



Wedding Handbook



529 Hendrie Boulevard
Royal Oak, Michigan 48067
248-541-0108
www.fpcro.org

First Presbyterian Church of Royal Oak is happy to share with you in the joy of your wedding. Our church believes that God made people to be in relationship and we give thanks that those relationships came in many different forms. When choosing to get married in the church, two people seek to ground their relationship in a covenant of God's love. We are honored to celebrate with those who are ready to share their lives together in marriage.

Please read over these guidelines for weddings at First Presbyterian Church of Royal Oak. Your signature on the *Wedding Request Form*, along with payment of your deposit, indicate your agreement to follow these guidelines. We wish you every joy and pray for God's blessing on your life together!



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General Wedding Guidelines

We offer two beautiful spaces for weddings, our Sanctuary, which seats 360, and Evans Chapel, which seats 75. Priority for scheduling weddings is given to those who are members of First Presbyterian Church of Royal Oak. Those who have historical or family connections to the church are welcome to inquire about holding their wedding here. Non-members may also inquire about availability, understanding that church ministries and events take priority. Final approval of who may be married at First Presbyterian Church of Royal Oak will be at the sole discretion of the Pastor and the Session, the church's board.

All weddings will be conducted by one of First Presbyterian Church's pastors. However, if the couple requests to have a pastor from another church participate, the pastor of First Presbyterian may agree to invite that pastor to participate and/or conduct the wedding. All decisions regarding who participates in the ceremony must have the approval of the Pastor of First Presbyterian Church.

Education & Counseling

We believe the church bears responsibility for providing education and counsel in preparation for marriage. The Pastor will meet with the couple several times to discuss your relationship, families of origin, and your hopes for your life together. Discussion will also include the relationship between faith and marriage, and the meaning of the marriage ceremony. The purpose of this pre-marital counseling is not to pass judgment on your relationship but to be another tool in your preparation for a new kind of life together. Alternatively, the Pastor can provide recommendations of counselors in the community to perform the pre-marital counseling or for relationship check-ups in the future.

Date & Time

The Pastor and Wedding Coordinator will help you set the date of your wedding in consultation with the church calendar. We recommend reserving at least six to 12 months in advance. There will be no Sunday weddings except as part of the regular worship service. Weddings may not be scheduled during the Thanksgiving weekend, from two weeks prior to Christmas through New Year's Day, and from Palm Sunday through Easter.

Rehearsals are scheduled for the night before the wedding. Flowers may be delivered and placed up to two hours prior to the service on the day of the wedding. For you and your wedding party, the church will be open for three hours; one and a half hours prior to the time the wedding service begins, one-half hour for the service, and one hour following the recessional. Additional time beyond this may be requested at an additional cost, based upon availability.

Wedding Coordinator

FPCRO has a designated Wedding Coordinator, Ginny O'Brien (248-543-9754), who will coordinate all the activities surrounding the ceremony. She will meet with the couple well in advance of the wedding date to help plan all the details associated with the ceremony. Along with the Pastor, she will guide and direct all participants and professionals both at the rehearsal and wedding. Should you retain a bridal consultant, their services will be focused on arrangements apart from the church.

On the day of the ceremony, services of the Wedding Coordinator begin one and a half hours prior to the wedding and continue through the beginning of photographs following the service.

Wedding Ceremony

The wedding ceremony is in all aspects an act of worship, and all present are expected to act with reverence. A typical order of service is listed on page 3. The ceremony may include the Sacrament of Communion/Lord's Supper if requested by the couple and approved by the Session (an additional charge applies). If communion is served, an invitation to participate will be made to all persons present.

Typical order of service for wedding ceremonies:

Processional

Opening Sentences and Greeting Prayer

Declaration of Intent

Affirmations of Families and Congregation

Prayer for Illumination

Scriptures

Message

Vows

Exchange of Rings

Prayer and the Lord's Prayer

Announcement of Marriage

Charge and Benediction

Recessional

Music

Music selections for the wedding must be appropriate for a service of worship and agreed upon with the church staff. The Director of Music Ministries is available to play the organ for all weddings and the basic fee includes the services of the organist for prelude, processional, recessional, and any solos or hymns. If a soloist is requested, the Director of Music Ministries is happy to secure a professional to sing for an additional cost of \$150. The participation of any guest soloist or instrumentalist must be made in consultation with the Director of Music Ministries, Wedding Coordinator, and Pastor.

Rehearsal

The Pastor will direct the wedding rehearsal with assistance from the Wedding Coordinator. The purpose of a rehearsal is to prepare for the service of worship and ensure everything runs smoothly on the big day. All those participating in the service should attend the rehearsal and arrive promptly. The rehearsal will last approximately one hour. Rehearsals are normally scheduled between 5-6pm the night before the wedding. Rehearsal dinners or other social gatherings should be scheduled after the rehearsal. The couple should bring their marriage license to the rehearsal.

Decorations & Flowers

Flowers, decorations, and other appointment should be carefully placed in ways that respect the sanctuary/chapel and its elements. The church is open up to two hours prior to the wedding for floral delivery and placement. If additional time is requested, this must be arranged through the Wedding Coordinator and an additional cost will apply.

Ribbons and bows may be used on the pews. We ask that only cloth ribbons or plastic floral clips be used to attach bows to the pews. You can also use rubber bands or pipe cleaners. Wire, nails, and tape are not permitted. These guidelines should be shared with the florist, and the florist should talk with the Wedding Coordinator regarding their responsibility.

Aisle runners, birdseed, and confetti are not allowed in or outside First Presbyterian Church of Royal Oak. The church has two pairs of brass candelabras, Warden lanterns for the side aisles, and pew candelabras for the main aisle, which may be used upon request. Please feel free to make an appointment to see these pieces to decide if you would like to have them at your ceremony.

We recommend that you do not form a receiving line at church. The receiving line tends to be exhausting for the bridal party and family and also impacts the time available for photos, departure, and travel to the reception.

Programs

We suggest a program or bulletin be distributed at your wedding ceremony to guide those in attendance through the service. We will prepare and print programs for you for an additional cost of \$125. Or you may supply your own programs, which should include the specific order of service sent to you by the Pastor.

Photographers & Videographers

Photographers and videographers are expected to check in with the Wedding Coordinator and Pastor ahead of the ceremony for final clarification on the guidelines below. Please ensure that your photographer and videographer receives the following information:

- No flash photos may be taken inside the Sanctuary or Chapel during the ceremony except during the processional and recessional. During the rest of the service, the photographer may take photos with natural light (no flash) from the rear of the Sanctuary or Chapel, or from the Sanctuary balcony.
- Formal photos of the wedding party may be taken in the Sanctuary or Chapel before or after the service. If all photos are to be taken before the ceremony, such arrangements must be made when the wedding is scheduled.
- Because camera movement is disruptive to the service, video recording plans must be pre-arranged in consultation with the Wedding Coordinator and Pastor prior to the ceremony.
- No more than two video cameras (in fixed positions with no additional lighting) may be used during the service. Video cameras may only be set up in the balcony or behind the last row of guests on the main floor.
- If microphones are used, we request they be wireless. We do not want cords to impede the placement and/or movement of the bridal party and Pastor.

Recording and/or Livestreaming

With advance notice, it is possible to record and/or Livestream your wedding for an additional fee of \$125. Please inquire at the time of booking to secure these services.

Additional Church Policies

Privately serving or consuming alcoholic beverages on church premises is prohibited.

Please be aware that this is a smoke-free building.

You are advised not to leave valuables unattended in the church building. The church cannot be responsible for personal belongings.

Receptions

If you are interested in holding your reception at First Presbyterian Church of Royal Oak, please check with our Church Administrator, Kari Peruski, at 248-541-0108, ext. 203, kperuski@fpcro.org regarding the policies and fees associated with this.

Cost

The wedding fee, with no additional services, is \$2,000. This fee covers the expenses incurred by the church, and the time for the church personnel involved in your wedding. The fee is not tax deductible and is subject to change. Any requests outside of the policies laid out above may result in additional charges, including additional time in the building, reception in the building, etc.

- When one or both members of the couple have been active members on the membership roll of FPCRO at the time the wedding is scheduled, there is a \$250 discount on the total wedding fee.
- A deposit of \$250 is due when returning the *Wedding Request Form* and is non-refundable. Return your deposit, along with the *Wedding Request Form* as soon as possible to confirm your wedding date and ensure that the date is reserved.
- The remainder of the wedding fee is due at least 24 hours before the evening of the rehearsal. Please make checks to First Presbyterian Church of Royal Oak. If paying online through our website, you must select the option to cover the additional fees incurred from online payment.
- Additional service costs:
 - * Programs, \$125
 - * Recording/Livestreaming, \$125
 - * Soloist, \$150
 - * Additional time in building, \$150/hour

Wedding Request Form

Please complete this form to indicate the names of the couple and their contact info. Return to the church with the non-refundable deposit of \$250, to the attention of the Wedding Coordinator, Ginny O'Brien.

Requested Wedding Date & Time: _____

Rehearsal Date & Time: _____

Names of Couple: _____

Address(es): _____

Phone 1: _____ Phone 2: _____

Email(s): _____

Member Non-Member

Parents' names, if applicable, and participating in ceremony: _____

Number of People in Wedding Party: _____

I have read the attached wedding guidelines and requirements for the First Presbyterian Church of Royal Oak and agree to abide by these as listed.

Name & Date: _____

Name & Date: _____

Please return this signed form to the Wedding Coordinator, along with your Wedding Request Form and deposit.

(For Church Use)

Approval of Pastor: _____

Wedding Date Added to Church Calendar: _____

Notes: _____

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