

Miami Lakes Congregational Church

Wedding Information

Arrangements for your wedding are made through the church office and in agreement with the officiating Minister. (Office hours are Monday through Friday, from 9:00 a.m.—4:30 p.m.)
Phone number: (305) 822-4313 or email at: churchoffice@mlcchurch.com

The Minister of our church, Rev. Jeffrey E. Frantz, officiates at all weddings taking place at Miami Lakes Congregational Church. The ceremony can be in Spanish or English or a combination of both.

A message from us...

We are pleased that you have chosen to have your wedding ceremony at the Miami Lakes Congregational Church. We are honored to have our professional staff facilitate the imparting of God's blessing upon your love..

The coming together of a man and a woman in marriage is a sacred occasion. With this in mind, our staff is highly committed to do our best to make your special day a wondrous and celebrative event.

This booklet has been prepared to assist you with your plans and arrangements for your wedding day. You will find guidelines and fees established by our church to ensure that your wedding is a joyous and beautiful experience. We are not only interested in your wedding, but in your marriage as well. With this in mind, you will receive three counseling sessions with our Marriage Counselor.

Upon completion of these sessions, you will meet with the pastor, the Reverend Jeffrey E. Frantz, who will perform your wedding ceremony. May God's blessings be with you.

Jeffrey E. Frantz, *Minister* ---- 786 302 6622 jfrantz@mlcchurch.com

Ed Sagi, *Organist/Soloist* 305 822 4313

Dr. John Manrodt, *Marriage Counselor*

Yvette Frantz, *Wedding Coordinator* --- 786 525 1432 yvettefrantz@yahoo.com

Miami Lakes Congregational Church

6701 Miami Lakeway South

Miami Lakes, FL 33014

Phone: (305) 822-4313

Fax: (305) 822-5608

Office Hours: Mon-Fri: 9:00 a.m.—4:30 p.m.

On the web: <http://www.mlcchurch.com>

Email--churchoffice@mlcchurch.com

What you need to do...

- Print and fill out the information form at the end of the document and return it to the office along with a payment of half of the total amount.
- If you signed up for counseling, arrange for three counseling sessions with our Marriage Counselor. There is a reduction in the marriage license fee upon showing proof of having completed the three counseling sessions.
- Make an appointment to meet with Dr. Frantz, approximately three or four weeks before your wedding date. Sessions usually last about one hour. In your meeting with the Minister, the following will be discussed and reviewed:
 - The wedding party (participants in the wedding—bridesmaids, groomsmen, flower girls, etc.)
 - The role of respective parents.
 - The wedding ceremony, including music and special reading.
 - Additional requests from the bride or groom.
- Obtain a Marriage License from the office of the County Clerk. The license is valid for sixty days from the date cited on the license. Please present the Marriage License to the Minister at the time of the rehearsal. Bring the unity candle to the rehearsal.

Suggestions and Reminders

To assist you in making your wedding a positive experience, we suggest the following:

- Encourage your guests to be on time for your wedding, indicate a starting time on the wedding invitations that is 30 minutes prior to the actual starting time. (If your wedding is at 5:00 p.m., indicate 4:30 p.m. on the invitations.)
- Let the limo driver know that any tardiness on his part will result in him reimbursing you for any late fees incurred. Ask the driver to take the bride to the second entrance of the church- the groom should come to the first entrance closest to 67th Avenue.
- Remind your wedding party and family that an important part of their wedding gift to you is to be prompt to both the rehearsal and the wedding so that the \$150 fee can be refunded to you.
- Advise your photographer and videographer that they must respect the rules of the church as outlined by the Minister and the Church's wedding coordinator. Video must be set up stationary- no roaming. Photos must not be taken from the altar (white tile area) and every effort must be made not to disrupt the sanctity of the ceremony. We reserve the right to ask them to stop taking pictures or videos.
- Please note, the three counseling sessions with the marriage counselor must be held prior to meeting with the Minister.
- The rehearsal will be conducted by both the Minister and the wedding coordinator. Bring the unity candles and the wedding license to the rehearsal.

Please fill out the enclosed information form at the end of this document and return it to the church office with your initial deposit.

Guidelines for Sanctuary Use

- Candles are not permitted in the aisles or on the pews.
- Flash photography is permitted during the ceremony as long as it is performed in a respectful matter and in agreement with the Minister and supervised by the Church's Wedding Coordinator
- Video recorder must use the areas designated by the Minister and the Church's Wedding Coordinator. Video must be set up stationary- no roaming. Photos must not be taken from the altar (white tile area) and every effort must be made not to disrupt the sanctity of the ceremony. We reserve the right to ask them to stop taking pictures or videos.
- The use of tapes or CDs must be approved by the minister and the organist. If the services of a sound technician are required, there will be an additional charge of \$25.00
- If your wedding takes place during a season of the calendar year when the church has special decorations, these decorations will not be removed.
- Only artificial petals are permitted to be used by the flower girl.
- Members of the wedding party and invited guests must refrain from the use of alcoholic beverages at the rehearsal and the wedding ceremony.
- Personal conduct and the supervision of children must, at all times, respect the dignity and sacred space of the Sanctuary.

Fees and Requirements

Our church offers two wedding packages:

Package A—\$850.00

Includes: Church, Minister, organist, soloist, wedding coordinator and custodial service.

Package B—\$1,200.00

Includes: Church, Minister, organist, soloist, wedding coordinator, custodial service and flowers for the Sanctuary from Alicia's Flowers (305) 553-0376.

A non-refundable deposit of 50% of the total fee is required to hold the date.

The balance is due one month prior to the wedding.

An optional counseling session package is available for an additional \$150.00. The package includes 3 sessions by a professional marriage and family therapist, which qualifies you for a discount on the marriage license.

A late fee cash deposit of \$150.00 is required (\$100 for the wedding; \$50 for the rehearsal)

This fee is due two weeks before the rehearsal date. Each deposit will be refunded in full provided your rehearsal and wedding begin within fifteen minutes of the scheduled time.

Miami Lakes Congregational Church
6701 Miami Lakeway South
Miami Lakes, Florida 33014 (305) 822-4313
Date: _____

COPIES OF THIS FORM TO: _____ Minister
_____ Secretary _____ Counselor
_____ Wedding Coordinator _____ Florist
_____ Bookkeeper _____ Organist /Soloist

Package A : \$850.00 +\$150.00 Counseling ----- AND -----Punctuality Deposit (Refundable): \$150.00 Cash only
50% initial: \$425.00 check or cash +\$150.00 Counseling (\$100 for wedding, \$50 for rehearsal)
50% final: \$275.00 check or cash PLUS \$150.00 cash only

WEDDING RESERVATION FORM

This form is to be completed by the bride and groom. Reservation is in effect when:

A. When this form is completed and returned to the church secretary == B. Wedding date is confirmed with the minister == C. When 50% (NON- REFUNDABLE) of the total fee is received.

Wedding Date: _____ **Time:** _____ **Rehearsal Date:** _____ **Time:** _____

BRIDE

GROOM

Name _____

Name _____

D.O.B. _____

D.O.B. _____

E-mail _____

E-mail _____

Address _____

Address _____

Home Phone _____

Home Phone _____

Occupation _____

Occupation _____

Work Phone _____

Work Phone _____

Cell Phone _____

Cell Phone _____

Church Affiliation _____

Church Affiliation _____

Number of Marriage _____

Number of Marriage _____

Address after the wedding _____

How long have you known each other? _____ **How many people in the wedding party?** _____

Bridesmaids _____ **Groomsmen** _____ **Flower Girl/s** _____ **Ring Bearer** _____

Do you wish to use our florist? _____ **Do you wish to use our soloist?** _____ **Counseling?** _____

Name of Photographer and videographer _____

We have read and understand the guidelines, fees and requirements in the Wedding Brochure and agree to the policies and procedures for weddings at the *Miami Lakes Congregational Church*.

Bride's Signature

Date

Groom's Signature

Date

Miami Lakes Congregational Church
6701 Miami Lakeway South
Miami Lakes, Florida 33014 (305) 822-4313
Date: _____

COPIES OF THIS FORM TO: _____ Minister
_____ Secretary _____ Counselor
_____ Wedding Coordinator _____ Florist
_____ Bookkeeper _____ Organist /Soloist

Package B : \$1200.00 +\$150.00 Counseling ----- AND -----Punctuality Deposit (Refundable): \$150.00 Cash only
50% initial: \$600.00 check or cash +\$150.00 Counseling (\$100 for wedding, \$50 for rehearsal)
50% final: \$450.00 check or cash PLUS \$150.00 cash only

WEDDING RESERVATION FORM

This form is to be completed by the bride and groom. Reservation is in effect when:

A. When this form is completed and returned to the church secretary == B. Wedding date is confirmed with the minister == C. When 50% (NON- REFUNDABLE) of the total fee is received.

Wedding Date: _____ Time: _____ Rehearsal Date: _____ Time: _____

BRIDE

GROOM

Name _____

Name _____

D.O.B. _____

D.O.B. _____

E-mail _____

E-mail _____

Address _____

Address _____

Home Phone _____

Home Phone _____

Occupation _____

Occupation _____

Work Phone _____

Work Phone _____

Cell Phone _____

Cell Phone _____

Church Affiliation _____

Church Affiliation _____

Number of Marriage _____

Number of Marriage _____

Address after the wedding _____

How long have you known each other? _____ How many people in the wedding party? _____

Bridesmaids _____ Groomsmen _____ Flower Girl/s _____ Ring Bearer _____

Do you wish to use our florist? _____ Do you wish to use our soloist? _____ Counseling? _____

Name of Photographer and videographer _____

We have read and understand the guidelines, fees and requirements in the Wedding Brochure and agree to the policies and procedures for weddings at the *Miami Lakes Congregational Church*.

Bride's Signature

Date

Groom's Signature

Date