

Union Ceremony Arrangements

A union service in a church is a service of worship with deep spiritual significance. We are ready to help make your ceremony a joyful and meaningful occasion.

Scheduling - Arrangements for the use of the church and its services should be made as far in advance as possible. The date for your ceremony will be set in consultation with the Office Manager. No ceremony is finally confirmed until a Union Ceremony Agreement is signed and delivered, along with a non-refundable \$200.00 deposit (\$125 for active church members), to the Office Manager. The balance due must be paid no later than 30 days prior to the date of the ceremony. Services will not be conducted on Ash Wednesday, during Holy Week, on Thanksgiving Day, Christmas Eve or Christmas Day, or on any Sunday.

The church building will be open for your rehearsal for a maximum of ninety minutes. The building will be open for four hours on the day of your ceremony. Arrangements can be made for you to come in and decorate at another time. Please consult with the Office Manager regarding the times of your rehearsal and ceremony.

Decorations - All candles used in the church must be dripless candles. A kneeling bench is available if it is desired. Please check with the church office as to the time the florist may deliver flowers or other items ordered. No adhesive or scotch tape, nails, tacks or other devices may be used on the walls or pews in either the Chapel or Sanctuary. Your florist will have pew hooks available for your use. Due concern for the church property must be exercised at all times. Any contemplated extraordinary arrangements, such as decorations, moving furniture, additions, etc. should be discussed with the Office Manager and approved by the church's Property Committee. Rice, confetti, flower petals or similar products shall NOT be thrown inside the building.

Music - If you desire an organist, you must arrange for one in consultation with the church organist and/or the Director of Music. The church organist will be paid a consulting fee of \$50.00 for orienting an approved guest organist.

The following fees include: Use of the church facilities, administrative fees, and payment to the Custodian. Please consult with the Office Manager if you have any questions.

Active member of First Congregational Church*:

Ceremony \$125.00

Inactive member or other UCC Member:

Ceremony \$500.00

Non-UCC Members:

Ceremony \$800.00

*For purposes of this document, active membership is defined as a member who regularly participates in worship and financial support to the First Congregational Church of Kalamazoo. Children of active members are also included in this category.