

Wedding Policies, Fees and Procedures

Lutheran Church of Our Redeemer – 2011

WEDDING POLICIES:

- Members & children of members will not be charged to use the sanctuary. Membership activity is recommended and discussion with the Pastor about becoming active will be part of the wedding planning.
- Non-member weddings will NOT be scheduled more than six (6) months in advance, nor can they hold a wedding between May 1-September 30.
- Rehearsal: facility usage times will begin a 1/2 hour before and end a 1/2 hour after the scheduled rehearsal.
- Wedding: facility usage times will be four (4) hours before the scheduled wedding and a 1/2 after the wedding/Reception. A wedding host will need to be in attendance during these times.
- LCOOR does not host non-member receptions.

Setting the Date & Time: Reservations for the church and all other arrangements should be made with the church office well in advance of the ceremony. LCOOR has worship at 5:30 on Saturday, so Saturday weddings must begin no later than 3:30 or at 7:00 pm to allow for the sanctuary worship.

Holy Week: No weddings will be scheduled during Holy Week (The week prior to Easter).

Premarital Sessions: All weddings will be preceded by at least two sessions with the pastor.

Sanctuary Furnishings: Any modifications or arranging of church furnishings for a wedding must be done by the church custodian. The following items will not be moved or altered for weddings: Altar Furniture, Paraments, Processional Cross, Eternal Flame or Seasonal Decorations.

Ring Bearers & Flower Girls: Children under the age of five years old will need to be escorted or followed by an usher, parent or older youth in order to be part of the processional and recessional. Please visit with the pastor doing your wedding for options.

Aisle Cloth & Flower Petals: The family is to make arrangements for an aisle cloth, if desired, directly with an outside supplier (rental company or florist) 75 ft. cloth is needed. Under no circumstances may real flower petals be used, as they can stain the carpet.

Candles: Any additional candles brought into the sanctuary, must be contained inside a glass globe or cylinder to protect the floor and carpet from dripping wax.

Decorations/Flowers: Decorations put up for the wedding must be removed promptly from the sanctuary and the fellowship hall. We cannot store these at the church. It is the responsibility of the wedding couple to inform florists/decorators as to the above stated facility usage times for deliveries or access.

Body Glitter: Is not allowed, due to its difficulty to remove from upholstery.

Bulletins: The church office does not print wedding bulletins.

Pictures: No flash pictures will be taken during the wedding service. The pastor/wedding host will share guidelines with Photographers, & Videographers. It is the responsibility of the wedding couple to inform these workers as to the above stated facility usage times for access.

Music: All music needs approval by the pastor who will perform the service.

Leaving the Church: No rice or birdseed may be thrown outside the church. No latex balloons.

Gifts: Please arrange to have them transported immediately following the service or reception.

Ushers: Must attend the rehearsal, as they will receive specific instructions.

Clergy: A Lutheran Pastor (not necessarily from LCOOR) must preside at the wedding. Other ministers may assist.

Invitation to Pastor and/or Pastor's Family: It is not necessary to invite the Pastor or the Pastor's family to all of your festivities. But, if you would like to invite them to be present at your Rehearsal Dinner, Wedding, and/or Reception it is expected that you will send an invitation.

Alcoholic Beverages: No rehearsal or wedding will be conducted when any member of the wedding party is intoxicated. Alcoholic beverages are not permitted on the church grounds. This includes alcoholic beverages as displays.

Food & Beverages: No food or beverages are allowed in the sanctuary or in the bridal dressing room. These items must be kept in the gathering area or the kitchen. Please bring in your own disposable plates, glasses and silverware. (Please see notes under Wedding Host)

WEDDING FEES:	<u>Member</u>	<u>Non-Member</u>
Facility Use/Guest Lutheran Pastor	No fee	\$400 (Due when date is confirmed)
Facility Use/LCOOR Pastor	No fee	\$450 (Due when date is confirmed)
Custodial/No Reception (Due at the Wedding Planning Session with Check Payable to: LCOOR)	\$75	\$100
Premarital Fee (Due at the Wedding Planning Session with Check Payable to: Life Innovations Inc.)	\$35	\$35
Wedding Host (Due at the Wedding Planning Session with the Payee line of the check left blank)	\$75	\$75
LCOOR Organist Fee: (If Applicable, this fee is due at the final meeting with the Pastor with Check Payable to the musician)	\$125	\$125
Pastor's Fee:	No set fee	No set fee

RECEPTION FEES & POLICIES

Damage/Loss Deposit \$200 (Payable to LCOOR and Returned after facilities & equipment are checked)

Reception Coordinator: \$250 (Payable to LCOOR when Reception is booked)

This fee covers a gift to the Reception Coordinator and to the Women of LCOOR who will serve in the kitchen. This also includes the use of a crystal punch bowl, silver service sets and linens for the head table, punch bowl table and serving tables.

Custodial: Wedding with Reception \$200

Consumables Fee \$40 per hour (There is no facility use fee for receptions, but the above is assessed for consumables to include heat, lights, cooling, soaps, paper products, equipment usage.)

Receptions must be booked 6 months in advance of the date to ensure ample time for a Reception Coordinator to do her/his work with you. The deposit and consumable fee is payable when date is booked & form is completed and signed.

OUR WEDDING HOSTS

Our congregation requires that a wedding host will be present during the times that you have use of our facility for your rehearsal and wedding. The responsibilities of the wedding hosts are to care for the need of you and your guests, while ensuring that the above stated wedding policies are followed. To this end our Wedding Hosts will:

- Arrive ½ hour before rehearsal and 4 hours before the wedding time, to open the church and the bridal dressing room.
- Coordinate with the pastor the needs for microphones for leadership and music, and will be the only ones to run the sound board and to move musical equipment.
- Coordinate with the photographer, any special needs, within the scope of our policies
- At 30 minutes prior to the wedding, ensure that the Gathering Area is clear of any food, beverages or other items, that will detract from a welcoming environment.
- At 15 minutes prior to the wedding, assist the pastor in ushering the bridal party, and any guests that are to be ushered in special to our chapel, so the other guests can be seated.
- Assist the pastor in lining the wedding party up for the processional, and also the couple or couple with parents only for the receiving line.
- Secure the facility, ½ hour after the rehearsal and wedding is finished.

We have read and understand the policies, fees and procedures as stated above, and agree to honor the pastor and the wedding host that will serve during our wedding events.

Signatures of the Bride & Groom: _____