

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.)

oese 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

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13-14
14-22
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24-25
26-28
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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 up and liability contract as would any renter. Any nonmember must request rental at least one month prior to their proposed rental date. First come, first-served basis. Member and nonmember: All scheduling request must be directed to the church office. IF 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, and dishes.

The following is not included in the rental agreement:

Offices or office equipment.

AS A RENTER YOU ARE RESPONSIBLE TO:

- Take down all decorations. (use only damage free tape and string)
- Check restrooms (flush all toilets, turn out lights, report any problems)
- All food and drink left over from the event are to be removed
- Empty all trash cans and replace with new bags located in closets and outside trashcans under the back Parish Hall steps.
- Dishes, glasses, silverware and pans should be washed and dried
- If towels are used, please take them home to be laundered
- Tables and chairs should be wiped down and returned to original location
- If needed, floors should be dust mopped, swept and or steam mopped in the corner of the kitchen or in the closet at the back of the Parish Hall
- If coffee pot is used, please empty grounds, wash pots and clean
- Clean stove area and steam table if used.
- Turn out all lights, arm the security system and lock front and back doors
- Clean parking lot and sidewalks of debris caused by your gathering
- The entire Parish Hall is a NON-SMOKING facility (including
- CHURCH GROUNDS.

We at Eisleben are very blessed to have a nice venue where families can help in taking care of our Parish Hall.

CONDUCT:

Any profane or abusive language, drunkenness, brawls, excessive noise will not be tolerated at any time.

It is mandatory that any gatherings will cease at 12 midnight. No gatherings are taking place in the church building.

Non-members are not allowed to have alcoholic beverages of any kind.

Damage Deposit \$ _____

_____ No _____
(AGES)

Missouri, we agree to protect, indemnify and hold harmless
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
terms 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 most
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 O

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
contact the Pastor first.

Pre-Marital 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.

Marriage 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

Wedding

nges, etc.)

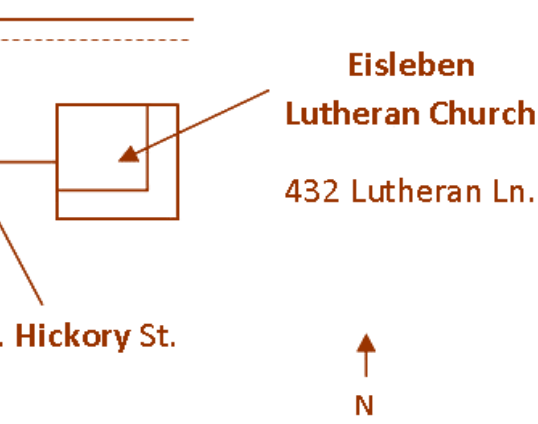
e Bride And Groom

g here at Eisleben Lutheran Church. Again, we are very pleased
emony. If you have any questions that are not answered here,
from the Directory. It is our genuine concern to help make your
as a Christian celebration.

the Church

Church for anyone in your family who may be unfamiliar with the
this or something like it in your invitations.

et / Route K



. Hickory St.

The Pastor’s Church Wedding Assistant will be assisting the pas
day of the ceremony. Remember, if you choose to use a weddi
pastor first in order to coordinate with all parties involved. The
the beginning of planning. The pastor performing the ceremon
coordinators are aware that it is unacceptable for them to over

M

Since the marriage ceremony is a service of God’s declaration
the scriptures and should contribute to the reverent spirit of v
and discrimination. The Pastor has final say on the suitability of

It is expected that the Church Organist will play for all wed
permission from the Church Organist soon after scheduling of
fee is \$100; additional fees may be added depending on musica

Church organs differ greatly. They are very technical instrume
and for that reason, our Church Organist will want to meet an
selections are chosen. The pastor must verify that they meet th

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
should be invited to participate in weddings, so that your cere

You may discuss your song choices and placement in the cere
the organist and the Pastor. The Pastor has final say on the su
for the congregation to sing and a list of popular solos are ava
it 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

aining 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
r ordered. You are responsible for this cost. **These should be**
the case, please provide the pastor's wedding assistant with the
ation, draft review and final printing.

st Book

a table will be set up in the Narthex on which to place the guest
table.

- 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 f**

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 a ft
- Drop off checks for appropriate parties (Pastor, Musi

Calendar

Calendar form. Pick and choose the things you will need to do in
are required before the wedding is considered to be reserved

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 private restroom. The Groom and his party may dress in the Sanctuary.

This a

The paraments and banners covering the altar cannot be removed. The paraments for your ceremony can be obtained by calling the Church Office. The church has two 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

Bo

There are bows available for your use for decorating the pews. The 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. Candles on the center aisle on the pews. All these items may be rented from the church. 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 Unity Candle, Christ, or you may rent one.

The candles may be lit using the church's candle lighters. Instructions will be given at the rehearsal.

Wedding Weekend

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 thoughtfully. 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. (This fee is included in the original wedding rental.)

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. ne Old Testament **and** one eading for your service.

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

NON-MEMBER WEDDING

(Please

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

Prepare Enrich Paid: _____

Groom: _____

Address _____

Phone (H) _____ (W) _____

(Cell) _____

E-mail address: _____

Church Affiliation _____

Date of Birth: _____

Previous Marriages: _____

Couple's Future Address: _____

.....
Officiating Pastor: _____

Wedding Coordinator: _____

Congregation Sings: ___ YES ___ NO

Number in Wedding Party: Men _____ Women _____

Best Man: _____

Number Expected at Wedding: _____ Accessor

Special Needs: _____

Wedding Fees: \$700 (\$100 of which is a refundable
Fees are due before wedding can be scheduled. CH
Church.

CONSIDERATIONS

ANS MADE/EXECUTED UNTIL AFTER THIS AGREEMENT
 URRED ELSEWHERE BY THE PERSONS WILL BE THEIR

THE WEDDING DATE AND REFUNDING OF FEES CAN BE
 ENT. AFTER THAT PERIOD, THESE FEES WILL BE

N BEING MARRIED IN THE CHURCH. SUCH POTENTIAL
 ALL. Such refusal shall be made before this agreement is

. This includes former members, relatives and/or friends
 l at Eisleben within the past year.

out of town, whose parents or grandparents are current
 the consent of such relative and the Pastor and/or

our facilities and services, there is flat charge of \$700 due
 of this contract. This fee includes the following: use of
 arsal and wedding, Pastor's services for both pre-
 edding Consultant, Sound Tech, Custodial services, and a
 k following the wedding. No allowance is made for

arty desires an organist who will attend both the rehearsal
 music requests by the organist such as special music and/
 h the organist.

the responsibility of the wedding party. The music chosen
 doctrine.

ess the required premarriage assessment tool. This will be
 assessment.

tions must be approved by either the Elders or Church

Typical Entrance, Seating and Bridesmaid/Groomsman

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	

Pa
Bride

 _____ Matron of Honor
 _____ Junior B
 _____ Bridesmaid
 _____ Bridesmaid
 _____ Bridesmaid
 _____ Bridesmaid
 _____ Bridesmaid
 _____ Bridesmaid
 _____ Bridesmaid

_____ 1
 _____ 2
 _____ 3

Seating of Grandmother of the Groom:

(1st pew on Right)

Seating of Grandmother of the Bride:

(1st pew on Left)

Seating of Mother of the Groom:

(1st pew on Right)

Seating of Mother of the Bride:

(1st pew on Left)

ginning

MEMBER WEDDING IN

(Please

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

Prepare Enrich Paid: _____

Groom: _____

Address _____

Phone (H) _____ (W) _____

(Cell) _____

E-mail address: _____

Church Affiliation _____

Date of Birth: _____

Previous Marriages: _____

Couple's Future Address: _____

Officiating Pastor: _____ C

Wedding Coordinator: _____ S

Sound Technician: _____ C

Number in Wedding Party: Men _____ Women _____

Best Man: _____ M

Number Expected at Wedding: _____ Accessories: _____

Special Needs: _____

Rehearsal Dinner in Fellowship Hall: _____ YES _____

Reception in Fellowship Hall: _____ YES _____ NO

Use of Sanctuary: _____ no charge Officiating _____

Fellowship Hall/Kitchen: _____ \$50 plus \$50 deposit (Re

Pre-Martial Questionnaire: _____ (\$40 Paid online) Ma

Organist: _____ (\$100.00) Soloist: _____

Wedding Assistant: _____ (\$100.00) C

PAYMENT OF FEES DUE IN ADVANCE OF WEDDING

Checks for rental fees made paya
all other wedding services should be made pay

..... (Music playing)

used)

..... (Music Playing)

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

ony Selections

e)

0

1

Wedding Fees

**WORKING AND SUBMISSION OF SIGNED AGREEMENT FORM.
(APPENDIX A)**

...e. This counseling with the pastor is a required part of the
...e consult with the pastor if you need computer and internet

...ry; however, a monetary gift of \$125.00 is appropriate.

...tchen. (Plus a \$50 security deposit)

...wedding and rehearsal.

...ble to the Organist.)

...wedding Assistant.)

...nd Tech

...e Scott County Courthouse.



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 wife
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,/ I
do part./ According to God's holy will;/ and I pledge to you

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:

dedded love and faithfulness.

dedded 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
hat 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

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 follow
when you schedule the date of the wedding. A rental agreement

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.