

**WEDDING INFORMATION**  
**First Presbyterian Church of Trenton**  
**2799 West Road, Trenton 48183 / 734 676-1510**

Thank you for requesting information to prepare for a possible wedding at First Presbyterian Church. **Please be aware that your wedding will not be scheduled until it is approved and signed by the pastor.** We would be happy to check calendar availability, but will only schedule after pastor approval.

<b>Wedding Date Approval</b>	
Approved by: _____	Date: _____
Signature: _____ Pastor	Scheduled: <input type="checkbox"/> Yes <input type="checkbox"/> No Date: _____ Scheduler Initials _____

Weddings take careful preparation and we desire to assist you as you consider a Christian marriage service. Weddings at First Presbyterian are normally for members, family of members, or for regular attenders so that an ongoing relationship can continue. Weddings for those with no affiliation with our church are scheduled on a case by case basis, determined by the pastor.

1. **PRE-MARITAL COUNSELING**

It is essential that you complete the attached application and submit it to the church office so that an appointment with a pastor can be made.

Normally a pastor will meet with you at least twice.

The first meeting should be scheduled to give sufficient time to get to know you and to consider your wedding application.

Each couple is asked to commit themselves to adequate pre-marital counseling.

2. **ARRANGEMENT FOR THE DATE**

After conferring with and approval by a First Presbyterian pastor, the actual date for the wedding must be cleared through the secretary to avoid conflicts on the church calendar. Planning at least three months in advance is recommended.

In general, Saturdays are available with a Friday rehearsal being customary.

3. **OFFICIATING MINISTER** Officiating Pastor: \_\_\_\_\_

A First Presbyterian pastor is to officiate at all weddings. If, for any reason, there is a desire to have a guest clergyman to assist this should be carefully cleared before any arrangements are made.

4. **A CHRISTIAN WEDDING**

A wedding is a worship service. Every effort will be made to have a beautiful Christ-centered service.

## Flowers and Decorations

Updated: September 9, 2017

1. Extravagant and wasteful arrangements are discouraged.
2. The bride and groom are responsible for all flower arrangements.
3. The florist or family representative is to be instructed to remove all decorating materials and flowers from the church as soon as possible after the ceremony.

## Photography

1. Pictures may be taken in the sanctuary before the first words spoken by the pastor and after the completion of the ceremony as the couple goes down the aisle. Photography should not disrupt the worship service (flashbulbs are prohibited during the ceremony).
2. Videotaping is welcomed.

## Prohibited on church property

Smoking

Dancing

Alcohol Use

Rice (balloons or birdseed are recommended rice cannot be thrown.)

## RECEPTIONS

1. Although it is rare, Fellowship Hall and the kitchen can be used for receptions. This requires the wedding coordinator to be present. Please see list of prohibited activities above and fee on next page.
2. These facilities should be left clean and orderly after the reception.

## MUSIC FOR WEDDINGS AND RECEPTIONS

The wedding service is sacred so that Christian music appropriate for the service should be used.

As soon as possible after the wedding date is approved you should contact the church organist to make arrangements. If the regular organist is not available or if you desire another, arrangements should be made with the wedding coordinator at least a month before the wedding.

## WEDDING DIRECTOR

A church Wedding Director will assist at your rehearsal and your wedding services. This makes it much easier for you. The Wedding Director also directs the custodial services for setup and cleanup. Please call our Wedding Director *after* you have received approval and your wedding has been scheduled. She will answer questions and provide you with additional information. Our Wedding Director is Terri Rexford - (734) 344-1099.

DRESSING ROOMS are available for your use.

Candles - the use of candles should be arranged with the Wedding Director.

## WEDDING FEES INFORMATION

The following fees and honoraria have been set by the governing board of Elders of the church.

Please make checks payable to the persons rendering service unless otherwise noted. All fees must be paid at the rehearsal.

### Officiating Minister:

- Non Members: a minimum of \$250
- Members: a minimum of \$200

### Wedding Director:

- Chapel <50 guests: \$100
- Sanctuary >50 guests: \$150

*This includes charges for a wedding director (required by the church) who directs all aspects of the rehearsal, ceremony, and custodial duties related to your wedding.*

Current available Wedding Director: Terri Rexford (734.344.1099). May be contacted only after you have received pastor approval and signature.

### Sound Technician:

- \$50

*If your ceremony requires the use of our sound system (i.e. soloists, readers, sound tracks, CDs, microphones, etc), only a technician approved by the church may use our equipment.*

Sound Technicians are arranged through the wedding coordinator

### Building Use Fee:

- Non-Members only: Chapel \$50
- Non-Members only: Sanctuary \$100

This small fee covers heat, light, candles, etc. Must be paid to secure your wedding date after you have received pastor approval and signature. Check payable to First Presbyterian Church.

### Fellowship Hall Reception:

- This fee is negotiated as needed (minimum \$150)

*All fees must be paid by the rehearsal date*

**Bride's Information**

- Member ( )
- Non Member, Occasional Attender ( )
- Non Member, Regular Attender Members of my Family Attend ( )

All information is required. Enter N/A if not applicable

Full Name \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_ Church Membership \_\_\_\_\_

Education \_\_\_\_\_ Occupation \_\_\_\_\_

Place of Employment \_\_\_\_\_

Father's Name \_\_\_\_\_

Mother's Name \_\_\_\_\_

Parents Separated or Divorced? \_\_\_\_\_ Have you been married before? \_\_\_\_\_

(Details) \_\_\_\_\_

\_\_\_\_\_

**Groom's Information**

- Member ( )
- Non Member, Occasional Attender ( )
- Non Member, Regular Attender ( )
- Members of my Family Attend ( )

All information is required. Enter N/A if not applicable

Full Name \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_ Church Membership \_\_\_\_\_

Education \_\_\_\_\_ Occupation \_\_\_\_\_

Place of Employment \_\_\_\_\_

Father's Name \_\_\_\_\_

Mother's Name \_\_\_\_\_

Parents Separated or Divorced? \_\_\_\_\_ Have you been married before? \_\_\_\_\_

(Details) \_\_\_\_\_

\_\_\_\_\_

All information is required. Enter N/A if not applicable

Bride's Name\_\_\_\_\_

Groom's Name\_\_\_\_\_

Phone\_\_\_\_\_

Phone\_\_\_\_\_

**Wedding Information:**

Wedding Date:\_\_\_\_\_ Time:\_\_\_\_\_

Rehearsal Date:\_\_\_\_\_ Time:\_\_\_\_\_

Place of Reception:\_\_\_\_\_

Time:\_\_\_\_\_

Number of Guests Expected: Ceremony\_\_\_\_\_ Reception\_\_\_\_\_

Organist:\_\_\_\_\_

Any Soloists or Special Music?\_\_\_\_\_

Florist?\_\_\_\_\_

**Ceremony Details:**

Maid/Matron of Honor (Full Name and Address)\_\_\_\_\_

\_\_\_\_\_

Best Man (Full Name and Address)\_\_\_\_\_

\_\_\_\_\_

Bride's Attendants:\_\_\_\_\_

\_\_\_\_\_, \_\_\_\_\_

Flower Girl:\_\_\_\_\_ Ring Bearer:\_\_\_\_\_

Ushers:\_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_, \_\_\_\_\_

Runner     Kneeler     Candles     Unity Candle     Sanctuary     Chapel

Who will give bride away?\_\_\_\_\_

How many Rings?\_\_\_\_\_ Other Ministers Participating?\_\_\_\_\_

Other Special arrangements?\_\_\_\_\_

# WEDDING DIRECTOR FORM

All information is required. Enter N/A if not applicable

Name of Bride & Contact Number: \_\_\_\_\_

Name of Groom & Contact Number: \_\_\_\_\_

Date and Time of Rehearsal \_\_\_\_\_

Date and Time of Wedding \_\_\_\_\_

Candelabra  Yes  No      Unity Candle  Yes  No      Runner  Yes  No (80-100 ft long)

Flowers  Yes  No If yes, name of florist and time of arrival \_\_\_\_\_

Photographer/Videographer \_\_\_\_\_

Dressing at  Church or  Home

Seating of Special Persons: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Readings  Yes  No Name(s) of reader(s) \_\_\_\_\_

Special Music/Soloist Names \_\_\_\_\_

Maid of Honor \_\_\_\_\_ Best Man \_\_\_\_\_

Bridesmaids

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

Groomsmen

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Flower Girl \_\_\_\_\_  
\_\_\_\_\_

Ring Bearer \_\_\_\_\_  
\_\_\_\_\_

Ushers:  Yes  No

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_