
WEDDINGS AT JEFFERSON AVENUE PRESBYTERIAN CHURCH

THE SERVICE

The Christian Service of Marriage

Weddings done in the church are celebrated in the context of Christian worship and a covenant marriage commitment between two people to love and support each other for the rest of their lives. Grounded in the context of Christian worship and covenantal marriage, the wedding ceremony will include some readings of Scripture and a brief meditation on Christian marriage. Music will be appropriate for a worship context. The ceremony is also an expression of the unique relationship of the couple and suggestions are welcomed for consideration by the Presiding Pastor for music, additional readings, or other expressions in the service.

Presiding Minister and Church Staff

A minister on staff of Jefferson Avenue Presbyterian Church will be the Presiding Minister at all weddings. Other clergy may participate at the invitation of the Presiding Minister. The Presiding Minister has primary responsibility for the order and conduct of the wedding service. The Pastor will set up an appointment to meet the couple to counsel and plan the service.

The church provides an organist to set up and present the music in the ceremony and a staff Wedding Coordinator to facilitate the logistics of the service. The Wedding Coordinator will set up an appointment with the couple to discuss logistical details and will provide direction at the rehearsal and wedding. If an outside wedding coordinator is employed, the JAPC Coordinator is in charge of the ceremony and preparations.

PLANNING YOUR WEDDING

To schedule a tour of our facilities, please call or email Ann St. Peter (See page 4 for contact information).

Weddings are typically scheduled for Saturdays at 2:00, 3:00, 4:00 or 5:00 pm (except for holidays). Any other day or time requires specific approval.

After completing the Initial Wedding Request Form and emailing it to the Church Secretary, the Pastor will contact the couple for an appointment to meet and go over expectations for the wedding. Following the Pastor and Session (the governing body of the church) approval of the date will be secured by a deposit of \$800.00. The deposit is fully refundable until six weeks prior to the wedding date.

Comprehensive wedding fees (which include the \$800.00 deposit) cover fees for facilities, Minister, Wedding Coordinators, Organist, Carillonneur, custodian and parking security. Fees are as follows:

(Members are persons enrolled as members of JAPC for six months prior to the wedding and members of their families.)

- \$2475 Member weddings in the Sanctuary
- \$2225 Member weddings in Zaun Chapel
- \$2975 Non-member weddings in the Sanctuary
- \$2475 Non-member weddings in Zaun Chapel
- \$200 Member Live Streaming (contingent on availability)
- \$300 Non-member Live Streaming (contingent on availability)

License

A Wayne County marriage license is required for marriage. Information regarding this may be obtained from the Office of the County Clerk, (313) 224-6262. The web link to additional information is <http://www.waynecounty.com/clerk/1703.htm>. Please bring the license with you at the time of the rehearsal. The church is responsible for returning the signed license to the Wayne County Clerk's Office. Be sure to record the license number in your personal records and take note of how you may acquire a duplicate copy.

Rehearsals

Rehearsals are typically scheduled for Friday evenings at 5:00 PM. All who have a role in the wedding are expected to be present. Please be prompt. The rehearsal does not include music. Please tell all rehearsal participants to enter the church building through the parking lot door. The parking lot is accessible through a gate on Burns Street.

Access to Church Space

Each wedding at Jefferson Avenue Presbyterian Church has a (3) three-hour window of time for preparations, the ceremony, and post ceremony photographs. Wedding parties and their service providers may arrive at the church one hour before the start of the wedding ceremony. Due to other events – which may include other weddings – the church may not be able to accommodate early arrivals.

Specific spaces, including dressing rooms and worship facilities, will be reserved for the wedding party and guests. These space reservations will be outlined in the timeline provided by the wedding coordinator. Wedding parties and their guests will be expected to depart from the church space, including the parking lot, no later than two hours following the scheduled start of the wedding service.

Worship Facilities Available

The Sanctuary -- Seating Capacity: 700, approximately

Zaun Chapel -- Seating Capacity 50-100, approximately

Other Facility Information

We ask your courtesy in helping to keep the church and grounds clean and litter-free. Please refrain from throwing rice, birdseed, confetti, flower petals, potpourri, or any other substance either inside or outside the buildings. The release of balloons, live animals and the lighting of sparklers are prohibited.

There are no checkrooms or secure storage areas in the Sanctuary or Chapel or building at large. Please discourage members of the wedding party from bringing valuables with them to the church, and please discourage guests from bringing gift packages to the Church.

No childcare services or nursery facilities are available during weddings. If you have a need for this, please discuss this with the Wedding Coordinator well in advance of the wedding. Please consider making private, off-site babysitting arrangements for children whom parents or guardians feel are too young to attend the wedding service.

Limited parking is available in Jefferson Avenue Presbyterian Church's parking lot.

Jefferson Avenue Presbyterian Church is a smoke-free environment. Alcoholic beverages are not permitted on the church premises at any time.

Please note that Jefferson Avenue Presbyterian Church is not entirely handicap-accessible, and a significant number of stairs may be encountered.

OTHER CONSIDERATIONS

Photography and Videotaping

We recognize that pictures and recordings of the wedding are extremely important to you. We endeavor to create maximum opportunity for pictures and recordings while maintaining the sanctity of this Christian service. Once the wedding date and time is set, the Wedding Coordinator will provide a timeline for the period of time you will be at the church on your wedding day. This timeline will include opportunities and locations for photography before or after the ceremony.

In keeping with the atmosphere of worship, only the professional photographer hired for the wedding may take photographs during the service. During the service, the professional photographer may only photograph with existing light.

Decorations

The worship spaces are in themselves places of great beauty and do not need excessive decoration for wedding ceremonies. At various times during the year the Sanctuary and Chapel are adorned with art or decorative installations which complement the architecture and may reference the liturgical season. These remain in place during weddings.

The church will provide a kneeler, candelabra, pew end candelabra, a unity candle base and candles if requested. Because of fire hazard, additional adornments which involve candlelight or other lighting are not permitted.

The Wedding Coordinator must be included in the planning of decorations. Florists will have access to the worship space no earlier than 2 hours before the wedding. They must be finished with preparing the church 1 hour prior to the wedding. If the flowers in the church are to be used at the reception, the florist may not remove them until all the guests have departed and pictures have been taken.

Contact Information

General Information – office@japc.org

Wedding Coordinator, Ms. Kathleen Johnson kejdetroitk@aol.com #313-393-7113

Church Organist, Stephen Warner stephen@japc.org #248-912-7566

Assistant Wedding Coordinator, Paul Booker booker48236@gmail.com

Ann St. Peter, Church Secretary ann@japc.org #313-822-3456

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