



Planning Your Wedding



Glen Lake Church
4902 W. MacFarlane Rd.
Glen Arbor, Michigan 49636
(231) 334-4563
office@glenlakechurch.org

You're getting married! On behalf of Glen Lake Community Reformed Church we congratulate you and celebrate with you in what God is doing to unite you in the covenant of marriage!

Preparing for a wedding takes a lot of work. You have probably been busy dress shopping, picking out flowers, looking on Pinterest for the perfect centerpiece, and picking out a caterer, along with about 13 million other things.

It is a lot to do. One of the other things on the list must have been to look for a church and/or pastor for your ceremony and that's why you reached out to us. Our hope is that you will find this packet helpful and it will take away a little stress from your wedding plans. If you have any questions, do not hesitate to reach out to us!

May the Joy of the Lord be with You!

Here are just a few things to keep in mind as you get started:

1. A wedding is a worship service. We believe the goal of the ceremony is to express our thanks and gratitude to God and to celebrate the promises of marriage as an expression of Christian commitment and faith.
2. A wedding has a community component. Marriage should be celebrated and witnessed by family and friends. At the same time we are celebrating the unique thing that God is doing by

bringing you together in marriage, so the ceremony can reflect the ideas and needs of the bride and groom.

3. Although you spend lots of time preparing for your wedding, the reality is that ceremony and reception only last a few hours, but your marriage lasts a lifetime! We want to be sure your planning does not get in the way of you growing and preparing for life together as husband and wife.

YOUR WEDDING AT
GLEN LAKE COMMUNITY REFORMED CHURCH

Glen Lake Community Reformed Church (GLCRC) wants to do what it can to help you in planning for your wedding ceremony and help get your marriage off to a great start. Here is a bit about how that process will look:

1. Call the church office at (231) 334-4563 to see if the date you are looking at is available. If the date is available, you should request a Building Use Agreement form that you can fill out with your information. You are also welcome to schedule a tour of the church during our office hours.
2. Before you submit that building use form, you must also secure the services of a pastor for the date you have in mind. It is your responsibility to secure a pastor. If you would like to have one of our pastors from Glen Lake Church do your wedding, contact them and schedule a time to get to know each other and begin the process. The use of outside clergy is certainly welcomed but the Pastor and/or the Elders of GLCRC must approve them.
3. When you secure the Pastor, be sure to check with them about a rehearsal date and time and be sure that gets scheduled on the calendar with the church office.
4. Once the Pastor and building are reserved, you should set up your premarital counseling class with the Pastor. Typically, this will consist of four sessions, an hour and a half each. At the end of this process, you will work with the Pastor to put together your wedding ceremony.
5. The church custodian is responsible for preparing the church for the wedding and cleaning up afterwards (with the exception of tables and chairs for a reception). The church office will set this up with the custodian. All activities (including the removal of decorations) must be completed by 8:00 PM on weekdays and 7:00 PM on Saturdays.
6. If you need to use the sound system and/or projection system, be sure to let the church office know as soon as possible so that they can help you secure a trained person. It is suggested that you confirm that a trained person is secured one-month before your wedding.
7. Be sure to obtain a marriage license from the County Clerk's office in the county in which at least one of you has resided for the past 30 days. It may be used in any county in Michigan and is good for 30 days.
8. Provide the marriage license to the Pastor no later than the time of the rehearsal.
9. One or two days before the wedding, you will have your ceremony rehearsal. More details on this can be found in the pages to come.
10. Relax, and enjoy with family and friends what God is doing to bring you together as husband and wife on your wedding day!!

PREMARITAL COUNSELING

1. The bride and groom are both required to meet with the Pastor to plan the ceremony and to work on relational issues for engaged couples. This will typically involve four 90-minute sessions and some homework in between. These sessions should start no later than three months prior to the wedding. The couple is responsible for setting these sessions up with the Pastor.
2. The Pastor will lead these conversations on topics such as communication, finances, faith, and other topics that the Pastor sees fit.
3. The Consistory strongly recommends that couples renting the Church and using the services of outside clergy should receive premarital counseling similar to that described above.
4. Our goal with premarital counseling is not to preach at people but to prepare them to have the most successful marriage that they can have.

PLANNING YOUR WEDDING MUSIC

Inasmuch as a wedding is a service of Worship, it is expected that all music will be in keeping with the standards of Christian worship, placing the emphasis on the glorification of God.

If the couple chooses to use Glen Lake Church's Director of Worship, they must contact that person to make arrangements. The church office can provide contact information. Otherwise the couple may invite a guest to play. If the guest would be playing the church piano or organ, please notify the Pastor of this.

All soloists are arranged for by the couple. Your soloist should arrange a practice time with the musician in advance of the wedding rehearsal.

The church altar/platform area is set up for the Sunday worship service. If you wish to have any musical equipment moved to a different location, this must be arranged for and done by the church Director of Worship Arts who is familiar with the needs of the equipment.

THE REHEARSAL

So, we need a rehearsal? Yes. No matter how simple or elaborate the ceremony, each couple should practice walking through the service. Because the marriage ceremony is intended to be a once-in-a-lifetime experience, it's important that it not be marred by unnecessary blunders and insufficient planning.

The wedding rehearsal is usually held one or two evenings before the wedding day. Your rehearsal will last approximately 1 hour. This should be scheduled with the Pastor and church office from the beginning.

All members of the wedding party, parents, grandparents, ushers, Master and Mistress of Ceremonies, soloists, and musicians should be in attendance and on time.

The rehearsal will help to reassure you that your wedding will be the meaningful ceremony you have planned and make it possible for you to enjoy your special day without worrying about what will happen.

TREASURED MEMORIES *Your Wedding Photographs*

For the rest of your life together, you will want to save nostalgic moments of your wedding day. One of the most important ways to preserve those precious moments is to capture them on film.

Since the wedding service is a worship service, we encourage that you discuss with your photographer a plan for capturing photos without disturbing the flow of the service, the guests, or participants in the service.

Video photography must be set up in a non-intrusive stationary setting and be done without auxiliary lighting.

If requested, the church can record and/or livestream the wedding. This will use stationary cameras at the rear of the church, with no post production.

FACILITIES AND GROUNDS
AT GLEN LAKE COMMUNITY REFORMED CHURCH

1. The Worship Center has a center aisle and two side aisles. It can seat up to 450 people. A Tracker pipe organ and a grand piano is available. You will need to secure a qualified accompanist if using organ or piano.
2. The alter candleholders and two candelabras for seven candles each are provided by the church if the bride and groom wish to use them. All candles must be drip-less. (Candles are NOT provided by the church).
3. A kneeling bench is available for use. An aisle runner is neither necessary nor recommended.
4. Flowers are to be secured by and disposed of by the wedding party. Flowers and any other decorations cannot leave any damage behind including pushpin holes or tape residue.
5. It is suggested that the bride and her attendants use the nursery in the basement for a dressing room. The choir room is available to the groom and his groomsmen if they are dressing at the church. Restroom facilities are available near the nursery and also upstairs near the church offices.
6. The Fellowship Hall is available for receptions with a maximum capacity of 150-175 people. Saturday weddings should begin no later than 3:00 p.m. when the reception is to be held at the church. The reception must be cleared out by 7:00 PM. in order for our custodial staff to clean the area before Sunday morning worship.
7. Please refrain from throwing rice, seeds, or confetti on the church property.
8. For further details, please see the Building Use Procedures and Fees document.

THE RECEPTION

The wedding is planned to meet the desires of the bride and groom. The reception is planned for the enjoyment of the guests. The time of day, local customs, formality, and size of the wedding will determine the type of reception you will choose.

Receptions of 25 to 150 guests may be held in the church in the fellowship hall. All catering services will be provided by an outside caterer or family member(s) as arranged by the bridal families. The Church takes no responsibility for the food that is served.

RECEPTION POLICIES

1. NO ALCOHOLIC BEVERAGES are to be served in the church or on church property. There is to be NO SMOKING in the church building or doorways.
2. The Church is NOT responsible for providing a kitchen crew for serving or cleaning up.
3. All tables and chairs must be put up and taken down by family or friends of the wedding party. The custodian will not be responsible for this task.
4. The church does NOT furnish tablecloths, paper plates, disposable cups, napkins, flowers, candles or other disposable items.
5. Dishes must be washed and materials put in their proper places at the conclusion of the reception. It is expected the church building be left in clean condition. Furniture is to be returned to its original location.
6. The Consistory (church leadership team) reserves the right to add restrictions and rules as new situations arise which were not anticipated at the times these guidelines were approved. Also, exceptions to the above guidelines, and changes in fees, may be made by the Consistory according to circumstances.
7. Food preparation using stoves, warming ovens, dishwasher, refrigerator or freezers must have prior approval and require training by qualified staff of the church according to health department rules.

BUILDING USE FEES and HONORARIUMS

Building Use Fees

	Non-Members	Members
Worship Center	\$150	\$0
Fellowship Hall	\$50	\$0
Kitchen	\$50	\$0

A \$50 deposit for non-members is required to reserve your dates on the church calendar and is refundable up to 30 days before the wedding.

Honorariums

	Non-Members	Members
Pastor (\$150 for the wedding, \$150 for the premarital counseling)	\$300	\$300
Sound Tech	\$75/person	\$75/person
Video Recording, Streaming, or Projection Tech	\$75/person	\$75/person
Musicians	\$75/person	\$75/person

Non-Member/ Member Classification is the prerogative of the Pastor based on established criteria.

Payments for Building Use Fees should be written to Glen Lake Church. Payments for Honorariums should be written directly to the person providing the service. Names can be provided to you by the church office. All checks/payments are to be turned into the church office on or before the day of the rehearsal. The church office will distribute the checks to the people for you.

Wedding Information and Building Use Form

Please turn this form in with as much information as you can when you place your deposit.

Bride's Name: _____

Bride's Phone: _____

Bride's E-mail: _____

Groom's Name: _____

Groom's Phone: _____

Groom's E-mail: _____

Wedding Date and Time: _____

Rehearsal Date and Time: _____

We will need to rent the following spaces:

- Worship Center
- Fellowship Hall
- Kitchen

Estimated Attendance: _____

Pastor's Name: _____

Technology: Will you need:

Microphones for speaking? Yes No

Microphones for musicians? Yes No

The use of the computer and projectors to show a slideshow? Yes No

Admin Only	Y	N	N/A	P
Custodian				
Pastor				
Sound Tech				
Video Tech				
Musician				
Deposit				

The service to be video recorded or streamed by church staff? Yes No