



The United Church of Ovid
131 West Front Street
Ovid, MI 48866
989-834-5958

Your Wedding at the United Church of Ovid

(initial wedding information)

Dear Future Married Couple!

Please read through this material completely and carefully.

The people of the United Church of Ovid (UCO) want to welcome you and congratulate as you consider this church facility for one of the most significant moment of your lives. Over the years, many have chosen United Church because of our beautiful facility, our openness to serving our community, the relationships we enjoy, and the faith in Jesus Christ that we celebrate.

We have put together this material to help you understand how this ministry happens at UCO. Weddings are often complex events involving many people, scheduling issues, and a great deal of time and expense. We hope that this “initial wedding information” will make it all a little easier.

And, as always, if you have any questions, please don't hesitate to call the church office for more information.

The United Church of Ovid 131 West Front Street PO Box 106
Ovid, MI 48866 989-834-5958 www.unitedchurchofovid.org

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UCO WEDDING OVERVIEW

Why a Church Wedding?

For some people it is the tradition behind the images of a church wedding. For others it is the beauty of the building and the ample seating. However, a church is primarily a place of Christian worship. Your wedding here will provide a spiritual emphasis to your celebration that has the opportunity extend into your life together. We invite you to make The United Church of Ovid a part of your marriage before, during, and after your wedding.

Weddings Outside of the Building

Some people decide to have their weddings in different locations other than the church building. In that case, some of what follows may not apply to you. However, premarital counseling is still necessary. Please contact our pastor to personally arrange these events. They are not scheduled through the church secretary.

Seating Possibilities / Thoughts

The worship space of the church seats about 250 people comfortably. With extra seating a total seating of about 300+ might be possible. Please note that during the summer the worship space is not air-conditioned (but we do have fans that keep the air moving.) The more people in the space the quicker it will warm up. If you need extra seating the custodians will need to know at least one month before your wedding.

The Process of Preparation

Over the years we have developed a set of guidelines to take you through the process of preparing for your wedding. There are a number of steps that need to be followed to make sure that everybody is informed and able to enjoy the experience. There is also an attachment to this packet what explains what you might want to be thinking as your wedding draws closer. This preparation also allows you to discuss any special needs with the pastor months before instead of weeks. Planning is a very important part of a wedding. So we will work with you in the planning stages to make your wedding day the most meaningful day of your life.

Premarital Counseling

Once the scheduling deposit is received, the date will be placed on the church calendar and our pastor will call the couple to set up the premarital counseling. At United Church of Ovid making your marriage last a lifetime begins with premarital counseling. Our pastor provides this counseling as a part of the fee for your wedding. Totally, expect that you'll be spending about six hours in preparation for the big day. If other counseling besides our pastor is wanted, it must be approved.

Our Pastor and Visiting Clergy

The pastor of the United Church has the authority to determine whether a wedding will take place, to officiate at all weddings in the church, and to make the final say on the contents in each service.

In special situations and only at the approval and invitation of the UCO pastor, the couple may request another clergyperson to assist the UCO pastor by doing a portion or all of the service. In most cases, these invitations will be approved. However, ordained pastors currently serving congregations (or retired from doing so) will be considered more favorably than those without a congregation. Internet ordinations or ordinations that do not lift up the Christian faith will not be approved.

SCHEDULING YOUR WEDDING

Picking The Date

Arrangements are made by our secretary through consultation with the pastor. It is imperative that you contact the church in as much advance of the wedding date as possible to insure availability. In most cases, weddings should be scheduled at least three to six months prior to your wedding.

Please note that weddings will not be scheduled on:

- (a) Sundays;
- (b) The week before Christmas or Christmas Day;
- (c) The week before Easter;
- (d) Any other major weekend holidays (Thanksgiving, Labor Day, Memorial Day, New Years, etc.)
- (d) Other days or weekends as the pastor or church determines.

Please note that weddings will be placed on the church calendar when:

- (a) The date has been conditionally approved by the pastor; (call the church office to verify)
- (b) This informational packet has been read.
- (c) Page eleven is completed, and along with the scheduling deposit (see Deposits, Fees, Refunds) is sent to the church office within thirty days of when this packet was sent to the couple.

Please note that if page eleven and the scheduling deposit are not received within thirty days of when this packet was sent to you, the date will be cleared on our church's and pastor's calendar.

Wedding Rehearsal

The rehearsal ensures a smooth, orderly Christian wedding. It is normally scheduled at 6 pm on the date before your wedding. It will be helpful if the musicians, technicians, ushers and parents of the couple, and the complete wedding party, including ushers, participate in the rehearsal. Please note that the candles, the rings, any DVD's and CD's, and the marriage license should be brought to our pastor at the rehearsal as well.

Marriage Licensing

Michigan State law requires that all persons desiring to be married in the eyes of the state must present a valid marriage license issued within the state. Marriage licenses from other states are not acceptable. The license is secured from the county in which one member of the couple resides. If both members of the couple do not reside in Michigan, the license then must be secured from Ingham County.

SOME WEDDING GUIDELINES THAT HELPS EVERYTHING GOES SMOOTHLY

Wedding Coordinators

For every wedding held in the building, one of our wedding coordinators will attend the rehearsal and assist the wedding party in the orderly procession into the sanctuary. They will give the couple a tour of the church and show them the facilities and equipment they will be using and will answer questions regarding the placement of flowers, decoration, church policy, etc.

The wedding coordinators are not intended to replace anyone you may wish to designate as Host and Hostess. While your host and hostess will assist your wedding guests and their needs, the wedding coordinators will be dealing primarily with the members of the wedding party, making sure our church policies are followed, and assisting the pastor.

Decorations

Decorations in the worship space should not be attached to walls or furniture with glue guns, adhesive tape, thumb tacks, duct tape, staples or other means which might cause permanent damage to the contents of the building. We have found that masking tape works well if removed promptly after the service. Using rubber bands and chenille sticks (pipe cleaners) also works well to hold pew bows and other decorations. Please let your wedding party know that it is their responsibility to remove everything before they leave for the reception.

Dressing Rooms

Rooms are available for dressing at the church. The Wedding Coordinators will assign these at the time of their initial meeting with the bride and groom. You will need to appoint someone from your party to clear away personal items, (clothing, flower boxes, camera equipment, etc.) from these areas as soon as possible after the ceremony but before the reception. Leaving areas as they were found would be appreciated.

Wedding Accessories

The church's kneeling bench, guest book stand, and a pair of floor-standing candelabra are available for you to use without additional charge for your service. For the candelabra, you will need to provide fourteen of your own dripless candles. Plastic sheets will be provided to protect the carpeting. Candles may be anchored in the candelabra with masking tape around the base of each candle. Candles should be brought to the rehearsal to be set for the next day. If you desire additional candles and/or accessories for your wedding service, please consult with the wedding coordinator or the pastor.

Projection-Audio Equipment

The church has a sophisticated, state-of-the-art projection and sound system which will truly enhance your wedding. However, it must be operated by one of our skilled technicians. This person, included in your wedding fee, will be assigned to your wedding and will attend both the rehearsal and the wedding.

Furniture / Building Use

Furniture in the church building may not be moved or stood on. Any fixing of damage done to the church building or its furnishings will be the responsibility of the bride and groom. Please instruct your wedding party, photographers, etc. concerning this particular policy.

Your Building Departure

For a variety of reasons, please do not throw bird seed, rice confetti or use helium filled balloons for the couple's departure. Blowing bubbles has become a great way to make this happen among other options.

And because most weddings take place on Saturdays and we need to clean for Sunday activities, we do ask that all people, materials, and equipment be cleared from the building by 8:00 pm or sooner the day of the event. We expect that you will leave the facility as it was found.

Invitations

If you would like to invite any of the church's personnel to your reception, such as the musicians, wedding coordinator, please send an invitation to the church prior to the wedding date. If you would like the pastor to give the prayer over the meal at your reception, please let him know. This is included with his fee if you so choose.

Tobacco / Alcohol / Illegal Substances / Firearms

Alcohol, illegal substances, and firearms in any form are not allowed in or on the premises. Persons choosing to use these items will be first verbally warned and then may be asked to leave. Smoking is not allowed inside the building, but there are available smoking areas outside the building.

Contacting Church Personnel

While most of your contact will be made through the church office, these numbers are provided "just in case." Please do not share them without permission.

Church Secretary – Sue Casler (handles wedding scheduling and personnel)	834-5958
Pastor - Pastor Paul (handles premarital counseling and ceremony organization)	834-5958
Musicians - Dee Ritter (handles music to be played for the ceremony)	834-2074
Tech Director – Aaron McClung (handles sound and projection options)	904-864-3910
Custodians - Bud & Willann Casler (handle extra chair requests and clean-up)	834-2617

YOUR WEDDING SERVICE

As a part of the counseling process, you'll determine many of the parts of your wedding service. Here are some things though before the counseling you'll need to understand.

Our Musicians

The pianist / organist from UCO will play for your wedding. Their cost is included in your package. It is your responsibility to contact them with the music to be used at least one month before your wedding. Our musicians are excellent professionals who have done a tremendous amount of weddings. Their knowledge of music will be helpful for your special day. (See Church Personnel under the contacts on page five.)

Additional Musicians / Visuals / Other Music

If a soloist or instrumental music is desired there are several places in the service where this music will best enhance your wedding ceremony. In all cases, the kind of music and graphics chosen should be appropriate for a church setting.

In cases where an additional musician is to be used, it is your responsibility to make such appropriate arrangements and pay them separately. Other musicians must meet with our church pianist before the day of the rehearsal to become familiar with the instruments and they must attend the night of the rehearsal for practice.

If the couple is using CD or taped music, the music used must be placed on CD in the order they will be used in the service. If there are DVD's or pictures to be projected, they must be brought the day of the rehearsal to see if they work on our systems.

Photography

Please have photographers at the rehearsal as well as your wedding day so that we are on the same page. Please inform your guests and the photographer that no flash pictures should be taken during the ceremony except during the processional and recessional. There will be plenty of time for taking pictures before and after the ceremony. In most instances, any part of the service can be recreated. Any special circumstances can be discussed with the pastor. Also, it is expected that photographers will remain stationary during the service and out of the sight-lines of the wedding guests.

Video Filming

Please have videographers at the rehearsal as well as your wedding day so that we are on the same page. Video cameras should be fixed on tripods and not moved from place to place during the service. They should remain in the back of the church or in the "balcony" area, out of the sight-lines of the wedding guests. You can have them consult the Wedding Coordinators for details where to set up their equipment.

DEPOSITS, FEES, AND REFUNDS

Fee Schedule

At the United Church of Ovid, there is a flat fee of \$600.00 for all weddings, which covers scheduling deposit (see below,) worship space and dressing space use, wedding coordinators, tech person, custodian, musician, and pastor fees.

While we hope that this cost will not be too burdensome, the current level of upkeep and utilities makes these fees necessary, and it is only fair that the people who spend considerable time and effort on your event are adequately compensated. If there is financial hardship, payment plans are available by contacting our pastor.

Please note that our pastor is also available for weddings outside of the church building. Because of the time incurred with premarital counseling and preparation for the service, the pastor receives \$250 for this service.

Scheduling Deposit / Due Date

Please note that the non-refundable scheduling deposit of \$25 must be paid before the wedding is placed on the church calendar. The remaining balance of all fees must be paid three months prior to the wedding date.

Cancellation / Refund Policy

Cancellations can be made in writing to the church office by the groom or the bride only. While scheduling deposits are never refundable, there will be a refund, minus the scheduling deposit, for cancellations made at least three months before the wedding date.

Receptions in the Family Center

Wedding receptions may be held in our family center through the use of caterers acquired by the couple. We require one of our wedding coordinators to help organize and troubleshoot the event.

The scheduling of a reception in our family center should be done through the church secretary. You will need to contact her as soon as possible if you wish your reception to be held in this facility. Included in all reception fees are a non-refundable scheduling deposit of \$25 and the wedding coordinator's fee of \$75. There are two types of receptions that you might consider:

A "cake and punch" reception has an open house feel, with guests sharing in the wedding cake and drinking punch while congratulating the couple. This is a low cost, friendly alternative to the serving of a full meal. The cost for using the building for this style of reception is \$250 for non-members; and for members and regular attenders \$200.

A "sit-down dinner" reception includes use of the kitchen for meal preparation or for your caterer to work from if the meal was prepared elsewhere. Guests would then either be served or go through a buffet line. Use of the kitchen does not include the use of dishes, utensils, pots and pans, or the dishwasher. The cost for using the building for this style of reception is \$525 for non-members; \$400 for members / regular participants of UCO.

YOUR WEDDING PLANNING CHECKLIST

Even if you decide not to have your wedding with us, we want to offer you this checklist as a way to help you prepare for that special day.

Nine to Twelve Months Before the Wedding

- Pray that God will be with you as you prepare for this special day.
- As a couple, visit the clergy and set the date for the ceremony. Get all necessary paperwork for the facility use completed. Make necessary deposits.
- Discuss expenses with all concerned and establish a firm budget.
- Decide on the size and formality of your wedding. Find out the capacity of the church and how you might plan on decorating it.
- Decide on your wedding party. Bride asks matron/maid of honor and bridesmaids. Groom asks best man and groomsmen. Normally no more than six couples, but there is no limit.
- Select your photographer, videographer, musicians (church and reception) and florist.
- Brides - shop for your wedding dress, headpiece, veil, and accessories. It saves time to shop nearby for all those fittings, etc. This goes for the bridesmaid's and flower-girl's dresses, ring-bearer's tux, and the men's tuxes as well.
- Select the place you'd like to hold the reception. If it is a place that cooks, make the reservations early. If it is a place that doesn't, arrange a caterer. Be sure to check possible menus and services that they include (i.e. someone to cut/serve the cake, to serve at the meal, etc.)
- Draw up a guest list. Notify your fiancé's family to do the same. A cross-index file for the bride and groom is extremely helpful. Any card shop has them. Also, use your file for showers, bachelor party, and the many thank you notes on your gifts.
- Select and order notifications, invitations, thank-you notes, cake napkins, guest book, pen, church bulletins, etc.
- Check with the florist. Don't forget the optional aisle runner, candelabras, chair/pew decorations etc. Note: often simpler is better when it comes to flowers.
- Discuss honeymoon destination possibilities. Send for brochures. Check websites.
- Register with the Gift Registry in your favorite stores. Have a copy for yourself in case you want to change something. Checking to see what stores deliver to your home may also be helpful.
- Once the guest list is completed, send out a notification of wedding day to your guests so that they can get the date on their calendar.
- Plan the wedding shower/bachelor party.

Six to Nine Months Before the Wedding

- Make a list of every different area that needs to be covered. (i.e – invitations, gifts reservations, food-catering, clean-up, dresses, tuxes, parking, transportation, etc.)
- Start putting people in charge of those different areas. It's important that one person have one job and only one job and that shouldn't be the bride or the groom. The more that is delegated the less stressed the preparation will become.
- Complete pre-marriage counseling.

___ Plan details for your wedding trip. Traditionally, the groom is responsible for making all arrangements, reservations, tickets, but a travel agent and checking in with the bride for her preferences is always a good idea.

Three to Six Months Before the Wedding

___ Send invitations.

___ Have mothers select dresses and tuxes to blend with your bridal color scheme.

___ Start going over each person's duties to see where they are at and what help they will need.

___ Plan for rehearsal dinner. Please note: this can be as simple as a potluck at the church after the rehearsal or a reservation at the bride or groom's favorite restaurant. Normally covered by the groom's parents.

One – Three Months Before the Wedding

___ Have the final fittings on the gowns and tuxes.

___ Bride makes an appointment to have her hair styled just before your formal portrait is taken and again the day before or day of your wedding.

___ Confer with the florist and caterer and the reception hall. Always over-guess on the number people you will have and have containers available if food is left over.

___ Arrange transportation to the ceremony and, if required, from the ceremony to the reception. Make a list. Plan parking facilities for guests' cars.

___ Plan the bridesmaid's luncheon. Gifts can be presented now or at the rehearsal dinner.

___ Plan the groom's bachelor party. Groom gifts to groomsmen can be given now.

___ Bride selects groom's gift for wedding.
Groom selects bride's gift.

___ Go over all procedures of the ceremony with the pastor.

___ Make seating plans for the rehearsal dinner, for the ceremony, and for the reception.

___ Keep gift checklist list up-to-date, and write thank-you's daily.

Two Weeks Before Wedding

___ Bride: Wrap gifts for your attendants and groom.

___ Groom: Wrap gifts for your groomsmen and bride.

___ Add guests who have been late in accepting invitations for the reception and give last-minute total count to caterer.

___ Remind everyone involved about rehearsal and rehearsal dinner.

___ Make a final check with florist, caterer, clergy, musicians, singers, videographer, photographer, etc.

___ Begin honeymoon packing, and select a very reliable person to check on things while you are away.

Last Week Before Wedding

The last week before your wedding should be spent looking forward to your special day with your future mate. Also, an extra "unplanned" week gives time for the expected, unexpected glitches that always happen.

WEDDING EVENT AGREEMENT



United Church of Ovid – PO Box 106
Ovid, MI 48866 / 989-834-5958

Bride: _____ phone/cell: _____

Groom: _____ phone/cell: _____

Requested Wedding Date: _____ Requested Wedding Time: _____

Requested Rehearsal Date: _____ Requested Rehearsal Time: _____

Number of people expected at your wedding: _____ Using church for reception? _____ (yes or no)

Items we wish to use (✓): ___ candelabras ___ kneeler ___ greeting stand ___ other: _____

I have a question about: _____

SIGNATURES

We have read the initial wedding information guidelines and agree to abide by the terms within them. We will notify our wedding party and guests to do the same. Should any damage occur while using the facility or its furnishings, we will take full responsibility to correct those damages or pay the reasonable cost, as determined by the official board of The United Church of Ovid, to put the building back into the condition in which it was found.

With this agreement, we have also enclosed payment for the non-refundable \$25 scheduling deposit. We understand this deposit must be received in order for my date to be placed on the church calendar.

(1) Bride Signature: _____ Date: _____

Name & Address (please print): _____

Phone Number: _____ Cell: _____ Email: _____

(2) Groom Signature: _____ Date: _____

Name & Address (please print): _____

Phone Number: _____ Cell: _____ Email: _____

CHURCH OFFICE ONLY

Informational Packet Sent Out / Date Checked with Pastor: _____

____ This date has been placed on the church calendar. Payment received on: _____.

____ This date has not been placed on the church calendar for this reason: _____

A contact to: _____ was made on: _____.

to notify the party that the church is unavailable. Scheduling deposit was returned on: _____.