

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 day will not be put on the church calendar until the Wedding Form is returned with \$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 service. 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.

Music: The music for the ceremony shall be coordinated with the wedding coordinator and the Church in the Hills music director.

Photography: All portions of the wedding service may be reenacted for photographs after the service. However, 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.

Contributions: Church in the Hills does not rent out the sanctuary, therefore costs associated with weddings are considered contributions. Members who regularly contribute to all ministries of the Church may choose not to contribute or to modify the amount. Those who have no connection to the congregation are encouraged to honor the contribution amounts. If the total contribution is a hardship, please discuss possible options with Rev. Ramage.

Misc:

1. The church's no smoking policy 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.

Sharon Frey – Wedding Coordinator
231-533-4020
sharonfrey@charter.net

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

The Board of Deacons 3/22/15

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 _____

City _____ State _____

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 CONTRIBUTIONS

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 the day of the rehearsal.
Wedding License is to be presented the day of rehearsal.*

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