

Your Wedding  
at  
Prince of Peace Lutheran Church  
Virginia Beach, Virginia



Wedding Guide and Policies

Prince of Peace Lutheran Church  
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Virginia Beach, Virginia 23452

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Dear Friends in Christ,

A wedding is a time for celebration, prayer and thanksgiving. For that reason, many people choose the church as the place for this ceremony to occur. The ceremony is a worship service in which we ask for God's blessing on the couple's new life together as husband and wife. For this reason everything about the ceremony is conducted with a sense of dignity and reverence. Primary elements of the service will include prayer, scripture, Christ-centered message and Christian music.

This guide contains information that represents the church's policy for weddings that are celebrated at Prince of Peace. Please read through them carefully as you begin to make your preparations. May God bless you in the creation of your new family in His name.

#### WEDDING CEREMONY GUIDELINES

A wedding at Prince of Peace is a worship service. Careful planning and attention to detail will result in an occasion that is joyous, beautiful, and filled with praise for God who blesses the union of two people. The following guidelines pertain:

1. Weddings are not ordinarily scheduled on Sundays or during the penitential seasons of Advent and Lent. This includes Christmas Day, Holy Week, and Easter. The season of Lent varies from year to year depending on when Ash Wednesday falls on the calendar. Please check your proposed date and time with the church office prior to scheduling your wedding or contracting for outside services.
2. The pastor will meet with the couple to discuss the wedding service and premarital counseling. No wedding date will be considered to have been scheduled without first meeting with the pastor.
3. The church may be used for weddings by members of the congregation, and in certain situations, non-members who have some relationship with the congregation. For members of Prince of Peace, their elder should normally serve as their sponsor. If the couple desires another sponsor, they should inform the pastor. The sponsor will be responsible for opening and closing the building for the rehearsal, deliveries, and ceremony. Following the service the building should be left ready for normal use. (clean, trash removed to dumpster)
4. If the parish hall is reserved for a reception, the family is responsible for necessary cleaning. Maintenance services are available to clean before and after the reception.
5. The church organist/director of music is ordinarily the musician for all weddings. If the organist is not available, or if the couple requests a substitute, the pastor or music director will approve the substitute musician(s).
6. Alcohol is not permitted on the church premises in any form. The church is a smoke-free building. Please refrain from bringing food or beverages into the sanctuary.
7. No additional candles/candelabra other than those provided by the church may be used. The church provides a unity candle stand if a unity candle will be used. Unity candles are not supplied by the church. A standard size unity candle set will fit our unity candle stand.
8. Flowers and ribbons used to decorate the pews are to be attached with clips only.
9. Photography by guests is not permitted during the ceremony. PLEASE INFORM YOUR GUESTS AHEAD OF TIME ABOUT THIS IMPORTANT POLICY. The wedding photographer may call the pastor (340-8420) to request specific rules as to what is permitted. Video cameras may be used with certain restrictions.
10. When the couple leaves the church, guests may not throw rice, birdseed, silk flower petals and the like. Guests may blow bubbles as long as it takes place outside the building.

### Typical Fees and Deposits

Refundable damage/clean-up deposit	\$200.00*
Sanctuary Custodial Service	\$50.00
Sanctuary (Rehearsal & Service)	\$300.00*
Fellowship Hall (If used for a reception)	\$300.00
Fellowship Hall Custodial Service	\$50.00
Sponsor, sound technician, etc. honoraria per person:	\$50.00

*Clergy honoraria are not included in the fees and deposits.*

\*N/A for active members of Prince of Peace Lutheran Church.

All church deposits and fees are to be submitted to the church office 1 week prior to the wedding rehearsal.

### Music

As you plan your wedding ceremony, it is important to remember that the decision to have a church wedding at Prince of Peace means that you acknowledge the Christian significance of marriage. It is a worship service that reflects the joyful gratitude of the couple and guests for God's gracious gift of love in Christ. Appropriate wedding music should prepare the congregation for worship. Occasionally, secular music is suggested for the service. However, since a Christian wedding service focuses on Christ, this music is more appropriate for the reception. The pastor and organist can be most helpful in your planning. The couple is encouraged to meet with the organist for a demonstration of many selections which reflect the joy and spirit of the occasion. All music is subject to the approval of the Pastor and Director of Music/Organist.

### MUSICIAN FEE SCHEDULE

1. Organist: consultation, rehearsal, and ceremony \$150
2. Any additional musicians or vocalists will have their own fee. Each soloist or instrumentalist is paid by the couple prior to the start of the service.

### Using a Wedding Coordinator

You may choose to have a wedding coordinator. A family member may be designated, or you may select a professional wedding coordinator. The wedding coordinator's fee is paid by the couple.

Wedding coordinator's duties should include but are not limited to:

1. Keeping the pastor and the sponsor advised of all plans/desires.
2. Ensuring that the sanctuary, narthex and other areas are ready for the service as needed.
4. Assisting the pastor at the rehearsal and the ceremony.
5. Seeing that the corsages and boutonnieres are distributed and worn properly.
6. Ensuring that members of the wedding party are in place and prepared for their entrance at the beginning of the wedding service.
7. Ensuring that all the wedding party's belongings are in proper order and not left behind after the wedding.
8. Remaining throughout the service and seeing that the church and other areas are clean and in order, and that guests have not left any belongings.

*Wedding Reservation Request Form*

This form is to be completed and returned to the church office along with a check for your deposit before a date will be approved on the church calendar.

	Bride	Groom
Name (F, M, L)		
Home Phone		
Cell Phone		
E-mail		
Current Address		
Church Membership (Name, City, State)		
Baptized (Y/N) Date	Y N	Y N
Confirmed (Y/N)	Y N	Y N

Address after Wedding:

Wedding Date: \_\_\_\_\_ Time: \_\_\_\_\_ No. of Guests expected: \_\_\_\_\_  
 Rehearsal Date: \_\_\_\_\_ Time: \_\_\_\_\_ No. of Groomsmen: \_\_\_\_\_  
 Location if not church: \_\_\_\_\_ No. of Bridesmaids: \_\_\_\_\_  
 \_\_\_\_\_ Unity Candle ceremony? Y N

<i>Fees and Deposits</i>		<i>Amount</i>
Refundable damage/clean-up deposit <i>(not applicable for active members)</i>	\$200.00	
Sanctuary Custodial Service	\$50.00	
Sanctuary (Rehearsal & Service) <i>(not applicable for active members)</i>	\$300.00	
Fellowship Hall (If used for a reception)	\$300.00	
Fellowship Hall Custodial Service	\$50.00	
<input checked="" type="checkbox"/> Sponsor <input type="checkbox"/> Sound Technician <input type="checkbox"/> Other: _____ <i>(x \$50.00) enter →</i>		
<i>Minimum deposit is \$50 for active members, \$200 for everyone else.</i>	Total:	
<i>Bride's initials: _____ Groom's initials: _____ Church: _____</i>	Deposit:	
<i>Date: _____ Date: _____ Date: _____</i>		
Copies to: <input type="checkbox"/> Pastor <input type="checkbox"/> Sponsor ( _____ ) <input type="checkbox"/> Trustees <input type="checkbox"/> Sound Technician		

# Wedding Agreement

## General

We agree to abide by the policies specified in the Prince of Peace Lutheran Church Wedding Guide and Policies.

## Schedule Changes

If our wedding or rehearsal changes, we will notify Prince of Peace Lutheran Church immediately. We understand that requested changes in schedule might not be able to be accommodated. If the church can not accommodate a scheduling change, all fees and deposits are refundable.

## Fees

We agree to pay all applicable church fees and deposits as stated in the Prince of Peace Lutheran Church Wedding Guide and Policies.

## Policies

We agree to enforce the policies for photography, video recording, decorations, alcohol and flowers as outlined in this guide.

## Musicians and Clergy

We agree to schedule and make financial arrangements directly with the individuals involved. We also agree to the policy concerning choice of music and musicians.

## Damage or Breakage

We agree to report damage or breakage of Prince of Peace property immediately to the sponsor or pastor. We agree to pay replacement and repair costs as determined by the Trustees and Church Council of Prince of Peace Lutheran Church.

**I have read and understand the Wedding Guide and Policies of Prince of Peace Lutheran Church, Virginia Beach, Virginia. I agree to the policies therein.**

\_\_\_\_\_  
*Bride's Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Groom's Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*for Prince of Peace Lutheran Church*

\_\_\_\_\_  
*Date*