

APPENDIX - C

Advent Lutheran Church Wedding Policies and Information

Advent Lutheran Church and its Pastor welcome the opportunity to share in the planning and celebration of your wedding. This booklet presents our basic policies and guidelines which conform to our understanding of Scripture and to our purpose of presenting Jesus as the Savior of the world. They are to be applied to all persons being married by the Pastor of Advent. The Pastor will make the application for each individual situation as well as the decision to perform the wedding ceremony as a representative and servant of the congregation.

Since this is a Christian congregation, Lutheran by confession and practice, it has a distinctive ministry to perform under Jesus Christ and a unique witness to bring. Therefore, the congregation and the Pastor are careful not to compromise this witness and ministry, or give the impression that it approves of that which is non-Christian.

A wedding at Advent is a service of Christian worship. It signifies the establishment of a Christian home with Christ at the center. It is the Church's desire to assist in this beautiful endeavor, and to promote the couple's relationship to Christ. This is enhanced by regular worship and an understanding of the Christian faith. Those who come to the church to be married will want to be a member of a church, or strongly consider becoming a member of a Christian church. The Pastor is ready to assist in this matter.

If the above statement and following policies meet with your approval, the Pastor will be happy to make an appointment to schedule your wedding and the times for your counseling. We want you to have a beautiful and memorable wedding as well as maintain your integrity and ours. We want to help and be of service to you.

PROCEDURES AND EXPECTATIONS

1. Fill out the attached application form and mail with a non-refundable check for \$100.00 payable to Advent Lutheran Church to secure the wedding date and time.
2. Meet a minimum of 3-4 times with the Pastor for counseling and setting wedding plans.
3. Attend worship services regularly from the initial conference to the wedding.
4. Secure a Marriage License at the County Recorder's Office and bring to the church no later than the time of the rehearsal.
5. Remit separate checks for the church, pastor, organist / accompanist, custodian, sound and light team member, soloist (if applicable), reception set-up (if applicable), reception custodian (if applicable), and Wedding Coordinator to the Wedding Coordinator no later than the date of the rehearsal.

WEDDING COORDINATOR

1. Any wedding with 20 or more guests must use the Church Wedding Coordinator.
2. The Wedding Coordinator is trained to help with any of the details in the wedding.
3. At the rehearsal the Wedding Coordinator will be available to make sure all things run smoothly and answer questions.

THE CHURCH FACILITIES

1. The church is a place of Christian worship and service and should be treated accordingly.
2. Our sanctuary is simple, but beautiful, and allows for some flexibility in arrangements. The sanctuary is decorated to reflect the seasons of the church year in the color appropriate to the season. These may not be removed or altered. The Pastor or wedding coordinator can tell you in which season your wedding date falls and the color and decorations usually used. If moved, the altar, pulpit, baptismal font, piano, organ and pew chairs are to be replaced in their original positions. Movement of the aforementioned furniture must be pre-approved by the Wedding Coordinator.
3. Smoking is not permitted inside the church facilities.
4. Alcoholic beverages are not to be used on the church premises.
5. Rice, bird seed, or other substitutes may not be thrown due to the waste of food, the possibility of persons slipping and being injured, and the difficulty of cleaning up.
6. The congregation is not responsible for personal possessions that may be left behind.
7. The church's Pastor must be involved in any wedding ceremony held at Advent.
8. Weddings are usually held inside the church building.

THE REHEARSAL AND CEREMONY

1. The entire wedding party is to arrive promptly in courtesy to all participating.
2. The Pastor and Wedding Coordinator will conduct the rehearsal.
3. The Pastor will review optional wedding services and vows with the bride and groom.
4. If the wedding unity candle is used, the couple is responsible for providing drip-free candles.
5. Ring Bearers and Flower Girls should be old enough to carry out their responsibilities.

FLOWERS AND DECORATIONS

1. Additional flowers may be placed in stands or baskets provided by the florist.
2. Flowers should be delivered when arrangements have been made to open the church. All flowers should arrive at least two hours before the ceremony.
3. If a white runner is desired it may be rented from a florist.
4. Bows may be taped to the pews with masking tape only.
5. Any additional candles must be dripleless.
6. Notify the Wedding Coordinator if any flowers are to be left for church services.

MUSIC

Normally the church's organist plays for all weddings. The couple will meet the organist for the selection of music.

Music appropriate for the place of Christian worship must be pre-approved by the Pastor and the organist.

You may wish to consider having the congregation sing a hymn or two.

If a vocal soloist is desired, arrangements should be made with the Wedding Coordinator and the organist.

If other instrumental music is desired, the guest musician(s) must be at the rehearsal and the selected music approved by the Pastor.

PHOTOGRAPHY

1. To maintain the beauty of the worship service no flash pictures will be taken during the wedding ceremony.
2. The official photographer should speak with the Pastor upon arrival for the wedding so the policies may be discussed.
3. The ceremony may be video-taped if done discreetly. The Pastor can give recommendations for the placement of the camera.
4. Family and guests should not hamper the photographer in his / her work.
5. A time limit of twenty minutes should be observed for the pictures taken in the sanctuary following the wedding.

RECEPTIONS

The Berkland Fellowship Hall, located directly behind the Sanctuary and Narthex, is available for a simple wedding reception following the service. While alcoholic beverages and smoking are prohibited, it is an ideal setting for enjoying fellowship with the wedding guests and sharing refreshments or a meal. If you would like to use the Fellowship Hall for a reception, please note the following guidelines.

1. The Reception must be coordinated by the Wedding Coordinator.
2. The Berkland Fellowship Hall would be available for four hours after the service. This would include wedding party clean-up.
3. Tasteful music accompaniment is permissible. Check with the Wedding Coordinator and the Pastor for suitability.
4. The kitchen is available as a staging area for catered food. Light preparation, such as heating food or final mixing of ingredients is also permitted. Of course, the kitchen is available for cleanup.
5. Extra food and garbage must be removed by the caterers or the wedding party.

WEDDING FEES

Wedding	Non-Member	Member
Church	\$250.00	No Charge
Pastor	Honorarium: \$500.00	Honorarium: \$250.00
Organist (includes one rehearsal)	\$175.00	\$175.00
Soloist (fee arranged separately with professional singer)	Otherwise; \$50-100	Otherwise; \$50-100
Wedding Coordinator	\$225.00	\$225.00
Custodian	\$75.00	\$75.00
Sound and Light Tech	\$25/hr	\$25/hr
Reception	Non-Member	Member
Berkland Fellowship Hall / Kitchen	\$100.00	\$100.00
Wedding Coordinator	\$200.00	\$200.00
Set-up Crew	\$50.00	\$50.00
Custodial Clean-up	\$125.00	\$125.00

Notes:

1. \$25.00 for each additional rehearsal.
2. Wedding Coordinator must be a trained member of the Congregation.
3. The kitchen may be used as a staging area for catered meals. It may also be used for nominal heating of food and for clean up.
4. Extra food must be removed by caterers and / or the wedding party.

WEDDING APPLICATION

PLEASE PRINT

Wedding Date _____ Time _____
Rehearsal Date _____ Time _____
Location of Wedding _____

BRIDE

Name: _____ Home Phone: _____
Work Phone : _____

Address: _____

Age: _____ Occupation: _____

Previously Married: _____

Church Affiliation: _____

Family members for special seating (How many of each?)

_____ Parents _____ Grandparents _____ Step-Parents

Others (special ushering) _____

Comments: _____

GROOM

Name _____ Home Phone _____
Work Phone _____

Address _____

Age _____ Occupation _____

Previously Married: _____

Church Affiliation: _____

Family members for special seating (How many of each?)

_____ Parents _____ Grandparents _____ Step-Parents

Others (special ushering) _____

Comments: _____

WEDDING PARTY INFORMATION

BRIDE

GROOM

_____ Maid / Matron of Honor

_____ Best Man

_____ Brides Maids (How Many)

_____ Groomsmen (How Many)

_____ Jr. Brides Maids

_____ Jr. Groomsmen

_____ Flower Girl

_____ Ring Bearer

Procession: _____

Organist: _____

Music: _____

Florist: _____

Photographer: _____

Expected number of Guests: _____

Rehearsal Date: _____ Place: _____ Time: _____

Reception Location: _____

Will Need:

_____ Aisle Candles _____ Unity Candle _____ Candelabras

WEDDING FEES PAID

Church: _____

Pastor: _____

Organist / Musician: _____

Wedding Coordinator: _____

Sound and Light Tech: _____

Custodian: _____

RECEPTION FEES PAID

Berkland Fellowship Hall / Kitchen: _____

Wedding Coordinator: _____

Set-up Crew: _____

Custodial Clean-up: _____