

St. Mark Lutheran Church  
Wedding Policies and Fees

*Non-Members Using the Sanctuary Only*

*October 2017*

## **ST. MARK LUTHERAN CHURCH**

### **WEDDING GUIDELINES**

The **SERVICE OF MARRIAGE** is an important event in the life of St. Mark Lutheran Church. We rejoice that you have chosen to have the witness of the Church be part of this moment in your lives. May God bless you and keep you in prayerfully planning a service of praise and thanksgiving for the gift he has given you in one another.

### **MARRIAGE EQUALITY**

#### **Statement of Welcome**

We embrace marriage equality and are an inclusive congregation. We joyfully invite all couples to celebrate their relationship with one another in Holy Marriage.

At St. Mark, we affirm the right all couples have to marry regardless of their sexual orientation.

We believe that marriage is a sacred covenant between two persons who desire to live in loving, committed relationship with God's blessing!

If you are interested in learning more about how we can help you fulfill your wish to have your civil union blessed or to be married by a clergy person in our church or at a place of your choosing, please contact us [stmark@tampabay.rr.com](mailto:stmark@tampabay.rr.com) or please call us at (727) 733-0474. **The Rev. Katy Fast** or someone from our staff will contact you.

May God richly bless you!

These guidelines seek to help those planning a wedding at St. Mark make it a joyful event in their own lives as well as in the life of the Christian family. This information is provided for non-members of St. Mark who wish to use just the sanctuary and the appropriate changing rooms for their wedding party. It does not provide for the pastor's services, the use of the facilities for a reception, any wedding associated meals, or other entertainment.

## I. PRELIMINARY ARRANGEMENTS

- A. Contact the Church office to reserve the date and time as early as possible, preferably six months in advance. A \$200 deposit is required which will be applied to your fees.
- B. After setting the date and time, make arrangements to meet with the pastor to discuss the ceremony and for pre-marital counseling.
- C. Secure a marriage license prior to your wedding.

Males and females must be 18 years of age or older. However, males and females 16 or 17 years of age may obtain a marriage license with written consent of their parents or guardians, whose consent must be notarized in the Clerk's office.

At the time of the application, applicants must have two forms of identification. One must be a photo ID. The other must clearly show the signature of the applicant.

Applicants who have been married previously must show a copy of the Final Dissolution or Death Certificate.

The fee for the marriage application is payable in cash, check, or credit card with a reduction for those who have completed premarital counseling. The license is good for 60 days from the issue date.

The marriage license is to be given to the pastor at the rehearsal. Following the ceremony, licenses are sent to the County Clerk's for processing. You should receive your license in about three weeks. If your license does not arrive, please contact the County Clerk.

## SPECIFICS

- A. Full payment of all amounts due for the wedding ceremony must be made at least 2 weeks before the wedding. If such payment has not been made by that date, the church may cancel the wedding while retaining the deposit.
- B. The sanctuary is open for you two hours before and one hour after your scheduled time. Other schedules may be requested.
- C. Use of rice is prohibited and bird seed is discouraged, as it can stick to the bottom of a person's shoes and cause slipping on our hard floors. Some couples choose to use bubbles, which need to remain outside.
- D. Rules for photography and video are attached to this document.

## IV. MUSIC

- A. Organists other than those arranged through St. Mark Lutheran Church must be approved by St. Mark's church organist.

## **WEDDING SERVICES AND FEES**

A \$200 deposit is required at the time a wedding is scheduled. The deposit will be refunded (or applied to fees) if both the rehearsal and wedding proceed on time and if there is no damage to the church property.

### **NON-MEMBERS**

A fee of \$200 is paid to St. Mark Lutheran Church for: Set-up, general cleanup, utilities, changing rooms, candles, candles, etc.

\* Florida Statutes require that every couple read the Family Law Handbook as part of acquiring a marriage license. See the attached "statement". The fee is higher for those couples who do not choose to go through a premarital preparation course. Anyone who chooses to attend a course should present the certificate to the county clerk where the marriage license is to be obtained. Each county has a list of people who are certified by the county to present a premarital preparation course.

## **RULES FOR PHOTOGRAPHY AND VIDEO**

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The wedding party dictates the use of flash photography and the positioning of videographers before and during the wedding. As with any ceremony, photographers and videographers should be careful not to interfere with members of the wedding party once the ceremony begins. Additional lighting must be free-standing and not attached to any walls, chairs, or other fixtures in the sanctuary.

## ST. MARK LUTHERAN CHURCH

### **RULES GOVERNING THE USE OF FACILITIES**

#### GENERAL

1. All events must be scheduled through the Church office. No facilities use will be allowed if there has been no advance scheduling.
2. No use of the facilities by a non-member or outside group shall conflict with the regular functions of St. Mark.
3. St. Mark assumes no responsibility or liability for any group activity utilizing any of the facilities.
4. Any person (including members of the wedding party) who is intoxicated, disruptive and/or disorderly, will be asked to leave the premises.
5. The persons executing the agreement shall be responsible for the care and use of the facility during the time contracted.

#### CARE AND USE OF FACILITIES

1. The entire church campus is smoke free. At no time is smoking permitted in any area of St. Mark Lutheran Church or anywhere on the campus which includes Discovery Academy of Science and the surrounding area.
2. Alcoholic beverages are not to be consumed on church property without written permission from the church. The wedding couple or their representative is responsible for hiring a vendor to mix and pour ALL drinks and such vendor is required to carry ample "liquor liability coverage". St. Mark will need to be added as an "additional insured" to the vendor's coverage and the certificate of liability insurance must be provided at the time final payment is made which is at least two weeks before the scheduled wedding date.
3. Decoration - nothing is to be affixed in any manner to the walls, ceiling, lighting fixtures, or any other physical components of the Church facility.
4. A member of the wedding party or other responsible person should be assigned to check the sanctuary, narthex and dressing areas for any personal effects following the ceremony. St. Mark is not responsible for items left behind unless specific arrangements have been made.

#### FEEES FOR THE USE OF THE FACILITIES

St. Mark Lutheran Church is a not-for-profit organization. Fees collected are to help defray the cost of overhead expenses.

**ST. MARK LUTHERAN CHURCH**

**WEDDING AGREEMENT**

Date of Wedding: \_\_\_\_\_ Date of Rehearsal: \_\_\_\_\_

Time of Wedding: \_\_\_\_\_ Time of Rehearsal: \_\_\_\_\_

*Please print names as they are to appear on the wedding certificate:*

\_\_\_\_\_  
Bride

\_\_\_\_\_  
Groom

\_\_\_\_\_  
Signature of Bride and/or Groom

This form will confirm the date and time of your wedding. The date and time will not be secure until this form, along with a **\$200.00** refundable deposit is returned to the church office, signed by the bride and/or groom. This check will serve as your late fee deposit (see below), with all other fees (page 5) due 2 weeks prior to your wedding.

It is the responsibility of the couple to schedule premarital counseling with the pastor as soon as possible.

All buildings and grounds used by the wedding party must be left in the condition in which they were found. The deposit will only be refunded if there is no property damage requiring additional cleaning or maintenance.

\_\_\_\_\_  
Pastor Katy Fast

**WEDDING ARRANGEMENTS**

Full Name of Groom \_\_\_\_\_  
Address \_\_\_\_\_

Full Name of Bride \_\_\_\_\_  
Address \_\_\_\_\_

Date of Wedding \_\_\_\_\_ Time \_\_\_\_\_  
Place & Address \_\_\_\_\_  
\_\_\_\_\_

Reception at: \_\_\_\_\_

Date of Rehearsal \_\_\_\_\_ Time \_\_\_\_\_  
Place & Address \_\_\_\_\_  
\_\_\_\_\_

Contact Groom at (phone) \_\_\_\_\_ (H) \_\_\_\_\_ (W)  
Contact Bride at (phone) \_\_\_\_\_ (H) \_\_\_\_\_ (W)  
Other Contact \_\_\_\_\_ Phone \_\_\_\_\_