

And The Two Shall Become One



A Wedding Preparations Guide

For

Eisleben Lutheran Church

432 Lutheran Lane

Scott City, MO 63780

(573) 264-2762

eislebenlutheranchurch@gmail.com

LutheranChurchScottCity.org

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Directory

Pastor

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Organists

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Custodian

Jimmy Smith 573-576-3203

Church Secretary & Wedding Assistant

Debbie McNeely

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If any of us can be of any assistance to you, please do not hesitate to call.

To The Bride And Groom

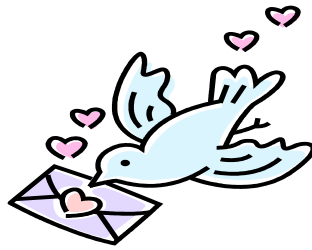
CONGRATULATIONS! Your wedding day is one of the most important days in your lives. We are pleased that you have chosen to share this happy occasion with us. We hope that in the end you might remember all of the events of your wedding with joy, and we wish to do everything possible to make it a most pleasing and memorable experience.

A wedding is, first of all, a Christian worship service, a worship of God, who calls a man and a woman together in marriage, and a freely given commitment of two people to put Christ at the center of their lives together – the entire service centers around this. Recognizing this, as you plan your ceremony, will give you a clearer vision of what your wedding service should be.

We, therefore, feel sure that you will look upon your wedding as a service of worship, whether conducted in the Church or elsewhere, and that you will want to avoid the many wedding customs, which have resulted from the infiltration of secular philosophy into the wedding ceremony. You will be pleased to know that the Lutheran Church-Missouri Synod has successfully emphasized the Christ-centered character of the ceremony. When discussing details with the pastor, you will note that there are certain areas in which the Church speaks with clarity and finality, so that the proper emphasis might be maintained.

Do not hesitate to discuss any of these matters with the pastor or the church organist. They will welcome any questions you may have on these matters. They consider such conferences an important part of their duties, and you may be sure they will do whatever they can to help you plan for a reverent and Christ-centered wedding service. The church has the responsibility to see that the wedding service is in harmony with the principles of Christian worship and that it is directed first of all to God and that it is centered in Christ.

We sincerely pray God's Blessings upon you as you prepare for this important step in your life.



Setting The Date And Time

After you have chosen wedding date options, please contact the Pastor or church office and make sure that date is still available on the Pastor's and church's calendars. You must contact the Pastor first.

Pre-Marital Counseling

Before the pastor will perform a wedding, he will want to meet with you as a couple several times to discuss the various issues involved in the life-long relationship into which you are entering. The first counseling session will be an introductory meeting for the pastor and you to get to know each other a little better and discuss some of the concerns and special needs for the wedding. This counseling with the pastor is a required part of the marriage preparations.

During this first session, you may be asked to complete an inventory through an online service called Zoescore. (This is paid online by the couple. Please consult with the pastor if you need computer and internet access or assistance to make an online payment.)

This is designed to provide information on strength and growth areas that exist presently in the relationship. The fee for this Inventory is \$40 which is paid by the couple on-line. After the results of the Inventory are received, the pastor will utilize them as a basis for the following counseling sessions and to review the results. Each session typically runs 1 – 2 hours. Depending on the course topics and number of sessions decided between the couple and the pastor. The sessions will be spent in the Sanctuary/facility/location of the wedding reviewing the details of the wedding ceremony itself.

The Marriage License

The cost of the marriage license is \$51.00 and must be paid in cash at the courthouse. It is good for 30 days beginning with the day it is applied for. It can be issued to you the same day as your application and can be obtained at the following location:

County Courthouse
Recorders Office
131 S. Winchester Street (US 61)
Benton, MO 63736
573-545-3551

It is expected that the license should be brought to the Church Office no later than one week before the date of your wedding.

Wedding Assistant

The Pastor's Church Wedding Assistant will be assisting the pastor and wedding couple the evening of the rehearsal and the day of the ceremony. Remember, if you choose to use a wedding assistant of your own choosing, please consult with the pastor first in order to coordinate with all parties involved. The wedding assistant will be required to meet with the Pastor at the beginning of planning. The pastor performing the ceremony is in charge during the rehearsal. Please make sure other coordinators are aware that it is unacceptable for them to overstep the pastor at any time.

Music

Since the marriage ceremony is a service of God's declarations, the music used throughout the wedding should be faithful to the scriptures and should contribute to the reverent spirit of worship, which should prevail. Music is to be chosen with care and discrimination. The Pastor has final say on the suitability of your music choices before selections are finalized.

It is expected that the Church Organist will play for all weddings. If you would like another organist, you must request permission from the Church Organist soon after scheduling of your wedding. Our Organist's base fee is \$75; additional fees may be added depending on musical selections and additional requested service.

Church organs differ greatly. They are very technical instruments that require knowledge, skill, time, and familiarity to play, and for that reason, our Church Organist will want to meet and discuss the organ and music selection with you before music selections are chosen. The pastor must verify that they meet the criteria mentioned above.

Suggested Organ Music:

Canon in D by J. Pachelbel

Bridal Chorus by R. Wagner

Wedding March by F. Mendelssohn

Soloists and Other Musicians

Care should be taken in selecting a soloist, pianist, or other musical accompanist. Only trained and experienced musicians should be invited to participate in weddings, so that your ceremony is as trouble free and enjoyable as possible. If you wish to invite other musicians we would be happy to suggest names. If other organists are invited to play beside the ones on the directory page 3, we suggest that they contact our organists to become familiar with the instrument.

You may discuss your song choices and placement in the ceremony with your soloist; however, you also should consult with the organist and the Pastor. The Pastor has final say on the suitability of your music choices. A list of frequently used hymns for the congregation to sing and a list of popular solos are available upon request. This is by no means an exhaustive list, but it is designed to help guide you through the selection process. Remember that you are getting married in the house of God.



Photography and Audio/Video Recordings

Photographs capture the joy and love that is shared on this day for many years to come. The photographer's service should be reserved soon after the date is set.

The taking of pictures during the service is strictly forbidden, with the exception of those taken by a professional photographer and taken without flashes.

Please notify your family and friends that flash pictures are not to be taken during the service. Also, please remind them to silence their phones. Under certain conditions, arrangements may be made for pictures to be taken prior to the service.

Video recording your ceremony is wonderful way to preserve this special day. A video recording of your wedding ceremony will be made by our usual manner. We record the service by a stationary tripod in the balcony (which is closed off unless needed for overflow). If you desire someone to man this camera to zoom in, pan out during the ceremony, you will need to provide that person. Having another videographer or placement of other video equipment should be discussed with the pastor prior to the rehearsal of the ceremony. Please keep in mind that while the video cameras being in front of you would be an optimal position, it must be kept in an inconspicuous place so as not to take away from the religious significance of the surroundings.

We would be happy to present you with our standard video recording of your wedding if you provide a flash drive to the pastor's wedding assistant.

Wedding Bulletin

You may want to consider using a printed service folder containing an outline of the wedding service, along with a listing of the people involved in the ceremony. This folder not only serves as a memento for you, but for your guests as well.

If you like, our church office staff would be happy to help you choose and order folder covers. Your payment for the cost of these folders varies depending on the style and the number ordered. **These should be ordered at least four weeks before the wedding. If this is the case, please provide the pastor's wedding assistant with the necessary information 4 weeks before the service for preparation, draft review and final printing.**

Guest Book

You need to provide your own guest book. Please have at the church 2 weeks before the wedding. At your request, a table will be set up in the Narthex on which to place the guest book. It is suggested to have an attendant at the guest book table.

Bride and Groom's Dressing Rooms

Eisleben does not have a room specifically designed for the Bride and her attendants to use in getting ready for the wedding. However, there are some easy and beautiful ways to provide a similar room in our Parish Hall with a mirror and nearby restroom. The Groom and his party may dress in the Sanctuary basement or in the Parish Hall basement.

This and That

The paraments and banners covering the altar cannot be removed for weddings. The colors that will be used on the day of your ceremony can be obtained by calling the Church Office. Please discuss with the Pastor issues with the use of center aisle runners. We do have a runner for the ushers to practice with if a runner will be used in the service. Remember that everything in the church must remain the same as it is any other day, including the piano.



Decorations and Accessories

Flowers

Flowers, although certainly not necessary, have become a customary decoration for the sanctuary and the wedding party. If you use flowers, the florist of your choice should be contacted and floral needs scheduled well before your wedding day.

Flowers and greenery can be rented from Rental Land, Hobby Lobby, or Trees and Trends. **NO** rice may be used.

Bows

There are bows available for your use for decorating the pews. See the pastor's wedding assistant to see what we have available.

Candles

The use of candles can add a very special glow to your decorations. Candelabras may be used in the sanctuary. Please discuss the placement of these with the pastor on your last counseling session. In addition, candlesticks may be placed down the center aisle on the pews. All these items may be rented from Rental Land, Hobby Lobby, or Trees and Trends. Please bring 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 to be used as a reminder of the two becoming one in Christ, or you may rent one.

The candles may be lit using the church's candle lighters. Instructions on the use of these candle lighters will be discussed at the rehearsal.

Schedule of Wedding Weekend

The Rehearsal

The couple's pre-rehearsal meeting with the Pastor should be scheduled one week before the rehearsal. The rehearsal for the ceremony typically takes place the evening before the wedding at 6pm.. It gives everyone the opportunity to become acquainted with one another and with their part in the service. Members of the wedding party, ushers, candle lighters, parents of the bride and groom, soloists, musicians, and anyone having a part in the service should attend the rehearsal.

Rehearsals last around forty-five minutes to one hour. The Pastor will conduct the rehearsal. The Pastor will share some preliminary remarks. Then members of the bridal party will find their places in the chancel, walk through the processional, do a run through of the ceremony, and then walk through the recessional. The Pastor will have suggestions for you and the wedding party to help make the wedding day run more smoothly. This is a good time to pay attention to the timing of the music and plan the processional accordingly.

Again, any questions that anyone may have about his/her duty to the bride and groom during the service, or of the order of the service, need to be asked before now. The wedding couple should be confident by the time of rehearsal, that all of their plans have been discussed and prepared. This will ensure that the wedding service will be enjoyable and free from confusion.

The Rehearsal Dinner

The Parish Hall may be used for the setting of the Rehearsal Dinner. If you wish to take advantage of these facilities, please reserve the facility as soon as possible after the date of the wedding is reserved. If decorations are used for the rehearsal dinner, they must be taken down immediately following the dinner.

The Service

You should become acquainted with the wedding service that is used here at Eisleben Lutheran Church. Please take the time to go through together and pick out the vows and prayers that are most appealing to you as a couple. The Order of Marriage Service is outlined below:

The Scripture Readings

Following are some frequently used scriptures.
Please select at least one Old Testament **and** one
New Testament reading for your service.

From the Old Testament

Genesis 1:25-31
Genesis 2:18-24
Song of Solomon 2:10-13
Song of Solomon 8:7
Isaiah 63:7-9
Jeremiah 32:39-41
Ruth 1:16b-17
Ecclesiastes 3:1-8

From Psalms

Psalms 23
Psalm 33
Psalm 100
Psalm 117
Psalm 127
Psalm 128
Psalm 136

From the Gospels

Matthew 19:4-6
John 2:1-10
John 15:9-12

From the Epistles

Romans 12:1-21
1 Corinthians 13:1-8
Ephesians 5:21-33
Colossians 3:12-27
Philippians 4:4-7
1 John 4:4-7

Typical Entrance, Seating and Bridesmaid/Groomsmen Map

Order:

Bridesmaid and Groomsman		
Bridesmaid and Groomsman		
Bridesmaid and Groomsman		
Bridesmaid and Groomsman		
Bridesmaid and Groomsman		
Bridesmaid and Groomsman		
Matron of Honor and Bestman		
Junior Bridesmaid		
Ringbearer and Flower Girl		

Pastor

Bride Groom

 _____ Matron of Honor Best Man _____
 _____ Junior Bridesmaid _____
 _____ Bridesmaid Groomsman _____
 _____ Bridesmaid Groomsman _____
 _____ Bridesmaid Groomsman _____
 _____ Bridesmaid Groomsman _____
 _____ Bridesmaid Groomsman _____
 _____ Bridesmaid Groomsman _____

_____ 1st pew _____
 _____ 2nd pew _____
 _____ 3rd pew _____

Seating of Grandmother of the Groom: _____ seated by _____
 (1st pew on Right)

Seating of Grandmother of the Bride: _____ seated by _____
 (1st pew on Left)

Seating of Mother of the Groom: _____ seated by _____
 (1st pew on Right)

Seating of Mother of the Bride: _____ seated by _____
 (1st pew on Left)

Typical Wedding Procession Order

Acolyte lights the candles 15 minutes prior to the service beginning

Seating of Parents/Grandparents order..... (Music playing)

(Ushers take the following guests to their seats)

Special Guests

Grandparents of the Groom

Grandparents of Bride

Mother of Groom (Father following)

Mother of Bride

Bells (optional)

Processional Cross (process with bells if they are being used)

Pastor & Groom

Processional (Music Playing)

(Men go to right and women to left. As entering man should be on lady's right. Men with arm bent and lady's hand through the arm.)

Bridesmaids & Groomsmen

Maid of Honor & Best Man

Flower girls

Jr. Bride & Ring bearer

Presentation of Bride

Enter Bride with Father, or one giving bride away.

Your Ceremony Selections

SONG as mothers are seated

Song choice _____

THE PROCESSIONAL

Song choice _____

THE GIVING AWAY OF THE BRIDE

At this time the Pastor shall say:

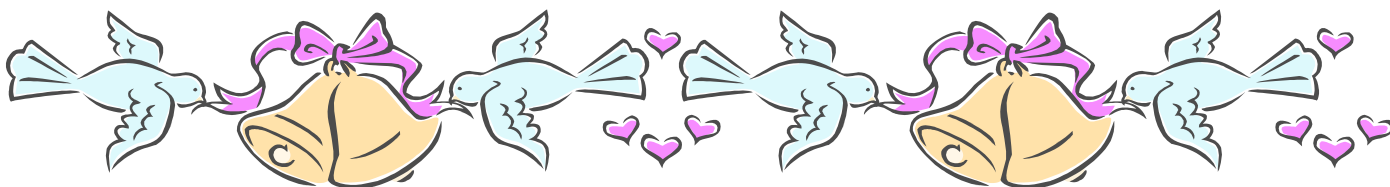
Who gives this woman to be married to this man?

The father or another relative shall say: (Choose one)

A. I do.

B. Her mother and I do.

C. Her family and I do.



THE SERMONETTE (Bridal couple may suggest a Bible Text)

Then the Pastor may say:

Dear loved ones, you are here to become one through this sacred ceremony, which is done through your mutual agreement sincerely and freely given; it is necessary for you, then, to state in the presence of God and these witnesses, the sincere intent you both have.

THE PROMISES

_____, will you have this woman to be your wedded wife, to live together in the holy estate of matrimony as God ordained it? Will you nourish and cherish her as Christ loved His body, the Church, giving Himself up for her? Will you love, honor, and keep her in sickness and in health, and, forsaking all others, remain united to her alone, so long as you both shall live? (I will.)

_____, will you have this man to be your wedded husband, to live together in the holy estate of matrimony as God ordained it? Will you nourish and cherish him as Christ loved His body, the Church, giving Himself up for him? Will you love, honor, and keep him in sickness and in health, and, forsaking all others, remain united to him alone, so long as you both shall live? (I will.)

THE WEDDING VOWS

The man with his right hand shall take the woman by her right hand and repeat as they face each other:

I, _____, take you _____, to be my wedded husband/wife./ To have and to hold/ from this day forward./ For better or for worse,/ for richer for poorer,/ in sickness and in health,/ to love and to cherish/ till death us do part./ According to God's holy will;/ and I pledge to you my faithfulness.

THE BLESSING OF THE RINGS

The Pastor shall say:

May the giving and receiving of this ring (these rings) ever be a symbol of the faithfulness and unselfish sharing of goods that you as husband and wife, in well-being or affliction, will cultivate without ceasing, and be a reminder of the excellent Christian virtues with which you will adorn your marriage. To this end, may God bless you through the heavenly Bridegroom, Jesus Christ, our Lord.

THE EXCHANGE OR GIVING OF RING(S)

Then the man shall say, or if two rings are used, the man and woman in turn shall say, after the Pastor:

Receive this ring/ as a pledge and guarantee/ of my wedded love and faithfulness.

Receive this ring/ as a pledge and guarantee/ of my wedded love and faithfulness.

PRONOUNCEMENT OF THE MARRIAGE UNION

Then the Pastor shall lay his right hand upon their hands and say:

Christian marriage is a voluntary commitment between a man and a woman as designed and ordained by God. Today in this service, God has joined you in His sight and before these witnesses. A Christian marriage is a sacred pronouncement of God, where he creates something that was not there before. Two become one. As you grow together in your oneness and love through Christ, let His love bless others through you.

Now that ____ and ____ have committed themselves to each other in holy matrimony, have given themselves to each other by their solemn pledges, and have declared the same before God and these witnesses, I pronounce them to be husband and wife, in the name of the Father and of the Son and of the Holy Spirit.

What God has joined together, let no one put asunder.

Amen.

BLESSINGS ON THE UNION

The eternal God, the Father of our Lord Jesus Christ, bestow upon you His Holy Spirit and be with you and richly bless you forevermore. Amen.

LIGHTING OF THE UNITY CANDLE (Optional) Y/N

OPTIONAL SOLO or SONG Y/N Song choice _____

The solo may be sung during lighting of candle (or quiet music may be played.) Lighting of the unity candle takes approx. **30 seconds.**

THE PRAYERS

THE LORD'S PRAYER

Our Father who art in heaven. Hallowed be Thy name. Thy kingdom come. Thy will be done on earth as it is in heaven. Give us this day our daily bread. And forgive us our trespasses as we forgive those who trespass against us. And lead us not into temptation. But deliver us from evil. For Thine is the kingdom and the power and the glory forever and ever. Amen.

BENEDICTION

The Lord bless you and keep you.

The Lord make His face shine upon you and be gracious unto you.

The Lord lift up His countenance upon you and give you peace.

THE INTRODUCTION OF THE COUPLE & KISS

THE RECESSIONAL (Choose one)

(Couple decide ahead of time how they will greet the congregation)

(1) Couple leaves, then comes back in and personally dismisses guests, greeting at the pews.

OR

(2) Ushers dismiss guests

OR

(3) Guests dismiss themselves.

The Reception

If you desire, you may use the Parish Hall for a reception following the ceremony. You will need to reserved the Parish Hall when you schedule the date of the wedding. A rental agreement is in Appendix B.

Miscellaneous

If rental tuxedos are being worn, we suggest the men try on their suits before arriving to the church, as this will allow for any necessary adjustments.

For reasons of safety, we prefer that bubbles, bells or flower petals be used. No rice please. The bubbles are allowed outside only, not in the facilities.

The use of **alcohol** on any Eisleben property is discouraged and should be discussed with the pastor prior to any use or plans of use. No alcohol allowed in the sanctuary with the exception of wine used in the sacrament of Holy Communion. The use of any **tobacco** is forbidden inside any of the buildings, and the use of tobacco outside on the property is strongly discouraged and anyone using tobacco should refrain from standing near entrances where others will be effected. The use of **illegal drugs** is forbidden on any of the church property.

The bride and groom may obtain access to the sanctuary and Parish Hall (if reception is held here) for decorating on the day before the wedding, however, you will need to call the Church Office at 264-2762 in advance to make sure of the times that these areas will be available. Please do not wait till the week of needing access.

See copy of facilities us policies.

A wedding form to be completed is in Appendix A.

Wedding Fees

**ALL PAYMENTS ARE DUE AT THE TIME OF RESEVATION/BOOKING AND SUBMISSION OF SIGNED AGREEMENT FORM.
(APPENDIX A)**

Pre-Marital Questionnaire:

The Pre-Marriage Counseling Inventory costs \$40.00 per couple. This counseling with the pastor is a required part of the marriage preparations. (This is paid online by the couple. Please consult with the pastor if you need computer and internet access or assistance to make an online payment.)

Pastor:

For members of Eisleben Lutheran Church, a fee is not necessary; however, a monetary gift of \$125.00 is appropriate. A fee of \$150.00 is charged for non-members of Eisleben Lutheran Church. (Please make check payable to the Pastor.)

Sanctuary:

Non-members will be charged a fee of \$100.00.
(Please make check payable to Eisleben Lutheran Church.)

Fellowship Hall and Kitchen:

There is a \$50 charge for members to use the Parish Hall and Kitchen. (Plus a \$50 security deposit)
There is a \$200 charge for non-members to use the Parish Hall and Kitchen. (Plus a \$100 security deposit)
(Please make check payable to Eisleben Lutheran Church.)

Custodian Fees:

A \$75.00 Custodial Fee will be charged to all couples for the wedding and rehearsal.
(Please make check payable to the Custodian.)

An additional \$75.00 fee will be collected for each of the following events:

- Rehearsal Dinner in Parish Hall
- Reception in Parish Hall

Organist:

A flat rate of 75.00 will be charged. (Please make check payable to the Organist.)

Wedding Assistant:

There is a fee of \$75.00. (Please make check payable to the Wedding Assistant.)

Marriage License:

A fee of \$51.00 in cash is charged at the Recorder's Office at the Scott County Courthouse.

Couples Calendar

Here is a suggested list of planning activities listed in calendar form. Pick and choose the things you will need to do in keeping with your personal wedding plans. ***Those items that are required before the wedding is considered to be reserved 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

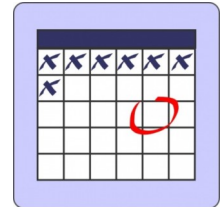
- ☐ Complete guest list
- ☐ Initial confirmation of all professionals and services
- ☐ Purchase attendant gifts

- ☐ Plan for fittings for attire
- ☐ Gift registry
- ☐ Out-of-town lodging arrangements
- ☐ Address invitations
- ☐ Reserve wedding night hotel
- ☐ Rehearsal dinner reservations
- ☐ Plan rehearsal and reception seating arrangements

One Month Before:

Done

- ☐ Mail invitations
- ☐ Apply for marriage license
- ☐ Select groom's ring/wedding bands
- ☐ Have wedding bands engraved
- ☐ Arrange bridesmaids' luncheon
- ☐ Review attendant duties with the wedding party
- ☐ Visit ceremony site, check facilities
- ☐ Confirm rehearsal dinner
- ☐ Finalize honeymoon plans
- ☐ Finalize preparations for new home
- ☐ Assign responsibilities for:
 - ☐ -Guest transportation
 - ☐ -Pickup of supplies
 - ☐ -Rental returns
- ☐ Write thank-you notes for shower gifts



Two Weeks Before:

Done

- ☐ Final apparel fittings
- ☐ Confirm rental attire/fittings
- ☐ Bridesmaids' luncheon, present gifts
- ☐ Bachelor party, present gifts
- ☐ Final confirmation of all professionals and services
- ☐ Pick up marriage license
- ☐ **Take marriage license and fees to Church Office**
- ☐ **Make appointment with the Pastor to review the final wedding plans**

One Week Before:

Done

- ☐ Begin packing for honeymoon
- ☐ Arrange for apparel to be pressed and delivered
- ☐ Make reception place cards
- ☐ Have candles and guest book at the church (if using)
- ☐ Determine what to do with floral arrangements after wedding
- ☐ Drop off checks for appropriate parties (Pastor, Musicians, Custodian, etc.)

After the Wedding:

Done

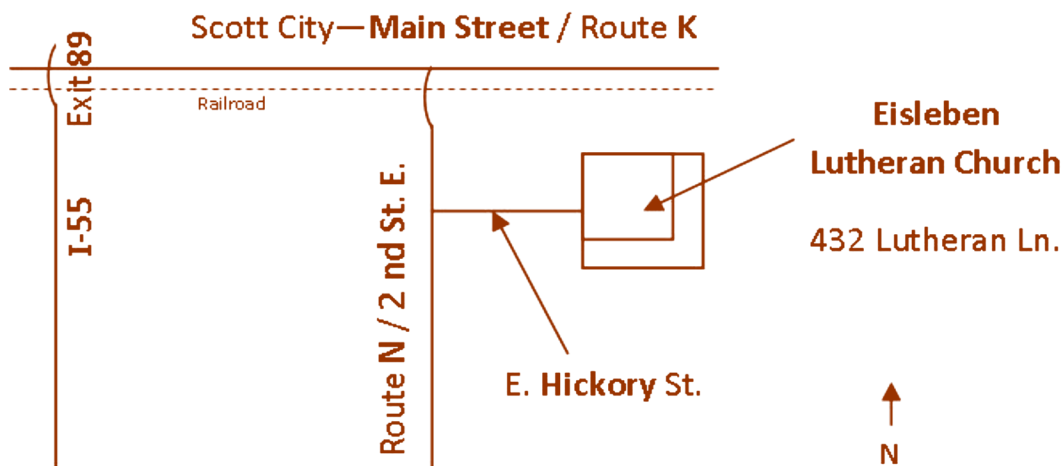
- ☐ Send thank-you's to parents or wedding hosts
- ☐ Send wedding announcements to newspapers
- ☐ Mail thank-you notes
- ☐ Change of address cards
- ☐ Mail announcements
- ☐ Legal documents (insurance, beneficiaries, name changes, etc.)

Final Note To The Bride And Groom

This guide was published to aid you as you plan your wedding here at Eisleben Lutheran Church. Again, we are very pleased that you have chosen God's house as the setting for your ceremony. If you have any questions that are not answered here, please do not hesitate to call the Church Office or someone from the Directory. It is our genuine concern to help make your wedding not only memorable, but also especially meaningful as a Christian celebration.

Map to the Church

We have included a copy of the map to Eisleben Lutheran Church for anyone in your family who may be unfamiliar with the location of our facilities. Feel free to use this or something like it in your invitations.



Appendix A
WEDDING INFORMATION SHEET

(Please Print)

Wedding Date: ____/____/____ at ____ a.m. / p.m.

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

Prepare Enrich Paid: _____

Wedding Information Booklet Given: _____

Groom: _____

Bride: _____

Address _____

Address: _____

Phone (H) _____ (W) _____

Phone (H) _____ (W) _____

(Cell) _____

(Cell) _____

E-mail address: _____

E-mail address: _____

Church Affiliation _____

Church Affiliation: _____

Date of Birth: _____

Date of Birth: _____

Previous Marriages: _____

Previous Marriages: _____

Couple's Future Address: _____

Officiating Pastor: _____ Organist: _____

Wedding Coordinator: _____ Soloist: _____

Sound Technician: _____ Congregation Sings: ____ YES ____ NO

Number in Wedding Party: Men _____ Women _____ Ringbearer _____ Flower Girl _____

Best Man: _____ Maid/Matron of Honor: _____

Number Expected at Wedding: _____ Unity Candle (provided by couple): ____ YES ____ NO

Special Needs: _____

Rehearsal Dinner in Fellowship Hall: ____ YES ____ NO If yes, how many people: _____

Reception in Fellowship Hall: ____ YES ____ NO If yes, how many people: _____

Fellowship Hall/Kitchen: _____ Members: \$50 charge (plus a \$50 refundable security deposit)

Non-members: \$200 for rehearsal dinner; \$200 for reception (plus \$100 refundable security deposit)

Use of Church: _____ no charge for members \$100 for non-members

Custodial Fees: _____ (non refundable) members or non-members: \$100 for each event:

Rehearsal Dinner, Wedding, Reception

Officiating Pastor _____ \$125.00 for members \$150.00 for non-members

Organist: _____ (\$75.00)

Soloist: _____

Sound Tech: _____ (\$40.00)

Wedding Assistant: _____ (\$75.00)

Marriage License: _____ (\$51.00)

PAYMENT OF FEES DUE AT TIME OF RESERVATION/BOOKING AND SUBMISSION OF AGREEMENT FORM.

Checks for rental fees made payable Eisleben Lutheran Church;
all other wedding services made payable to person providing service.

Revised 9.30.19

LIABILITY CONTROL VOLUNTARY RELEASE FORM

Assumption of risk and indemnity agreement:

Congregation: **Eisleben Lutheran Church**
432 Lutheran Lane
Scott City, MO 63780

Date:

Description of Activity _____

Each undersigned person requests and is granted permission to make use of the Parish Hall for the intended purpose described above.

In consideration of "permissive entry" to the facility, each of the undersigned, their personal representatives, heirs and assigns, DO HEREBY:

1. RELEASE, DISCHARGE AND COVENANT NOT TO SUE the above named congregation, its Officers or Pastor, Circuit of Cape Girardeau, nor the District of Missouri or the Lutheran Church-Missouri Synod for any claims and liability arising out of strict liability or ordinary negligence of releasee or any other user of the facility which causes the undersigned injury, death or property damage and further agrees to hold releasee harmless and indemnify releasee from any claim, judgment or expenses releasee may incur by participation in the described activity.
2. UNDERSTAND that participation in the described activity involves danger and risk of injury. The inherent danger is understood and voluntarily assumed.
3. ACKNOWLEDGE that the undersigned are aware of equipment and safety regulations and will comply with each regulation ASSUMING ALL RISK for themselves and all liability to others for failure to do so. No oral representations or inducements have been made to obtain signatures on this agreement. If any portion of this agreement is held invalid, it is agreed that the balance thereof, shall continue in full legal force and effect.

I HAVE READ THIS DOCUMENT. I UNDERSTAND IT IS A RELEASE OF ALL CLAIMS. I UNDERSTAND I ASSUME ALL RISK INHERENT IN THIS ACTIVITY. I VOLUNTARILY SIGN MY NAME EVIDENCING MY ACCEPTANCE OF THESE PROVISIONS.

LIABILITY CONTROL

RENTAL AGREEMENT

Signature of Renter _____

Name of Organization _____

Address _____

Phone _____

Rental Charge \$ _____ Damage Deposit \$ _____

Janitor Fee \$ _____

Date and Time of Event _____

Approximate Number of people attending _____

Type of Activity _____

Type of Refreshments _____

Alcoholic Beverages served: (beer/wine only) Yes _____ No _____

Bartender _____

As renters of Eisleben Lutheran Church Parish Hall in Scott City, Missouri, we agree to protect, indemnify and hold harmless Eisleben Lutheran Church, its Officers and Pastor, the Cape Girardeau Circuit, Missouri District and Lutheran Church-Missouri Synod from any and all loss, cost, damage or expense, arising out of or from any accident or other occurrence on or about these premises, causing injury to any persons or property, and will protect, indemnify and hold harmless the synod, district, circuit and Eisleben Lutheran Church Congregation from any and all claims, cost or expenses arising from any failure of the renter in any respect to comply with and perform all requirements and provisions agreed to and required by law or ordinance, during the rental period.

DAMAGES: Renters are required to pay for all damages to the Parish Hall or equipment beyond normal wear and will be billed the amount of damage. Renters should set aside and clearly mark any items they find damaged.

EISLEBEN LUTHERAN PARISH HALL

Any member and his/her immediate family (immediate family defined as grandparents, parents, children or grandchildren) of Eisleben Lutheran Church may use the Parish Hall for a charge of \$50.00 plus a \$50.00 security deposit, (security deposit refunded upon contract fulfillment within seven days) both paid in advance of hall rental. They also must abide by the clean up and liability contract as would any renter. Any nonmember is able to apply for rental of the Parish Hall no later than one month prior to their proposed rental date. First come, first-served basis shall guide the applications for rental by both member and nonmember. All scheduling request must be directed to the Parish Hall Committee Chairman.

YOU are renting the UPSTAIRS of the Parish Hall.

The following is included in the rental agreement:

Restrooms, A/C, heat, lights, tables, chairs, ovens, refrigerator, microwave, warming table, sinks, coffee pots, flatware and dishes.

The following is not included in the rental agreement:

Offices or office equipment.

AS A RENTER YOU ARE RESPONSIBLE TO:

1. Take down all decorations. (use only damage free tape and no thumbtacks on walls)
2. Check restrooms (flush all toilets, turn out lights, report any plumbing problems)
3. All food and drink left over from the event are to be removed from the Hall and refrigerators.
4. Empty all trash cans and replace with new bags located in closet at the back of kitchen. Bags should be taken to dumpster.
5. Dishes, glasses, silverware and pans should be washed and put away.
6. If towels are used, please take them home to be laundered and returned.
7. Tables and chairs should be wiped down and returned to original location.
8. If needed, floors should be dust mopped, swept and/or mopped. Brooms and dust mops are located in double-door storage room on West end of main room-wet mop located at back of kitchen. Use cool or warm water only – never use hot water.
9. If coffee pot is used, please empty grounds, wash pots and turn off burners. Coffee unit is to remain plugged in outlet.
10. Clean stove area and steam table if used.
11. Turn out all lights and lock Front and Back doors.
12. Clean parking lot, sidewalks of debris caused by your gathering.
13. The entire Parish Hall is a NON-SMOKING facility (includes restrooms) Cigarette butts are NOT TO BE THROWN ON THE CHURCH GROUNDS.

We at Eisleben are very blessed to have a nice venue where family and public function can be held. THANK YOU! For your help in taking care of our Parish Hall.

AS A RENTER I DO ACKNOWLEDGE THE RESPONSIBILITIES I HAVE TO DO IN ORDER TO RENT THE EISLEBEN PARISH HALL. I UNDERSTAND THAT IF I DO NOT FULFILL ANY OF THE ABOVE REGULATIONS I FORFEIT MY DEPOSIT IN TOTAL.

CONDUCT: Any profane or abusive language, drunkenness, brawls, excessive noise or conduct not acceptable at public gatherings will not be tolerated at any time.

It is mandatory that any gatherings will cease at 12 midnight. No rentals may occur during the time that a worship service is taking place in the church building.

Non-members are not allowed to have alcoholic beverages of **ANY KIND** in the Parish Hall and/or on church grounds.

No dancing will be allowed for members or non-members in the Parish Hall; No DJ's are allowed but a small jam box would be allowed.

Members of Eisleben Lutheran Church will be allowed to have beer/wine for special occasions in the Parish Hall. (See Minutes of Voter Meeting of August 10, 1998.)

The double-doors leading to the church and both basement doors are to be locked.

NON-MEMBER FEES:

1. \$200.00 rental charge for Parish Hall and kitchen, \$100.00 security deposit, totaling \$300.00 payable at time of signing rental agreement. (Security deposit will be refunded upon contract fulfillment within seven days)
2. A Janitor will be available for an additional \$100.00 if you choose not to clean up the facility yourself. The Trustee/Parish Hall Committee Chairman will be in charge of disposition and clean up fee.