



## **Your Wedding with Pillar Church**

Weddings are occasions for joyful celebration. We believe that the wedding day marks the inauguration of the sacred union between a husband and a wife. As such, the whole ceremony is a holy and delightful service of worship. All that happens in the service takes place in the presence of God and God's people.

Our sanctuary has been a place of worship for almost one hundred and sixty years. We believe our sanctuary and the rest of the building exists for the glory of God. The sanctuary itself is a grand and stately place for weddings. We are glad that you are considering the use of our church for the ceremony of your wedding and the blessing of God upon your union. As a church we offer the following steps for approval of your wedding and the planning of the ceremony. This booklet is prepared in the hope that it will assist in making your wedding day joyful and memorable.

May God bless you during these very special days of preparation for your life together.

## Procedures

### Step One – Apply for a wedding date on the church calendar

- Our Administrative Assistant will tell you if the date is available. We will hold this date for your wedding for three weeks or until the minister gives approval, whichever comes first.
- Reservations may be made one year in advance of the wedding date.
- The date of your wedding must coordinate favorably with the church calendar. We will hold only one wedding per weekend.
- Reservations cannot be made on Sundays, national holidays, during Tulip Time or Holy Week. December weddings are at our discretion.

### Step Two – Make an appointment with our Pastor

- All couples to be married in Pillar Church must meet with Rev. Dave Sikkema and/or Cathy Dreyer (Ministry Administrator) before final approval of the wedding date is given. The ministry administrator will provide you with this contact information.
- If a pastor other than the pastor of Pillar Church is to perform or participate in the ceremony, this must be arranged at the time of approval.
- We wholeheartedly believe that **pre-marital counseling is vital** to establishing a healthy, strong marriage. Couples may arrange for this counseling with one of the pastors at Pillar, the pastor officiating the wedding or with some other professional equivalent approved by Pillar.

### Step Three – Complete the Application Forms

- The application form can be found online under “Resources.”
- Return the completed form along with your deposit to the church office as soon as possible. This will confirm the date of your wedding at Pillar Church.
- The non-refundable deposit check is to be made payable to Pillar Church for \$150 for non-members and \$50 for members. This deposit will be applied to the total cost.

### Step Four – Wedding Facilitator Will Contact You

- A meeting will be planned by our wedding facilitator to answer any further questions and provide assistance.

### Step Five – The Wedding Ceremony

#### Music

- All music in our church, including wedding music, is an expression of worship and contributes to the dignity of worship.
- All music, both instrumental and vocal, should be sacred and thus appropriate for use within our church sanctuary.

- Guest organists are welcome to practice on the Pillar organ, but practice time must be arranged with the Administrative Assistant. Priority for practice time is given to Pillar organists.

### **Photography**

- We ask that pictures of the wedding party be taken prior to the ceremony and that the photographer works with respect and consideration for the wedding process and wedding guests.

### **Rehearsal**

- The rehearsal is under the direction of the officiating pastor and normally takes place the evening before the wedding. It lasts approximately one hour. **Please plan your rehearsal dinner with this in mind.**
- Rehearsals must begin no later than 7:00 p.m. It is essential that the rehearsal begins on time and that all wedding party members be present.

## Policies for the Use of Pillar Church

1. The wedding ceremony must begin no later than **3:30pm**. This allows for our Sunday worship preparations to begin at **5:00pm**.
2. **There are absolutely no alcoholic beverages allowed in the building. If found, such items will be immediately confiscated.**
3. Wedding parties are given a **six-hour** block of time on the day of the wedding. Ordinarily, this means from 11:00am to 5:00pm.
4. Only a Pillar Church sound technician will operate the sound system.
5. We allow for bubbles, wands, and bells. Any other items require approval from Pillar. All flower petals for inside use by flower girls must be artificial.
6. Clothing must be hung from appropriate clothing racks. Please do not hang clothing on doorways, light fixtures, ceiling tiles, and *etc.*
7. No red or orange drinks may be served and absolutely no food or drink in the sanctuary.
8. Due to limited space in our refrigerators, we ask that you bring your cold items in your own coolers.
9. All personal belongings and decorations **must be removed by the end of the six-hour slot**, unless other arrangements are made with Pillar in advance.
10. Decorations are limited to those that do not scratch or damage any surface or fixture.
  - a. Decorations may not be tacked, nailed, or taped to the furniture, woodwork, windows or walls.
11. Candles may be used only in the chancel area.
  - a. When candles are used, they must be on stands with ample plastic covering the carpet.
  - b. Candles must be lit using a candle lighter and extinguished with a candlesnuffer.
12. Sanctuary furnishings such as pulpit, communion table, baptismal font, and chairs may be moved only when supervised by the facilitator or custodian and must be returned to the proper locations before vacating the premises. The piano may not be moved.
13. The cost of replacement or repair of any church facility item that is damaged or broken by the rental party will be paid for by the users.

## Costs

### *Church Members*

Members include the immediate family. Good friends of church members or distant relatives do **not** qualify as members.

If one or both of the couple is a college student who attended Pillar Church regularly, or any couple planning on becoming members, qualify for church member fees subject to verification.

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Charge		Cost (Total of \$500)
Deposit	(Non-refundable and due at time of application)	\$50
Fees	(Due at least two weeks before the ceremony)	\$450

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### *Non-Church Members (fees applicable to weddings held after January 1, 2016).*

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Charge		Cost (Total of \$1000)
Deposit	(Non-refundable and due at time of application)	\$150
Fees	(Due at least two weeks before the ceremony)	\$850

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a) Payments must be sent to the church two weeks prior to the ceremony at 57 East 10<sup>th</sup> Street, Holland, MI, 49423.

b) All payments must be made to **Pillar Church**.

c) Fees include custodian, sound tech and facilitator, and in the case of non-members, building rental.