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SANCTUARY

BIRMINGHAM · MI



SANCTUARY

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A Wedding Handbook

For those not currently within the congregation

Thank you for considering having your wedding in our church facility and in the vibrant context of the Christian faith. Your wedding is a joyous and sacred occasion, and we are committed to assisting you and your family in making it memorable and special. Giving thoughtful consideration to the components and flow of the service while respecting the church building environment will help to create a very meaningful event to begin your married life together. This handbook will help clarify the process for holding your wedding at Sanctuary.

You and your family do not have to be members to be married at Sanctuary; however, there is a difference in fees for members and non-members. In order to receive the member fee structure, the couple to be married, or their parent or grandparent, must have been an active member in good standing for a year prior to the scheduled wedding date. To begin the reservation process, please fill out and submit the online form [here](#).

SUPPORT STAFF

Will Lobb | Creative Arts Director | will.lobb@sanctuary-church.com

ABOUT SANCTUARY

Sanctuary gathers in downtown Birmingham: a vibrant center for shopping, commerce, and entertainment in the northwest area of metropolitan Detroit. Our members live, serve, and work in a twenty-mile radius from the church facility.

This progressive-leaning congregation worships in an iconic English Gothic stone structure at the corner of Willits and Bates Streets, just one block north of Maple, east of Southfield Road, and west of Woodward Avenue. An inspiring place for worship, the sanctuary offers warmth and interpersonal engagement as well as space to encounter God.

Sanctuary prides itself as a welcoming and open church for all people. We are not a church that tells people what to believe, but rather one that creates a safe place for people to explore faith and the important questions of life. We would be delighted if you would like to be our guest and worship with us at 10:30 a.m. on Sunday mornings.

SCHEDULING YOUR WEDDING

Careful planning is necessary for any wedding. It is recommended that you plan to reserve the church and schedule marriage preparation counseling a minimum of six months in advance of the wedding.

You may request a specific date and time for your wedding, but your requested date is not confirmed until it has been cleared with the church calendar and we have received your deposit and signed building use agreement. If you would like Sanctuary to provide a pastor to officiate at your wedding, the first conference with that person needs to be scheduled at the time the wedding date is set. The rehearsal should also be scheduled at the time the wedding date is set.

Weddings are usually scheduled to begin on Saturdays between 11:00 a.m. and 4 p.m. or at 7 p.m. and take approximately 30 minutes to an hour.

No weddings are scheduled on a Sunday, on specific holidays (Thanksgiving Day, Christmas Eve, Christmas Day, New Year's Eve, or New Year's Day), or during the weeks prior to Christmas or Easter. Once the date has been accepted by the church, a building use agreement will be provided to you for your review, and a signed copy of the agreement should be submitted with the deposit.

The church will be open and available to you two hours before the wedding unless otherwise agreed.

The church building needs to be completely cleared (including guests, wedding party, and all of the items brought into the building for the wedding) within an hour after the ceremony, but in any event, no later than 8:30 p.m. on Saturday and 9 p.m. on other nights.

MARRIAGE PREPARATION AND OFFICIANTS

Those who would like to be married by a pastor provided by Sanctuary are expected to complete two pre-marital sessions prior to their wedding. These sessions are coordinated with the one officiating.

If you will not be using a pastor provided by Sanctuary, or if you wish to include an additional minister, priest, deacon, or rabbi at your wedding, that can be permitted. Those conducting the ceremony or assisting with the ceremony must be fully ordained clergy. Where an additional minister will be involved, the Sanctuary provided pastor will direct the rehearsal and the service. You are expected to ask any assisting clergy to contact our minister for necessary orientation.

If your wedding will be conducted by your own minister, a meeting with the church Creative Arts Director is required to review the plans for the ceremony. The Creative Arts Director may include a Sanctuary pastor in the review to ensure the ceremony plans reflect the sacred nature of a wedding in our facility.

USE OF THE BUILDING

Each wedding has use of the facility for a total of 4 hours. We are happy to provide you a tour of the building and to answer any questions you may have about your use of the building during your allotted time period. Along with reserving the sanctuary, we will hold the Parlor and Fellowship Hall for the wedding party. Spouses-to-be can use the Parlor and Fellowship Hall to wait before the wedding.

It is the responsibility of the wedding couple to make certain that all building use standards are known by their service providers (photographer, florist, officiant, and wedding planner) and members of the wedding party prior to the wedding rehearsal, which typically happens the day prior to a wedding.

It is expected that members of the wedding party, guests, and service providers will conduct themselves appropriately with respect for the building, furnishings, grounds, and other people at all times.

No alcoholic beverages may be served or used on the church property. To respect the sacredness of the occasion and environment, the wedding party, including the wedding couple, must not be intoxicated during the wedding service. Smoking is not permitted on the property.

Rice, bird seed, and confetti can be detrimental to animals and the environment and are not to be used in the sanctuary or on the church grounds. However, bubbles or bells are options to celebrate the couple outside the building.

WEDDING DECORATIONS

Our sanctuary is a special setting for weddings. Any decorations used in the worship setting must be temporary and be removed by the wedding party, family, or service providers after the wedding. Aisle runners may not be used.

Please discuss the moving of any furniture or other items in the worship space or church building with the Creative Arts Director.

The wedding party is responsible for arranging with a florist for flowers or decorations, and securing any ritual items including unity candles, sand vases, etc. Flowers are often placed on the baptistry ledge, on the communion table, or other small stands. Please do not place flowers or decorations on the organ or piano.

Simple arrangements of flowers or ribbons are often used to mark reserved pews. We ask that you do not use screws, nails, wire or any other fastening device on furnishings or on the building. If a flower girl will be part of the wedding party, any flower petals she will be using should be silk.

If you wish to use candelabras in your decoration plan, your florist may be able to furnish them. Dripless or spring-loaded candles are required according to the fire regulations of the City of Birmingham. Any other candles must be contained in a glass container.

Ask the florist to deliver flowers during the rehearsal or on the wedding day after the time the church building will be open, typically two hours prior to your wedding.

DRESSING ROOMS

There are separate facilities at the church for the two sides of the wedding party to dress without seeing each other.

While every reasonable effort is made to ensure the safety of all personal articles, the church is not responsible for personal property of the wedding party. It is the responsibility of the wedding couple to arrange for the care of their property before, during, and after the rehearsal and wedding ceremony.

Arrangements need to be made in advance to care for packing up all personal property and wedding gifts, and cleaning up trash before leaving the premises. It is probably helpful to designate an individual or two to handle this rather than a member of the wedding party. Church staff will not be responsible for this task or your personal items.

GENERAL INFORMATION

The sanctuary seats approximately 280 people, subject to any then current health regulations related to large gatherings. There are 17 pews on either side of the 75-foot center aisle. There is no air conditioning in the sanctuary. The sanctuary is handicapped accessible through an elevator located at the north lower entrance of the church or through the Welcome Center door on the main level. However, there are several steps leading from the main floor of the sanctuary to the nave; if the nave needs to be accessible by wheelchair, the church does have a ramp which may be used.

A Birmingham city lot and parking structure (the North Old Woodward lot) is adjacent to the church, and another city parking lot (the Chester Street parking lot) is located two blocks south of the church. On street parking in Birmingham is very limited. While the first two hours of parking in a city lot are free, a credit card is required to enter and exit the parking lot. When sending invitations, it is helpful to include directions and information about parking in the city lots. Service providers are encouraged to call the church for information about parking in the alley behind the church prior to making deliveries.

WEDDING FEES

The fee for use of the sanctuary is \$800. Subject to staff availability, if the wedding is scheduled on a federal holiday (Memorial Day, Labor Day, etc.) or on the nearest weekend to such days, there is a 50% uplift to the sanctuary usage fee. A deposit of \$200 is required to reserve your date, and is credited to the sanctuary usage fee. This deposit is fully refundable if notification of cancellation is given in writing (or by email) to one of the wedding support staff for the church 90 days prior to the wedding date. In addition, a fully refundable security deposit of \$500 is required (to be paid at the same time as the initial deposit); if any damage has occurred to the building, or additional cleaning is required, or if the wedding extends outside the allotted 4-hour time window, the security deposit (or a portion of the deposit, at the church's discretion) will be retained by the church.

Please make out separate checks to the individual performing each role listed below (names of such individuals will be provided at the time the checks are due). Specific fees for the organist/pianist, musicians, and sound technicians will be determined after discussion with the Creative Arts Director.

- Pastor \$300 (preparation, pre-marriage sessions, rehearsal, and wedding ceremony)
- Organist/Pianist \$200-\$400 (depending on the extent of live musical components and rehearsals)
- Additional Musicians contracted for by the Creative Arts Director after agreement with you \$100-\$2000 (depending on the extent of live musical components and rehearsals)
- Church Host \$100
- Custodian \$100
- Sound Technician \$50-\$200 (depending on the extent of audio/video requirements)

Final payment of all fees are due thirty days prior to the wedding date.

WEDDING MUSIC

You may use your own recorded music for the processional, recessional, or at other times during the ceremony. Any recorded music should be provided to the Creative Arts Director at least two weeks prior to the wedding and should be in the agreed format. You may contact our Creative Arts Director to discuss options for musicians, solos, or ensembles. Please make this contact no less than eight weeks prior to the wedding date. Arrangements will need to be made for rehearsal time. Wedding music should reflect the sacred nature of the ceremony.

WEDDING REHEARSAL

The wedding rehearsal is held shortly before the wedding (often the day before) and normally requires about 45 minutes. It is a time when the entire wedding party may become familiar with the church building and the flow of the wedding service. It is important that anyone who is participating in the ceremony (e.g., wedding party, ring bearer, flower girl, parents of spouses-to-be, etc.) attend the rehearsal. Children must be supervised by an adult who is not a member of the wedding party. The church building will be open 20 minutes before the start time of the wedding rehearsal, and to respect everyone's time, it is important that everyone arrive promptly.

The couple will give the wedding license to the officiant at the rehearsal.

The wedding rehearsal will be managed by the officiant, with the assistance of any church staff involved in the ceremony.

WEDDING PICTURES

Flash photography may happen in the sanctuary only during rehearsal, during the processional and the recessional of the wedding service, but not during the rest of the service. Videographers and photographers may also work from the church balcony. Photographers and videographers are not to work near the front of the sanctuary during the service and are expected to work discretely so as not to interrupt or distract from the flow or nature of the service.

All equipment must be completely in place before the prelude begins, approximately 30 minutes before the announced time of the service. A self-contained camera (no external cables or monitors) on a tripod with one videographer may be located at the locations designated by the church. No equipment may be moved during the ceremony.

Pictures may be taken in the sanctuary immediately prior or immediately following the wedding service.

A safe place to explore faith.

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