

# First Baptist Church of Ann Arbor

## Wedding Information

517 East Washington Street  
Ann Arbor, Michigan 48104

[www.fbca2.org](http://www.fbca2.org)

Telephone: 734-663-9376 • Fax: 734-821-0361

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The First Baptist Church officers, pastors, and members of the congregation, holding Christian marriage in the highest regard, welcomes your inquiry regarding the use of our church for your wedding. A church wedding is a religious ceremony – a service of worship. The character and mood of the ceremony should be planned with this in mind. The following policies and suggestions are designed to make this special time a meaningful and satisfying one for you.

Any and all questions can be answered by the church's Wedding Coordinator, Joyce Arnn (734-678-3353).

### Church Contacts

		<u>Phone</u>	<u>e-mail</u>
Co-Pastors:	Reverend Stacey Simpson Duke	734-663-9376 x106	stacey@fbca2.org
	Reverend Paul Simpson Duke	734-663-9376 x107	paul@fbca2.org
Wedding Coordinator:	Joyce Arnn (does not work at church)	734-678-3353	joycearnn@yahoo.com
Organist:	Shin-Ae Chun (contact through Wedding Coordinator)		

You must inform the Wedding Coordinator if you are in need of a pastor and/or organist. Obtaining the services of a pastor or organist is contingent upon their availability.

### Pastors

We have a husband-wife team who serve as our church pastors; either one of whom would be able to perform your wedding ceremony (if available). If you desire a pastor from First Baptist Church to perform your ceremony, you should be willing for either of our pastors to do so. You are not required to use one of our pastors. You may bring your own pastor to officiate the service. In that case our pastors would not be involved in any way.

### Premarital Counseling

All persons marrying at First Baptist Church will be expected to engage in premarital counseling. If you are using your own pastor to officiate the ceremony we will assume you will be doing counseling with that person, and our pastors are not involved. Appointments for premarital counseling should be scheduled well in advance of the wedding. It is the responsibility of the bride and groom to phone the pastors for an initial appointment. Ordinarily, the minister performing the ceremony will want to meet with the couple for three sessions. If the bride and groom do not live in the area, the ministers recommend that they receive premarital counseling elsewhere (with another clergyperson or with a marriage and family counselor). Unless you are bringing your own pastor, the couple will still need to meet with our pastor at least once to discuss the nature and form of the wedding service. This needs to be done in a timely manner, not later than 3 weeks prior to the wedding.

### Pastoral Fees

When neither bride nor groom is a member of the congregation, the pastor will charge a fee of \$250. This fee compensates them for counseling, preparation, rehearsal, and the ceremony. Occasionally, a couple might request that both pastors perform the wedding ceremony together. The fee for non-members requesting both pastors is \$350. No fee is charged to members of the congregation, as weddings are considered to be part of their pastoral ministry to members. However, weddings involve additional duties beyond the ceremony itself, including counseling and the rehearsal. Most families offer an honorarium to the pastor.

## Building and Coordinator Fees

The fee for the use of the Sanctuary, Bride's Room, and Groom's Room is \$325. This fee is waived if you are a member of the church. The fee for the Wedding Coordinator is \$175. The Wedding Coordinator organizes and directs the rehearsal and is there the day of the wedding making sure everything runs smoothly.

**Fee note:** *If your Wedding falls on a holiday weekend there is an increase of 25% on ALL fees. This would include a Friday Wedding preceding a holiday on the following Monday.*

## The Date and Time

The first step to planning the wedding at First Baptist Church is to check with the Wedding Coordinator as to the availability of the church for the date that you have selected. Only one wedding service per day will be scheduled in order that each ceremony will have the total attention of the staff. If you have been advised that the church is available (and get a tentative availability on the pastors), you should then complete the Wedding Reservation Form (see page 4), and submit it with the \$100 deposit. Upon receipt of your deposit, your request is made formal and put on the calendar.

## Rehearsal

One of the essentials of a beautiful wedding ceremony is a complete rehearsal. The rehearsal generally takes about an hour. It will be under the direction of the Wedding Coordinator and Pastor(s). Rehearsals usually are held at 5:30 p.m., the evening before the wedding. It is important that all participants, including the ushers, parents, readers, attendants, etc., as well as the bride and groom, attend. Equally important is that the rehearsal begins on time, as delays cause conflicts of schedules for the musicians and staff.

## Music

The bride and/or groom should make an appointment to meet with the organist. She is a professional musician and is able to make recommendations for suitable music, especially in light of the ceremony being a religious service. The church does not allow recorded music. If the First Baptist Church organist is not available, she can recommend an organist for you. Guest organists are allowed access to our organ only with the approval from our church organist. You do not have to use the organ. You may make arrangements for other musicians.

## Photographs and Photographers

Photographs may be taken in the sanctuary only under the following circumstances:

- Before the organ music (which starts the ceremony) begins.
- Flash shots in the aisle, limited to processional and recessional.
- Flash-less shots during the service from the back of the sanctuary and/or the sides of the balcony.
- After the wedding ceremony has ended.

The Pastor(s) and Wedding Coordinator request that your guests be made aware that no flash cameras are to be used during the ceremony. Ideally, this should be printed somewhere in your ceremony program.

## Dressing Facilities

The Bride's Dressing Room is available for the bride and her attendants. It is a spacious room that has a double floor-length mirror. It is located near the Narthex of the church and the staircase the bride and her attendants will use to begin the processional.

The Groom and Groomsman have access to a large room located on the opposite end of the church as the Bride's room.

Please note: The church is not responsible for lost or stolen property.

## Florist

Please advise the Wedding Coordinator whom you have chosen for a florist. (Our own florist for Sunday services is Tom Thompson Flowers, 504 South Main Street, Ann Arbor, MI 48104; (734 665-4222). Flowers and runners (75 foot minimum) are to be arranged by the wedding party directly with the florist. Decorations in the sanctuary must be approved by the Wedding Coordinator prior to installation. No tape, wire or tacks are to be used on the pews or any other wooden surface.

## Church Policies and Rules

The following are a few policies and rules that should be reviewed by the bridal party:

- The Wedding Coordinator (only) will manage the sanctuary lighting.
- The sanctuary is to be cleared of the wedding party and other participants 30 minutes before the time the wedding is to begin.
- The organ music begins 15 minutes before the time set for the ceremony. The music is considered part of the formal ceremony and not casual background "mood music".
- Ushers should greet people in the Narthex quietly, and seat them as rapidly as possible, speaking in low tones.
- Ushers are urged to seat people compactly rather than spread out. When seating a woman, the usher offers his arm, with her companion (if any) following behind.
- If you have a flower girl dropping petals in the aisle you may use real flower petals if you are using an aisle runner. If you are not using an aisle runner you **MUST** use silk petals.
- You may not use confetti, rice, or bird seed to throw on the bride and groom after the wedding. You may use bubbles or flower petals.

# Wedding Reservation Form

## Bride's Information

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

## Groom's Information

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

## Dates & Times Requested

Rehearsal Date: \_\_\_\_\_ Rehearsal Time: \_\_\_\_\_ AM / PM

Wedding Date: \_\_\_\_\_ Wedding Time: \_\_\_\_\_ AM / PM

## Wedding Party

Name(s) of Clergy: \_\_\_\_\_

Number in wedding party: \_\_\_\_\_ Approximate number of guests expected: \_\_\_\_\_

Affiliation with First Baptist Church: \_\_\_\_\_

How did you learn about having your wedding here? \_\_\_\_\_

## Fees

- Church: \$325. **(mandatory fee)**
- 1 Pastor: \$250. *(not applicable if you bring your own)*
- 2 Pastors: \$350. *(not applicable if you bring your own)*
- Coordinator: \$175. **(mandatory fee)**
- Organist: \$200. *(not applicable if you do not use our organ or organist)*

**NOTE: If your wedding falls on a holiday weekend there is a 25% increase in all fees.**

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## Reservation Deposit

\$100.00 (non-refundable) Received on: \_\_\_\_\_ Received by: \_\_\_\_\_

## Balance Due:

Remaining fees of: \_\_\_\_\_ are due on: \_\_\_\_\_ (two weeks prior to your wedding date).

- Church: \$225. *Make check payable to First Baptist Church*
- Pastor(s): \_\_\_\_\_. *Make check payable to Paul or Stacey Simpson Duke*
- Coordinator: \$175. *Make check payable to Joyce Arnn*
- Organist: \$200. *Make check payable to Shin-Ae Chun*

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**Send final payments in one envelope to:**

**First Baptist Church (attn: Joyce Arnn) • 517 E. Washington Street • Ann Arbor, MI 48104**