

Parish Hall; No DJ's are allowed but a small jam box would be
beer/wine for special occasions in the Parish Hall. (See Minutes
rs are to be locked.

00 security deposit, totaling \$300.00 payable at time of signing
on contract fulfillment within seven days.)

oose not to clean up the facility yourself. The Trustee/Parish
and clean up fee.

TO DO IN ORDER TO RENT THE EISLEVEN PARISH HALL. I UN-
ATIONS I FORFEIT MY DEPOSIT IN TOTAL.

And T Shall Be



A Wedding Pro

Eisleben Lu

432 Lut

Scott City

(573)

eislebenlutheran

LutheranChu

3	Any member and his/her immediate family (immediate family of Eisleben Lutheran Church may use the Parish Hall for a charge of \$100.00 (both paid and refunded upon contract fulfillment within seven days) both paid and liability contract as would any renter. Any nonmember must schedule one month prior to their proposed rental date. First come, first-served.
4	
5	and nonmember: All scheduling request must be directed to the Pastor.
5	YOU are renting the UPSTAIRS of the Parish Hall.
6	The following is included in the rental agreement:
6	Restrooms, A/C, heat, lights, tables, chairs, ovens, refrigerator, and dishes.
6	The following is not included in the rental agreement:
7	Offices or office equipment.
7	AS A RENTER YOU ARE RESPONSIBLE TO:
7	Take down all decorations. (use only damage free tape and string)
7	Check restrooms (flush all toilets, turn out lights, report any problems)
8	All food and drink left over from the event are to be removed
8	Empty all trash cans and replace with new bags located in closet
8	outside trashcans under the back Parish Hall steps.
8	Dishes, glasses, silverware and pans should be washed and dried
8	If towels are used, please take them home to be laundered
9	Tables and chairs should be wiped down and returned to original position
9	If needed, floors should be dust mopped, swept and or steam cleaned
10	corner of the kitchen or in the closet at the back of the hall
10	If coffee pot is used, please empty grounds, wash pots and clean
10	Clean stove area and steam table if used.
11	Turn out all lights, arm the security system and lock front and back doors
11	Clean parking lot and sidewalks of debris caused by your gathering
11	The entire Parish Hall is a NON-SMOKING facility (including outside
12	CHURCH GROUNDS.
12	We at Eisleben are very blessed to have a nice venue where families can
12	help in taking care of our Parish Hall.
12	CONDUCT:
13	Any profane or abusive language, drunkenness, brawls, excessive drinking
13	be tolerated at any time.
13-14	It is mandatory that any gatherings will cease at 12 midnight. No parties
14-22	taking place in the church building.
23	Non-members are not allowed to have alcoholic beverages of any kind
23	
24-25	
26-28	
29	

Damage Deposit \$ _____

_____ No _____
(GES)

Missouri, we agree to protect, indemnify and hold harmless
Pardeau Circuit, Missouri District and Lutheran Church-Missouri
out of or from any accident or other occurrence on or about
will protect, indemnify and hold harmless the synod, district,
and all claims, cost or expenses arising from any failure of the
ents and provisions agreed to and required by law or ordinance,
Parish Hall or equipment beyond normal wear and will be billed
mark any items they find damaged.

Pastor

Rev. Barry Pfanstiel
Phone: 573-264-2762 (o) 573-579-0483©

Organists

Heraleen Bowers
Phone: 573-264-3491 (h) 573-450-7865 (c)

Christy Bohn
Phone: 573-264-3980 (h) 573-837-0827 (c)

Custodian

Jimmy Smith 573-233-9713

Church Secretary & Wedding Assistant

Debbie McNeely
Phone: 573-264-2762 (o) 573-979-0202(c)

If any of us can be of any assistance to you, please do not he

To The Brid

CONGRATULATIONS! Your wedding day is one of the mos
chosen to share this happy occasion with us. We hope th
wedding with joy, and we wish to do everything possible to r

A wedding is, first of all, a Christian worship service, a worsh
and a freely given commitment of two people to put Christ
around this. Recognizing this, as you plan your ceremony
should be.

We, therefore, feel sure that you will look upon your weddi
elsewhere, and that you will want to avoid the many weddi
philosophy into the wedding ceremony. You will be ple
successfully emphasized the Christ-centered character of th
note that there are certain areas in which the Church speak
maintained.

Do not hesitate to discuss any of these matters with the pa
you may have on these matters. They consider such confe
they will do whatever they can to help you plan for a rever
responsibility to see that the wedding service is in harmony
first of all to God and that it is centered in Christ.

We sincerely pray God's Blessings upon you as you prepare f

**LIABILITY
VOLUNTARY R**

Assumption of risk and indemnity agreement:

Congregation: Eisleben Lutheran Church 432 Lutheran Lane, Sco

Date: _____

Description of Activity: _____

Each undersigned person requests and is granted permission to
above.

In consideration of "permissive entry" to the facility, each of the
DO HEREBY:

RELEASE, DISCHARGE AND COVENANT NOT TO SUE the above

Girardeau, nor the District of Missouri or the Lutheran C

strict liability or ordinary negligence of releasee or any o

death or property damage and further agrees to hold re

judgement or expenses releasee may incur by participat

UNDERSTAND that participation in the described activity inv

understood and voluntarily assumed.

ACKNOWLEDGE that the undersigned are aware of equipme

ASSUMING ALL RISK for themselves and all liability to ot

inducements have been made to obtain signatures on th

it is agreed that the balance thereof, shall continue in fu

I HAVE READ THIS DOCUMENT. I UNDERSTAND IT IS A RELEASE C

THE ACTIVITY. I VOLUNTARILY SIGN MY NAME EVIDENCING MY

Date And Time

ct the Pastor or church office and make sure that date is still
ontact the Pastor first.

l Counseling

et with you as a couple several times to discuss the various
e entering. The first counseling session will be an introductory
ttle better and discuss some of the concerns and special needs
d part of the marriage preparations.

ventory through an online service called Zoescore. (This is paid
ed computer and internet access or assistance to make an

with areas that exist presently in the relationship. The fee for
After the results of the Inventory are received, the pastor will
s and to review the results. Each session typically runs 1 – 2
ons decided between the couple and the pastor. The sessions
g reviewing the details of the wedding ceremony itself.

age License

n cash at the courthouse. It is good for 30 days beginning with
day as your application and can be obtained at the following

Courthouse
ers Office
ter Street (US 61)
MO 63736
45-3551

h Office no later than one week before the date of your

FORMATION SHEET

ase Print)

Rehearsal Date ____/____/____ at ____ p.m.

Wedding Information Booklet Given: _____

Bride: _____

Address: _____

Phone (H) _____ (W) _____

(Cell) _____

E-mail address: _____

Church Affiliation: _____

Date of Birth: _____

Previous Marriages: _____

Organist: _____

Soloist: _____

Congregation Sings: ____ YES ____ NO

____ Ringbearer ____ Flower Girl _____

Maid/Matron of Honor: _____

____ YES ____ NO

____ NO If yes, how many people: _____

____ NO If yes, how many people: _____

\$50 deposit

Rehearsal) (Rehearsal Dinner) (Reception)) plus \$100 security deposit

Non-members: \$100

Custodial Fees: _____ (non refundable)

____ (for members or non-members: \$100.00 each event)

st)

Sound Tech: _____ (\$40.00)

Marriage License: _____ (\$51.00)

EDDING TO SECURE DATE AND USE OF FACILITIES

payable Eisleben Lutheran Church;

le payable to person providing service.

revised 04/2018

Wedding

The Pastor's Church Wedding Assistant will be assisting the pastor on the day of the ceremony. Remember, if you choose to use a wedding coordinator, contact the pastor first in order to coordinate with all parties involved. The coordinator should begin the beginning of planning. The pastor performing the ceremony and the wedding coordinators are aware that it is unacceptable for them to over-

M

Since the marriage ceremony is a service of God's declaration of love, it should be based on the scriptures and should contribute to the reverent spirit of worship. There should be no discrimination. The Pastor has final say on the suitability of

It is expected that the Church Organist will play for all wedding services. Please request permission from the Church Organist soon after scheduling of the wedding. Additional musicians may be added depending on musical selections and additional

Church organs differ greatly. They are very technical instruments and for that reason, our Church Organist will want to meet and discuss musical selections are chosen. The pastor must verify that they meet the

Suggested C

Canon in D b

Bridal Chorus

Wedding March b

Soloists and O

Care should be taken in selecting a soloist, pianist, or other musicians. If you should be invited to participate in weddings, so that your ceremony is meaningful. If you invite other musicians we would be happy to suggest names. See the directory page 3, we suggest that they contact our organists to

You may discuss your song choices and placement in the ceremony with the organist and the Pastor. The Pastor has final say on the suitability for the congregation to sing and a list of popular solos are available. This form is designed to help guide you through the selection process.



Audio/Video Recordings

lay for many years to come. The photographer's service should

dden, with the exception of those taken by a professional

not to be taken during the service. Also, please remind them
nts may be made for pictures to be taken prior to the service.

e this special day. A video recording of your wedding ceremony
y a stationary tripod in the balcony (which is closed off unless
nera to zoom in, pan out during the ceremony, you will need to
ment of other video equipment should be discussed with the
n mind that while the video cameras being in front of you would
ace so as not to take away from the religious significance of the

o recording of your wedding if you provide a flash drive to the

g Bulletin

taining an outline of the wedding service, along with a listing of
ves as a memento for you, but for your guests as well.

u choose and order folder covers. Your payment for the cost of
ordered. **These should be ordered at least four weeks before**
's wedding assistant with the necessary information 4 weeks
nting.

st Book

e church 2 weeks before the wedding At your request, a table
k. It is suggested to have an attendant at the guest book table.

After the Wedding:

Done

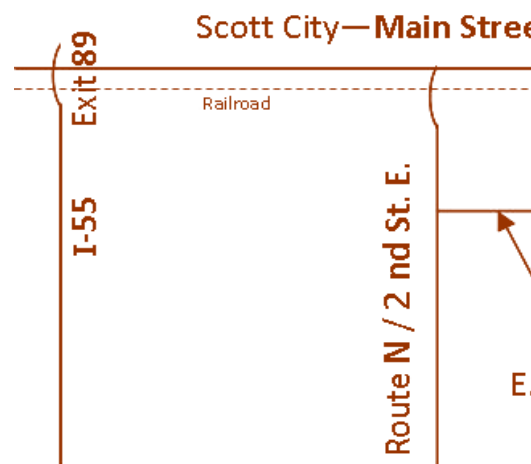
- ☐ Send thank-you's to parents or wedding hosts
- ☐ Send wedding announcements to newspapers
- ☐ Mail thank-you notes
- ☐ Change of address cards
- ☐ Mail announcements
- ☐ Legal documents (insurance, beneficiaries, name cha

Final Note To Th

This guide was published to aid you as you plan your wedding
that you have chosen God's house as the setting for your cer
please do not hesitate to call the Church Office or someone f
wedding not only memorable, but also especially meaningful

Map to

We have included a copy of the map to Eisleben Lutheran Ch
location of our facilities. Feel free to use

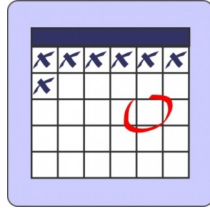


Bride and Groom

Eisleben does not have a room specifically designed for the Bride and Groom. However, there are some easy and beautiful ways to provide a restroom. The Groom and his party may dress in the Sanctuary.

This a

The paraments and banners covering the altar cannot be removed. Your ceremony can be obtained by calling the Church Office. If you have runners. We do have a runner for the ushers to practice. Everything in the church must remain the same as it is any other time.



Decorations a

Flo

Flowers, although certainly not necessary, have become a custom. If you use flowers, the florist of your choice should be contacted.

Flowers and greenery can be rented from Rental Land, Hobby

Final wedding plans

Bo

There are bows available for your use for decorating the pews. Bows are available.

Car

The use of candles can add a very special glow to your decorations. The placement of these with the pastor on your last counsel. Center aisle on the pews. All these items may be rented from the church. Your candles to the church 2 weeks prior to the wedding date.

A Unity Candle may be used. You may wish to purchase your own. Christ, or you may rent one.

The candles may be lit using the church's candle lighters. Instructions for the rehearsal.

er wedding
icians, Custodian, etc.)

Rehearsal

be scheduled one week before the rehearsal. The rehearsal for wedding at 6pm.. It gives everyone the opportunity to become service. Members of the wedding party, ushers, candle lighters, one having a part in the service should attend the rehearsal.

Pastor will conduct the rehearsal. The Pastor will share some find their places in the chancel, walk through the processional, the recessional. The Pastor will have suggestions for you and the wholly. This is a good time to pay attention to the timing of the

ty to the bride and groom during the service, or of the order of ple should be confident by the time of rehearsal, that all of their e that the wedding service will be enjoyable and free from

Rehearsal Dinner

Dinner. If you wish to take advantage of these facilities, please wedding is reserved. If decorations are used for the rehearsal dinner.

Service

that is used here at Eisleben Lutheran Church. Please take the yers that are most appealing to you as a couple. The Order of

Scripture Readings

requently used scriptures.
the Old Testament **and** one
ading for your service.

From the Gospels	From the Epistles
Matthew 19:4-6	Romans 12:1-21
John 2:1-10	1 Corinthians 13:1-8
John 15:9-12	Ephesians 5:21-33
	Colossians 3:12-27
	Philippians 4:4-7
	1 John 4:4-7

Here is a suggested list of planning activities listed in calendar keeping with your personal wedding plans. ***Those items that and that affect the church and the staff are placed in bold.***

Twelve to Six Months Before:

- Done
- ☐ Announce engagement
 - ☐ Decide style of wedding
 - ☐ Decide date
 - ☐ **Reserve officiate/pastor**
 - ☐ **Premarital counseling with the Pastor**
 - ☐ **Reserve site of wedding**
 - ☐ **Reserve reception site**
 - ☐ **Reserve organist**
 - ☐ **Fees paid for the above**
 - ☐ Reserve photographer
 - ☐ Reserve soloist
 - ☐ Reserve sound technician
 - ☐ Invite wedding party
 - ☐ Plan guest list
 - ☐ Decide budget
 - ☐ Begin house-hunting
 - ☐ Obtain visas/passports for foreign honeymoon travel

Six to Four Months Before:

- Done
- ☐ Reserve wedding coordinator
 - ☐ Reserve caterer
 - ☐ Reserve baker
 - ☐ Reserve videographer
 - ☐ Reserve florist
 - ☐ Reserve transportation/rental vehicles
 - ☐ Speak with your insurance agent about your plans
 - ☐ Make your hair dresser appointment
 - ☐ Order bridal gown
 - ☐ Order attendant apparel
 - ☐ Order men's attire
 - ☐ Coordinate mothers' attire
 - ☐ Plan service with Pastor
 - ☐ Order invitations
 - ☐ Order announcements
 - ☐ Make honeymoon plans

Two Months Before:

- Done
- ☐ Complete guest list
 - ☐ Initial confirmation of all professionals and services
 - ☐ Purchase attendant gifts

beginning

..... (Music playing)

used)

..... (Music Playing)

an should be on lady's right. Men with arm bent and lady's

ony Selections

e)

0

BENEDICTION

The Lord bless you and keep you.

The Lord make His face shine upon you and be gracious u

The Lord lift up His countenance upon you and give you p

THE INTRODUCTION OF THE COUPLE & KISS

THE RECESSIONAL (Choose one)

(Couple decide ahead of time how they will greet the c

(1) Couple leaves, then comes back in and personally d

OR

(2) Ushers dismiss guests

OR

(3) Guests dismiss themselves.

The Re

If you desire, you may use the Parish Hall for a reception foll
when you schedule the date of the wedding. A rental agreem

Miscel

If rental tuxedos are being worn, we suggest the men try on t
necessary adjustments.

For reasons of safety, we prefer that bubbles, bells or flower p
only, not in the facilities.

The use of **alcohol** on any Eisleben property is discouraged an
of use. No alcohol allowed in the sanctuary with the exception
any **tobacco** is forbidden inside any of the buildings, and the
and anyone using tobacco should refrain from standing near e
is forbidden on any of the church property.

The bride and groom may obtain access to the sanctuary and
before the wedding, however, you will need to call the Church
these areas will be available. Please do not wait till the week o

See copy of facilities us policies.

A wedding form to be completed is in Appendix A.

ever be a symbol of the faithfulness and unselfish sharing of
affliction, will cultivate without ceasing, and be a reminder of the
our marriage. To this end, may God bless you through the



man and woman in turn shall say, after the Pastor:

edded love and faithfulness.

edded love and faithfulness.

say:

n a man and a woman as designed and ordained by God. Today
re these witnesses. A Christian marriage is a sacred
that was not there before. Two become one. As you grow
is love bless others through you.

o each other in holy matrimony, have given themselves to each
ame before God and these witnesses, I pronounce them to be
e Son and of the Holy Spirit.

estow upon you His Holy Spirit and be with you and richly bless

_____ (If music may be played.) Lighting of the unity candle takes

Thy kingdom come. Thy will be done on earth as it is in
us our trespasses as we forgive those who trespass against us.
vil. For Thine is the kingdom and the power and the glory

THE SERMONETTE (Bridal couple may suggest a Bible Text)

Then the Pastor may say:

Dear loved ones, you are here to become one through
agreement sincerely and freely given; it is necessary for
witnesses, the sincere intent you both have.

THE PROMISES

_____, will you have this woman to be your wife
as God ordained it? Will you nourish and cherish her as God
Will you love, honor, and keep her in sickness and in health
long as you both shall live? (I will.)

_____, will you have this man to be your husband
as God ordained it? Will you nourish and cherish him as God
Will you love, honor, and keep him in sickness and in health
long as you both shall live? (I will.)

THE WEDDING VOWS

The man with his right hand shall take the woman by her right

I, _____, take you _____, to be my wife
forward./ For better or for worse,/ for richer for poorer,/ for
do part./ According to God's holy will;/ and I pledge to you