

Welcome!

Congratulations on your upcoming wedding! Let Ward Church support you on this special day in a God-honoring marriage that will last a lifetime.

Christians appropriately come to the marriage service in a spirit of devotion and commitment. We consider preparation for marriage a very important part of Christian service to the congregation and community.

INFORMATION FOR PLANNING A WEDDING AT WARD DURING THE TIME OF COVID

This is a particularly difficult and unheard of time for the world and the church. It is our desire to provide a safe environment for you and your guests, but we must also follow government guidelines in all planning at Ward Church.

To properly “social distance” during your wedding ceremony we can only accommodate 50 guests in the Chapel, and 250 in the Sanctuary. Until further notice.

Masks are required in both the Chapel and Sanctuary and social distance seating will be guided by the Hostess. Each venue has been treated with a Certified Antimicrobial Covershield and sanitizers will also be available to help ensure the best possible protection.

We want to be sensitive to your questions and requests and help you with the decisions that surround the planning of your wedding ceremony at Ward Church.

When you have your wedding at Ward Church, your initial contact will be with the Wedding Coordinator who will assist you in the scheduling, confirming your wedding date, and assigning and coordinating the Pastor, Wedding Hostess, Organist, Custodian and Sound Technician. .

A Wedding Hostess will be assigned to all weddings at Ward Church. The Wedding Hostess will be on-site for your rehearsal and ceremony. She will act as director of both days and guide the wedding party, family, and friends in where they need to be at all necessary times of each day.

Special Note: for the wedding day, you will need to assign a friend or family member **not involved in the wedding** to act as “runner” with your hostess to help facilitate her in ensuring a smooth flow in your wedding program.

The hostess will not be the contact for deliveries and set up by florists. The couple will be responsible in setting up these vendors and making sure they know when to arrive at the church at the instructed time.

It is the responsibility of the bride and groom to provide a program and work with the Pastor on a ceremony, but the Wedding Coordinator will be happy to provide suggestions and website resources on Christian wedding ceremonies. We look forward to helping you have a beautiful and blessed wedding day!

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

Weddings Fees at Ward

New Wedding Fee Structure at Ward beginning July 1, 2020

	Sanctuary	Chapel
Member:	\$700 Wedding Fee	\$550 Wedding Fee
	\$250 for Pastor	\$250 for Pastor
	\$100 Security Deposit*	\$100 Security Deposit*

*Security deposit refunded 10 days after wedding unless any additional time is used beyond the 3 hours provided and/or damage occurs.

Wedding fees to include:

Room rental	No charge for members
Wedding Coordinator	\$17 per hour (4 hours weekly)
Wedding Hostess	\$12 pre-wedding (1 hour) \$24.00 day of wedding (3 hours)
Custodial	\$19 high rate \$12 low rate (2 – 4 hours) Rates go up as their salaries go up
Sound Tech	\$200 per wedding in Sanctuary (4 hours) \$100 per wedding in Chapel (2 hours)
Organist/Musician	\$200 per wedding