

Church in the Hills
Wedding Policies and Guidelines

Church in the Hills is pleased to host what will be one of the most memorable and spiritually fulfilling days of your life together. We want to work with you to ensure that all is done to offer a sincere, worshipful wedding service for all involved. Church in the Hills is honored to offer weddings as a ministry and does not rent the sanctuary. This ministry involves the pastor, wedding coordinator and board of deacons. This congregation follows the theology of the reformed tradition which stresses the centrality of God in all services. Therefore, weddings will be offered for the glory of God and all changes to the sanctuary must be approved by the pastor or session. Please do not hesitate to contact us with any questions or concerns before the wedding.

Calendar: The rehearsal and wedding date will not be put on the church calendar until the wedding form is returned with a \$150.00 non-refundable deposit.

Pastor: The bride and groom must coordinate meetings with Rev. Ramage to discuss their wedding expectations and plans for the ceremony. Contact Pastor Ramage as soon as the form is submitted to the church office in order to ensure an appropriate amount of time for planning. Rev. Ramage is the called pastor of Church in the Hills and the involvement of any other clergy must be approved by him or the session.

Coordinator The wedding coordinator will help with all the details before and after the ceremony. She will work in conjunction with the pastor and it is most beneficial to schedule a planning session with the coordinator after meeting with the pastor.

Music: The music for the ceremony shall be coordinated with the wedding coordinator and the Church in the Hills organist. Although prerecorded music can be played through the sound system, it is the responsibility of the participants to provide a person to operate the media.

Photography: During the service, the photographer must not take any flash photography and must refrain from any distracting or disturbing actions (The service technically begins when the pastor opens with scripture). The photographer/videographer(s) must speak with the wedding coordinator the day before the wedding. All portions of the wedding service may be reenacted for photographs after the service.

Expenses: Church in the Hills does not rent out the sanctuary for profit, therefore charges are designed to cover the expenses. These expenses include custodial, utility and personnel considerations. A non-refundable deposit of \$150 is due before the sanctuary can be reserved and all other expenses need to be paid in full one week before the wedding.

Misc:

1. The church's no smoking and no alcohol policies must be observed at all times.
2. The wedding party and guests must exit the building within two hours after the ceremony to allow time to clean the sanctuary before Sunday worship.
3. Any other questions about use of building, facilities, and supplies must be directed to the wedding coordinator before the day of the service.
4. The time to open the sanctuary the day of the wedding must be arranged with the wedding coordinator.

Linda Bicum – Wedding Coordinator
231-322-2811
bicum@torchlake.com

Rev. David Ramage – Pastor
church: 231-533-6001
cell: 231-392-3725
revramage@gmail.com

Lisa Luxton – Office Manager
231-533-6001
office@churchinthehills.net

CHURCH IN THE HILLS

6401 Shanty Creek Rd.
P.O. Box 319
Bellaire, MI 49615
Phone: 231-533-6001
Wedding Form

Wedding Date: _____

Date Submitted: _____

Groom

Bride

Name _____

Name _____

Address _____

Address _____

City _____

State _____

Zip _____

City _____

State _____

Zip _____

Phone _____

Phone _____

E-mail: _____

E-mail: _____

Number of Ushers/Groomsmen: 1 2 3 4 5 6

Number of Bride's Maids: 1 2 3 4 5 6

Date of Wedding: _____ Time: _____

Date of Rehearsal: _____ Time: _____

Receiving Line: *Church* _____ *Reception* _____ *Both* _____

Estimated number of guests: _____

WEDDING MINISTRY EXPENSES

Sanctuary: \$300 total (check to: *Church in the Hills*)
(**Non-refundable Deposit:** \$150 due with completed form)

Pastor: \$250 (check or cash to: Rev. David Ramage)

Organist: \$150 (check to: Dorothy Clore)

*All balances must be paid one week before the wedding.
Wedding license is to be presented the day of the rehearsal.*

Return this form with a \$150.00 deposit to guarantee reservation of church.