are to be used as real petals will stain our carpets.

No smoking is allowed in the building on the premises.

Photographer Policy

As a wedding is considered a religious ceremony of joy and dedication in the church, certain procedures must be followed and it is the responsibility of the bride and groom to inform the photographer of the guidelines used by Clarkston United Methodist Church. For your convenience we have outlined those guidelines below and have provided a detailed guideline list for your photographer.

Flash pictures may be taken in the foyer before the processional and after the recessional.

Natural light pictures may be taken from the aisle as the wedding party is coming in or going out; when people are seated, pictures may be taken from the back of the sanctuary only.

A time exposure of the ceremony may be taken unobtrusively from the rear of the church by a professional photographer.

If the ceremony is to be video-taped, the camera must be in the balcony.

Flash pictures may be taken of the recession from the narthex looking into the sanctuary.

Formal wedding pictures may be taken prior to or following the ceremony.

The photographer may not move around the building or stand in the aisle during the ceremony.

No flash photographs may be taken during the ceremony by guests. It is the responsibility of the ushers to ensure that no photography occurs during the ceremony.

No smoking is allowed in the building on the premises.