

Mayflower Wedding Fees

Building Usage \$850

Includes the Sanctuary, Chapel, Atrium,
Parlor and dressing rooms

Personnel

Officiating Minister \$500

Organist/Pianist \$350

Wedding Coordinator \$300

Custodian \$250

Soloist - personal option - at cost

Extra rehearsal w/soloist \$ 50

Special Fees

White aisle runner

Chapel \$ 50

Sanctuary \$ 75

Aisle Candles (14) \$ 45

Chancel Candelabra No charge

Unity Candelabrum No charge



Mayflower Wedding

Staff:

Senior Minister:

Rev. Dr. Mark Barger Elliott

Director of Music/Organist:

Jonathan Tuuk, 942-9239

Wedding Coordinator:

Karen Roth, 581-1576

Gwen Wallin, 957-5640

Administrative Assistant:

Beth Shimko, 459-6255

**The minister can be reached by calling the office at 459-6255.*



MAYFLOWER CONGREGATIONAL CHURCH

2345 Robinson Road, S.E.

Grand Rapids, Michigan 49506

Phone: 616-459-6255

Fax: 616-459-6528

Email: mayflowr@mayflowerchurch.org

Website: www.mayflowerchurch.org

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Planning a Wedding at Mayflower Congregational Church

**2345 Robinson Road SE
Grand Rapids, Michigan 49506
(616) 459-6255**

**E-mail:
receptionist@mayflowerchurch.org**

Weddings are considered a ministry of Mayflower Congregational Church and its staff. The guidelines contained in this wedding information are designed to make the day special and beautiful while maintaining the dignity of the church, its property, and personnel.

Weddings are provided for both members and non-members of Mayflower Congregational Church. The prerequisite to be considered a member at Mayflower for a wedding is six months. Complete wedding information and an application form are available on the Mayflower website: www.mayflowerchurch.org.

First Step

Review this brochure and then contact the receptionist at Mayflower to check for available dates on the church calendar.

Second Step

Fill out and turn in a wedding application. (available at www.mayflowerchurch.org or pick one up at the church office)

Third Step

After the application is turned in and both the pastor and music director have confirmed their availability for the date a \$200 deposit is necessary to hold the date. The balance is to be paid ONE week BEFORE the wedding

Fourth Step

Within 30 days of submitting the application, the couple is to consult with the music director to discuss the musicians to be included in the service.

General Guidelines

- ❖ A member may reserve a wedding date up to 18 months in advance; a non-member has 12 months in advance.
- ❖ Members of Mayflower Congregational Church have the first right to wedding dates, but a confirmed date up to 12 months in advanced is guaranteed to a non-member.
- ❖ All deposits are nonrefundable after the date is confirmed.
- ❖ Wedding dates must coordinate with the church calendar and weddings are not conducted on Sundays, over holiday weekends, during Holy Week or after the first weekend of December. Only one wedding is scheduled on any day.

The Minister

- » Must be contacted by the wedding party four months prior to the confirmed date to schedule pre-marital discussions.
- » Meets with the couple for pre-marital discussions several times during the three months preceding the service.
- » At his/her discretion may invite a second minister to participate.
- » Determines the wedding vows to be used and the flow of the service.

The Director of Music

- » Must be contacted within thirty days of the initial application.
- » Provides organ accompaniment at all weddings.
- » Prior to signing the application, approves at his/her discretion additional musicians to be included.
- » Approximately two months before the service, in consultation with the bridal couple, approves the exact music to be used.
- » All vocal music must be provided in key in which it is be sung.
- » Pre-recorded music of any type will not be allowed.

The Wedding Coordinator

- » Is the primary church contact for wedding details after confirmation of the date. Assists in planning and arranging details of the wedding.
- » Will be present and in charge at the rehearsal and wedding. No outside wedding consultant is permitted to work on the Mayflower Congregational Church premises.
- » Will work with the florist and has sole discretion in the placement of all flowers and decorations.
- » Will control the professional photographer or videographer before, during, and after the ceremony.

The Custodian

- » Sets up the necessary furnishings for the rehearsal and wedding service.
- » Cleans up afterwards.

Additional Guidelines

- ❖ Wedding rehearsals are scheduled for a minimum of one hour. The wedding party must be instructed to arrive on time. The church is available for a total of four hours which includes; before, during, and following the wedding ceremony.
- ❖ No flash photography and no aisle photography is allowed during the ceremony, which begins when the parents are seated and ends following the recessional. Private flash and video cameras are not allowed in the sanctuary during the ceremony.
- ❖ No exterior decorations are allowed except wreaths which are hung on the main doors on hooks already installed and on the small railings.
- ❖ Arrangements must be made for the removal of all flowers and decorations immediately following the wedding service. The church cannot be responsible for items left after a wedding service. If chancel flowers are to remain for Sunday, the Wedding Coordinator must be made aware of this two months in advance so the individual in charge of chancel flowers can be notified.
- ❖ The throwing of rice, birdseed or rose petals inside or outside of the church is not permitted. Check with the wedding coordinator for other suggestions. Rose petals may be strewn by a flower girl only if the white aisle runner is used.
- ❖ The marriage license should be brought to the church office at least two working days before the rehearsal.
- ❖ Mayflower is a smoke-free and drug free environment, both building and grounds. The use of alcohol or non-prescription drugs is prohibited and will be considered grounds for refusal to conduct the wedding at the discretion of the officiating minister.
- ❖ Mayflower Church will not accept responsibility for wedding gifts brought to or displayed at the church. It is expected that the building and its furnishings will be treated with respect and care. No furnishings can be moved without the permission of the wedding hostess. You will be held responsible for any damage to church property or equipment caused by your wedding party or guests.