QUESTIONS OR CONCERNS

Wedding Preparation Guide



Nardin Park United Methodist Church

29887 West Eleven Mile Road Farmington Hills, MI 48336 Office (248) 476-8860

www.nardinpark.org

A MESSAGE FROM OUR PASTORS

May God bless and keep you as you move forward toward uniting your hearts. We are honored that you have chosen to give Nardin Park United Methodist Church the opportunity to participate in this sacred occasion. Nardin Park is an open and affirming community of faith, where <u>ALL</u> God's children are invited to celebrate the covenant of Christian marriage.

The act of Christian marriage is a Holy occasion and needs to be given a level of reverence appropriate for the occasion. Marriage is a special commitment, not to be entered into lightly. We ask you, and all the participants in your wedding, to remember that getting married in the church is a sacred event. The church is a place where we can meet God and experience the power of God's presence.

To that end, we have prepared this guidebook to help you plan your wedding. These guidelines are to be followed by all persons who will participate in your wedding, as they will aide in allowing your day to be a true blessing. Please take an opportunity to completely review this guide, as it contains vital information for planning a successful wedding at Nardin Park.

If you have any questions regarding these guidelines, feel free to contact the church at (248) 476-8860.

Blessings,

Rev. Dr. Anthony R. Hood Lead Pastor Rev. Monica William Congregational Care Pastor

Mint. Win

WEDDING CHECKLIST (continued)

3-5 Weeks...

- Finalize and confirm:
 - Wedding vows and readings with your Officiant;
 - · Shot list with your Photographer/Videographer;
 - Song list with your DJ/musician;
 - Timeline for the reception and who's giving the toasts;
 - · Wedding night and honeymoon accommodations
- Obtain marriage license and complete name-change documents. Bring the marriage license to your rehearsal.
- · Pick up wedding rings and proofread any engraving
- Purchase wedding day accessories guest book, cake servers, etc.
- · Final dress/attire fittings

1-2 Weeks...

- · Give your caterer/venue the final guest count
- · Create a seating chart and place cards
- · Pick-up the wedding attire
- Confirm arrival times and finalize the wedding timeline with vendors and the wedding party

The Day Before...

- Assign someone to secure your gifts and belongings after the reception.
- Arrive, on time, for rehearsal with your marriage license.

Wedding Day...

 Arrive early to the church – at least two hour prior to the ceremony

After the Honeymoon...

Write and send thank-you cards

WEDDING CHECKLIST

10-12 Months...

- Develop a budget and establish top priorities
- Compile a preliminary guest list
- Choose your wedding party
- Find a venue for your ceremony and reception, and reserve your date
- Send "Save-The-Date" notice
- Find your desired wedding attire
- Secure caterer, photographer/videographer, officiant, wedding planner

6-9 Months...

- Find a florist, cake designer, DJ/Entertainment, transportation, invitation stationer
- · Create gift registry
- · Order bridesmaid(s), flower girl dresses

3-5 Months...

- Book rehearsal and rehearsal dinner location(s)
- · Reserve all necessary party rentals and linens
- Order wedding favors
- Reserve men's formalwear
- Finalize the guest list, invitation, ceremony readings and vows, catering details
- · Purchase wedding rings
- Finalize honeymoon plans

6-8 Weeks...

- Mail invitations!
- Confirm date with vendors
- Research marriage license requirements and namechange paperwork

FREQUENTLY ASKED QUESTIONS

Who do I contact to schedule my wedding day?

You will need to contact the Church Administrator, Linda McDoniel, (Imcdoniel@npumc.org) to confirm the availability of your wedding date, rehearsal, and a pastor.

Who can have their wedding at Nardin Park?

Nardin Park is an open and affirming community of faith where <u>ALL</u> God's children are invited to celebrate services of Christian Marriage. Our building is available to anyone in the community who wishes to celebrate the covenant of Christian marriage. However, priority is given to active members of the church and their immediate family when scheduling wedding dates.

How do I reserve my wedding date at the church?

Once you have contacted the Church Administrator to confirm the availability of the church and a pastor for your wedding date, you will receive a *Wedding Contract*. To reserve your wedding date, you must sign and return the *Wedding Contract* to the church, along with your refundable deposit. Your wedding date will not be reserved until both a signed contract and deposit are received. Checks, certified checks, or money orders should be made payable to: Nardin Park United Methodist Church. In the event of an off-site wedding, your deposit should be made payable directly to the officiating clergy person.

Can outside clergy officiate weddings at Nardin Park?

The pastors of Nardin Park reserve the right to officiate all weddings held at the church. Exceptions will be considered on a case-by-case basis.

What are the fees for having my wedding at Nardin Park?

The total cost, minus the deposit, for members is \$1,500.00 and for non-members the cost is \$2,400.00. A total of 4 hours are allotted for your wedding day.

	<u>Members</u>	Non-Members
Deposit (Refundable)*	\$300.00	\$500.00
Pastor (Includes Counseling)**	\$500.00	\$700.00
Wedding Coordinator	\$250.00	\$450.00
Director of Music/Organist***	\$250.00	\$450.00
Building Usage Fee	\$300.00	\$500.00
A/V Tech***	\$100.00	\$200.00
Custodial Fee (Minor Cleaning)	\$100.00	\$100.00

^{*}This deposit is forfeited if: 1) your rehearsal and/or wedding ceremony begins 30 minutes after the scheduled start time, 2) there is damage to church property or furnishings, 3) extensive clean up, or 4) evidence of the consumption of alcohol or illegal substances on-site.

How much time will I have for my wedding and rehearsal?

Timeliness is important, all weddings and rehearsals will start at their scheduled time. You are allotted 1 hour for your wedding rehearsal and a total of 4 hours for your wedding day. (2 hours to get dressed, 1 hour for the ceremony, and 1 hour to clean up and exit the premises). Please have wedding participants arrive 2 hours before the scheduled start time on your wedding.

What are the acceptable methods of payment?

The Church accepts cash, personal checks, certified checks and money orders for payment. You will need to pay the Officiating Pastor, Organist, Wedding Coordinator, and A/V Tech separately.

Is there a general outline for ceremony?

As weddings are a sacred act of worship, we employ a standard format for the wedding ceremony. You will have the opportunity to discuss and plan the wedding ceremony with the officiating pastor. The following is the standard format for wedding services held at Nardin Park:

- Gathering
- Seating of Parents & Grandparents
- Processional
- Greeting
- Declaration of Intent
- · Response of the Families & Friends
- Prayer
- Scripture
- Reflection
- Prayer
- Exchange of Vows
- Blessing and Exchange of Rings
- Unity Candle/Sand Ceremony (Optional)
- Declaration of Marriage
- Blessing of the Marriage
- The Lord's Prayer
- Introduction
- Recessional

^{**}The Pastor's fee must be paid at the first counseling session.

^{***}Fee includes your rehearsal and wedding ceremony. If your rehearsal or wedding begins 30 minutes after the scheduled start time, these fees convert to an hourly rate.

Can we have a photographer and videographer?

Yes, but remember the wedding ceremony is a sacred event. Therefore, NO FLASH PHOTOGRAPHY, or additional lighting, is permitted during the wedding ceremony. Photographers are allowed to be five (5) pews from the front of the sanctuary to photograph the groom, wedding party and the bride as they process into the sanctuary. Photographers must remain out of sight, at the rear of the sanctuary, during the ceremony. Recreating elements of the ceremony, for photographs, can be staged after the wedding ceremony. Videographers are welcome to record the entire wedding service from the balcony only. Please review this policy with your photographer and videographer. In addition, please place a note inside the wedding program alerting your guests there is NO FLASH PHOTOGRAPHY.

Can I have a vow renewal ceremony Nardin Park?

Absolutely! Vow renewal ceremonies are a meaningful way to reaffirm the commitment you made on your wedding day. All usage fees still apply.

Is Alcohol Consumption, Smoking, or Vaping Permitted?

The consumption of alcoholic beverages IS NOT ALLOWED on the premises (including in the parking lot or in vehicles on the parking lot). Smoking and vaping IS NOT ALLOWED inside the building, nor in front of any entryway. Please strongly urge all guests to arrive and remain sober for your wedding ceremony. Guests observed to be under the influence of alcohol or other substances, will be asked to exit the premises. *PLEASE NOTE*: If evidence of alcohol consumption, smoking, vaping, or the use of illegal drugs is observed or found, YOUR DEPOSIT WILL BE FORFEITED, AND YOUR WEDDING MAY BE CANCELLED!!

When will my deposit be returned?

Your deposit will be returned to you within 10 business days after your wedding, if all the following criteria have been observed:

- a. All decorations and garbage have been removed from the sanctuary.
- b. You vacated the property one hour after the completion of your wedding ceremony.
- All tables, chairs, restrooms, kitchen and the general premises are in good condition.
- d. There is no evidence of the consumption of alcoholic beverages, smoking, vaping, or illegal substance use.

The bride and groom are financially responsible for any damage, abuse, or negligent use of church property or furnishings.

If I need to cancel my wedding, will I get a refund?

Yes, if you cancel your wedding, <u>in writing</u>, 6 months prior to the date of your wedding you will receive a full refund. Failure to cancel your wedding, <u>in writing</u>, 6 months prior to the date, may result in the forfeiture of your deposit. Exceptions will be made on a case-by-case basis.

When is the balance due?

The balance for all wedding fees is due 30 days prior to the wedding date. Failure to remit the balance within this 30-day period may result in the forfeiture of your wedding date and deposit. Exceptions are made, by the pastor, on a case-by-case basis.

Does the church offer premarital counseling?

Yes, premarital counseling is required to have your wedding ceremony at Nardin Park. Premarital counseling is crucial to the development of a strong marriage. Three to six counseling sessions are included in the pastor's fee. Couples who have been approved to have an outside clergyperson officiate their wedding, still need to schedule premarital counseling sessions with a Nardin Park clergy person.

What time should the couple and wedding party arrive?

The couple and wedding party are expected to arrive two hours before the wedding ceremony's official start time. The two-hour window allows for any unforeseen incidents while keeping your wedding on track to begin at the scheduled start time. Your wedding photographer can use this time to take group pictures of your bridesmaids and groomsmen.

Will rooms be provided for the wedding party to get dressed? Yes, rooms will be reserved for the couple and wedding party.

When can we decorate the sanctuary for the wedding?

You must schedule time for decorating the sanctuary with the Wedding Coordinator and all decorations must be appropriate for a church setting and be approved by the Coordinator. We do not allow the use of nails, tacks, or staples on church walls or furnishings. Please avoid using any materials that would potentially cause damage to church property or furnishings. All decorations must be removed one hour after the ceremony has concluded. Failure to do so will result in the forfeiture of your deposit. Please note: we do not permit the use of real flower petals for flower girls, rice, or confetti on the premises.

Are we required to use your wedding coordinator?

Yes, you must use our wedding coordinator. Our wedding coordinators are fully versed in the policies of Nardin Park, which will assist you with adherence to policies, along with logistical matters. They will meet with you in advance of your wedding rehearsal to discuss the specifics of your wedding ceremony.

Is the wedding rehearsal mandatory?

Yes, a rehearsal is mandatory for all weddings held at Nardin Park. The wedding rehearsal is essential to ensure that your wedding day is anxiety free. All the key participants in your wedding must be present for the rehearsal, unless otherwise excused. It is important that all logistics for your wedding ceremony be discussed with the Wedding Coordinator, so the rehearsal starts on time and runs smoothly. Wedding rehearsals are generally scheduled between 5:00pm and 7:00pm, the day before your wedding.

When should we bring the marriage license?

Bring the marriage license with you to the wedding rehearsal and leave it with the pastor. Make sure the two persons designated to sign the marriage license, as witnesses, are present for the wedding rehearsal, so the process for completing the marriage license can be reviewed.

Can we make changes to the wedding ceremony?

Couples are welcome to write their own vows to make their wedding ceremony special. However, any changes to the wedding ceremony must be discussed and approved by the pastor.

Is secular music allowed during our wedding ceremony?

In the United Methodist Church, weddings are considered a service of worship. Therefore, the music included should be appropriate for a worship experience. All music must be approved by the pastor and Director of Music. It is crucial that you discuss your thoughts for music with the Pastor and Director of Music (Jack Chefan). Soloists and Instrumentalist must be approved and schedule through the Director of Music. Final approval for all music is the sole discretion of the Director of Music