

CHURCH IN THE HILLS

6401 Shanty Creek Rd.

P.O. Box 319

Bellaire, MI 49615

Phone: 231-533-6001

Wedding Form

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: _____

Place of Wedding (if not at church): _____

Date of Rehearsal: _____

Time: _____

Receiving Line: *Church* _____ *Reception* _____ *Both* _____

Estimated number of guests: _____

CONTRIBUTION FOR USE OF THE CHURCH

Sanctuary Fee: \$300 total (Check to: Church In The Hills)
(**Non-refundable Deposit Fee: \$150** – Due with completed form)

(There is no contribution for the use of the church facilities for members)

Organist: \$150 (Check to Dorothy Clore)
Pastor: \$250 (Church) **\$275** (Off site) (Check to: Reverend Andrew Pomerville)
All fee balances must be paid the day of rehearsal.
Wedding License is to be presented the day of rehearsal.

Return this form with \$150.00 deposit to guarantee reservation of church (non-members)

***Policies regarding use of church and grounds - see attached form**

Building Policies and Guidelines for Weddings

The use of the Church for your wedding will follow the Reformed tradition that the sanctuary is a holy place and all gatherings will be to the glory of God.

- 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 Pastor Andrew to discuss their marriage, expectations, and plans for the wedding service. Contact Pastor Andrew as soon as the form is submitted to the church office, in order to ensure an appropriate amount of time for meetings, counseling, and planning.
- 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 ceremony the photographer must not take any flash photography and must stay in the back of the sanctuary, refraining from any distracting or disturbing actions. The photographer/videographer(s) must speak with the Wedding Coordinator the day before the wedding.
- 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.

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. Please do not hesitate to contact us with any questions or concerns before the wedding.

Peace and grace,

Susie Hutchings – Wedding Coordinator, Church in the Hills

231-533-6176

sooz@torchlake.com

Rev. Andrew Pomerville – Pastor, Church in the Hills

church – 231-533-6001 cell - 231-350-1186

pastorandrew@charterinternet.com