



# *Wedding Policies & Guidelines*

*"Bear with each other and forgive whatever grievances you may have against one another. Forgive as the Lord forgave you. And over all these virtues put on love, which binds them all together in perfect unity." --Colossians 3:13-14*

## **Welcome and Congratulations**

Congratulations and God's blessings on your engagement. At St. Paul, we seek to help couples root their marriage in Jesus Christ. If you are looking to set your marriage on the solid foundation of God's word and wanting to grow in his will for you...you may have found the right congregation.

At St. Paul, we believe that a wedding is a Christian worship service uniting a man and a woman as husband and wife. Our pastors have the final say regarding form and procedure. To make your wedding service a memorable and revered worship experience, we have established the following policies and guidelines to assist you as you plan your wedding day.

## **Reservations**

Dates for the wedding ceremony and rehearsal must be approved in advance with the officiating pastor. Only pastors of St. Paul are permitted to conduct the service unless special permission is granted by the senior pastor. *Dates are not firm until payment of a \$500 security deposit, along with the completed SPLC Application for Use of Church Facilities is received and approved by the office.* This deposit will be held by the church until after the wedding date to reserve the date and to cover any damage to the facilities. If the facilities are left in acceptable condition, the \$500 deposit will be returned in full.

Included in this packet is a list of church fees. All fee payments are to be made payable to St. Paul Lutheran Church. Except under very unusual circumstances, wedding rehearsals and ceremonies will not be scheduled on Sundays, major holidays, or during the week prior to Easter.

## **Facility Host**

The services of a Facility Host will be provided when your deposit has been made. The Facility Host will be on-site for scheduled decorating times, be at the rehearsal, and be on-site to assist the pastor and wedding party with facility needs on your wedding day until the service is over.

## **Premarital Counseling**

Our pastors require each couple to receive premarital counseling prior to the wedding service. Counseling includes:

- Completing a relationship inventory
- Reviewing the inventory
- Planning the wedding service

*This is mandatory and cannot be waived. It is the couples' responsibility to contact the church office six months prior to the wedding service to begin the counseling process. Failure to participate in the mandatory premarital sessions as determined by the officiating pastor may require you to postpone your wedding service at St. Paul.*

The cost of the counseling inventory is \$35.00, payable to St. Paul Lutheran Church and is given to the officiating pastor at the time that the inventory is taken.

## **Wedding Ceremony Planning and Preparation**

Included in this packet is a Wedding Information Form that is to be completed prior to the wedding planning session with the officiating pastor. When planning for the wedding service, remember that a wedding at St. Paul is first and foremost a worship service; therefore, the following guidelines must be taken into account.

### *Before the Ceremony Begins*

When guests begin to arrive prior to the ceremony, music is welcomed and encouraged. No slide/video presentation is permitted in accordance with the church policy of conducting the wedding ceremony as a worship service. It is encouraged/suggested that such a slide/video presentation be used at the rehearsal dinner or reception.

### *Service for Marriage*

Included in this packet is an outline for the Service for Marriage, which may be used as a guideline for preparing the wedding ceremony bulletin. The entire service may be found in the *Lutheran Book of Worship* on pages 202-205.

### *Music*

Since playing our pipe organ requires special skill and training, the officiating pastor will recommend one of our church organists to play at the wedding. If the couple does not intend for the organ to be used, they may make arrangements with outside musicians, but couples desiring their own organist must seek approval from the church organist through the officiating pastor at the time of consultation. The couple shall make arrangements with any soloist(s) for their services and payment. If special instruments or microphones will be used, you will need to hire an SPLC sound technician.

All music should be selected with special care. Its content should focus attention to God and not solely on the couple. Vocal or instrumental selections should be discussed with the organist and approved by the officiating pastor. Please note that St. Paul does not permit the use of prerecorded music, either as accompaniment for vocalists or by itself. The officiating pastor will make all final decisions regarding music during the ceremony.

## **Facility Use and Care**

Those attending the rehearsal or wedding ceremony are asked to show proper respect for all church property, interior and exterior, as well as the sanctuary as a place of worship. All are expected to refrain from rude conduct, foul language, smoking and use of other tobacco products, and any consumption of alcoholic beverages while on the church property.

Should a guest pastor be conducting the ceremony, a member of the church staff or the facility host will contact the guest pastor to inform him/her of the SPLC Facility Use Guidelines and Wedding Policy Guidelines. If any infractions occur during the rehearsal or during the wedding day, the guest pastor will be notified and asked for assistance in correcting the situation. Noncompliance could result in a loss of the facility deposit.

Altar hangings in the sanctuary will reflect the seasonal color of the church year. White paraments may be substituted for weddings, with the permission of the officiating pastor.

No furniture or seasonal decorations may be moved in the sanctuary.

Gluing or tacking of decorations to pews or furnishings is forbidden. A table is available in the narthex for the guest book. The wedding party is asked to provide their own table covering.

St. Paul provides altar candles for the wedding service. If a unity candle is used as a part of the service, St. Paul has a holder available. Carpeting and furniture must be protected from any candle wax. Even non-drip candles do drip occasionally. The couple will be charged if extra cleaning is required.

Floral arrangements should be securely placed to assure the arrangements will not be knocked over or interfere with the wedding service. Furniture and carpeting must be protected from water within the floral arrangements. Arranging for flowers to be delivered is the responsibility of the wedding party. Arrangements can be made with the Facility Host if the bride and groom wishes to have their flower arrangements displayed during worship on Sunday morning in honor of their wedding.

Should any item be tossed or strewn, the item must be approved by the Facility Host prior to the rehearsal. For example, silk petals are permitted; whereas, items such as fresh flowers, feathers, or glitter are not permitted.

Photographs may be taken before and after the ceremony. *Flash photography will not be allowed during the ceremony.* Video cameras are permitted outside of the chancel area. Selection of the appropriate location of video cameras should be discussed with the officiating pastor.

A dressing area will be provided in the ladies' lounge in the narthex for the bride and her attendants. All personal items, hangers, plastic wrappings, flower boxes, etc. must be removed by the wedding party following the service. The groom and his attendants are encouraged to dress off-site. Larger dressing areas are available for an additional fee.

All wedding activities will be monitored by the Facility Host. St. Paul Lutheran assumes no responsibility for accidents or lost articles. Users are responsible for any personal injuries or damage to the facility and/or equipment—refer to Facility Use Application.

Unless prior permission is granted, use of the second level of St. Paul and the kitchen is prohibited, and will be off limits to wedding guests. If other areas of the facilities are needed (fellowship hall or classrooms), they may be scheduled by the couple for an additional charge.

The building shall be left in the same general condition as it was found. In that case, the \$500 security deposit will be mailed within ten (10) working days after the wedding. Any suspected damage or malfunction during the wedding or related events should be reported immediately to the Facility Host.

## **Marriage Certificate**

St. Paul Lutheran Church issues a marriage certificate, signed by our officiating pastor and the couple. In order to have their marriage recognized by the state, couples must obtain from the County Clerk's office a marriage license and have that license solemnized by a judge or magistrate.

## **Outline for Service of Marriage**

Prelude

Processional

Greeting & Prayer

Scripture Readings

Sermon

Hymn/Music (optional)

Vows

Exchange of Rings (optional)

Blessing

Lighting of Unity Candle (optional)

The Prayers & The Lord's Prayer

Benediction

Presentation of the Couple (optional)

Recessional

Postlude

**Wedding Information Form** (provide copy to couple)

***Couple Information***

Bride's Full Name \_\_\_\_\_ DOB \_\_\_\_\_

Current Address \_\_\_\_\_

Phone \_\_\_\_\_

Future Address \_\_\_\_\_

Church Affiliation \_\_\_\_\_ Location \_\_\_\_\_

Parents' Names \_\_\_\_\_

Groom's Full Name \_\_\_\_\_ DOB \_\_\_\_\_

Current Address \_\_\_\_\_

Phone \_\_\_\_\_

Future Address \_\_\_\_\_

Church Affiliation \_\_\_\_\_ Location \_\_\_\_\_

Parents' Names \_\_\_\_\_

***Organist***

Name \_\_\_\_\_ Phone \_\_\_\_\_

Music \_\_\_\_\_

***Special Music***

Name \_\_\_\_\_ Phone \_\_\_\_\_

Music \_\_\_\_\_

***Photographer***

Name \_\_\_\_\_ Phone \_\_\_\_\_

***Videographer***

Name \_\_\_\_\_ Phone \_\_\_\_\_

\*\*\*\*\*

I have read and understand the "Wedding Policies and Guidelines" of St. Paul Lutheran Church, and agree to the conditions noted therein including the fee schedule.

\_\_\_\_\_  
Bride or Groom \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Bride's email \_\_\_\_\_ Groom's email \_\_\_\_\_

\_\_\_\_\_  
Church Representative \_\_\_\_\_ Date \_\_\_\_\_

## **Wedding Fee Schedule(s)**

### **Security Deposit**

A deposit of \$500 is required at the time of booking to reserve the facilities and/or the wedding date. This deposit will be refunded after the wedding date, if the facilities are left in good condition. In the event your reservation is canceled, the deposit is refundable up to two months prior to the event. All remaining fees are to be paid by check to St. Paul Lutheran Church one week prior to the wedding. There are three wedding packages available: 1) Formal, 2) Semi-Formal, and 3) Off-Campus. Please see the following pages for a detailed description of each wedding package and fee schedule for each.



## 1. Formal Wedding

The Facility Host will be at the wedding site no more than three hours before the wedding and 1 ½ hours after the wedding. If the building time limits are exceeded an overage fee of \$25 per quarter hour will be charged. A wedding rehearsal is included. The guest count may be the maximum capacity of the site.

<u><b>Formal Wedding Fee Schedule:</b></u>	<u><b>Voting Member*</b></u>	<u><b>All Others</b></u>
___ Deposit	\$500	\$500
___ Premarital Inventory	\$35	\$35
___ Main Sanctuary Wedding	\$0	\$750
___ Small Chapel Wedding	\$0	\$250
___ St. Martin Wedding	\$125	\$225
___ Use of chapel plus one other room	\$100	\$100
___ Use of fellowship hall and kitchen	\$200	\$500
___ Officiating Pastor's honorarium including 4-6 mandatory pre-marriage counseling sessions**	\$375	\$375
___ Organist (main sanctuary only)	\$125	\$125
___ Sound and Lighting Technician (main sanctuary only)	\$50	\$50
___ Facility Host (required for all 3 venues)	<u>\$200</u>	<u>\$200</u>
Total due	<u>                    </u>	<u>                    </u>

Payments received:

Date Rec'd				
Amount Rec'd				

\* Voting Member rates apply if the bride and/or groom is a voting member of St. Paul, or the bride's or groom's parent(s) are voting members of St. Paul, as outlined in the congregational constitution/bylaws.

\*\* See section on "Premarital Counseling."

Please enter your names and wedding date. Indicate who is a voting member, if applicable:

Bride \_\_\_\_\_ (Voting Member/Other) Phone: \_\_\_\_\_

Groom \_\_\_\_\_ (Voting Member/Other) Phone: \_\_\_\_\_

Wedding Date \_\_\_\_\_ Time \_\_\_\_\_ Place \_\_\_\_\_

Rehearsal Date \_\_\_\_\_ Time \_\_\_\_\_ Place \_\_\_\_\_

Approximate number of guests expected \_\_\_\_\_

Date Deposit Received: \_\_\_\_\_

Date Deposit Refunded: \_\_\_\_\_

## 2. Semi-Formal Wedding

The Facility Host will be at the wedding site no more than one hour before the wedding and one hour after the wedding. If the building time limits are exceeded an overage fee of \$25 per quarter hour will be charged. Additional rooms for dressing are not provided. There is no formal rehearsal. The guest count may not exceed fifty.

<u><b>Semi-Formal Wedding Fee Schedule:</b></u>	<u><b>Voting Member*</b></u>	<u><b>All Others</b></u>
<input checked="" type="checkbox"/> Deposit	\$500	\$500
<input type="checkbox"/> Premarital Inventory	\$35	\$35
<input type="checkbox"/> Main Sanctuary Wedding	\$0	\$500
<input type="checkbox"/> Small Chapel Wedding	\$0	\$200
<input type="checkbox"/> St. Martin Wedding	\$125	\$225
<input type="checkbox"/> Officiating Pastor's honorarium including 4-6 mandatory pre-marriage counseling sessions**	\$375	\$375
<input type="checkbox"/> Organist (main sanctuary only)	\$125	\$125
<input type="checkbox"/> Sound and Lighting Technician (main sanctuary only)	\$25	\$25
<input checked="" type="checkbox"/> Facility host (required for all 3 venues)	<u>\$150</u>	<u>\$150</u>
Total due	<u>                    </u>	<u>                    </u>

Payments received:

Date Rec'd			
Amount Rec'd			

\* Voting Member rates apply if the bride and/or groom is a voting member of St. Paul, or the bride's or groom's parent(s) are voting members of St. Paul, as outlined in the congregational constitution/bylaws.

\*\* See section on "Premarital Counseling."

Please enter your names and wedding date. Indicate who is a voting member, if applicable:

Bride \_\_\_\_\_ (Voting Member/Other) Phone: \_\_\_\_\_

Groom \_\_\_\_\_ (Voting Member/Other) Phone: \_\_\_\_\_

Wedding Date \_\_\_\_\_ Time \_\_\_\_\_ Place \_\_\_\_\_

Rehearsal Date \_\_\_\_\_ Time \_\_\_\_\_ Place \_\_\_\_\_

Approximate number of guests expected \_\_\_\_\_

Date Deposit Received: \_\_\_\_\_

Date Deposit Refunded: \_\_\_\_\_

### 3. Off-Campus Wedding

An off-campus site is defined as a location that is not one of the three weddings sites operated by SPLC. Altar ware, facility host, and organist are not provided. A rehearsal is included.

**Off-Campus Wedding Fee Schedule**

	<b><u>Voting Member*</u></b>	<b><u>All Others</u></b>
___ Premarital inventory	\$35	\$35
___ Officiating Pastor's honorarium (including travel expenses)	\$375 + _____	\$375 + _____
4-6 mandatory pre-marriage counseling sessions**		
Total due	=====	=====

Payments received:

Date Rec'd				
Amount Rec'd				

\* Voting Member rates apply if the bride and/or groom is a voting member of St. Paul, or the bride's or groom's parent(s) are voting members of St. Paul, as outlined in the congregational constitution/bylaws.

\*\* See section on "Premarital Counseling."

Please enter your names and wedding date. Indicate who is a voting member, if applicable:

Bride \_\_\_\_\_ (Voting Member/Other) Phone: \_\_\_\_\_

Groom \_\_\_\_\_ (Voting Member/Other) Phone: \_\_\_\_\_

Wedding Date \_\_\_\_\_ Time \_\_\_\_\_ Place \_\_\_\_\_

Rehearsal Date \_\_\_\_\_ Time \_\_\_\_\_ Place \_\_\_\_\_

Approximate number of guests expected \_\_\_\_\_

Date Deposit Received: \_\_\_\_\_

Date Deposit Refunded: \_\_\_\_\_