

# Wedding Information Packet

First Congregational Church of Saugatuck, Michigan  
Corner of Hoffman and Griffith Streets  
P.O. Box 633  
296 Hoffman Street  
Saugatuck, Michigan 49453  
Telephone 269-857-2929/FAX 269-857-2929  
Email: [office@1stcongregational.net](mailto:office@1stcongregational.net)

## Facility Use Guidelines

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
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.

### 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
Organist	\$150
Sound System Technician	\$50

### Refundable Security Deposit: required to reserve wedding date

Covers extraordinary clean-up, if required.	\$100
---	-------

## To reserve your date:

**Step 1:** Review this Wedding Information Packet and submit a completed Wedding Date Request Form.

**Step 2:** Upon Trustee approval, the Office Manager will forward you a Couple's Information Form. Complete and return it, along with a check for the refundable Security Deposit, payable to First Congregational Church of Saugatuck.

**Step 3:** That's it! Your date is reserved.

## Wedding Policies

**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 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.

**Wedding Coordinator:** Our wedding coordinator, Patricia Gentry, will contact you after your date is confirmed, or you may contact her. 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.

**Organist:** If you opt for organ music in your ceremony, our staff organist receives priority. We will provide a list of local organists if he is not available for your date. Special music, performed by soloists and/or accompanists is welcome, upon approval of the minister. The scheduling and payment of guest organists/musicians is entirely your responsibility.

**Custodian:** A custodian 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 (lapel, handheld, omnidirectional, and cardoid), and monitors. It must be operated by one of our trained technicians.

**Exceptions:** Facility Rental or Staff Service fees may be adjusted or waived for special circumstances at the discretion of the Trustee Board.

**Deadlines:** Refundable Security Deposit due, along with Wedding Date Request Form submission, to place date on church's calendar. Facility Rental Fees are due 30 days prior to wedding's date. Staff Service Fees are due on rehearsal date.

## Wedding Guidelines

### Premarital Counseling:

- Pastor Sarah requires 4 sessions of premarital counseling for couples that she marries. This includes a marriage inventory and personalized wedding plan. You are; however, welcome to secure the services of another minister or officiate.

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