



# OUR SAVIOR'S Lutheran Church

## Weddings and Receptions

*Our Savior's Lutheran Church*

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*The Living Room*

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## Planning Your Wedding

Your wedding day is one of the most important days in your life. Our Savior's Lutheran Church and its Pastoral staff are pleased to share this happy occasion with you. What follows is information that will help you plan for your wedding in the church.

1. Since you are asking that your wedding be in the church, the marriage ceremony is considered a **worship service**. When choosing music, decorations, and food, please keep this in mind. The wedding service can be designed to fit your individual personalities, but it must also reflect our Christian faith. The pastor can assist with the Order of Service, Scripture selection, and more.
2. **Schedule your wedding** as far in advance as possible is helpful. Once you have selected a tentative date, contact the pastor to confirm the availability of the date and to set up your initial meeting with the pastor. In order to reserve your wedding date, we ask for a \$100.00 cash (not check) deposit, which will be kept onsite in our safe. If for any reason you must cancel your scheduled wedding date, the deposit may be refunded if we are notified of the cancellation at least two months prior to the scheduled date. Otherwise, the deposit will be returned to you after the wedding, or it may be applied to any outstanding fees.
3. Our Savior's Lutheran Church requires a minimum of two **pre-marriage counseling sessions**.
4. The pastor will direct your wedding rehearsal. Please schedule it at a time when all of the wedding party can be in attendance. Attendance of any of your musicians could be helpful, but not mandatory. The rehearsal will last approximately 45 minutes.
5. **Coordination of Sound Equipment**. If you would like to use the microphones, CD player, or any other sound equipment, you must coordinate with the pastor or the facilities liaison.

Our Savior's Pastoral staff will work with you to make your wedding a beautiful, memorable day appropriate for God's people.

Stephan Sandness, Senior Pastor  
Laura Lee Campbell, Deacon

## Additional Wedding Policies

1. Non-members' weddings may not be scheduled more than six months in advance in order to keep weekends open for members' weddings.
2. Non-Lutheran clergy are not allowed to conduct weddings of non-members in our church. They may be allowed to participate in a wedding ceremony with the approval of Our Savior's pastor.
3. No rice, confetti, or shaving cream is allowed *inside or outside* the church because of the difficulty in cleaning it up. Birdseed is allowed outside only. Please clean up the outside area immediately following the wedding couple's "send-off."
4. No candles are allowed in the pew areas of the sanctuary.
5. Video cameras are allowed in the back of the church. When using a video camera near the front of the church, it must be on a tripod so as not to distract from the wedding worship service. Please confer with the pastor about the proper use of cameras during the marriage ceremony.
6. No alcohol is allowed on the church property. Smoking is allowed outside only. The pastor reserves the right to halt any ceremony when a member of the wedding party or guest in the church is not conducting himself or herself properly.
7. All personal possessions must be removed from the premises after the wedding/reception. Our Savior's Lutheran is not responsible for the security of personal items.

## Pre-marriage Counseling

For couples being married at Our Savior's Lutheran Church:

The purpose of pre-marriage counseling sessions at Our Savior's Lutheran Church is to get the marriage on the most solid footing possible from the very beginning. The requirement is a minimum of two sessions. Our pastoral staff uses an instrument called PREPARE, a relationship inventory designed to promote better understanding and communication within a relationship. The inventory is taken on-line (A \$35 fee is charged on-line when it is taken.) and the results are sent to the pastor, who will schedule a time with the couple to go through the results. In a subsequent session, the couple will meet with the pastor to go through the wedding service itself.

The pre-marital couple is always welcome to call the officiating pastor for questions and detail information.

## Wedding/Reception Fee Schedule

|   | Member Fees               | Non-member Fees           |
|---|---------------------------|---------------------------|
| <i>Make check payable to Our Savior's Lutheran Church</i> |                           |                           |
| Sanctuary use   | \$0                       | \$200                     |
| Reception   | \$100 (up to 50)          | \$200 (up to 50)          |
|   | \$0.50 (for each over 50) | \$1.00 (for each over 50) |
| <i>Make check payable to Derek Hayford</i>                |                           |                           |
|   |                           |                           |
| Custodial for wedding                                     | \$75*                     | \$75*                     |
| Custodial for reception                                   | \$150*                    | \$150*                    |

The reception area seats approximately 100 people.

The use of the church reception area includes the use of one silver service, glass punch bowl and ladle, glass serving trays and cups, silverware, candleholders, cake knife, and white tablecloths. (After the reception, you take care of laundering/pressing or dry cleaning.)

Also included are two WELCA volunteers to serve, and a kitchen/dishwasher attendant.

The following services are provided:

- Preparing sandwiches
  - You provide ingredients and have buns already sliced.
- Mix punch with your recipe and ingredients
- Serve prepared food
- Make coffee from the coffee you provide
- Clean up

### ***Bridal party's responsibilities:***

Provide the following people to do these tasks: hostess, coffee server, cake cutters, and punch server. Provide napkins, candles, prepared food, plastic punch cups, butter, coffee, sugar, cream, ice rings, cake, punch, and mints.

Decorate the hall and tables, and remove decorations and move tables to their original place. Remove gifts.

## Other Fees

| <b>Job descriptions</b>  | <b>Fee</b> |
|--|------------|
| Church organist/pianist  | \$150      |
| <i>Please make check payable to the specific person you have chosen.</i> |            |
| Church soloist   | \$75       |
| <i>Please make check payable to the specific person you have chosen.</i> |            |
| Facilities liaison   | \$100      |
| <i>Please make check payable to the specific person you have chosen.</i> |            |
| Pastor/Deacon  | \$200      |
| <i>Please make check payable to the pastor or deacon individually</i>    |            |

If the wedding is scheduled over a holiday weekend, please add an additional \$50 per person to the fee.

***Payment of these fees and charges must be completed by the day of the rehearsal, or if a rehearsal is not scheduled, before the ceremony begins.***

It is recommended that the couple, as soon as you get your marriage license from the county, bring that license to the church to be held with the pastor until the wedding day. It's a good idea to take care of any fees at the time as well. Please remember to pay the musicians, organist, sanctuary use, pastor, custodian, and/or facilities liaison.

## Decorations

Do not use nails, staples, tacks, or similar devices to attach decorations or items to the pew ends, floor, windows, or walls.

All decorations must be approved before decorating begins.

Please, do not use glitter in your decorating!

## Keys

Keys may be picked up one day in advance from the church office, Monday through Friday, from 9 AM to 3 PM. A damage/key deposit may be required.

The building, facilities, and equipment of Our Savior's Lutheran Church and The Living Room are here to serve the mission and ministry needs of this congregation.

## Mission Statement

Our Savior's Lutheran Church seeks to follow the mission statement below, in all the activities and ministries the church offers.

***Inspired by God's grace, we open our hearts to all in faith, prayer, fellowship, and service through Jesus Christ.***