



# Weddings

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Trinity St. Marks' United Church of Christ

9315 W. Fort St.

Detroit MI, 48209

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# Availability

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Thank you for letting us be part of this special moment in your lives. We hope to help you make this day just as you have dreamed.

## **Available to whom:**

Trinity St. Mark's (TSM) UCC is available as a wedding venue for any couple. The congregation is open and affirming and this applies to weddings too. Any member or non-member may use the facility for Christian weddings, weddings with blends of Christian and other religious traditions, and commitment ceremonies.

## **Open and Affirming Statement:**

**Trinity – St. Mark's United Church of Christ is an Open and Affirming Congregation**, embracing diversity and affirming the dignity and worth of every person, since we are all created in God's image. We welcome into full membership and participation in the Body of Christ persons of every race, ethnic background, age, gender identity and expression, sexual orientation, physical or mental ability, social and economic situation, marital status and faith background. We welcome all to share in the life, leadership, ministry, fellowship, worship, sacraments, responsibilities and blessing of participation in our congregation.

## **Dates available:**

Dates available are shown here: [\(link\)](#)

Normally, TSM will be open to up to one wedding per week.

# Facility

## Sanctuary

The seating is 476 people according to the City of Detroit. However, the actual number lower for two reasons. First, this is the crush load seating. Second, the balcony is currently not recommended for seating without reorganization of boxes. Therefore, 250 people is a more reasonable seating estimate. Special arrangements should be made balcony cleaning if your invitation list is significantly higher than that. The Sanctuary is not air conditioned.

## Music options in Sanctuary

- Pipe Organ: The pipe organ is in the organ loft above the front of the church. This is reached by a stairwell. You may provide a musician to play this as long as they have been previously trained on pipe organs. Only approved organists may use this.
- Digital Piano: The electric piano is in the organ loft. If needed for accessibility purposes, special arrangements can be made to move it to the Sanctuary floor, or outside.
- Piano: The piano is on the main floor and accessible. You may provide your own pianist.
- Tower Bells: If you wish to ring the two tower bells at the beginning or end of the ceremony, you should arrange 1-2 people to be available then. They should be able to climb a steep flight of stairs and pull on heavy ropes. It is recommended that they arrive early on the day of the ceremony for brief training.
- You may bring your own musicians and musical instruments for the ceremony.

## Photography

The Sanctuary will be available for photography for one hour after the ceremony. No flash photography is allowed during the ceremony. The only photography or videography allowed during the service is from tripods left in place during the ceremony, and only without flash or flood lighting.

Ask for a photography referral if you want someone that has worked with the church before.



## Preparation areas

- The council room directly behind the altar in the sanctuary can be used as a prep area. (e.g. Groom)
- The social hall in the basement can be used as a prep area. (e.g. Bride)

## Bathrooms

- Men's room: Social hall (basement), at the back on left. There is a small step at the entry.
- Women's room: At entrance to social hall. Includes a waiting room. This area is fairly accessible.
- Council room bathroom: This is normally unlocked when the pastor is present. (small)
- Alternate bathroom: There is a small bathroom at the back of the kitchen. It is reached through the kitchen or from the council room by going down the organ loft stairs.

## Accessibility

- The drop off loop allows access to the entry.
- Elevator: connects Sanctuary (up half a level), with entry (ground level), and social hall and bathrooms (down half a level in the basement.) The elevator does not go to the balcony or to the organ loft.
- Openings in the pews provide places for wheel chairs.
- The best bathroom for handicap access is the Women's room. If a man is unable to go up the one step to the Men's room, then the women's room should be cleared for him.

## Outdoor ceremonies

- The large shaded area to the East of the church is nice for outdoor services. The trees provides shade in mid-day.
- Being next to the church provides a unique option that you can move inside if whether conditions are bad. Using the sanctuary is included in any costs for an outdoor ceremony.
- Options are to move metal folding chairs from the social hall outdoors or to contract with an event company for chair delivery. Moving the chairs is included in the cost of facility use. Since these are the same chairs that would be used in social hall, if you are using this area, contracting for chairs is recommended.
- If you want outdoor arbors, carpets or altars, you will need to contract for them with an event company. Outdoor carpets are required for aisles for groups of more than 50.



## Reception Options

- Social hall may be rented for receptions.
- Tables: rectangular. Room for 8 each, or 10 in crush load with one at ends.
- Chairs: approximately 80. Metal folding.
- Bench seating: Some benches are along the walls for random seating.

Outdoor receptions may also be arranged. The cost of moving tables and chairs outside is included in the facility cost.

The basement reception area is air conditioned. In July and August, worship is often held in social hall on Sundays.

Table clothes are not included. You may use disposable covers or rent from a third party. The tables are presentable without table clothes and are not required.

The social hall may be reserved for church events. Check its availability separately.



## Kitchen

The kitchen has:

- Industrial oven with four burners.
- Food preparation areas
- Random utensils
- China (plates) (much greater than 80 sets.)
- Two refrigerators

The oven may require special instructions to operate.

There is a master pilot light to turn on first, then each of the burners or ovens has a control.

The two refrigerators are often full of church related food. There may be room for a few small items.

There is a small buffet window to pass food from the kitchen to the reception area. It is recommended that if you have a buffet line, to reserve two large tables for food.

We recommend that you bring trash bags, dish soap and serving utensils. We will provide all, but they could run out. Dishware, flatware and cups need to be separately arranged.

Use of the China is allowed as long as you arrange someone to wash the plates, etc the same day. Please count them to make sure there is enough for your group.



## **Parking**

The main lot has 59 slots according to the City of Detroit. The lot behind the church has 5 slots. People may also park in front of the garage (2). Total: 66 on-site.

We have an arrangement with B&H Machine Tool which is immediately to the West on Fort that we may use their front parking lot at times outside of business hours (M-F 8-6P.) They have 24 slots.

People may also park on the street. Approximately 20 slots are within a short walking distance. More are available with a longer walk.

No rice or confetti is allowed. Bubbles are encouraged instead. Birdseed is allowed if not excessive.

## **Set up, clean up**

### **Sanctuary:**

Set up is 1 hour before the service, or at the practice the night before. Please let the pastor know.

You may use the facility one hour after the ceremony for photos.

Removal of flowers or decorations should be done within 24 hours, or before 9:30A on Sundays. It is your responsibility to arrange this. If decorations consist of only altar flower arrangements, it may be left. Ask for a referral to a florist if you want a connection to someone who has work with the church before.

If you will be having a practice, please arrange with the pastor.

### **Bathrooms:**

Cleaning of the bathrooms is considered part of the facility use fee.

### **Social hall:**

Normal use as a preparation area is considered part of the facility use fee.

For use as a reception area, a special fee applies. A discount can be given in the social hall rental if arrange for cleaning of the social hall, bathrooms and kitchen. This should be done within 24 hours or by 9:30A on Sundays. Normal use of the social hall for receptions is 3 hours plus set up and clean up.

If you use China or utensils, you should clean them the same day or make other arrangements.

# Officiant and getting to know you

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We are open to ceremonies that blend religious traditions. For blended religious ceremonies, you may bring your own officiant to partner with our pastor.

The Trinity St. Marks' pastor is main officiant for services. However, if he is unavailable an alternative will try to be provided from our officiant pool. This will be confirmed before your deposit.

Pastor George Bozanich: "..."(George write something.)

(photo)



## Getting to know you

The couple and pastor should have a few discussions. This could include getting to know you so the Pastor can customize his (or her) ceremony message. Also, if you wish we could talk about pre-marital counseling issues. This is included in the officiant fees. Additional meetings or counseling sessions are free, but are based on the pastor's availability.

## Contact info:

(313) 841-9140 - office

(519) 990-8551 - Pastor Bozanich

trinitysaintmarks@gmail.com





# Ceremony Options

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Options include:

- Blended religious traditions
- Vows
- Format for the ceremony

## **Blended Religious traditions:**

The congregation and pastor are welcoming of weddings between Christians and people of other faiths. Please contact the pastor with your questions about this.

## **Vows and ceremony:**

The couple may write their own vows or use the standard United Church of Christ vows, or a blend.

The standard United Church of Christ ceremony and vows are available here: [http://www.ucc.org/worship/pdfs/323\\_346i\\_order-for-marriage-inclusive.pdf](http://www.ucc.org/worship/pdfs/323_346i_order-for-marriage-inclusive.pdf) Some ceremony items such as the readings provide several options. You may want to look at the options to provide your preferences. You will need to arrange your own musicians for the ceremony.



Here are other sources for writing your own vows: <https://bible.org/article/sample-wedding-vows>  
<https://www.theknot.com/content/traditional-wedding-vows-from-various-religions>

## **Wedding license**

If your special day is a legal wedding ceremony, you are responsible for getting the license. The counties provide these.

You should provide two witnesses to sign the license. The pastor is responsible for submitting the final signed license to the county.

# Costs

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- Sanctuary or outdoor use fee: \$200\*
- Pipe Organ \$100 if TSM provides.
- Pastor/Officiant fee: \$200\*
- Hall & kitchen: \$200\* (Only if receptions held.)

\* Sanctuary and hall use fees are \$50 each for members, family of members, or new members.

China use is free if you wash yourself. However, a breakage cost of \$5 per item is charged.

# Reservations, Deposits, Refunds

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## Hold the date

You may hold the date by calling or emailing the pastor.

## Deposit

A deposit is expected within one month of holding the date. It is also expected at least a month before the ceremony, unless it is a last minute arrangement.

The security deposit is \$200.

The deposit is refundable until one month before the ceremony.

## Payment

Payment for the full facility cost is expected by check one week before the ceremony. Other means of payment can be arranged.

## Cancellations

Cancellation by the wedding party: The deposit is fully refundable up to one month before the ceremony. The facility use payments are fully refundable up to the day of the ceremony.

Cancellation by TSM: Only due to either serious building problem or pastor illness. In the event of a building problem, TSM will make an attempt at arranging an alternate venue. In the event of officiant illness, TSM will make an effort at providing an alternate officiant. If either occurs, fees paid to TSM for cancelled services will be returned.

# Policies on alcohol, smoking

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Smoking is not allowed on the property.

Communion wine is allowed as part of the service for the couple or guests. This is not a standard part of the UCC wedding ceremony and you need to arrange your own ushers if you wish to do it.

No other alcohol is allowed on the grounds unless approved by the church council.

# Christmas Season decorations

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From around Thanksgiving until New Year's the sanctuary will be decorated similar to this.

