

## **First Covenant Church Wedding Application**

125 East H Street, PO Box 604  
Iron Mountain, MI 49801 (906) 774-5611

First Covenant Church recognizes the wedding ceremony as an important part of a Christian marriage. With this understanding, the church will assist the bride and groom with arrangements to make the wedding a joyous, Christ-filled occasion.

When a couple requests to use First Covenant Church for their wedding, they do so with the understanding that the ceremony will be performed on the church's terms, and always in a way that preserves the spirit of reverence that the marriage vows demand. A wedding is a sacred occasion of solemn vows made in the "sight of God." The ceremony may be elaborate or very simple; but, in either case, a deep sense of reverence, dignity, and decency should pervade the service from beginning to end.

### **PASTORAL SERVICES AND THE WEDDING CEREMONY:**

Decisions about marriage and the wedding service are to be discussed with the Pastor well in advance of the wedding. The bride and groom shall arrange a meeting with the Pastor to talk about marriage requirements and the arrangements for the wedding ceremony.

Premarital counseling sessions are a requirement and shall be arranged with the Pastor to discuss the Christian significance, individual aspects and personal expectations of marriage. Premarital counseling sessions should be arranged early on in the couple's plans. If the bride/groom live in the local area they will be encouraged to attend First Covenant Church on a regular basis.

Michigan laws require application for a wedding license prior to the wedding service. The license must be given to the Pastor prior to the service, (preferably at or before the rehearsal) so he can legally perform the ceremony.

It has become popular for the bride and groom to write their own wedding ceremony. This is permissible, if the vows maintain the integrity of Christian ideals and language are upheld. This should be discussed with the officiating Pastor.

The practice of inviting outside clergy to officiate at a wedding is subject to Church Board approval.

### **WEDDING DATE AND REHEARSAL:**

The date, hour, and the place of the wedding ceremony and rehearsal should be planned well in advance of the ceremony. For non-members, reservations for the use of the church facilities will not be accepted less than sixty (60) days and not more than one year in advance of the ceremony. In the case of requests for the same dates, the wedding scheduled first will receive precedence. Please note: Other than by special permission, no wedding ceremony will be held after 4:00 P.M. on Saturday.

Application forms to use the church facilities are available from the church office. All forms must be completed and returned to:

First Covenant Church  
125 East H Street  
P.O. Box 604  
Iron Mountain, MI 49801

All applications will be subject to the approval of the Church Board at the first board meeting following the return of the application to the church office.

**MUSIC:**

Music for the wedding should be sacred, with Christ either mentioned or inferred in the lyrics. It should be selected for its harmony with the words of the wedding ceremony, the teachings of the church, and the spiritual benefit of those present.

Only First Covenant Church's sound technicians will be permitted to handle and set up microphones and/or operate the sound equipment.

**FLOWERS AND DECORATIONS:**

Decorations may be as simple or as elaborate as you wish. However, the use of thumbtacks or any tape that may deface or mar the finish of pews, wood, and/or ceiling tile is not permitted.

"Drip-less" candles must be used at all times. Plastic must be placed under the candelabra to protect against dripping wax.

**OTHER WEDDING POLICIES:**

No flash photography may be taken during the wedding ceremony that would detract from the ceremony in any way. The photographer must remain inconspicuously out of sight once the processional is complete. Video recording of the ceremony is permissible provided it is inconspicuous and does not detract from the ceremony.

Pictures may be taken of the bride and groom as they process and as they recess at the close of the service.

The throwing of rice, birdseed, or confetti is prohibited inside the church building. Birdseed is allowed outside only.

Smoking and alcoholic beverages are not permitted inside the church building or on the church grounds at the rehearsal, the wedding, or the reception.

A wedding coordinator is available to assist the bridal party with various aspects of the wedding should they be desired.

**POLICY FOR USE OF THE CHURCH FACILITIES:**

All dates and times must be cleared with the church office.

The bride and groom shall make arrangements with the wedding coordinator for setting up the reception area with tables, chairs, etc. before the event and also take down after the event. The wedding coordinator will then contact the church custodian to help with these arrangements. Use of the kitchen facilities will require the presence of the coordinator or someone qualified to oversee it.

Food and beverages are to be kept in the lower auditorium and kitchen areas and never permitted in the sanctuary.

**WEDDING FEES FOR ACTIVE, CONTRIBUTING, LONG-TIME  
REGULAR ATTENDEES, AND MEMBERS:**

Since many people are unsure as to what is proper and fair to give someone who performs a service, a schedule of fees is provided below, which falls within the parameters other churches in our community are asking. The schedule of fees represents a partial expression of gratitude for the time and effort expended to make your wedding a memorable one.

Minimum amounts for wedding services::

Organist/Accompanist	*
Soloist	*
Custodians:	Reception only (tables up/down, clean up) \$200.00
Wedding Only	\$ 75.00
Sound Technician	\$ 75.00
Pastor	\$225.00
Wedding Coordinator	\$100.00

\*Fees for musicians may vary depending on the extent of services and should be negotiated with the artist at the time of securing the services.

A deposit of \$335.00 is to be made to the church office upon approval of the application.

The wedding date will not be placed on the church calendar or considered reserved until the deposit is received. **Remaining fees are due in the church office one week prior to the day of the rehearsal.**

**FOR YOUR INFORMATION:**

The Multipurpose Room can accommodate 200 people for a reception or shower.

There are 9 round tables that seat 8 each.

There are 21 rectangular tables that seat 8–10 each.

Length of the center aisle in the sanctuary is 50 feet.

Candelabra—4 floor stands (2 brass, 2 wrought iron) with 7 candles each

2 table stands with 5 candles each (wrought iron)

One unity candle holder

10 aisle candelabras (wrought iron)



**APPLICATION FOR USE OF CHURCH FOR WEDDING**

Mr. \_\_\_\_\_, son of \_\_\_\_\_ and

Ms. \_\_\_\_\_, daughter of \_\_\_\_\_

Wish to use the facilities of the First Covenant Church for their rehearsal and wedding on the day of

\_\_\_\_\_, 20\_\_\_\_. Phone \_\_\_\_\_

Wedding: (check one) ☐ Sanctuary ☐ Fellowship Room ☐ Gym

Time of Wedding \_\_\_\_\_

Date of Rehearsal \_\_\_\_\_, 20\_\_\_\_ Time of Rehearsal \_\_\_\_\_

Reception: (check one) Lower Auditorium \_\_\_\_\_ Gym \_\_\_\_\_

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_, 20\_\_\_\_

Signature of Officiating Pastor \_\_\_\_\_ Date \_\_\_\_\_, 20\_\_\_\_

Please return form to: First Covenant Church  
125 East H Street  
P.O. Box 604  
Iron Mountain, MI 49801

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**Church office use only:**

☐ Approved ☐ Declined

Signature of Trustee Chairman: \_\_\_\_\_ Date \_\_\_\_\_

Signature of Wedding Coordinator \_\_\_\_\_ Date \_\_\_\_\_

Comments:

**Trustee Board: Please return all applications to the church office secretary upon approval or rejection of this request.**

Please use the room setup templates on the following pages for specific setup requests.

**WEDDING INFORMATION** (This form must be filled in completely before application will be considered.)

Bride:

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

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

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

Date of Birth: \_\_\_\_\_

Place of Birth: \_\_\_\_\_

Occupation: \_\_\_\_\_

Employer: \_\_\_\_\_

Telephone: Home \_\_\_\_\_ Work \_\_\_\_\_

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

Number of Marriages: \_\_\_\_\_ Children: \_\_\_\_\_

Previous marriage(s) dissolved by:

Death Divorce Date: \_\_\_\_\_

Member of what church: \_\_\_\_\_

☐ Active ☐ Inactive

Requested Date of Wedding: \_\_\_\_\_

Requested Date of Rehearsal: \_\_\_\_\_

Reception held at the church: Yes No

Groom:

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

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

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

Date of Birth: \_\_\_\_\_

Place of Birth: \_\_\_\_\_

Occupation: \_\_\_\_\_

Employer: \_\_\_\_\_

Telephone: Home \_\_\_\_\_ Work \_\_\_\_\_

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

Number of Marriages: \_\_\_\_\_ Children: \_\_\_\_\_

Previous marriage (s) dissolved by:

Death Divorce Date: \_\_\_\_\_

Member of what church: \_\_\_\_\_

☐ Active ☐ Inactive

Requested Time of Wedding: \_\_\_\_\_

Requested Time of Rehearsal: \_\_\_\_\_

Open to church \_\_\_\_\_ Invitation only \_\_\_\_\_

***This section must be filled out as much as possible:***

Maid/Matron of Honor: \_\_\_\_\_

Bridesmaids: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Flower girl: \_\_\_\_\_ Ring bearer: \_\_\_\_\_

Number of rings to be exchanged; \_\_\_\_\_ Number of guests expected: \_\_\_\_\_

Church organist: \_\_\_\_\_ Other organist's Name: \_\_\_\_\_

Organist's telephone: \_\_\_\_\_

Church Soloist: \_\_\_\_\_ Other Soloist's Name; \_\_\_\_\_

Soloist's telephone: \_\_\_\_\_

Song Selections: \_\_\_\_\_

Photographer's Name: \_\_\_\_\_ Photographer's telephone: \_\_\_\_\_

Florist: \_\_\_\_\_ Will flowers be left for Sunday use? \_\_\_\_\_

Future residence: \_\_\_\_\_

Fees: Wedding & Reception \_\_\_\_\_ Wedding Only in Sanctuary \_\_\_\_\_ Wedding Only in Fellowship Room \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Facility Use Room Layout Request

Please use this template to make a request for room setup. This must accompany your application. Please return this form with drawings of any special table & chair setup as well as any other setup needs you might want.

Sanctuary

stage

Pew

Pew

Pew

Pew

Pew

Pew

Pew

Pew

Pew

Pew

Pew

Pew

Pew

Pew

Pew

Pew

Pew

Pew

Sound

Fellowship Hall

Old Kitchen

Piano

**Facility Use Room Layout Request**

Please use this template to make a request for room setup. This must accompany your application. Please return this form with drawings of any special table & chair setup as well as any other setup needs you might want.

Gym

