

Welcome

Your wedding is a very important occasion. By choosing a Christian wedding service you have elected to celebrate God's goodness to you in a service of worship. These guidelines are intended to help you plan an appropriate wedding service as well as inform you of our policies at First Lutheran Church.

Scheduling Your Wedding

Before making any plans...

- Call the church office to ensure the date you have in mind is open on the church calendar as well as the pastor's calendar.
- It is the policy of this church that one of the congregation's pastors, or an ELCA Lutheran minister approved by our pastors, participate in any wedding held at First Lutheran Church. If you desire the participation of another minister, please discuss this with First Lutheran's pastors.
- Non-member weddings will not be scheduled more than six months in advance. "Members," in this case, are those who have been active members at least one year in advance of their wedding date (or are children of active members).
- Your wedding date will be placed on the church calendar after it has been approved by one of our pastors and the completed *Wedding Information Form* has been received by the church. Non-members must also have paid their reservation fee (see page 3 for fees and payments).
- When your wedding date is added to the church calendar, you will need to arrange an appointment for your initial pre-marital counseling session with the presiding minister.

Music

The music at your wedding adds much to the beauty and sanctity of the service. As with any service of worship, the music should give glory to God and should reflect Christian beliefs. We should never confuse the perfectly fine and proper music that you may want to use at your wedding reception with the sacred music that you may choose to include in the wedding service itself.

- If you choose to use our organ, you should contact our organist to make arrangements as soon as you schedule your wedding with the church. He/she will meet with you to assist you in the selection of music. Only our church organist plays for weddings at First Lutheran unless otherwise approved by the organist and one of our pastors.
- Requests for the use of recorded music on tape or CD and the appropriate sound equipment are to be noted on the *Wedding Information Form*. A sound technician will be provided.

Unity Candle

- You are welcome to use a unity candle for your ceremony. The central candle, the two side candles, and the holders are provided by the wedding couple.
- There are pew candelabras available. Please check with the Building Manager.

Flowers/Florist

- If you wish to have a white runner, it needs to be obtained from a florist and should be 75 feet in length.
- There are 18 rows of pews down each side of the center aisle if you wish to decorate them.

Photography

- No flash pictures are permitted after the processional. Please notify your guests and photographer of this policy.
- Video cameras are permitted in the balcony.

Bulletins

- If bulletins are desired, the design and printing are the responsibility of the bride and groom. The church secretary has bulletin samples for you if needed.

Marriage License

- The marriage license must be brought to the rehearsal.

Missing Something?

Items left in the church after the wedding will be kept for 2 weeks.

Fees

The wedding couple should understand that they are not “renting the building” for a wedding. Rather, the church is agreeing to offer a marriage ritual according to its religious traditions.

	<u>Member Fees</u>	<u>Non-Member Fees</u>
Pastor:	\$125	\$175
Organist:	\$125	\$175
Building Manager:	\$125	\$175

- Individual checks, due on the day of the rehearsal, are to be made payable to the pastor, organist, and building manager.

*In addition, **for non-members only, a fee of \$175** made payable to “First Lutheran Church” is due upon reservation of the wedding date. This reservation / church usage fee will not be refunded.*

Use of the church

- The church building will be open two hours before the service and two hours after the service.
- Altar paraments (hangings) are not to be changed for weddings but are to remain in the proper seasonal color.
- No decorations may be placed in the chancel area (the area above pew level) without the approval of one of our pastors.
- Care is to be exercised so that there is no damage to the church building or furnishings with the placing of decorations. Please check with the Building Manager for guidance.

Unfortunately there are a few items not allowed in the church. They include, but are not limited to, the following:

- The use of tobacco products or alcoholic beverages in or around the church;
- Thrown rice, confetti, or birdseed in or around the church; artificial flowers thrown outside the church; body glitter;
- Food in the worship area.

Benefits the church offers to make your wedding easier:

- Dresses and decorations may be dropped off the day before the wedding during the office hours of 9:00 – noon on Friday; please check with the church office to make arrangements.
- A special “Bride’s Room” with a mirror and dress hooks.
- A beautiful lounge for the bride’s attendants and a comfortable room for the groomsmen.

Reception/Rehearsal Dinner

These events are scheduled according to the Building Use Guidelines. Additional charges apply for the use of the building and services of the Building Manager.

Checklist Prior to Rehearsal

- _____ We have turned in our *Wedding Information Form*.
- _____ We have paid the reservation fee (non-members only)
- _____ We have met with the officiating pastor for wedding counseling.
- _____ We have met with the officiating pastor and the building manager 2-3 weeks before the wedding to discuss wedding arrangements.
- _____ We have met with the church organist and selected music or have gotten the officiating pastor's approval for other musicians and the music they will play.
- _____ We have confirmed the time of rehearsal and wedding with the musicians, photographers, and florists.
- _____ We have notified everyone in the wedding party of the church use policies; the times of the rehearsal, wedding, and pictures; and the importance of being on time.
- _____ We have arranged for wedding bulletins, if desired.
- _____ If they're to be used, we have obtained the unity candles and will bring them to the rehearsal.
- _____ We have the license and will bring it to the rehearsal.
- _____ We have the rings.
- _____ We have the three checks ready to bring to rehearsal.

Revised _____