

Wedding Planning Booklet

Franklin Community Church

Steps to Planning Your Wedding

- 1.) Call the church and have a phone consultation with pastor Jon Pohl at the church, **(248)626-6606**.
- 2.) Speak with your wedding coordinator. The pastor will let you know which wedding coordinator will handle your wedding and you will receive a call from Marta Johnston.
- 3.) Print the ***“Request for Minister’s Services”*** form from our website (or at the end of this packet) and fill it out. Bring the completed form and a **\$100.00 “hold the date” check** (sorry, nonrefundable) made out to Franklin Community Church. Bring form and check to first meeting with the pastor.
- 4.) After the first meeting call to schedule a ***premarital assessment*** with Samaritan Counseling Center (248/474-4701) or discuss other counseling options with the pastor.
- 5.) Besides the initial meeting with the pastor there will be one or two more ***premarital counseling*** sessions. The first appointment will be scheduled for a few weeks after your Samaritan assessment and the second appointment will be scheduled for four to six weeks pre-ceremony.
- 6.) Call our organist Maria Cimarelli at (734)678-0301 to discuss the ***music*** for your ceremony four to six weeks before your ceremony.
- 7.) Please pick up your ***marriage license*** before your wedding and bring all copies to the rehearsal along with the ***fees*** made out by individual checks as follows.
 - \$500.00 to Franklin Community Church—Sanctuary Fee (waived for church members)
 - \$400.00 to Rev. Jon Pohl—Clergy Fee
 - \$200.00 to Maria Cimarelli—Organist/Pianist Fee*
 - \$250.00 to Marta Johnston—Wedding Coordinator Fee
 - \$50.00 to “cash”—Custodial Fee

*The organist’s fee is required whether or not she plays at your wedding. This very common “bench fee” is in accordance with the American Guild of Organists’ Code of Professional Ethics. It ensures that organists are properly compensated, most of whom rely on revenue from weddings to supplement their salaries.

8.) *The Wedding Rehearsal*

Weddings rehearsals are normally held the evening before, generally at 6:00pm, but we're flexible. Please discuss a convenient time with your wedding coordinator. Also, allow a full hour for the rehearsal but have your attendants arrive 10 minutes prior. A few weeks before the ceremony, your wedding coordinator will speak with you (a phone conversation is fine) to discuss the particulars of your rehearsal...names of attendants and other special guests, etc.

9.) *The Wedding Ceremony*

- **Special readings** are wonderful! Please discuss your selection(s) with the pastor.
- If you're using a **wedding bulletin**, please email a copy to the pastor before the final printing to pastorjon@franklin-community-church.org.
- We have a beautiful sanctuary that requires minimal embellishment. However, **decorations** are welcome! Feel free to add flower arrangements, pew bows, etc. There are only a few things that make us nervous (nails, tape, etc.), so please discuss specific decorations with your wedding coordinator.
- The church will be open one hour before your ceremony and a half hour after. More time can be arranged if needed at \$20.00 per hour. Again, please discuss with your wedding coordinator.
- **Photographs** are a beautiful reminder of your wedding day! Flash photography, however, is not allowed during the ceremony and we kindly ask that the photographer remain no closer than four pews from the back of the sanctuary.
- The best vantage point for **videotaping** is our balcony. Please set up all video equipment here.
- For your **"grand exit"** from the church, please feel free to use bubbles, ribbons, balloons, etc. Please no birdseed, rice or confetti.

**Franklin Community Church Request for Minister's Services
And Use of Facilities for Proposed Wedding**

Wedding Date: _____ **Time:** _____

Rehearsal Date: _____ **Time:** _____

Name of Bride: _____ # of times married: _____

Address: _____

Phone (Home and/or Cell): _____ (Work): _____

Email address: _____

Occupation: _____ Age: _____

Mother's Name (including maiden name): _____

Father's name: _____

Step-parents: _____

Name of Groom: _____ # of times married: _____

Address: _____

Email address: _____

Phone (Home and/or Cell): _____ (Work): _____

Occupation: _____ Age: _____

Mother's Name (including maiden name): _____

Father's name: _____

Step-parents: _____

Additional information:

Are the bride and/or her family members of Franklin Community Church? _____

Specify: _____

Are the groom and/or his family members of Franklin Community Church? _____

Specify: _____

Number of guests: _____ Number of bridesmaids: _____ Number of groomsmen: _____

After you have talked to the pastor and wedding coordinator, please mail this form along with deposit check for \$100.00 (made out to Franklin Community Church) to: Franklin Community Church, 26425 Wellington, Franklin, MI 48025. You will be contacted shortly afterward to confirm your date and continue with preparations. Thank you!

Wedding Coordinator: _____