

## General Guidelines/ Policies for Weddings at Messiah Lutheran Church

Messiah does not rent out our sanctuary or building for non-member weddings. Non-member or extraordinary weddings must be approved by Messiah's council. Since Messiah is a Lutheran congregation, Lutheran liturgical forms frame all wedding services. All music must support and complement the dignity of a liturgical worship, and music will be approved by Messiah's music director.

We expect all wedding parties to respect our building and property, and to clean up and remove all personal possessions within the assigned time frame for the wedding. We place nothing on the altar. We use no tacks, tape, screws or nails, runners, or video screens. We do not throw rice or birdseed. Messiah does not permit use of alcohol or drugs on our campus.

Your wedding is put on the Messiah schedule after you have returned and completed the wedding information form to the church office, made your initial down payment, and have held an initial appointment with Messiah's pastor. Wedding fees include a security deposit, which may be applied to damage, excessive clean-up, or non-compliance with Messiah policies for use of the facility.

### Pastor

Under normal circumstances, Messiah's pastor meets with the wedding couple, sanctions, plans, and performs the ceremony. Another pastor may be invited to participate with Messiah's pastor. If Messiah's pastor is unavailable to perform a scheduled wedding, he or she will secure another pastor to step in. If this cannot be done, Messiah's council will select a substitute pastor. On occasion, and as a courtesy, Messiah's pastor/council may extend an invitation for another pastor to preside at a wedding, if that congregation has an emergency that renders their sanctuary unusable.

### Messiah Staff

Messiah expects all wedding couples to work with and accept direction from Messiah's wedding coordinator, music, sound, and custodial staff. Your wedding coordinator will be your primary contact as you prepare for your wedding at Messiah, and will be present at your rehearsal and during your time slot the day of your wedding.

### Wedding Date

On your wedding day Messiah will be available to you for a four hour time slot. Let your wedding coordinator know what time of the day you will need, but your time slot must conclude by 8:00 p.m. Consult your wedding coordinator to be sure that all involved staff is able to work within your time slot. If you will need more than four hours on your wedding day, please discuss this with your wedding coordinator. Rehearsals are normally scheduled the day before the wedding and will take about one hour.

### Photography and Videography

Photos will be taken within the time slot allowed for a wedding, and no flash cameras may be used during the wedding service. During the service, all photography and video equipment will be stationary in the balcony or rear of the sanctuary

### Fees and License

Messiah expects that all fees will be paid in full no later than 30 days before the wedding rehearsal, and that the marriage license will be brought to the church in the week prior to the wedding. Wedding fees cover expenses incurred for the minister, organist, wedding coordinator, sound technician and custodian. Initial down payment of \$200.00 should be paid to reserve wedding date. This amount will be applied toward total wedding fees.

Wedding: \$425.00

Security Deposit (refundable): \$200.00

Building Use/Non-Members: \$200.00

## WEDDING INFORMATION

BRIDE \_\_\_\_\_ GROOM \_\_\_\_\_

STREET \_\_\_\_\_ STREET \_\_\_\_\_

CITY \_\_\_\_\_ CITY \_\_\_\_\_

STATE \_\_\_\_\_ ZIP \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

DAYTIME PHONE \_\_\_\_\_ DAYTIME PHONE \_\_\_\_\_

EVENING PHONE \_\_\_\_\_ EVENING PHONE \_\_\_\_\_

EMAIL \_\_\_\_\_ EMAIL \_\_\_\_\_

CHURCH MEMBERSHIP \_\_\_\_\_ CHURCH MEMBERSHIP \_\_\_\_\_

WEDDING DATE \_\_\_\_\_ TIME \_\_\_\_\_

REHEARSAL DATE \_\_\_\_\_ TIME \_\_\_\_\_

TIME OF ARRIVAL AT CHURCH ON WEDDING DATE: \_\_\_\_\_

NUMBER OF GUESTS EXPECTED \_\_\_\_\_ NUMBER OF ATTENDANTS \_\_\_\_\_

COMMUNION? \_\_\_\_\_ ANY OTHER SET UP? \_\_\_\_\_

WILL YOU BE USING MESSIAH'S SOCIAL HALL FOR RECEPTION? \_\_\_\_\_

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Wedding Fees: \$425.00

Security Deposit (refundable): \$200.00

Building Use for Non-Members: \$200.00

### FOR OFFICE USE ONLY/revised 11/1/2011

DATE OF INITIAL CONTACT WITH MESSIAH \_\_\_\_\_ SENT/GIVEN INFORMATION \_\_\_\_\_

RECEIVED INITIAL \$200.00 WEDDING FEE (to secure date; will be applied toward total wedding fees) \_\_\_\_\_

SECURITY DEPOSIT (refundable if no damage) \_\_\_\_\_ NON-MEMBER FEE OF \$200.00 \_\_\_\_\_

RECEIVED TOTAL BALANCE \_\_\_\_\_

PASTOR \_\_\_\_\_ GUEST PASTOR \_\_\_\_\_

WEDDING COORDINATOR \_\_\_\_\_ ORGANIST \_\_\_\_\_

OTHER MUSICIAN(S) \_\_\_\_\_ SOUND TECH \_\_\_\_\_

CUSTODIAN \_\_\_\_\_ OTHER \_\_\_\_\_

MARRIAGE LICENSE # \_\_\_\_\_ COUNTY \_\_\_\_\_

MAILED \_\_\_\_\_ NOTES: \_\_\_\_\_