

# FAITH LUTHERAN CHURCH

## WEDDING PROCEDURES & POLICIES



Updated 5/22

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Congratulations on your upcoming wedding! Planning carefully and well in advance is the best way to ensure that your wedding arrangements do not become a burden. Faith has established the following procedures & policies to help guide you in your plans.

### Procedures:

1. To schedule a date for your wedding, contact the church office, 320.796.2522. **The wedding is not officially scheduled until it has been confirmed by the church office and a \$100 deposit has been made.**
2. When you schedule your wedding, our Office Administrator will discuss the cost of services and facilities and Faith's policies for decorating, musicians, etc.
3. A Pastor will:
  - a. Contact you to schedule the first planning meeting
  - b. Facilitate at the rehearsal
  - c. Be present one hour before the wedding service
  - d. Instruct your designated clean-up committee
  - e. *In addition, you will meet with the pastor at least 3 times and complete a pre-marital inventory.*
4. Draft a copy of your Wedding Order of Service and bring it to the church office prior to the wedding so the pastor may review the service with you **before printing**.
5. Bring your marriage license to the church office at least **four days prior** to the wedding. **At this time, all payments and fees for your wedding should be paid in full.**
6. It is best to have three to four ushers to light candles, seat guests, etc. groomsmen and bridesmaids may be used as ushers. Ushers should be mature enough to assume this responsibility.
7. On the day of your wedding, the Fireside Room and the restrooms are available for your wedding party to dress.
8. If you wish to use the church facilities for your reception, you should request this as soon as possible. Any wedding reception at Faith Church must be catered by a professional catering service, family members, or friends, who will also be responsible for serving and cleanup. There are no serving groups available from the church for assisting with receptions. Contact the office to have these individuals tour the facility if needed.
9. Any rooms used by the wedding party prior to the ceremony should be emptied of belongings/snacks...etc. by the time the party vacates the property.

## **Policies:**

1. Faith Lutheran Church is not responsible for personal items that are lost or stolen while you are in the church or on church property. While we do our best to help by locking doors, we need your help to ensure the safety of your personal belongings. Likewise, gifts which are brought to the wedding are not the responsibility of the church. Someone should be in charge of the gifts at all times.
2. There is no smoking in the church building.
3. No alcoholic beverages are permitted on the church premises. There should be no alcoholic beverages used before or during the rehearsal, prior to or during the wedding reception (if held at the church or on church property.) Please ask your entire wedding party to refrain from using alcohol before the rehearsal and ceremony. According to ***MN State Law, pastors cannot legally perform a wedding in which the bride or groom is intoxicated.***
4. Rice, birdseed, or confetti may not be used in or on the church premises. Blowing bubbles as the bride and groom leave may be done outside only.
5. No flowers or floral arrangements may be placed on the altar. They may be placed on flower stands. Tulle may be used, but not around candles. For safety reasons, no candles should be attached to the pews.
6. Chancel paraments will remain in accordance with the church year. Seasonal banners will also remain in place.
7. If you would like the nursery room open for use during your wedding, please let the staff know in advance. You are responsible to staff it and clean-up when you are finished.

**Wedding Fees:**

(Note: A \$100.00 deposit is required to hold your wedding date)

<b>SERVICE ONLY:</b>	<b><u>Members</u></b>	<b><u>Non-Members</u></b>
Pastor	\$300	\$500
Custodial	\$200	\$200
Facility Rental Fee	\$100	\$200
A/V personnel	\$100	\$100
Musician	\$200	\$200
<b>SERVICE AND RECEPTION:</b>	<b><u>Members</u></b>	<b><u>Non-Members</u></b>
Pastor	\$300	\$500
Custodial	\$400	\$400
Facility Rental Fee	\$200	\$400
A/V personnel	\$100	\$100
Musician	\$200	\$200