

Weddings

At Durand Global Methodist Church
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Wedding Policies and Information for the Engaged Couple

Congratulations on your engagement and upcoming wedding!

We are delighted and honored to celebrate with you during this most exciting and important time of your lives.

It is our desire that your wedding day will be special and that you would experience the peace of Christ in your wedding and the rest of your lives as husband and wife.

All Wedding Ceremonies are Worship Services

We believe that Christian marriage takes place in the context of Christian worship. Therefore, every wedding of the church, **performed by our pastor**, whether in the building or another setting, will be conducted as a worship service, complete with Scripture and preached Word. Our pastor *will preside at all weddings at DGMC*. Other pastors may participate in special circumstances *upon the invitation of our pastor*.

Schedule Your Wedding Date BEFORE Making Other Plans

Since the most important part of your day takes place at the church, it is wise to *schedule your wedding with the church first*. **A deposit of \$150 (non-refundable) secures your date**. All personnel fees double on holiday weekends. No weddings are performed on *Good Friday* or *Holy Saturday* (the day before Easter). Also, no weddings are performed on *Christmas Eve or Day*. Our facilities will not be available if our pastor is unavailable. *Our pastor presides over all weddings at our church*.

Premarital Counseling with the Pastor is Required

We believe the church can help marriages begin on a strong foundation. Therefore, **we require counseling with the pastor before the wedding date**. The time and duration of counseling are arranged in consultation with the pastor. It is the **couple's responsibility** to contact the pastor to set up times. After the first meeting, you will complete an online assessment called PREPARE, which will be used to direct subsequent sessions. The cost of the assessment is \$34.95 and is not included in the base wedding fees. However, premarital counseling sessions are included in the clergy fee.

The Pastor makes all Final Decisions Concerning the Ceremony

The pastor acts on the church's behalf to ensure that all worship services are consistent with church policy and doctrine. This means **the pastor approves all music, musicians, and additional celebrants before the rehearsal**. **All special music must be approved by the pastor**.

If you plan to use the church sound system (beyond the pastor's microphone), a church trained sound technician **must operate the equipment. This will ensure that the equipment will operate accordingly and effectively. A \$125 fee will be charged to utilize this resource.

Building Use

Smoking is not permitted in the building. Alcohol is not permitted in the building or on the grounds, including the parking lot. If church staff **suspects** the use of drugs or alcohol by **anyone** in the wedding party on church grounds, the wedding may be **cancelled** and **no refund** of any fees paid will be granted.

Nothing may be stapled or pounded when hanging decorations. All candles must be drip-less. The couple is responsible for supervision of guests. Having someone designated to supervise children is highly recommended and encouraged, but the church is not to be held liable for such supervision.

Rehearsal

This is typically the evening before the wedding day. **All members of the wedding party need to be present at the rehearsal.** Please schedule the rehearsal prior to any rehearsal dinner, and please respect the established time to begin the rehearsal. The sacredness of a wedding requires that all those involved be completely coherent. Therefore, **the use of alcohol or illegal drugs before either the rehearsal or the wedding will not be tolerated. Failure to comply could result in exclusion from the wedding party and/or cancellation of the wedding without refund of any fees paid.** *The couple is responsible to communicate this expectation to the wedding party and their families before rehearsal.*

Please bring the Marriage License to the rehearsal and give to the wedding coordinator or pastor. If you forget the marriage license, you may be asked to get it prior to the beginning of the rehearsal. Unless previously arranged with the pastor, use of the building for rehearsal, including decorating is limited to 3 hours. Additional time will be billed at \$50 per hour.

Wedding Day

All members of the wedding party should arrive to the church **no earlier than 3 hours before** the scheduled time of the wedding, unless other arrangements have been made with the pastor, in advance. **No flash photography is permitted during the service, with the exception of the professional photographer.** Videotaping is permitted as long as it is done with available light and does not disturb the service. *The couple is responsible to communicate these policies to their photographer and guests.*

Throwing of rice or bird seed, or the releasing of doves, is not recommended. Lavender seeds, bubbles, etc. are appropriate alternatives.

Please plan to complete your use of the building within 3 hours of the scheduled start time of your wedding, unless your reception is on site.

Checklist of Couple's Responsibilities

Immediately upon scheduling your wedding date:

- _____ Pay the \$150 deposit to secure your date (this is non-refundable)
- _____ Contact the pastor to arrange for pre-marital counseling appointments
- _____ Contact the pianist as soon as possible
- _____ Contact the wedding coordinator as soon as possible
- _____ **Bring your marriage license to the rehearsal and give to the pastor**

During the Month before Your Wedding:

- Pay all remaining fees no later than **10 business days before the wedding date**
- Talk with your wedding coordinator at least **one month** before your wedding date
- Get all special music, musicians, and/or co-celebrants approved by the pastor
- Talk with the pianist, at least **one month** prior to the rehearsal to select music
- Complete pre-marital counseling with the pastor
- Get marriage license and **bring to the rehearsal** – If license is not brought to rehearsal, you may be asked to leave and get it, thus taking time from the rehearsal
- Inform photographer, family members and guests on the “no flash pictures” policy
- Inform the bridal party of the no alcohol and drugs on the grounds policy

Cost and Fees: *(Individual checks should be made out to pianist, wedding coordinator, custodian, sound tech, and pastor)*

	Members¹	Guests
Building Use	No Fee	\$200.00 ²
Personnel <i>(Pianist, Wedding Coordinator & Custodian)</i> <i>(*Note that personnel fees double on all holiday weekends)</i>	\$300.00*	\$450.00*
Clergy	No Set Honorarium	\$300.00*
Total Basic Cost and Fees*	\$300.00	\$950.00
DEPOSIT REQUIRED³ TO SECURE DATE	\$150.00 ⁴	\$150.00 ⁴
Additional Costs and Fees		
Accompaniment for soloist	\$25.00	\$25.00
Prepare/Enrich Premarital Inventory (required) ⁵	\$34.95	\$34.95
Typing & Printing of bulletins (paper extra)	\$25.00	\$25.00
Fellowship Hall (for reception) ⁶	\$1.00 per person/hour of event <i>(example: 100 people for 2 hours = \$200)</i>	\$1.00 per person/hour of event <i>(example: 100 people for 2 hours = \$200)</i>
Church Sound Technician	\$125	\$125

Recommendations and Considerations:

1. *Appoint a host and hostess* – Part of their responsibilities will be to make sure all the personal items of the bridal party (such as flower arrangements to be used at reception, clothing in dressing areas, make-up, etc.) are removed following the wedding. They may also gather gifts and cards for the couple.
2. *Bulletins/Programs* – They are a nice addition, especially if many people attending the wedding will not know members of the wedding party. Preprinted color covers are available at most Christian bookstores. The pastor will help with set up. The church office can type and print them for \$25.00 and two weeks' notice. It is the responsibility of the couple to purchase the covers or paper stock.
3. *Decorations* – Please use care so as not to detract from the wedding ceremony. The wedding coordinator will be a great help in this area.

¹ "Member" fees apply if the bride, groom, or their parent(s) are official members or **active** constituents of Durand GMC with their prayers, presence, gifts, service, and witness.

² The church will be available for 3 hours on the rehearsal night; 3 hours before the wedding start time and 2 hours after the wedding. Additional times, if needed, will be charged at \$50 an hour.

³ The \$150 deposit **must be paid before a date is secured on the church calendar**. Please note that the office secretary will contact the pastor concerning availability. If the pastor is not available, your deposit check will be returned unused within two weeks of receipt. Once the date has been approved, the deposit is **non-refundable**.

⁴ The remaining balance is due **10 business days prior to the wedding date**. If these fees are not received 10 days prior to the wedding date, you risk the cancellation of the entire wedding ceremony and forfeit **all fees paid**.

⁵ The \$34.95 is payable by check to Durand GMC, or you may pay online at the prepare-enrich website when you take the assessment. The pastor will provide directions and process for the inventory.

⁶ Use of the Gym for reception includes use of coffee maker and refrigerator, but does not include decorations, paper products, coffee, etc. Additional fees for kitchen use and servers will be necessary. These charges are arranged with a Durand GMC Women's Group representative based upon the details of the reception; The **Women's Group must be contacted before making any reception arrangements**.

4. *Alternate Ceremonies* – The pastor is very willing to work with each couple to design a personalized service. If you would like to write your own vows, the pastor has resources to help you. The pastor will need to review your original vows prior to the rehearsal.
5. *Seating* – The church sanctuary holds approximately 175 people comfortably. Additional seating is available in the entryway (additional set up time is required). The church is completely accessible by wheelchair. A good rule of thumb is that on average, about one person will attend for each invitation mailed.
6. *Pictures* – It is **highly recommended** that all pictures be taken prior to the wedding. This allows a less rushed atmosphere. We are happy to arrange a private moment for the bride and groom to first see each other dressed for the wedding. This can be in the sanctuary or another room in the church. Such a pre-wedding moment is usually more special and intimate than the traditional first look down the aisle, because the couple is alone and has time to talk. *Please Note:* If the bride and groom insist on not seeing one another before the ceremony, please do plan to take as many **separate photos** as possible. **Please plan to complete your use of the building no more than 2 hours after the wedding, unless your reception is on site. Additional time will be billed at \$50 an hour.**
7. *Communion* – It is always appropriate to celebrate communion in worship, and you may choose to have it as part of the wedding service. If communion is celebrated, it must be open to everyone attending, not just for the bride and groom. Often the bride and groom serve the elements to the people. The couple will be responsible for providing the elements, unless prior arrangements have been made with the pastor. The church has communion ware for your use.
8. *Receiving Line* – There are many options for a receiving line. You may want to consider these:
 - a. *Have only the bride and groom, and their parents in the receiving line;*
 - b. *Have the receiving line at the reception location;*
 - c. *Have the bride and groom exit and then return to greet people in the sanctuary row by row, and dismiss them to the reception (this is usually fastest)*
 - d. *Have the traditional order: Bridesmaid and Groomsmen, (repeat as needed), Maid of Honor or Best Man; Mother of the Bride and Father of the Groom, Bride and Groom, Mother of Groom and Father of Bride. (In this order, the parents are mixed, so that they may introduce each other's family to one another. That is the Bride's mother can introduce her sister (the bride's aunt) to the Groom's Father, while the Groom's father can introduce his family to the Bride's mother.)*
9. *Wedding Coordinator* – The wedding coordinator will make sure your wedding runs as smoothly as possible. A coordinator will contact you after your date is set. She will help you with plans for decorations and arrange a time to place them. She arranges for hanging of the dresses in the bridal room, ironing if needed, adjusting heat or fans, arranging the altar area and paraments, training ushers, helping attendants time their entrances, being sure guest book and other details are taken care of, directing guests, answering photographer questions, helping distribute and pin corsages and boutonnieres, and other tasks as needed. She also relieves you of the responsibility to check the building for personal items before leaving, straighten up the sanctuary and other areas, reset the altar for Sunday worship, turn off lights and lock up. You will find the wedding coordinator a great asset to your wedding day. This wedding coordinator's fee covers all pre-wedding consultations and conversations. 3 hours at the rehearsal and up to 4 hours on the wedding day. Additional time at \$30 per hour, if needed.

We take honor in making your wedding day special.

Our duty is to help you make your marriage special.

We pray God's blessings on you both!