

We are delighted to hear about your upcoming marriage. Ward Church is a Christ centered, Bible believing church which is eager to encourage Christian marriages. In order to do so, we have established certain policies concerning weddings. **Please Read the following carefully:**

1. The enclosed Wedding Information Form must be filled out completely and returned to the church as a starting point in the wedding preparation process. This will become the basis of a pastoral interview **(all couples must meet with a pastor before a wedding date is reserved)**.
2. A member of the Pastoral staff will meet with all couples prior to reserving a wedding date. The purpose of the meeting will be to confirm that you are in agreement with the policies and procedures we follow in preparing for marriage. You may arrange an appointment as soon as you have received your Wedding information Form.
3. After a wedding date is reserved, couples must forward a non-refundable deposit of \$100.00 payable to Ward Church before the date can be guaranteed. This will be applied to the Wedding Fee.
4. It is required that couples participate in our Marriage Preparation Seminar, or a personalized program designed by the officiating pastor. The Prepare/Enrich Profile or similar premarital inventory will be administered as part of your marriage preparation. If this is a remarriage for one or both parties, attendance at a Remarriage Seminar or completion of a Divorce Care program is required. Please consult with the Wedding Coordinator for details.
5. Couples must be active at the church and must remain active for five months preceding a wedding. "Active" is defined as present for worship at least twice a month. Please fill out the Communication card on Sunday. Members of the pastoral staff may make exceptions to this policy under extraordinary circumstances.
6. **Couples must have separate housing arrangements and give evidence of sincere spiritual interest in a God-honoring wedding.**

Our desire is for your wedding to be a truly rewarding spiritual experience. We are eager to serve you. I will look forward to hearing from you to confirm the wedding arrangements.

Mary Matusz
Wedding Coordinator
248-374-5957

WEDDING POLICIES

Ward Evangelical Presbyterian Church

- **CANDLES:** A three-candle candelabra is available for anyone desiring the “unity” candle ceremony, which symbolizes the coming of two lives into one new life. For this, please purchase three (3) 12” dripless candles or two (2) 12” candles and a unity candle. Bring them to the church the night of your rehearsal and give them to the hostess.
- **PEW CANDELABRA:** Candelabra that are attached to the pews are available in the Sanctuary only. There are a total of 14 candelabra.
- **PAYMENT OF FEES:** Checks to the Pastor are made payable to them but sent to the attention of the Wedding Coordinator and are due a minimum of four weeks before the wedding. All remaining fees are made payable to Ward E.P.C. and are due a minimum of four weeks before the wedding. These should also be sent to the attention of the Wedding Coordinator.
- **ALCOHOL:** It is the responsibility of the bride and groom and their families to make certain that all members of the wedding party refrain from the use of alcoholic beverages anytime or anywhere while on church property. **Alcoholic beverages are not allowed in the church at any time.**
- **SMOKING:** All Ward buildings are entirely **smoke-free**.
- **ACCESS TO THE BUILDING:** Wedding parties have access to the Sanctuary, Chapel, narthex, bride’s room and A101- one hour before the wedding and up to one hour after the wedding. Additional time is available upon request from the Wedding Coordinator at additional charge. For Chapel Weddings Parlor 307/309 will be used for the bride and groom’s room.
- **MINISTER’S SERVICES:** Only ministers of Ward Church may officiate at a wedding. If a family desires to ask another clergyman to assist in the service, such desire shall be made known to the officiating minister and he may extend the invitation to the other clergyman.
- **SOUND SYSTEM:** Only Ward personnel may operate the sound system.
- **MUSIC:** Only Ward Church organists may play for weddings. Call the organist assigned to you **one month prior to your wedding date**. Their name and phone number can be obtained from the Wedding Coordinator. **All music must be approved by officiating pastor/organist.**
- **PICTURES/VIDEO TAPING:** Worship is of utmost importance during the Wedding Ceremony at Ward Evangelical Presbyterian Church. **This is sacred ceremony.**
- **PHOTOGRAPHER:**
 - **The photographer must check with the Wedding Hostess upon arrival to the church.**
 - Flash photos are allowed only during the Processional and Recessional.
 - **NO FLASH PHOTOS** are allowed during the ceremony.
 - You may stand ½ way up the aisle to photograph the wedding party during the processional.
 - During the ceremony the photographer will stand behind the last row of guests at the back of the Sanctuary or Chapel.
 - Posed pictures may be taken before and after the ceremony.

If your photographer desires additional time, please notify the Wedding Coordinator at 248-374-5957.

VIDEOGRAPHER: Videotaping is welcome, however, there are restrictions. The Ward sanctuary sound system uses wireless microphones operating at frequencies of 209.000 MHz and 170.305 MHz. Please do not use equipment operating on these frequencies. Doing so will cause severe distortion with Ward's sound system as well as the videographer. If you must use these frequencies, you will need to inform the wedding coordinator at least 4 weeks in advance of the wedding. If a hardline XLR feed is needed, please notify 4 weeks in advance.

You are responsible for informing your videographer of the information.

The Wedding coordinator and Hostess must approve details.

- The videographer will stand stationary in the choir loft or at the back of the Sanctuary. In the Chapel he/she will stand near the organ or in the back.
- No lighting of any kind is allowed during the ceremony.
- The videographer will not stand at the front of the Sanctuary or Chapel where the wedding party stands during the processional.

If your videographer desires additional time, please notify the Wedding Coordinator at 248-374-5957.

- **SOLOIST:** Contact your organist for names of available soloists. Payment must be made directly to soloist prior to wedding.
- **FLOWERS:** Your florist may deliver flowers one hour before the ceremony. Plants that belong to the church are not to be moved or rearranged in any way.
- **RICE/BIRDSEED:** Throwing of rice, birdseed, or any other material is not permitted either inside or outside the church.
- **RUNNERS:** Are not allowed.
- **RECEPTIONS: (Members only)** Reservations may be made for members use of Knox Hall and Kitchen facilities or Parlor 317/319 if there are no other scheduled events. A \$50.00 deposit within 10 days of booking must be sent in order to guarantee reservation of the room. The \$50.00 is non-refundable 30 days after booking. The following will be made available by Ward Church: Tables, chairs, cooking and serving utensils, and table service (including silverware). The church will not provide: paper products and food stuffs (including coffee, tea, sugar or cream).
- **REHEARSALS:** A rehearsal is necessary for all except the smallest, informal weddings. The wedding hostess will conduct the rehearsal. The officiating minister will not be present.
- **DRESS:** All members of the Wedding party, Bride, Groom and Attendants are asked to dress with appropriate modesty. Brides and bridesmaids are asked to be particularly careful regarding necklines and other details of their attire.
- **WEDDING COORDINATOR:** All weddings are required to use the Ward Wedding Coordinator. The Wedding coordinator will represent the church for policy and facility information; and the wedding party in scheduling and planning the wedding.
- **WEDDING HOSTESS:** All weddings are required to use the Ward Hostess. The Hostess will assist during the rehearsal and wedding. Your hostess will contact you the week of the wedding.

The Ward Wedding Coordinator can be reached at 248-374-5957:

Wednesdays: 10:00am - 2:00pm

WARD EVANGELICAL PRESBYTERIAN CHURCH

Wedding Fee Structure/Building Service

	Sanctuary	Chapel
Member:	\$600 Wedding Fee \$150 for Pastor \$100 Security Deposit*	\$500 Wedding Fee \$150 for Pastor \$100 Security Deposit*
Regular Attender	\$800 Wedding Fee \$200 for Pastor \$100 Security Deposit*	\$650 Wedding Fee \$200 for Pastor \$100 Security Deposit*

- A \$100 Administrative fee is due 10 days after booking your wedding. This is a **non-refundable** fee. This fee is deducted from the wedding fee.
- *A \$100 Security Deposit is required 4 weeks prior to your wedding date. This is in addition to the Wedding and Pastors fees. This security deposit will be refunded to you 10 days after your wedding unless any additional time is used beyond the 3 hours provided and/or damage occurs.
- Pew candelabra are included for all Sanctuary weddings.
- **ADVANCED TECHNICAL SUPPORT; SOUND, VIDEO, LIGHTING**

Additional fee(s) determined by request

- **Wedding Fees include the following: Organist, Sound Technician, Custodial Service, and Hostess. A three hour block of time the day of wedding and one hour the day of the Rehearsal.**

The Ward Wedding Coordinator can be reached at 248-374-5957

Wednesdays: 10:00 a.m. - 2:00 p.m.