



GROSSE POINTE
MEMORIAL CHURCH

16 LAKESHORE DRIVE
GROSSE POINTE FARMS, MI 48236-3783
313.882.5330
WWW.GPMCHURCH.ORG

Guidelines

▪

For

▪

Weddings

Directory for Weddings...

Our Church Staff:

The Rev. Dr. Peter J.M. Henry

Pastor/Head of Staff

The Rev. Matthew Parker Wrzeszcz

Associate Pastor

Jim Biery..... 313-882-5330
Minister of Music and Organist X 134

Linda Greenfield.....313-886-3594
Wedding Coordinator

Phyllis May.....313-882-5330
Financial Secretary X 128

Martie Neily.....313-882-5330
Executive Assistant to Pastor / Head of Staff X 133

What we believe about Christian Marriage

...in the Sight of God

Grounded in the doctrines of creation and redemption, Christian marriage is a gift that God has granted for the well being of the entire human family. We believe Christian marriage presupposes Christian commitment. It is a covenant through which a man and woman live out their lives of discipleship together before God. Christians shall therefore seek to bring their marriages into accord with the will of God, and to allow their relationship with Christ to form the pattern for the covenant of marriage.

...and Before Humankind.

At the same time, marriage is a civil contract among a man, a woman and the state. It is a lifelong commitment made to one another, publicly witnessed, and acknowledged by the community of faith.

Your Christian Marriage at Grosse Pointe Memorial Church

Grosse Pointe Memorial Church is happy to share with you in the joy of your wedding. We consider it a privilege to provide you with assistance and a setting for marriage. While weddings take place universally, our church applies a particular perspective to marriage and all that it involves. In considering Grosse Pointe Memorial Church for your wedding, therefore, it is important that you read and understand the guidelines provided. Confirmation of your plan to be married in our church indicates that you accept and agree to abide by these guidelines.

Membership Guidelines

A couple seeking marriage at Grosse Pointe Memorial Church should demonstrate their Christian discipleship by meeting at least one of the following criteria:

1. One or both are active members of Grosse Pointe Memorial Church. Upon completion of the first conversation with the pastor to discuss the wedding, one or both will be asked to agree that during the period of time leading up to the wedding, they will attend worship at least two times per month and are encouraged to become pledging members, if they are not already pledging members.
2. One or both are children or parents of active members and are themselves active members of another church in the community (outside of Wayne, Oakland and Macomb Counties) in which they live. A letter from the church in which the adult child or parent is active will be needed, indicating that they attend worship at least two times a month.
3. One or both are new members who have been active for a period of at least six months prior to the date of the wedding and have attended worship during that time at least two times a month, are encouraged to become pledging members

of Grosse Pointe Memorial Church and are active in at least one activity beyond Sunday worship.

Final approval of whom may be married at Grosse Pointe Memorial Church will be at the sole discretion of the pastor, based on guidelines established by the Presbyterian Church (U.S.A.).

After approval has been granted, a pastor will be assigned to your wedding. The pastor will then contact you to arrange an initial appointment.

Education and Counseling

We believe the church bears responsibility for providing education and counsel in preparation for marriage. Thus, the pastor will join with you in instruction on the joys and obligations you will assume in Christian marriage. Together you will discuss the relationship between Christian faith and marriage, and the meaning of the marriage ceremony. The pastor should also provide opportunity for spiritual enrichment appropriate to joining you in marriage.

Recognizing the fact that the state has the authority to dissolve marriages, the church's responsibility for education and counsel before marriage also extends to any problems involved in remarriage after divorce.

Because our constitution requires that certain conditions be met before a pastor may participate in a wedding, this will be determined by the pastor during one or more consultations with the couple. The physical and mental well being of the man and woman should be such that the pastor may deem them able to live responsibly within the bonds of marriage. They should demonstrate their readiness to enter their life together with maturity and wisdom.

After discussion, should the pastor find it necessary to refuse to officiate at their marriage ceremony, the pastor shall inform the couple of the church's continuing concern for them, and of additional steps they may take if they still desire a marriage service in the church.

Once all requirements are met, wedding plans may proceed.

Prior to your marriage, it is your responsibility to fulfill all the lawful requirements of the State of Michigan.

In addition, a couple seeking to be married at Grosse Pointe Memorial Church will be required to participate in pre-marital counseling classes, worship planning and any wedding orientation workshops. This requirement must be met before the wedding may take place.

Be assured that our clergy also stand ready to assist you after your wedding in any way possible.

Setting the Date

Because of the careful guidelines which are necessary for all weddings, and because of the many weddings which are scheduled in our Sanctuary and Chapels, we strongly advise that you consult with the church office at least six months in advance of your intended wedding date.

To request a wedding at Grosse Pointe Memorial, first contact the Executive Assistant to Head of Staff at the church office. She will mail you an application form to be completed and returned. Once the application has been received, the couple will be asked to schedule a meeting with a pastor to determine what steps are required before your date can be confirmed.

Weddings are not scheduled over Christmas and Thanksgiving or during Lent. The marriage service may take place during a regular Sunday Service upon authorization by the Session.

The following time frame on the day of the wedding is included in the fees paid to the church. The church will be open for 3.5 hours: two hours prior to the time the wedding service begins (i.e. at 3 p.m. for a 5 p.m. service) until one-half hour following the recessional. (If you plan to receive your guests, please arrange to do so in a different location, as the church is not able to accommodate receiving lines.) **Additional time beyond this may be requested for additional fees, based upon availability.** Rehearsals are scheduled Thursday or Friday prior to the wedding, most often at 5:00 p.m.

The Wedding Coordinator

The Wedding Coordinator, authorized by the Session, will coordinate all the activities surrounding the ceremony. She will meet with the bride, and any persons the bride chooses, within two weeks before the wedding to help plan the many details surrounding the wedding service. She will guide and direct all participants both at the rehearsal and wedding. In addition to working with the pastor and coordinating the wedding activities, she is responsible for directing all the professionals related to the wedding including photographers, videographers and florists. Should you retain a bridal consultant, his or her services will be limited to arrangements apart from the church.

The services of the wedding coordinator begin one and one-half hours prior to the wedding and continue through the beginning of photographs following the service. Room 209 (on the second floor) is available, if the bride wishes to dress at the church. The library is available to the groom and his ushers.

The Marriage Service

Christian marriage is normally celebrated in the place where the community gathers for worship. A special service focuses upon marriage as a gift of God and as an expression of the Christian life. This service shall be under the direction of the pastor, with the assistance of our wedding coordinator.

The wedding ceremony is in all aspects an act of worship, and all present are expected to act with reverence. As an act of worship, a ceremony held at our church will be open to members of our congregation.

The marriage service at Grosse Pointe Memorial Church shall begin with a brief statement of the meaning of Christian marriage. At appropriate times during the ceremony, prayers shall be said for the couple as they enter their new estate. The man and woman shall exchange vows, and, if desired, a ring or rings may be given. Appropriate scripture should be read (the readings are selected from a list given to the couple by the clergy) and the pastor should deliver a charge to the couple, laying before them the privileges and obligations which they are about to receive and undertake. If celebration of the Lord's Supper is observed with the service, the invitation to the table **should be extended to all baptized persons present.** It is the bride's family's responsibility to supply the bread and the grape juice. Before the conclusion of the service, the pastor shall declare publicly that this man and woman are now joined in marriage according to the ordinance of God and laws of the state. The service shall conclude with a benediction. If a husband and wife previously married in a civil ceremony so desire, a Christian ceremony, similar to that described above may be performed in recognition of the marriage.

Music

Because a church wedding is a service of worship, selected music must be appropriate to the worship of the church and consistent with our regular church program. Wedding music should direct attention to God and express the faith of the Christian community rather than romantic love or secular sentimentality. Any vocal music should have a sacred text. If desired, the congregation may be invited to join in the singing of hymns.

All music for a wedding ceremony at Grosse Pointe Memorial Church shall be under the direction and approval of the Director of Music Ministries, who can be reached at the church office.

At the time a wedding is confirmed, but **before** any music is finalized, arrangements must be made for a conference with the Director of Music Ministries. The Director of Music Ministries, or his designate, will play the organ for all weddings.

Finally, approval of any guest soloist, instrumentalist or elaborate music will be at the sole discretion of the Director of Music Ministries. The bride and groom must see that

guest musicians contact the Director to arrange a timely rehearsal to avoid any embarrassment or awkwardness (additional rehearsal fees will be charged).

The Rehearsal

The wedding rehearsal will be directed by your pastor with assistance from the wedding coordinator. The purpose of a rehearsal is to prepare for the service of worship. Therefore, all participants should dress and behave accordingly. T-shirts and jeans are not considered appropriate attire for the rehearsal.

Because other rehearsals may be scheduled on the same day, it is extremely important that all members of the wedding party arrive promptly, **one-half hour prior to rehearsal time**. The rehearsal will last approximately one hour. Due to the many details to be covered, the entire wedding party, including parents, must participate fully and attentively. Rehearsals are scheduled for 5:00 or 6:00 p.m. the night before the wedding. Rehearsal dinners or other social gatherings should be scheduled after the rehearsal.

Wedding Decorations

Our Sanctuary, Barbour Chapel and Prayer Chapel are dignified and beautiful settings for a sacred service. A minimum of decoration is required. Flowers, decorations and other appointments should not be elaborate, and should be carefully planned. Excessive expense and ostentation should be avoided in all activities surrounding the ceremony. There is an information sheet included which you should give to your florist.

We recommend that flowers be placed only on the Sanctuary's wall-mounted pedestals, free standing wooden pedestals or on the Barbour Chapel communion table. If flowers are not taken by the family, they will be distributed to shut-ins from the church. Ribbons and bows may be used on the pews. The wedding coordinator, if asked, will save the ribbons for two days **only**. If pew torches are used, floral decorations are not to be wrapped around the torch poles. We ask that only cloth ribbons or plastic floral clips be used to attach bows to the pews. Wire, nails or scotch tape are not allowed in the Sanctuary or Chapels. These guidelines should be carefully discussed with the florist, and the florist should talk with the wedding coordinator regarding his or her responsibility in order to avoid any possible misunderstanding. **The florist must check with our wedding coordinator regarding plans for delivery of decorations; a maximum of two hours prior to the wedding is when the church will be available.** If the bride is dressing at the church, flowers for the bridal party are delivered to room 209, otherwise placed on the first pew in the sanctuary.

An aisle runner is not necessary, as our Sanctuary offers a beautiful inlaid tile floor, and the Chapels are carpeted. Candles, candelabra and optional pew torches are provided by the church for weddings in the Sanctuary and Chapels.

The church is not obliged to furnish equipment not owned by the church at the time of the wedding, nor is the church responsible for the installation or absence of any decorations. Fixtures in the sanctuary may not be removed.

Photographers

All of the following should be carefully observed:

Upon arrival at the church, the photographer must check in with the wedding coordinator and officiating pastor for final clarifications. There are specific guidelines attached which we recommend you give to your photographer.

Formal pictures of the wedding party may be taken in the Sanctuary or Chapels before or after the service. If all pictures are to be taken before the ceremony, such arrangements must be made when the wedding is scheduled.

No flash pictures may be taken inside the Sanctuary or Chapels during the service.

During the service, the procession or recessional, the photographer may take flash pictures of the wedding party ***only while they are in the Narthex or vestibule.*** During the service the photographer may take pictures with available, natural light (no flash) from the rear of the Sanctuary, the Chapels or from the balcony.

Guests with cameras will be asked not to take flash pictures during the service.

Videographers

Because camera movement and sound are disruptive to the service, plans for video taping **must be pre-arranged in consultation with the wedding coordinator prior to the beginning of the ceremony.**

A maximum of two cameras may be used during the service, with no additional lighting and in the following locations:

- 1) The right and / or left upper side balconies.
- 2) The rear balcony.

If microphones are to be used, we request that they be wireless. We do not want cords to impede the placement and/or movement of the bridal party and pastor.

Remember that a wedding is a worship service, and all aspects, including photography and videography, should be unobtrusive so as not to interfere with the sacred nature of the ceremony.

Additional Church Policies

- Serving or consuming alcoholic beverages on church premises is prohibited.
- Throwing of rice, birdseed, rose petals or confetti is prohibited on the church property, inside and outside.
- Parents are asked to take responsibility for their infant children and, should it become necessary, carry them outside of the Sanctuary or Chapels.
- Pictures may be taken in the second floor lounge. However, it is most important that none of the furniture in this room be moved for any reason! Food and beverages are not permitted in the lounge.

Cost

The costs for a wedding in our church are provided below. These fees are required to cover the additional expenses of the church and the extra time of church personnel involved in your wedding. The fee, which is a flat charge for all weddings, covers all ordinary expenses, is not tax deductible and is subject to change. The honorarium for the pastor is the responsibility of the groom and should be paid directly to the pastor on the night of the rehearsal. The suggested minimum honorarium is \$250.00 for members, \$300.00 for non-members. Thus the only additional costs charged by our church would be for extraordinary arrangements or services.

Should there be participants in the service other than our church staff (assuming such have been approved by our pastors), such persons should be compensated directly by you.

Wedding fees are to be paid to the **Financial Secretary** when you return the **Wedding Options and Price Guide** to her. At the same time you should complete and return the **Preparation for the Wedding Form** to the **Executive Assistant**. Weddings are tentatively scheduled on the church calendar until **both** of these forms have been returned to the church. Once both forms and the fees have been received, then the date will be finalized on the church calendar.

BASIC WEDDING:

Sanctuary or Barbour Chapel	\$550.00 – Member
	\$950.00 – Non-Member

(Payment includes use of the church, the organist, wedding coordinator and sexton)

	Prayer Chapel	\$50.00
	Pre-marriage Counseling - Prepare/Enrich	\$ 35.00
OPTIONS:	Carillonneur	\$85.00
	Pew Torches	\$100.00

Music - Additional Fees: (TBD in consultation with the Director of Music)
Organist at Rehearsal \$25.00 per 30 Minutes
Organist w/ other Musicians \$50.00 per 30 minutes

GUIDELINES FOR PHOTOGRAPHERS AT WEDDINGS

Family's Copy

Please observe carefully all of the following. Make sure that when arriving at the church you check in with the Wedding Coordinator and officiating pastor for final clarification. The Wedding Coordinator is **Linda Greenfield and she can be reached at 313-886-3594.**

1. **No flash pictures** may be taken inside the Sanctuary or Chapels during the service excluding the processional and recessional.
2. Photographs of arriving guests may not be taken in the Sanctuary or Chapels at any time.
3. During the processional or recessional you may take pictures of the wedding party only when they are in the Narthex or vestibule.
4. Formal pictures of the wedding party may be taken in the Sanctuary or Chapels before or after the service. If all pictures are to be taken before the ceremony, such arrangements must be made when the wedding is scheduled.
5. During the service you may take pictures with available light (no flash) from the rear balcony or from the side balconies.

Remember that a wedding is a worship service and that all aspects of it including photography are to be totally unobtrusive, so as to not interfere with the sacred nature of the ceremony.

Note: Pictures may be taken in the 2nd floor lounge. However, this room has recently been re-furbished, and it is **most important that none of the furniture in this room be moved for any reason!**

GUIDELINES FOR FLORISTS AT WEDDINGS

Family's Copy

Please observe the following guidelines carefully in planning for weddings using our facilities.

In our Sanctuary and Chapels there exist settings for a sacred service which are dignified and beautiful. A minimum of decoration is required and this should be carefully planned. Flowers, decorations and other appointments should not be unduly elaborate. In all the activities surrounding the ceremony, excessive expense and ostentation should be avoided. The florist must check with our Wedding Coordinator, Linda Greenfield (313-886-3594), regarding plans for the delivery of decorations. The church is open and allows for flowers to be placed in the sanctuary up to two hours prior to the wedding. If additional time is needed, this **must** be arranged through the wedding coordinator. We recommend that flowers be placed only on the Sanctuary wall-mounted pedestals, freestanding wooden pedestals or on the Barbour Chapel communion table. It is also possible to use ribbon bows to mark reserved pews. We request that only cloth ribbons or plastic floral clips be used to place the bows on such pews. There are to be no attachments of any kind to the pew torches. The use of wire, nails or scotch tape in the Sanctuary and Chapels is not allowed.

Please contact the Wedding Coordinator to make certain there are no misunderstandings of these guidelines.

Floral decorations must be delivered and installation completed a minimum of one hour prior to the wedding. Flowers and boutonnieres for attendants should be **in boxes marked with the bride's name and delivered to Room 209 if the bride is dressing at the church, otherwise placed in the first pew in the sanctuary**, as several weddings may be held on the same day. It is especially helpful if corsages and boutonnieres are marked with the name of family members.

Remember that a wedding is a worship service and that all aspects of it including flowers and decorations are to be totally unobtrusive so as not to interfere with the sacred nature of the ceremony.

Your cooperation with these guidelines is very much appreciated.

GUIDELINES FOR VIDEOGRAPHERS AT WEDDINGS

Family's Copy

Because camera movement and sound are disruptive to the service, plans for video taping must be pre-arranged in consultation with the Wedding Coordinator prior to the ceremony. The Wedding Coordinator is Linda Greenfield and she can be reached at 313-886-3594.

A maximum of two cameras may be used during the service, with no additional lighting and in the following locations:

- 1) The right and / or left upper side balconies.
- 2) The rear balcony.

If microphones are to be used, we request that they be wireless. We do not want cords to impede the placement and/or movement of the bridal party and pastor.

Remember that a wedding is a worship service, and all aspects, including photograph videography, should be unobtrusive so as not to interfere with the sacred nature of the ceremony.

GUIDELINES FOR PHOTOGRAPHERS AT WEDDINGS

Grosse Pointe Memorial Church
16 Lakeshore Drive, Grosse Pointe Farms, MI 48236
313-882-5330

PLEASE GIVE THIS COPY TO YOUR PHOTOGRAPHER

Please observe carefully all of the following. Make sure that when arriving at the church you check in with the Wedding Coordinator and officiating pastor for final clarification. The Wedding Coordinator is Linda Greenfield and she can be reached at 313-886-3594.

1. **No flash pictures** may be taken inside the Sanctuary or Chapels during the service excluding the processional and recessional.
2. Photographs of arriving guests may not be taken in the Sanctuary or Chapels at any time.
3. During the processional or recessional you may take pictures of the wedding party only when they are in the Narthex or vestibule.
4. Formal pictures of the wedding party may be taken in the Sanctuary or Chapels before or after the service. If all pictures are to be taken before the ceremony, such arrangements must be made when the wedding is scheduled.
5. During the service you may take pictures with available light (no flash) from the rear balcony or from the side balconies.

Remember that a wedding is a worship service and that all aspects of it including photography are to be totally unobtrusive, so as to not interfere with the sacred nature of the ceremony.

Note: Pictures may be taken in the 2nd floor lounge. However, this room has recently been re-furnished, and it is most important that none of the furniture in this room be moved for any reason!

BRIDE / GROOM: _____

DATE: _____

GUIDELINES FOR FLORISTS AT WEDDINGS

Grosse Pointe Memorial Church
16 Lakeshore Drive, Grosse Pointe Farms, MI 48236
313-882-5330

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Please contact the Wedding Coordinator to make certain there are no misunderstandings of these guidelines.

Floral decorations must be delivered and installation completed a minimum of one hour prior to the wedding. Flowers and boutonnieres for attendants should be **in boxes marked with the bride's name and delivered to Room 209 when the bride is dressing at the church, otherwise placed on the first pew in the sanctuary**, as several weddings may be held on the same day. It is especially helpful if corsages and boutonnieres are marked with the name of family members.

Remember that a wedding is a worship service and that all aspects of it including flowers and decorations are to be totally unobtrusive so as not to interfere with the sacred nature of the ceremony. Your cooperation with these guidelines is very much appreciated.

BRIDE / GROOM: _____ DATE: _____

GUIDELINES FOR VIDEOGRAPHERS OF WEDDINGS

Grosse Pointe Memorial Church
16 Lakeshore Drive, Grosse Pointe Farms, MI 48236
313-882-5330

PLEASE GIVE THIS COPY TO YOUR VIDEOGRAPHER

Because camera movement and sound are disruptive to the service, plans for video taping must be pre-arranged in consultation with the Wedding Coordinator prior to the ceremony. The Wedding Coordinator is Linda Greenfield and she can be reached at 313-886-3594.

A maximum of two cameras may be used during the service, with no additional lighting and in the following locations:

- 1) The right and / or left upper side balconies.
- 2) The rear balcony.

If microphones are to be used, we request that they be wireless. We do not want cords to impede the placement and/or movement of the bridal party and pastor.

Remember that a wedding is a worship service, and all aspects, including photograph videography, should be unobtrusive so as not to interfere with the sacred nature of the ceremony.

BRIDE / GROOM: _____ DATE: _____

Please ✓ the following to indicate that you accept each of the following requirements:

_____ Pre-marital counseling is required for all weddings conducted at Grosse Pointe Memorial Church. Both parties to the marriage must attend. Couples living at a distance must be willing to make the necessary arrangements to accommodate this.

_____ It is the responsibility of the church staff to designate one of its pastors to officiate. Other clergy may participate only at the invitation of the presiding minister.

_____ Couples being married at Memorial have read the Wedding Guidelines and agree to abide by them.

Bride _____

Groom _____

Please sign and return along with the form for the *Preparation of the Wedding* and the *Price Option Guide*.

Thank you!

PREPARATION FOR THE WEDDING OF



BRIDE

GROOM

Full Name _____

Full Name _____

Address _____

Address _____

Occupation _____

Occupation _____

(H) _____ (O) _____

(H) _____ (O) _____

(C) _____ Email _____

(C) _____ Email _____

Church _____ Active? _____

Church _____ Active? _____

Your New Address _____

Your New Church Home _____

REHEARSAL: Day _____ Date _____ Time _____

WEDDING CEREMONY:

Day _____ Date _____ Time _____

PLACE: Sanctuary _____ Barbour Chapel _____ Prayer Chapel _____ Other _____

Pictures Before _____ After _____ Dressing At GPMC _____ Home _____ Other Location _____

OPTIONAL CARILLON: Yes _____ No _____ **OPTIONAL PEW TORCHES:** Yes _____ No _____

THE WEDDING PARTY

Bride's Parents _____ Phone _____

Groom's Parents _____ Phone _____

Maid/Matron of Honor (full name) _____ Phone _____

Best Man (full name) _____ Phone _____

Flower Girl _____ Ring Bearer _____ Rings (1 or 2)

Number of Bridesmaids _____ Number of Ushers _____

MISCELLANEOUS

Reception _____ Guests _____
Soloist _____ Instrumentalist _____
Florist _____ Photographer _____ Videographer _____

BRIDE

Full Name _____

GROOM

Full Name _____

TO HELP US KNOW YOU BETTER:

Place of Birth _____ Place of Birth _____

Date of Birth _____ Date of Birth _____

Education _____ Education _____

Married Before? _____ Terminated When? _____ Married Before? _____ Terminated When? _____

Children (Names and Ages) _____ Children (Names and Ages) _____

***** Please Note *****

WEDDING FEES ARE PAYABLE WITH THE RETURN OF THIS SHEET AND THE WEDDING OPTIONS AND PRICE GUIDE FORM . WEDDING CHARGES ARE NOT TAX DEDUCTIBLE AND ARE SUBJECT TO CHANGE.

PLEASE PAY SPECIAL ATTENTION TO THE FOLLOWING CHURCH POLICIES:

- Serving or consuming alcoholic beverages on church premises is prohibited.
- Throwing of rice, birdseed, confetti or rose petals is prohibited inside or outside the church property.
- Parents are asked to take responsibility for their infant children and, should it become necessary, carry them outside of the Sanctuary or Chapels.
- We request that no flash pictures will be taken during the ceremony. Please make mention of this policy in your wedding program.



GROSSE POINTE MEMORIAL CHURCH
WEDDING CHECK LIST
(For Personal Use)

- Receive wedding packet from Executive Assistant
- Couple makes appointment to speak with Pastor
(Call Executive Assistant at 882-5330, x 133)
- If non-member and becoming a new member:
 Call re: new member classes Attend new member classes
- One of you must be an active member for 6 months, attend church at least twice a month, participate actively in another church related activity and consider pledging.
- Receive letter informing you of dates for the Pre-Marriage Class and / or New Member classes, as needed.
- Pay wedding fees
 Return Preparation for the Wedding form
 Return Wedding Options & Price Guide form
(Wedding preparations with the church are not finalized until all fees have been paid and the Preparation for the Wedding form has been completed and returned.)
- Receive confirmation from Executive Assistant indicating arrangements are correct and that all fees are paid.
- Schedule 1st meeting with officiating pastor.
- Complete the Prepare / Enrich "inventory" online as directed by pastor.
- Contact Director of Music to discuss music and options.
- Schedule subsequent pre-marital counseling meetings with officiating pastor.
- Give "Guidelines" to your photographer and / or videographer / florist
- Call the Wedding Coordinator FOUR WEEKS prior to the wedding. She is responsible for coordinating all activities surrounding the ceremony.
- Rehearsal: Bring the marriage license and the pastor's honorarium with you to the rehearsal. Arrive 30 minutes prior to rehearsal.
- Wedding.... CONGRATULATIONS!!!



OPTIONS AND PRICE GUIDE

Full payment is due at this time, in order to reserve the date you have requested. Please sign this form and mail payment to the **FINANCIAL SECRETARY**. Upon receipt of payment and returning the Preparation of the Wedding form, you will receive confirmation from the church. Your wedding will then be added to the church's master schedule.

If you need to make special arrangements regarding payment, please discuss this with the pastor.

FULL NAME OF BRIDE & GROOM _____

DATE & TIME OF WEDDING _____

DAY OF THE WEDDING: The church will be **open two hours prior** to the time the wedding service begins and until **one-half hour following** the recessional. When additional time is requested by the family, and approved by the church, an additional fee will be charged.

BASIC WEDDING FEE: (Includes payment for use of church, wedding coordinator & sexton)

Sanctuary or Barbour Chapel- Member	\$550.00	\$ _____
Non-Member	\$950.00	
Prayer Chapel	\$ 50.00	\$ _____

OPTIONS:

Carillon	\$ 85.00	\$ _____
Pew Torches	\$100.00	\$ _____

Music - Fees TBD in consultation with the Director of Music

Please make checks payable for above charges to **Grosse Pointe Memorial Church** TOTAL \$ _____

Check # _____ Date _____

ADDITIONAL FEES

Pre-marriage Counseling - Prepare/Enrich \$ 35.00

(This fee can be paid by credit card as directed when you take the on-line couples "inventory")

PASTOR'S HONORARIUM: \$250.00 – Member \$300.00 – Non-Member (Minimum suggested)

Checks to be made out in pastor's name and brought to the rehearsal.

If you care to give an additional gift to a staff member, please feel free to do so directly.

Cc: Wedding Coordinator 1/10
Director of Music
Financial Secretary