

**YOUR WEDDING
OR SERVICE OF UNION
at the
UNITARIAN UNIVERSALIST
CHURCH OF FLINT**

General Information
Questions and Answers

2474 S. Ballenger Highway
Flint, MI 48507-1301
Telephone: (810) 232-4023

YOUR WEDDING AT THE UNITARIAN UNIVERSALIST CHURCH OF FLINT

We are glad that you have come to the Unitarian Universalist Church of Flint. We are happy for you. We are eager to help you plan for this sacred journey.

ARE ALL WEDDINGS ALIKE?

Weddings at the Unitarian Universalist Church of Flint may be formal or informal, small or large, traditional or modern.

WHAT DO WE DO FIRST?

Call the church office, 810-232-4023, and do three things: select a tentative date and time, pay a \$250 security deposit on the sanctuary to reserve the date and time, and arrange for an appointment with the minister. If you wish to use our Fellowship Hall for your reception, the required deposit is an additional \$250. Before meeting with the minister for the first time, a \$50 non-refundable determination deposit will be required. If your wedding arrangements continue to the final stage, this \$50 deposit will be applied to your total ministers' fee. There will be no refunds issued 30 days or less before the scheduled event. The security deposit will NOT be applied toward payment of the room use fee, or any other fees. The balance of fees must be paid three weeks prior to the scheduled event.

WHAT HAPPENS WHEN WE SEE THE MINISTER?

Your interview will be a warm and friendly event. It does not matter that you may have been married before, or come from some other religious background. What matters are your maturity and strength now. This interview will not encourage you to join our church nor is it marriage counseling. We will determine the kind of ceremony that you would like and compose that ceremony. It is with the minister that your service will be planned.

It is only when the minister consents to marry you that your wedding is officially scheduled.

On rare occasions the minister with whom you meet may not be able to marry you due to illness, etc. We will tell you as far ahead as possible. Your arrangements will be honored.

MAY ANOTHER MINISTER PERFORM YOUR CEREMONY?

No. As long as our minister is available, our minister will perform the wedding ceremony. If our minister is not available, another minister may perform the ceremony, although protocol requires that this minister would contact our minister to arrange to use our church.

WHAT ABOUT MUSIC?

We have a sound system that can play records, cassette tapes or CD's. Our sound system can only be operated by our sound technicians. Should you desire the use of our sound system let the office know at least one month in advance and arrangements will be made. The fee is \$50 for the wedding, an additional \$50 for rehearsal.

SANCTUARY OR CHAPEL? - YOUR CHOICE

The Chapel will seat 95. The Sanctuary seats 160-175. It is appropriate for large or small weddings.

DO WE NEED A REHEARSAL?

A rehearsal is preferred when there are several members of the bridal party. A rehearsal is usually held the day or evening before the wedding, lasting about an hour. It is important that all participants, including ushers be in attendance. This includes the wedding party, parents, readers, musicians, attendants, etc.

SHOULD WE HAVE FLOWERS? .

The wedding party is responsible for the delivery of flowers.

WHAT ABOUT PHOTOGRAPHY?

Good pictures will help you remember your joyful day. Flash pictures are allowed for the processional and recessional. Once the wedding begins, no pictures will be allowed except by a professional photographer.

Videotaping is allowed, but the rules for photographers apply. Special video lights are not allowed.

ABOUT THE MARRIAGE LICENSE:

You must apply for your license at any County Clerk's office within 30 days of and at least 3 business days before your marriage date. The current Genesee County fee is \$20. You must be 18 and 'capable by law of contracting marriage.' If you are 16 or 17, you may apply with parental consent. Blood tests and AIDS counseling are no longer required. For further information and requirements call Genesee County Clerk at 810-257-3225. Please bring your marriage license to the rehearsal.

WHAT ABOUT TIME?

Most weddings take 15 to 20 minutes from the processional to the end of the recessional.

Brides, attendants, and family should arrive one hour before the wedding.

Ushers should arrive one hour before the wedding.

The groom and best man should arrive 45 minutes before.

Close relatives should arrive 30 minutes early.

We allow 4 hours between weddings so no one is rushed.

Weddings are not performed on Sunday mornings, nor are they scheduled in conflict with previously arranged events at the church.

THE SANCTUARY AISLE:

The aisle measures 45 feet from doorway to the chancel steps.

DRESSING FACILITIES

Our Overflow Room is available as a dressing room, if desired. There is a full-length mirror available and restrooms are close by. The church is not responsible for lost or stolen property.

CHURCH POLICIES AND RULES

In addition to the specifications on the Rental Contract, please note the following:

1. No rice, flower petals, confetti, bird seed or grass seed is to be thrown in the building or on the church grounds. Failure to adhere to this policy will result in forfeiture of the entire security deposit. Although bubbles are permitted outside of the church building, please note that disposable bottles must be disposed of appropriately.
2. No food or beverages are allowed in the Sanctuary or Narthex.
3. Our building is SMOKE FREE.
4. It is not permissible to remove any wall hangings, tables, chairs, chalice or the pulpit in the Sanctuary.

5. Decorations in the church must be planned to avoid damage to floors, walls, chairs, etc. No tape or tacks are to be used on any surfaces. Ribbon, string or pew flower holders may be used.

FLORIST:

Flowers and runners are to be arranged by the wedding party directly with the florist. The florist may deliver flowers during the 4-hour contractual wedding time.

CANDLES:

If a Unity Candle is to be used, the wedding party is responsible for supplying one. Be certain to supply the two side candles to use in the lighting of the Unity Candle as well. While candles are welcome, we ask that you use dripless candles and we would like to remind wedding parties that any damage incurred will come out of their security deposit.

PRINTED ORDER OF SERVICE/BULLETIN/PROGRAM:

A printed program listing the wedding party, music and order of service is often distributed to guests. The Unitarian Universalist Church of Flint does not supply this service.

THE COSTS OF A WEDDING AT OUR CHURCH

A NON-REFUNDABLE \$50 DEPOSIT IS REQUIRED OF NONMEMBERS BEFORE MEETING WITH THE MINISTER. (This deposit will be applied to your total wedding costs.)

THE BALANCE OF FEES MUST BE PAID three weeks before your wedding at the church office (between 9 a.m. and 5 p.m. Monday - Friday).

	Members	NonMembers
Sanctuary	No Charge	\$250.00
Minister	No Charge	\$300.00
If at rehearsal	No Charge	\$ 75.00
Sound Technician	\$50.00	\$ 50.00
If at rehearsal	\$50.00	\$ 50.00

Additional costs are charged for receptions.

RECEPTION FACILITIES:

Our Fellowship Hall is a lovely place for a reception following your wedding. The hall can accommodate up to 175 guests. Although there are neither table linens nor tableware for use, there are 10 round tables and 20 - 8 foot long tables available for receptions as well as an adequate number of chairs.

The Fellowship Hall rental fee of \$700 includes decorating time starting at 9 am, reception time and clean up time until 12 midnight. Any additional time will cost \$35/hr. The hall is not available for decorating the evening before. The wedding party (or designated others) are responsible for ensuring that all trash is removed and the facilities are left as they were found. All renter equipment must be removed by the end of the reception. Your equipment cannot remain on the premises overnight. Failure to remove equipment or failure to clean the hall to the way it was found by you when you first came in to decorate will result in forfeiture of the entire security deposit.

The church does not offer the use of any audio equipment during receptions.

ALCOHOL:

If you choose to have alcohol as part of your reception, this must be indicated on the Rental Contract form and a licensed, uniformed security guard from a security company must be on duty during the party time. Only beer, wine and champagne are permitted on the church premises; under no circumstances is hard liquor permitted.

CATERING:

The church does not provide caterers for your event, nor are we able to recommend specific catering companies. If you choose to have a catered reception, the caterer must remove all rental items (plates, glasses, silverware, cups, liners, and serving ware) immediately after the event. All trash must be taken to the dumpster (located at the back of front parking lot). If all items are not removed, you will forfeit your entire security deposit.

WEDDING HOSTESS:

The Wedding Hostess will be here for both the rehearsal and wedding. She will answer questions and help with general information.