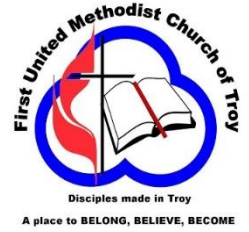


# Let's Get Married at Troy First UMC



## **A Word to the Bride and Groom:**

Congratulations on your engagement! We are delighted you are considering the First United Methodist Church of Troy for your wedding. We believe that sharing with couples as they bind their lives together in the Spirit of Christ is a very special ministry of the Church. Troy First views the marriage ceremony as a worship service and celebrates this sacred event for members and non-members alike.

Couples may be married in a variety of settings, including our Sanctuary or our Chapel, and you will see from the following pages we offer a flexible approach to meet your interests and customize your wedding. I would like to meet with you as the first step to discuss the wedding service and your ideas and also set up consultation appointments.

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 working with you to make your wedding a memorable day, to share this experience with you and to nurture your upcoming marriage.

Grace and peace to you,

**Rev. Weatherly Verhelst**

**First United Methodist Church of Troy**  
**6363 Livernois Road**  
**Troy, MI 48098**  
**Rev. Weatherly Verhelst: 989-598-6506**  
**revwow15@gmail.com**  
**Church phone: 248-879-6363**

## Available Spaces

- Sanctuary** Capacity: 300+  
50 pews-25 on each side of the center isle
- Chapel** Capacity: 50  
80 for an intimate service w/ flexible seating
- CLC** Capacity: 200  
(Christian Life Center)  
Seated w/ tables and chairs  
\*All spaces are fully airconditioned\*
- Deposit:** Non-refundable, due at the time of date selectins  
Members: \$150                  Non Members: \$200

All remaining fees are to be paid by check, in full, 10 days prior to the wedding. Total wedding fess for members are approximately \$400, non-members are approximately \$900. Both include the organist fee. Availability and detailed costs can be addressed with the Ministries Facilitator, Lisa Head.



## **The Wedding Service**

The pastor 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 can be made in consultation with the pastor. 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 make the service personable to your wishes. We look forward to meeting with you to discuss ideas to create a 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 pastor and you agree upon. At the rehearsal, the pastor will be in charge as you practice the service that has been created during the sessions.

## **The Pastor's Role**

Our pastor looks 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.

Weddings at Troy First United Methodist Church are officiated by our pastor. If you wish to have another minister involved, please discuss and make arrangements during your sessions.

Our pastor is responsible for what happens on church property. If you have a wedding planner, he/she will work with and under the director of our wedding coordinator and pastor to ensure your day runs smoothly!

The United Methodist Church requires the pastor to consult with the couple regarding the meaning of Christian marriage, preparation for a healthy marriage and other topics deemed fitting for each couple and their relationship. Our goal is to develop a relationship between the couple and pastor and all the couple an opportunity to reflect as they approach marriage. They also allow time for creation of a wedding that honors our faith tradition and reflects the unifying of the couple as one. The number and length of the sessions depends on the couple, but typically is three to four sessions of an hour each. After the wedding, we continue to be interested in you! The pastor is available for personal counseling at any point through your marriage!

## **General Information**

To schedule a wedding at our church, we need to confirm the availability of both the sanctuary and the pastor on your preferred date.

Rehearsals are usually held the evening before the wedding at a time coordinator with the pastor and the couple.

All persons who are participating in the wedding are expecting to be at the rehearsal, including both sets of parents. Please be on time! If members of the wedding party are unable to attend, please address this with the pastor during sessions!

The organist fee doesn't include her attendance at your rehearsal. If you would like her to attend, that can be arranged for an additional fee. Please give at least one month's notice if you are interested in this.

Two altar candles are provided by the church. Unity candles are to be provided by the bride and groom. Candelabras are not available from our church. Two separate dressing areas are provided for the wedding party to prepare for the ceremony together!

The church will be opened 1 ½ before the wedding is scheduled. This is the recommended time for floral drop off. No smoking is allowed inside the building. No alcohol is allowed on the premises. Nothing may be thrown in the building or on the grounds.

## **Music**

Music is a vital part of your sacred service. Its purpose is to maintain and create a spirit of Christian worship. The pastor and church organist can help you with music selection and placement in your ceremony. You will contact the organist to discuss your desired date, time and music once you receive her information. If you wish to have a vocal soloist, you may provide your own or we recommend some to you! To give you an idea of our typical service. In addition to processional and recessional, we suggest music: after the seating of the mothers, prior to the processional, during the lighting of the unity candle. If you wish to bring your own organist, that can be arranged! However an additional bench fee will apply!

## **Decorations & Floral Policy**

As our church is already furnished as a place of dignity and beauty, a minimal amount of decorations are required and these should be carefully thought out and planned! Coordination of the decorations should be discussed and approved by wedding coordinator prior to rehearsal.

The couple is tasked with arranging their own flowers with a florist. If you need recommendations, the wedding coordinator can provide some. In the placing of flowers and all other decorations, care should be taking to insure the church and all that's inside is not damaged.

Decorations should not be hung by fixtures or furnishings. Ribbons and flowers can mark pews, however no other markings should be attached to furniture! There are 25 pews on each side that can be decorated. Wires, screws, tacks, nails and scotch tape shouldn't be used in decorating. Please work with the wedding coordinator if you need assistance or have questions about your decorations or this policy.

Flowers may be delivered to the church 1 ½ hours prior to the ceremony. The decorations should be removed within one hour of the completion of the ceremony. If there is damage from decorations, it is the responsibility of the couple. If you don't wish to take the flowers, they can be donated to the church for our Sunday service, just let us know!

The altar is a very important part of your wedding ceremony in our church! One flower arrangement may be placed on the table, but nothing should block the visibility of the altar by your guests. If your wedding is planned during a season church event such as Christmas, Easter, etc, please plan around existing decorations. If you would like them removed for your event, please speak to the pastor or wedding coordinator about this possibility.

Any candelabras furnished by the florist must be equipped with dripless or tube candles. Wax catches and plastic should be used to protect our carpet. Construction of unique or artificial settings is not permitted. Artificial flower petals are to be used as real petals will stain our carpets.



## **Photographer Policy**

Please pass along these guidelines to photographer to ensure they are compliant with our rules, which are set to benefit you and your ceremony!

- Flash pictures should be taken in the foyer before and after the processional and recessional.
- Natural light pictures may be taken from the aisle as the wedding is going in and 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 a the professional.
- If there is a videographer, ensure they are in a discrete, non-interfering location, and following these rules as well.
- Flash pictures may be taken of the recession from the narthex looking into the sanctuary.
- The photographer may not move around the building or stand in the aisle during the ceremony.
- The guests may not use flash photography during the ceremony! The guests should ensure that this is the case. Guests are allowed to take photos without flash to assist in documenting the day, just ensure they have flash turned off during the ceremony!

## **The Wedding Party**

It is expected that members of the wedding party will conduct themselves in a manner benefitting the atmosphere of the church as a place of worship and this sacrament of holy matrimony.

Immediately prior to both the wedding and the rehearsal, it is expected that members of the wedding party will refrain from the use of alcoholic beverages. The ceremonies will not be performed if any member of the wedding party is under the influence of alcohol.

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

It is the obligation of the bride and groom to ensure 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.

<u>Type</u>	<u>Fees</u>	
	<u>Member</u>	<u>Non-Member</u>
Pastor	waived	\$200.00
Organist-Sanctuary	\$150.00	\$150.00
Pianist-Sanctuary	\$150.00	\$150.00
Use of Sanctuary	waived	\$300.00
Pianist-Chapel	\$125.00	\$125.00
Use of Chapel	waived	\$100.00
Troy First Coordinator	\$175.00	\$175.00
Media Technician	\$75.00	\$75.00



# First United Methodist Church of Troy

## Wedding Reservation Form

Preferred Wedding Date \_\_\_\_\_ Time \_\_\_\_\_

Preferred Rehearsal Date \_\_\_\_\_ Time \_\_\_\_\_

Minister \_\_\_\_\_ 1<sup>st</sup> contact date \_\_\_\_\_

Future Scheduled Meeting Dates \_\_\_\_\_

Bride \_\_\_\_\_ Age \_\_\_\_\_ Prev. Married \_\_\_\_\_

Address \_\_\_\_\_

Email address \_\_\_\_\_ (C) \_\_\_\_\_

Home Church \_\_\_\_\_

Groom \_\_\_\_\_ Age \_\_\_\_\_ Prev. Married \_\_\_\_\_

Address \_\_\_\_\_

Email address \_\_\_\_\_ (C) \_\_\_\_\_

Home Church \_\_\_\_\_

Address after marriage \_\_\_\_\_

All Fees and Wedding License are due 10 days before the wedding.

Office use only – Do Not Write in this Box

\_\_\_\_\_ Calendar Clearance – Facilities Coordinator on \_\_\_\_\_ by \_\_\_\_\_

\_\_\_\_\_ Non-Member Sanctuary fee \$300.00 rec'd on \_\_\_\_\_ by \_\_\_\_\_

\_\_\_\_\_ Member (at discretion) Pastor's Honorarium on \_\_\_\_\_ by \_\_\_\_\_

\_\_\_\_\_ Non-Member Pastor's Honorarium \$200.00 rec'd on \_\_\_\_\_ by \_\_\_\_\_

\_\_\_\_\_ Wedding Coordinator fee \$175.00 received on \_\_\_\_\_ by \_\_\_\_\_

\_\_\_\_\_ Organist Fee \$150.00 received \_\_\_\_\_ on \_\_\_\_\_ by \_\_\_\_\_

Finance use only – Do Not Write in this Box

Pastor's Honorarium \$ \_\_\_\_\_ paid on \_\_\_\_\_ by \_\_\_\_\_ check # \_\_\_\_\_

Wedding Coordinator Fee \$175.00 paid on \_\_\_\_\_ by \_\_\_\_\_ check # \_\_\_\_\_

Organist Fee \$150.00 paid on \_\_\_\_\_ by \_\_\_\_\_ check # \_\_\_\_\_

Audio/Video Tech Fee \$75.00 paid on \_\_\_\_\_ By \_\_\_\_\_ check # \_\_\_\_\_

## Wedding Party

Bride \_\_\_\_\_ Groom \_\_\_\_\_  
Parents \_\_\_\_\_  
Grandparents \_\_\_\_\_  
Maid/Matron of Honor \_\_\_\_\_ Best Man \_\_\_\_\_  
Bridesmaids \_\_\_\_\_ Groomsmen \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Flower Girl \_\_\_\_\_ Ring Bearer \_\_\_\_\_  
Usher/Helpers \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Organist / Musicians \_\_\_\_\_  
Special Music / Soloist \_\_\_\_\_

## Wedding Ceremony

Sanctuary \_\_\_\_\_ Chapel \_\_\_\_\_ Other \_\_\_\_\_ No. of Guests \_\_\_\_\_  
Will Grandparents be formally seated? \_\_\_\_\_  
Will Bridesmaids and Groomsmen process together? \_\_\_\_\_  
Will Groom seat his mother? \_\_\_\_\_  
Unity Candle? \_\_\_\_\_ Lit by whom? \_\_\_\_\_

## Additional Wedding Information

Photographer \_\_\_\_\_ Phone \_\_\_\_\_  
Videographer \_\_\_\_\_ Phone \_\_\_\_\_  
Audio/Video Tech \_\_\_\_\_ Phone \_\_\_\_\_  
Florist \_\_\_\_\_ Phone \_\_\_\_\_  
FUMCT Hostess \_\_\_\_\_ FUMCT Custodian \_\_\_\_\_  
Reception Location \_\_\_\_\_

## **Contacts and Resources**

First United Methodist Church of Troy  
6363 Livernois Road  
Troy, MI 48098  
248-879-6363  
www.fumctroy.org  
troyfirstumc@gmail.com

### **Pastor**

Rev. Weatherly Verhelst  
989-598-6506  
revwow15@gmail.com

### **Ministries Facilitator**

Lisa Head  
248-797-5360  
premhead@aol.com

### **Director of Music**

Steven Kosinski  
248-877-1727  
Skosinski99@gmail.com

### **Organist**

### **Accompanist**

### **Media Technician**

Kaj Ostergaard  
248-703-7895  
Kroster01@yahoo.com

# Photos

