

# St. Peter's Lutheran Church Wedding Policy, Procedures and Contract

This document is subject to change. Please contact the church office with any questions.

## **St. Peter's Lutheran Church Wedding Policy, Procedures and Contract**

We rejoice with you at this special time and look forward to assisting you in planning a Christ-centered marriage and wedding ceremony. Weddings are scheduled and confirmed on a first—come, first—serve basis. No wedding date is confirmed until the Officiating Pastor signs and returns the completed application to the couple requesting a Christian Wedding.

**To assure proper preparation for Christian Marriage the following is required.**

*(The Senior Pastor must approve any and all exceptions.)*

- 1) A minimum of **six months** is required between submitting and application and the wedding date.
- 2) Couples must participate in private pre-marriage sessions with the officiating pastor at his request.
- 3) Couples will work with an assigned Wedding Coordinator regarding all wedding activities at St. Peter's Lutheran Church. **There are no exceptions.**

This manual continues with a checklist of items to be completed by you in preparation for your wedding, as well as more detailed instructions. In the happy excitement of planning for a wedding, questions arise. Often one wonders what is proper. The Pastor and Wedding Coordinator will be glad to help you with any question you have and provide this manual to begin that process. All of these policies and guidelines are designed to help you plan a Christ-centered wedding and enhance your relationship for a lifetime of Christian marriage.

You will want to begin your life together in marriage with regular worship. We encourage attending St. Peter's for continued spiritual growth. God bless you in your married life.

### **Planning a Christian Marriage**

Marriage is a relationship that was created and instituted by God. It is not to be taken lightly and God's blessings and guidance are to be sought. In laying the foundation of a Christian home, the wedding service itself should not be overlooked.

We at St. Peter's rejoice with you at this special time and look forward to assisting you in planning a Christ centered marriage and wedding service. Because the service is conducted in a church, it should reflect the glory and honor due Him. It is a sacred service. It is never bride or groom centered but always Christ-centered.

### **Scheduling**

The couple is expected to contact the office **at least 6 months prior to their proposed wedding day**, before any other steps are finalized. Dates will be reserved on a first requested basis to avoid any potential conflicts. The following are steps you should take to get started.

- 1) Call the church office to see if your tentative date is available.
- 2) Complete the Wedding Application and return to the church office. Wait for confirmation from the church that your request is approved.
- 3) Schedule a meeting with the officiating Pastor.

## **When Weddings May Be Held**

As a matter of policy, weddings are not scheduled on Sundays, Holiday weekends, during Holy Week, Thanksgiving Eve, Thanksgiving Day, Christmas Eve, Christmas Day, New Year's Eve, and New Year's Day. Friday weddings must be cleared with the officiating Pastor.

## **Times**

Saturday weddings are to be planned to start no later than 5:00 p.m. The ceremony is approximately ½ hour in length. The building will be open 2 hours prior to the start of the wedding and is to be vacated 2 hours following the ceremony. The wedding coordinator will be in the building during this time for your assistance. Rehearsal is scheduled the day prior to the wedding ceremony: it will take approximately 1 hour. Times will be discussed and confirmed when you meet with your wedding coordinator.

## **Officiating Pastor And Participants**

The officiating pastor for all wedding services held at St. Peter's will be a pastor from St. Peter's. All exceptions must be approved by the Senior Pastor and the Board of Elders of St. Peter's.

## **Wedding Coordinator**

St. Peter's will assign a Wedding Coordinator to assist you in making wedding plans. Wedding couples often appoint a Master and Mistress of Ceremonies as well. It is important to understand that these two jobs are different. Below is an explanation of their duties.

### **Wedding Coordinator**

This person knows St. Peter's, the facilities, where to find things, where the men and women can dress, what to do in an emergency, and the policies which the church has asked her to enforce. It is her job to explain church wedding policies to the bridal couple, to solve any last minute glitches on the day of the wedding, to handle the collection of the fess and to provide any assistance in planning the ceremony.

The Wedding Coordinator is designated by the church and is a necessary part of your wedding. She is experienced in handling many weddings and is a valuable resource in regard to policies and traditional procedures. She will help your wedding run smoothly and worry-free. The wedding coordinator will do the following when you first meet:

- Review the wedding service and its format
- Discuss the number of persons in your bridal party and how they will enter the sanctuary.
- Seating arrangements
- Wedding music and soloists
- Flowers
- Rooms to be used

The wedding coordinator will be in charge of the rehearsal, assist with the arrangements of the attendants in the front of the church, and to offer any guidance needed for various procedures during the wedding, for the wedding party, ushers or family.

The wedding coordinator will also be at the church when the Bride and Groom and wedding party arrive at the church prior to the service. She will direct the procession of wedding participants with pre-service music (grandparents, parents, attendants and Bride) then assist with the removal of wedding decorations in the church or narthex after the service.

### Master and Mistress of Ceremonies

They are the official host and hostess. It is their job to welcome people as they arrive and direct them to sign the guest book. They distribute corsages, assist the ushers and help the Wedding Coordinator as needed. Seeing that the reception runs smoothly is one of their biggest responsibilities, and they often have a major part in orchestrating toasts, speakers or music if a program is planned at the reception.

The Master and Mistress of Ceremonies are designated by the bridal couple. They are more acquainted with the families and arriving guests. At the church, their primary function is hospitality.

### Wedding Consultant

A Wedding Consultant is a trained professional hired by the couple to assist in making plans. They need to be aware of all policies of St. Peter's and cooperate with the Wedding Coordinator.

### **Wedding Bulletins**

If the bridal couple desires, a wedding bulletin will be furnished listing the Order of Worship and the names of all participants printed through St. Peter's. Arrangements for this must be made with the church office. Current cost for bulletin printing are \$ 30.00/per 100. Information for printing must be made available to the church office no later than 2 weeks prior to the wedding.

Another option is to have the wedding bulletin printed by a professional printing company. If you decide to have your bulletins printed outside of St. Peter's the following must be printed on the bottom:

**No flash photography during the ceremony.  
Please turn off all cell phones.**

The Following is the order of worship:

- Pre-service music
- Processional
- Invocation
- Prayer
- Scripture Reading
- Wedding Message
- Exchange of Vows
- Exchange of Rings
- Pronouncement of Marriage
- Lighting of the Unity Candle
- Prayers
- Benediction
- Recessional

**The officiating pastor must approve a rough draft at least 2 weeks prior to your wedding.**

## **Flowers and Decorations**

Floral arrangements add to the festive atmosphere of this day. If using a florist, arrange a delivery time with your wedding coordinator to be sure the building is open. It is the florist's responsibility to set-up all flowers, candelabrum, etc. The florist may pick-up any decorations the following Monday after 9:00 a.m. by checking with the church secretary for storage location.

- Since all flowers placed on the altar are placed to the glory of God, they must be live plants or cut flowers. All other arrangements may be material of your choice.
- The color of the altar paraments should be taken into consideration when selecting flowers. The parament colors will reflect the season of the church year and will not be changed for the wedding.
- The couple is responsible for providing the unity candles for the wedding.
- Clear plastic should be placed under all flower and candle arrangements (even "drip-less") to protect the flooring and altar linens.
- Pew bows may be used if secured with long ribbons or non-marring attachments.
- The church has brass candle lighters/sniffers; there is no need to rent these.
- Aisle runners are **NOT** recommended for safety purposes. However, if the couple desires one the florist can provide one and you will need about 60 feet.

**The pastor and wedding coordinator have the authority to refuse any excessive decorations.**

## **Organist/Pianist**

Only qualified organists/pianists of St. Peter's are permitted to play these instruments. The musician will be compensated according to the musician fees set by St. Peter's. The couple should make arrangements early in the wedding planning to meet with the organist/pianist to select the appropriate music. **If the Organist/Pianist is not contacted within one month of your wedding, he/she will select the music.**

If the couple does not desire an organist or pianist they need to inform the Pastor and Wedding Coordinator of their musical intentions.

## **Liturgy and Music**

Since the wedding is a worship service, only Christ-centered music is to be used. The pastor has the final say on all music sung or played. The organist can answer most of your questions when you have your initial meeting.

A special note concerning Wagner's "Wedding March": Despite its popular usage in churches of America, the source of the piece is less than Christian. It comes from Wagner's Opera in which the marriage referred to did not last. It is not appropriate for worship. Much more appropriate music is available.

The worship service begins with the approach to the altar. At no time is your back to the altar. This preserves the God-centered nature of your wedding worship service. A short kiss is permitted after the ceremony when the couple is introduced. Everything that is done gives glory to God and is kept in reverence.

## Photography

- Pictures can be taken before the ceremony and must be completed one half hour before the ceremony is to begin.
- Pictures may be taken following the ceremony and must be completed within one hour. Any pictures with the pastor will be done immediately following the dismissal of guests. The “kiss” and the lighting of the unity candle pictures can be staged before or after the ceremony.
- **Flash pictures are never permitted in the sanctuary during the wedding service, either by professional photographers or the guests. Only “time exposure” is permitted during the service.**
- **Photographers are not to go up and down the isle during the processional and recessional.**

The bridal couple is to instruct the photographer accordingly and have him/her consult with the Wedding Coordinator before the ceremony. The bridal couple should also inform family and friends accordingly.

## Video Recording

Video recording of the wedding ceremony is allowed under the following conditions:

- A camera may be placed in the balcony and on the chancel before the ceremony. **The camera located on the chancel must be un-manned.**
- No movement around the sanctuary by the videographer is allowed.
- Please have the videographer meet with the Wedding Coordinator before the start of the ceremony.
- Please inform your videographer about the policies of St. Peter’s. If he/she has questions please have them contact the church office.

**St. Peter’s will not video record the ceremony. Videography must be done by an outside person.**

## Sound System

A sound technician is required for all wedding at St. Peter’s. The Wedding Coordinator will arrange for a sound technician to be present at the rehearsal and wedding. Note: The Sound Technician is the only person who is to be adjusting the sound system.

### Audio Recording

St. Peter’s will not record audio of the ceremony. If this is desired, please make other arrangements.

## Video Screens

St. Peter’s has the capability to project images onto 2 screens in the front of the sanctuary. If it is your desire to use these screens, approval must be made 1 month prior to the wedding ceremony. There are added costs involved when using the video screens, please check fees on page 8.

## Video Technician

If you desire to use our screens a qualified video technician is need as well as a qualified technician to design the presentation. **St. Peter's uses a software program called SundayPlus. We do not allow the usage of PowerPoint.** Note: The video technician is the only person to be adjusting anything with the video system.

## Rehearsal

The rehearsal is under the direction of the Wedding Coordinator and normally takes place the evening before the wedding. The rehearsal is an important part of preparation for your wedding. It helps participants better understand the events to take place during their wedding and also remove some of the nervousness of the day so you can enjoy your own wedding. All members of the wedding party, including parents, should plan on attending the rehearsal. **Please be prompt**, the Wedding Coordinator is not obligated to wait more than 10 minutes. Rehearsals usually last approximately one hour, please plan your rehearsal dinner with that in mind. Please remember to bring with you the marriage license, checks and programs.

## Small Children Attendants

It is not recommended to have small children as a part of your wedding party. However, if it is your desire, please have them sit with an adult once they have processed.

## The Marriage License

About 3 weeks prior to the wedding you should apply for a Marriage License at the county court house of your residence. **The marriage License must be presented to the wedding coordinator at the rehearsal.**

## General Rules and Details

- St. Peter's provides one room for the exclusive use of the Bride and her attendants and one for Groom and his attendants. Other rooms are not to be used. Snacks and drinks may only be served in these rooms designated by the wedding coordinator.
- **No alcoholic beverages** are permitted within St. Peter's or on the church and school grounds (including parking lots) at any time.
- **Smoking is not allowed in the building.**
- **Rice, birdseed, rose pedals and confetti is NOT to be thrown in the building or on the church grounds.**
- If the couple desires to have a reception in the gym they are to contact the church office to schedule the event and for the rental fees. The wedding coordinator is not responsible for reception details.

## Expenses

Our church is here to serve people. However, a wedding always involves extra work for many members of our congregation, especially the wedding coordinator, pastor, custodians, sound techs, video techs, and the musicians. It is only proper that some remuneration be considered. It is also only proper that non-members who use our church help pay for the cost of maintenance and utilities.

Note: All fees should be paid to the wedding coordinator by 2 weeks prior to the wedding. 3 weeks prior to the wedding you will receive a reminder from the coordinator, indicating the amount owed.

### **Fees for Members of St. Peter's**

There is no charge for the use of the sanctuary for the wedding of a member. There are, however, additional expenses associated with a wedding that are the responsibility of the wedding couple.

*(fees are subject to change: notification will be given in advance if changes are made)*

Applicable costs are summarized below:

Clergy	Honorarium (we recommend \$200)
Wedding Coordinator	\$125.00
Organist/Pianist	\$125.00
Sound Tech	\$100.00
Video Tech <i>if needed</i>	\$100.00
Video design <i>if needed</i>	\$100.00
Custodian w/o reception	\$100.00
Custodian w/ reception	\$150.00
Gym for reception	\$35.00
Service folders	\$30.00/per 100

The Bridal couple is responsible for the honorariums for other soloists and musicians not included on this list.

### **Fees for Non-members of St. Peter's**

Sanctuary	\$500.00
Clergy	\$250.00
Wedding Coordinator	\$200.00
Organist/Pianist	\$200.00
Sound Tech	\$125.00
Video Tech <i>if needed</i>	\$125.00
Video design <i>if needed</i>	\$125.00
Custodian w/o reception	\$125.00
Custodian w/ reception	\$200.00
Gym for reception	\$300.00
Service folders	\$30.00/per 100

The Bridal couple is responsible for the honorariums for other soloists and musicians not included on this list.

### **St. Peter's Contact Information**

Pastor John Bookshaw 796-6684 or [jbookshaw@stpetersbr.org](mailto:jbookshaw@stpetersbr.org)

Kathy Deitzel 796-6684 or [office@stpetersbr.org](mailto:office@stpetersbr.org)  
(Church Secretary and Wedding Coordinator)

Stephen Bookshaw 796-6684 or [sbookshaw@stpetersbr.org](mailto:sbookshaw@stpetersbr.org)  
(Director of Worship and Technology)

Sue Truog 796-6651 or [struog@stpetersbr.org](mailto:struog@stpetersbr.org)  
(Organist/pianist)

Lois Newton 796-3125 or [created5to1praise@yahoo.com](mailto:created5to1praise@yahoo.com)  
(Pianist/Soloist)

## Wedding Check List

- Call the church office to tentatively reserve your wedding date \_\_\_\_\_
- Return completed wedding application to the church office \_\_\_\_\_
- Wait to hear if the date was accepted and confirmed by pastor \_\_\_\_\_
- Send your contact info to the pastors \_\_\_\_\_
- Contact the wedding coordinator to be placed on her calendar \_\_\_\_\_
- Contact the Organist/pianist \_\_\_\_\_
- Schedule time to meet with the wedding coordinator 2-3 months prior \_\_\_\_\_
- Schedule time to meet with the Organist/pianist 2-3 months prior \_\_\_\_\_
- All music chosen and approved one month prior \_\_\_\_\_
- Apply for marriage license 2 weeks prior \_\_\_\_\_
- Bulletin approved and printed 2 weeks prior \_\_\_\_\_
- Bring license, fees and bulletins to the rehearsal \_\_\_\_\_

## Application for Christian Marriage; St. Peter's Lutheran Church

We rejoice with you at this special time and look forward to assisting you in planning a Christ-centered marriage and wedding ceremony. Weddings are scheduled and confirmed on a first—come, first—served basis. No wedding date is confirmed until the Officiating Pastor signs and returns the completed application to the couple requesting a Christian Wedding.

### **To assure proper preparation for Christian Marriage the following is required.**

*(The Senior Pastor must approve any and all exceptions.)*

- 1) A minimum of six months is required between submitting and application and the wedding date.
- 2) Michigan law requires AIDS counseling for all couple prior to applying for your marriage license. This counseling may be taken through the Red Cross or another agency.
- 3) Couples must participate in private pre-marriage sessions with the officiating pastor at his request.
- 4) Couples will work with an assigned Wedding Coordinator regarding all wedding activates at St. Peter's Lutheran Church. **There are no exceptions.**

**We, agree** to the above requirements and the requirements found in the St. Peter's Wedding Policy and Procedure manual. We understand that our wedding date is not confirmed with St. Peter's Lutheran Church until we receive a copy of the form signed by the officiating Pastor. (The officiating Pastor will return this form within two weeks of submission to the office.)

Requested Wedding Date \_\_\_\_\_ Time \_\_\_\_\_

\_\_\_\_\_  
Signature of Bride to be

\_\_\_\_\_  
Signature of Groom to be

Wedding Application Date \_\_\_\_\_

**Groom to be** \_\_\_\_\_ Birthday \_\_\_\_\_

Address \_\_\_\_\_

Phone # \_\_\_\_\_ Email \_\_\_\_\_

Relationship to St. Peter's Lutheran Church (please circle)

Active Member in Worship

Non-Active Member

Non-Member

**Bride to be** \_\_\_\_\_ Birthday \_\_\_\_\_

Address \_\_\_\_\_

Phone # \_\_\_\_\_ Email \_\_\_\_\_

Relationship to St. Peter's Lutheran Church (please circle)

Active Member in Worship

Non-Active Member

Non-Member

Below to be completed by the office staff:

Approved \_\_\_\_\_

Denied (please explain denial on the rear of this page)

Officiating Pastor \_\_\_\_\_

Wedding Coordinator \_\_\_\_\_