

## **WEDDINGS AT HANSCOM PARK CHURCH –**

Hanscom Park believes a Service of Christian Marriage should be Christ-centered. A wedding is a celebration of two people God has brought together. This can be a civil contract and does not, by law, require a church or clergy person. The only legal necessities are a valid marriage license, a state approved official and two adult witnesses. You can have it almost everywhere. However, if you want it to be a holy covenant, blessed by God, in a church, and by a pastor, you are asking for something considerably more than a legal exercise.

The wedding and its preparation should be done in a way that will bring honor and glory to God. Such an event is a worship service that brings honor to Christ and the covenant of marriage.

## **MAKING RESERVATIONS –**

You are encouraged to schedule your wedding at Hanscom Park Church at least six months prior to the wedding date. Weddings are schedule through the church office and can be made by calling 553-3312, Monday through Thursday, 8:30 a.m. – 4 p.m. Though tentative dates may be checked by telephone, **weddings will not be placed on the church calendar until the deposit is paid and the requested information in this packet is completed and returned to the church office.** Weddings may not be scheduled to start later than 6:00 p.m. and must be completed by 8:00 p.m. Weddings or rehearsals may not be scheduled on certain holidays.

## **PRE-MARITAL COUNSELING –**

All engaged couples being married at Hanscom Park Church will be required to take part in a series called “Preparing for the Journey” at the Concord Center: 9802 Nicholas Street, Suite 375, just Northeast of Westroads Mall in the Bloomfield Hills Office Park.

Please call Grant Story for more info. and to register: 650-8783, or email at [grantstory@mac.com](mailto:grantstory@mac.com).

The cost is \$150 per couple for three sessions.

**The Pastor scheduled to celebrate the wedding ceremony will meet with the couple at least one time prior to the wedding rehearsal.**

## **REHEARSAL –**

The rehearsal will begin on time, since a large number of people are involved and delays consume every person’s time. There will not be time during the rehearsal for soloists to rehearse songs. Rehearsal with the accompanist should be arranged at another time. Please remind members of the wedding party that, throughout the entire rehearsal, they are in a holy place dedicated to the worship of God. The wedding rehearsal must proceed in a dignified manner.

All guidelines, policies, and fees subject to change

## **DECORATIONS –**

No furnishings may be moved from other parts of the building.

Facilities staff will move any furnishings customary for all weddings.

Nails, tacks, staples, screws, pins, tape, or anything that will mar pews and wall finishes may not be used.

The single floor candles on the chancel are available for use during weddings. Candelabras are to be provided by your florist. Unity candles are the responsibility of the bride and groom. Clear plastic must be used under all candelabras to protect the carpet. Candle lighters are provided by Hanscom Park.

The florist or assigned attendant is expected to remove all decorations and equipment promptly following the ceremony. No equipment may be left at the church after the wedding.

Hanscom Park decorations will not be removed from the chancel/altar area. This includes seasonal decorations, banners, chairs, risers, and music equipment.

Facilities staff will not load or off-load equipment or decorations to be used in the wedding.

Runners are not allowed at Hanscom Park.

## **DRESSES AND VALUABLES –**

The bride and groom are strongly urged to designate someone to watch wedding gifts during the ceremony and remove them from the church following the ceremony. Also, do not leave money, jewelry, and other valuables unattended in the dressing rooms, restrooms, etc. Hanscom Park cannot be responsible for gifts or any personal items or cameras brought to the church for use in a wedding.

## **PHOTOGRAPHY AND AUDIO VISUALS –**

The photographer may take pictures before or after the ceremony in any part of the building. No pictures may be taken in the Sanctuary during the ceremony except for time exposures. The photographer may take a picture of the wedding party, as they process down the aisle, and as they leave. No pictures may be taken by guests during the Wedding Ceremony. Photographers are not allowed to stand on the chairs.

The bride should appoint an assistant to help coordinate the photographer. The assistant will be in charge of making sure the people who need to be photographed are where they need to be at the appropriate time.

The wedding may be video taped using existing light.

## **OTHER IMPORTANT INSTRUCTIONS –**

Alcoholic beverages are not allowed on church premises including the parking lots and vacant land. If any member of the wedding party is found to be intoxicated the officiating pastor **will** exclude that person from the wedding ceremony.

No smoking is allowed in any of the church facilities.

No unsightly or inappropriate materials shall be used to decorate the wedding car.

Due to insurance liabilities, no childcare may be provided at Hanscom Park Church for weddings.

No rice shall be thrown. Birdseed or bubbles may be used, but must be used outside the building.

All members of the wedding party must attend the rehearsal.

If a flower girl or ring bearer is to be used, please see that the children are over five years of age.

The number of ushers should be in keeping with the anticipated attendance. Usually, four are sufficient. If you cannot have four consider using some of the Groomsmen.

All musicians must attend the rehearsal.

The marriage license must be brought on rehearsal night and given to the pastor.

All members of the wedding party should be at the church no less than one hour prior to the ceremony.

The building will be closed and locked two hours after the time the wedding begins.

The church property must be left in the condition in which it was found. This includes clean up of all equipment and items pertaining to the wedding.

Hanscom Park is not responsible for any automobiles left on the property and has the authority to have vehicles towed at owner's expense.

**FEE SCHEDULE –**

**A member wedding is defined as one in which the bride, groom, or one of their parents, is a member of Hanscom Park Church when the wedding is scheduled.**

*PLEASE NOTE THAT THE DATE WILL NOT BE HELD UNTIL THE INDICATED (\*) FEES ARE PAID IN FULL*

	<u>Non-Members</u>	<u>Members</u>
<b>SCHEDULING FEE</b>	\$100*	\$100*
<i>This fee must be paid after your date has been confirmed with the church office at least 6-months prior to wedding date. If you are members, this fee may be refunded after the wedding.</i>		

The costs listed below are expected to be paid at the church office at least **one week** before the date of the wedding. Checks must be made out separately.

<b>SANCTUARY RENTAL FEE</b>	\$400	Honorarium
<b>PASTOR</b>	\$200	Honorarium
<i>Non-members may not use any pastors other than those affiliated with Hanscom Park. Members may be allowed to have outside pastors such as relatives or family friends, however, this needs to be discussed with the pastor of Hanscom Park Church prior to scheduling the wedding.</i>		

**OTHER FEES --**

<b>VOCALISTS</b>	\$100	Honorarium
<i>If engaged by the church</i>		
<b>PIANIST/ORGANIST</b>	\$200	\$200
<i>Please make check out to Jannene Sass If engaged by the church.</i>		
<b>SOUND SYSTEM TECH</b>	\$75	\$75
<i>Runs the Sound System Has to be here for rehearsal and wedding. Call church for name of tech for check.</i>		
<b>CUSTODIAL SERVICES – SET-UP &amp; CLEAN-UP</b>	\$75	\$75
<i>Please make check out to John Mandel</i>		

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**HANSCOM PARK MEMBER** \_\_\_\_\_ Yes – *If so, who* \_\_\_\_\_  
*A member wedding is defined as one in which the bride, groom, or one of their parents is a member of good standing at Hanscom Park Church when the wedding is scheduled.* \_\_\_\_\_ No

**WEDDING RESERVATION --**

\_\_\_\_\_  
Name of Couple

\_\_\_\_\_  
Wedding Date / Time of Ceremony  
*Please consult the pastor before changing the ceremony time.*

\_\_\_\_\_  
Rehearsal Date and Time  
*Please consult the pastor before changing the rehearsal time.*

\_\_\_\_\_  
Approximate Number of Guests

\_\_\_\_\_  
Bride's Address

\_\_\_\_\_  
Daytime Phone

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Evening Phone

\_\_\_\_\_  
Groom's Address

\_\_\_\_\_  
Daytime Phone

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Evening Phone

This form needs to be mailed to the church office, with the Reservation Deposit of \$100.00 as soon as your date has been confirmed and approved by a representative from Hanscom Park Church. By signing below you acknowledge receipt of Hanscom Park Church wedding policies and guidelines.

\_\_\_\_\_  
Signature/Date

*If you have a change of address or telephone number, please, be sure to notify the church office.*

*All guidelines, policies, and fees subject to change.*

