



Wedding Information Packet

First Congregational Church of Saugatuck

 P.O. Box 633
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We love hosting weddings!

It is the joy and privilege of the church to witness some of the happiest days of people's lives. Hands down, weddings and baptisms are our favorite! Whether you are a long-time member of the church family or are looking for a romantic place to have a destination ceremony, we would be delighted to open our doors for you.

In the following packet you will find information regarding our wedding policies, event fees, and usage guidelines. You are welcome to contact us at any time if you have questions.

Our Team

Minister: Pastor Sarah strives to craft a meaningful service that honors God and reflects your uniqueness as a couple. Therefore, she requires four premarital counseling sessions (which can be scheduled for in-person sessions or over Google Hangout) and a rehearsal prior to the wedding. However, you are welcome to secure the services of outside ministers or officiates for your service if you prefer.



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Wedding Coordinator: To make your wedding day go as smooth as possible we have a wedding coordinator, Pat Gentry. She will contact you after your date is confirmed. She is available to you at the rehearsal, the wedding, and prior to your wedding for consultation and to coordinate any arrangements you have made with outside officiates, musicians, or vendors.

Custodian: Our custodians, Becky and Julie, will prep the service space before the ceremony and clean up afterward. Any extraordinary setup or clean-up costs will be deducted from your security deposit before it is returned.

Sound System Technician: The church’s sound system includes a mid-sized sound board, CD and cassette player, various microphones, and monitors. It must be operated by one of our trained technicians.

Wedding Fees

Facility Rental Fees: due 30 days before wedding date

Sanctuary: Seats 180 comfortably, 250 max	\$350
Heritage Chapel: Seats 21 comfortably, 30 max	\$150
Fellowship Hall: Seats 80 comfortably, 100 max	\$150

Staff Service Fees: due @ rehearsal date

Minister: 4 premarital sessions, rehearsal & service	\$400
Wedding Coordinator:	\$200
Custodian Fee: Sanctuary or Chapel only	\$75
Sanctuary or Chapel and Fellowship Hall	\$100
Musician	\$150
Sound System Technician	\$50

Refundable Security Deposit: required to reserve wedding date

Covers extraordinary clean-up, if required.	\$100
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* Facility Rental or Staff Service fees may be adjusted or waived for special circumstances at the discretion of the Trustee Board. Exceptions are rare, but we are committed to being an accessible facility.

* Refundable Security Deposit is required to “hold the date.” Facility Rental Fees are due 30 days prior to wedding’s date. All other service fees are due at the wedding rehearsal.

Guidelines

Premarital Counseling:

- Pastor Sarah is a Certified Facilitator for Prepare/Enrich, a leading premarital assessment and counseling program. This program requires 4, one hour, sessions which can be arranged in person or over Google Hangout (or Skype). The final session will reserve time to assemble a personalized wedding liturgy. Please bring your ideas, Pinterest Board, or other ceremony vision board to your first session.



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The Rehearsal:

- A well-run rehearsal clarifies responsibilities and reduces stress. Therefore, it is expected that all of the following people will attend: the bride and groom and their attendants; the bride's parent(s) and the groom's parent(s); the ushers, soloist, organist or other musicians. If there are others who will participate, such as ring bearers, flower girls, candle lighters, etc., they should also attend the rehearsal.
- **Bring your valid state marriage license with you to the rehearsal and give it to the minister.**
- The minister will guide you through the ceremony. The wedding coordinator will be there as well to coordinate arrangements you have made for decorations.
- Pastor Sarah and Pat Gentry will lead the rehearsal time, if you are working with an additional Wedding Coordinator and would like their involvement please connect them with Pastor Sarah well beforehand.
- Assume one hour for the rehearsal.

The Wedding Day:

- All participants should arrive no less than one hour ahead of time. The doors will be open two hours ahead of time.
- Flash photography is allowed only during the processional and the recessional. Non-flash photography is welcome any time. Videography is allowed along the side and in the rear of the sanctuary.
- Decorations and flowers are welcome, but choose fasteners that won't damage furniture. After the ceremony, arrange for flowers and decorations to be removed unless you have made previous arrangements with the wedding coordinator.



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- If you hold a reception in our Fellowship Hall, the space should be vacated and reasonably picked up one hour after the reception ends.

Facility Use Rules

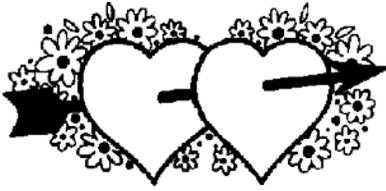


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1. No smoking in the facility or near the doors.
2. No alcoholic beverages are permitted on church grounds.
3. The couple assumes responsibility for the behavior of those in attendance and is responsible for any damages.
4. Tacks, nails, putty or tape are not to be used on walls, furniture or woodwork.
5. Sanctuary furnishings may be moved under staff supervision and should be returned to their place before vacating the building.
6. Do not place objects on the organ or piano.
7. Sunday weddings require the prior consent of the minister.
8. No objects (rice, confetti, etc) are allowed to be thrown in the building or on church ground. *Bird seed, lavender or other bio-friendly objects may be thrown outside with permission.
9. All Saturday activities must be completed by 9PM to allow time for cleaning and setting up for Sunday.
10. The pastor and trustees may use their discretion regarding exceptions or changes to these guidelines.

Wedding Policy Update

As of July 2016, the First Congregational Church of Saugatuck is open to hosting and blessing weddings for same-gender couples. The Trustee Board and Pastor Sarah are committed to treating all couples (regardless of gender) with the same dignity, respect and regard.



First Congregational Church of Saugatuck Wedding Date Request Form

We understand that our wedding date request is subject to the approval of the Board of Trustees.

For Office Use Only

Board of Trustee Approval:

Yes _____ No _____

Date of Approval:

Deposit Received:

Yes _____ No _____

Pastor Available:

Yes _____ No _____

Couple Notified:

Yes _____ No _____

Wedding Party Information

Spouse's Name: _____

Phone: _____

Email: _____

Spouse's Name: _____

Phone: _____

Email: _____

Primary Contact's Address

Address:

Next Steps

Upon approval by the Board of Trustees, the Office Manager will forward a *Couple's Info Form* to be completed by the couple and returned, along with the refundable Security Deposit of \$100. Completion of this process reserves your date. Make your check payable to: "First Congregational Church".

Ceremony Information

Wedding Date & Time _____

Rehearsal Date & Time _____

Approximate Number of Guests _____

Requesting FCC Saugatuck Minister Yes _____ No _____

Ceremony to be held at: Sanctuary _____ Chapel _____ Offsite _____

Other Requests

