

First United Methodist Church of Northville

Wedding Policy



First United Methodist Church
Northville, Michigan

Approved and implemented September 2025

Scheduling A Wedding

- A Wedding Date Request Form is found under the “Contact/Forms” section of our church website. This form is to be filled out and submitted to begin the process of setting up the wedding. Once the form has been received by the church and availability has been confirmed, our wedding coordinator will contact the couple to set up an initial meeting with a pastor. **The couple must meet with a pastor of FUMC Northville before a wedding date can be confirmed on our calendar.**
- Member and Non-member weddings are welcome at FUMC. Non-member couples are encouraged to attend worship prior to their wedding so they are familiar with the sanctuary and clergy. It is our hope that they will continue to worship with us regularly.
- Multiple weddings may be scheduled on a given day. We require that there be at least four hours between start times.

Officiant and Premarital Counseling

- A pastor from First United Methodist Church of Northville will officiate at all weddings.
- In addition to the initial meeting prior to confirming the wedding date, couples must meet with the pastor officiating their wedding for three Pre-Marital Counseling Sessions. These meetings will be scheduled with the officiating pastor once the wedding date has been confirmed.

Wedding Coordinator

- A Wedding Coordinator from First United Methodist Church of Northville will coordinate all weddings and rehearsals. Our wedding coordinator will help the couple with the decisions that need to be made to make their day special and answer any questions about holding a wedding at the church.
- Once the couple has filled out the Wedding Date Request Form, our wedding coordinator will contact them to introduce themselves and set up the initial meeting with the pastor.
- After the wedding date has been confirmed, our wedding coordinator will provide the couple with a few forms that will need to be filled out and returned. These forms help provide our wedding coordinator with important contact information and help them coordinate with other staff members, such as the organist and sound tech.
- Our wedding coordinator will contact the couple to set up a meeting to go over the wedding forms and answer any of their questions. This meeting also provides an opportunity for the couple to see the rooms that will be used on the day of the wedding for dressing and prep.
- Our wedding coordinator will be present at the wedding rehearsal and on the wedding day to assist the couple and their wedding party.
- Our wedding coordinator is also available to consult with the photographer and/or florist concerning church policies if needed. They will also ensure that all wedding fees have been paid.
- If the couple hires another wedding consultant or planner to help plan their wedding and reception, that consultant will have no function at the church. Our wedding coordinator will be

here to assist the couple when they are in our building.

Pictures & Videos

- We know how important it is to have pictures and videos of a couple's wedding day. We ask couples remember that the Wedding Ceremony is a sacred and religious service and treat it as such.
- For pictures taken prior to the wedding, the photographer should not be at the church more than 2 hours before the wedding time.
- Pre-ceremony pictures in the Sanctuary must be finished 1 hour before the wedding.
- Photographers are permitted at the back of the Sanctuary (behind all the guests). During the processional, they may be 5 pews from the front of the Sanctuary. This is the only time they are permitted in front of the guests and wedding party. At all other times during the ceremony, photographers and videographers must be out of sight and may not move around or cause distraction during the service.
- NO FLASH photography or additional lighting is allowed during the ceremony.
- Photographers and videographers must check with the wedding coordinator before the ceremony begins for specific placement and positioning of their equipment during the ceremony.
- No flash photography is allowed by guests during the ceremony. It is the responsibility of the wedding couple to assist in making this known to the guests. All wedding bulletins must include the following statement: "It is the church's policy that no flash photography may be taken during the ceremony."

Marriage Licenses

- A marriage license is required for a wedding to be preformed.
- It is the couple's responsibility to obtain a marriage license. Marriage licenses are obtained from the County Clerk's office. The couple is to contact their county clerk's office for required paperwork.
- Please bring your marriage license (in person) to the Wedding Coordinator at least three business days before the wedding. Do not send your license through the mail.
- Once the Wedding Ceremony is complete and the license is signed and witnessed, the Wedding Coordinator will mail two copies to the County Clerk's office. One copy will be given to the couple.

Wedding Rehearsal

- Your rehearsal must begin on time. We allow one hour for the rehearsal. Please schedule your dinner to follow the rehearsal.
- Our Wedding Coordinator and the officiating Pastor will be present at the wedding rehearsal. The Wedding Coordinator and officiating Pastor will guide the couple and the wedding party through the rehearsal.

The Wedding Day

- We expect that all weddings will start on time.
- Our Wedding Coordinator will confirm the Wedding Party's arrival time, prior to the wedding day. Unless prior arrangements have been made with the wedding coordinator ahead of time, it is expected that the wedding party will arrive at the church two hours before the wedding.
- The couple will be assigned separate rooms at the church to dress or prepare for the wedding. These rooms will be open and ready for use two hours prior to the wedding. No other rooms in the church may be used unless prior arrangements have been made.
- Please designate someone to be responsible for the wedding party's personal belongings. The church is not responsible for items left unattended before, during, or after the rehearsal or the wedding.

Our Sanctuary

- Our Sanctuary is air-conditioned and seats 350 guests.
- There are 15 pews on each side of the main aisle.
- Flowers are permitted on the altar and railings behind the altar.
- Candelabras are available for an extra fee. (see fee page)
- Bows and flowers can be fastened to the candelabras with ribbon or soft wire. Bows and flowers can be fastened to the pew using elastic or ribbon. (NO TAPE)
- We do not permit aisle runners for safety reasons.
- We do not permit real flowers to be scattered on the floor, as it may lead to staining of the carpet. Fake flowers are permitted but they must be picked up after the ceremony.

Additional Important Notes

- Prior to both the wedding rehearsal and the wedding ceremony, it is expected that the wedding party will abstain from alcoholic beverages and drugs.
- No alcoholic beverages or drugs are ever allowed on church property.
- No smoking or vaping is allowed anywhere in the building.
- No birdseed or rice may be thrown inside or outside of the church. Blowing bubbles is acceptable outside of the church building.
- Although it is rare, the church has the right to schedule other activities in the church building before, during, or after the wedding rehearsal or wedding ceremony.

Music

- The Organist and the officiating Pastor will determine which music is appropriate for the

service. While secular music is permitted, themes and lyrics must be suitable for a sacred setting. All music must be approved by the Organist prior to the service.

- The Organist on staff at FUMC will serve as the organist for all weddings, subject to his/her availability. If he/she is not available, he/she will be responsible for finding a substitute organist.
- The Organist can also serve as pianist for weddings, but the couple is also welcome to find their own pianist.
- The Organist will determine whether a special request related to music can be met and whether additional fees apply. Special requests should be submitted in writing (via the Wedding Overview Form or e-mail) to the organist.
- The Organist will contact the couple at least six weeks prior to the wedding to discuss all aspects of the wedding music.
- No photocopies of copyrighted music may be used, as it is illegal to reproduce it.
- **The Organist base fee includes:**
 - Consultation with the couple to select service music
 - Prelude music beginning 15 minutes before the start of the wedding
 - Musical selection for candle lighting / ushers / parents' entrance
 - Musical selection for wedding party processional
 - Musical selection for processional
 - Congregational hymns
 - Musical selection for lighting of the unity candle
 - Musical selection for recessional
 - Postlude music while guests exit the sanctuary
- **Additional Organist Fees:**
 - Attending the wedding rehearsal (Normally, the Organist does not need to attend.)
 - Rehearsing with a soloist for up to 2 songs and up to ½ hour rehearsal
 - Additional service music beyond what is included
- Additional fees may apply for other potential requests not covered above.
- Soloists, substitute organists, and other separately contracted musicians can set their own fees.

A/V Tech

- A/V tech will be necessary for all weddings with 30 or more guests.
- The Sound Tech does not attend the rehearsal, unless there are special sound or tech needs that require special set-up, or they are specifically requested by the couple to attend. An additional fee will be added if the Sound Tech is needed at the rehearsal.
- Live streaming requires an additional fee

Wedding Fees

A non-refundable deposit is due when the couple's wedding date has been confirmed.

All fees are due three business days before the wedding, along with the marriage license. These fees are paid directly to the persons performing the services (Pastor, Organist, Wedding Coordinator, and Sound Tech), and should be given to the Wedding Coordinator to distribute. The Wedding Coordinator will contact the couple with these names one month before the wedding.

		Member Charges	Non-Member Charges
Deposit*		\$50	\$100
Pastor Honorarium		\$350	\$450
Coordinator		\$300	\$350
Organist			
	Base fee	\$300	\$350
	Attending rehearsal (\$50/hr OT, 1.5hrs)	\$100	\$100
	Rehearsing with soloist	\$25	\$25
	Additional music after wedding	\$50/hr	\$50/hr
Soloist		\$150	\$200
A/V Tech		\$125	\$150
	Livestream	\$125	\$150
Building use (4 hours), set up, cleaning		\$250	\$500
	Additional use fee after 4 hours (see Facility Use Fee Schedule)		
Candelabra		\$25	\$25
Total		\$	\$

*Deposit is non-refundable, paid at time of scheduling and applied to total amount.

**Other fees may apply.

We have read and understand the Wedding Policies and Wedding Fees for First United Methodist Church of Northville and we have received a copy for our records.

Signature

Date

Signature

Date

Witnessed:

Signature - Wedding Coordinator

Date