

ST. PAUL LUTHERAN CHURCH
2550 EDSEL DRIVE
TRENTON, MICHIGAN
734.676.1565

ESTABLISHED POLICIES AND PROCEDURES FOR WEDDINGS

A wedding is one of the happiest and holiest moments in life. As two Christians join their lives to establish a Christian home, the Church rejoices with them and is eager to help make the occasion of the wedding beautiful and memorable. It is not necessary for a wedding to be elaborate in order to be beautiful. The true beauty lies in the spirit and attitude of those who take part, their sincerity and deep devotion.

In the happy excitement of planning for a wedding, many questions as to details arise. Often one wonders just what is proper. The following procedures are given to assist in the planning. The pastors and staff of St. Paul Church will be glad to render any help possible. **Please do not cause stress for yourself or the Church Staff by asking us to disregard any of these established policies.** The guidelines have been set up to assure not only a lovely service but one that is spiritual and socially correct.

REQUIREMENTS:

- **Pre-marital counseling:** A minimum of four hours of counseling with the pastor is required for both the bride and the groom BEFORE any wedding will be conducted at St. Paul Church. The pastor who performs the wedding ceremony will handle the counseling, during regular Church Office hours. A Marriage Inventory fee will be charged. Any additional counseling will be at the discretion of the pastor. Please call the church office for your first appointment five months before your wedding date.
- **Attendance:** All couples, members and non-members are required to attend a **minimum of three worship services prior to your wedding date.** Worship Times are: Saturday, 5:00 p.m., Sunday, 9:15 & 10:45 a.m. Please sign the Fellowship of Worship forms when at worship.

COMMITMENT by both individuals intending to be married.

- You do not object to the official teachings of St. Paul Lutheran Church as outlined in the current St. Paul Lutheran Church constitution and bylaws.
- You specifically accept and will abide by the belief and practice of St. Paul Lutheran Church that marriage is the life-long union of only one man and one woman.

ARRANGEMENTS: Tentative dates may be cleared by telephone with the Church Office. Initial arrangements for weddings or the use of the Fellowship Hall will be made with the wedding coordinator. The pastor will explain all the policies of the church which relate thereto.

MINISTERS: It is the policy of St. Paul Lutheran Church for the pastors to preside at all weddings at our church. When it is desired, it is quite proper to have another LCMS pastor assist, provided the presiding pastor is consulted.

MUSIC: Since the wedding is a sacred service, only sacred music may be used, whether played or sung. The style of music is not as important as the use of a Christian text.

The Minister of Music and Worship will plan special dates to meet with him and select your wedding music. You will be notified in plenty of time before your wedding when these dates are available. All music to be played or sung is to be discussed with the Worship Music Minister. If a person other than our church organist is desired for the music, our Music Minister must be consulted and arrangements made with him. The regulations regarding the music apply to anyone playing our organ.

WEDDING COMMITTEE: St. Paul Church has a dedicated group of women who serve as the Wedding Committee. There is no need for the pastor or organist to attend the rehearsal since these women handle the complete details and will answer any questions. The Wedding Committee will also oversee the wedding to assure that everything progresses smoothly and properly. These ladies will assist in seeing that your wedding ceremony is a beautiful church service. There is a Host fee of \$25 per person depending on the size of the wedding. In addition, an Elder will be present to assist at the wedding ceremony.

PHOTOGRAPHS AND CAMERAS: No cameras are allowed in the church during the sacred service, except for the professional photographer with a non-flash camera. Photographs may be taken in the narthex (lobby) or as the bride and wedding party enters the sanctuary preceding the ceremony, before the Invocation. After the ceremony the wedding party may return to the altar for as many pictures as time allows. For Saturday weddings **photographs must be completed by 4:00 p.m.** If the photographer needs to see the church ahead of time, please have them call the Church Office to set up a time with the wedding coordinator.

VIDEO-TAPING: One unmanned video-camera which uses natural light may be placed in the alcove near the baptismal font. It cannot be higher than four feet tall. No one may adjust this camera during the service. All other videotaping must take place from the balcony. No floodlights or noisy machines are permitted. Video taping is subject to the final discretion of the Elder on duty. **PHOTOGRAPHERS OR VIDEOGRAPHERS ARE NOT ALLOWED AT THE REHEARSAL.**

OTHER REGULATIONS:

- Smoking is not permitted in any part of the church buildings.
- No rice, birdseed, balloons or live animals may be brought into any of the church buildings.
- After the ceremony, if the bride, groom, or any members of the wedding party exit the building, they can not re-enter the church buildings for pictures.
- Alcohol - Members of the wedding party are strictly enjoined that under no circumstances must any of them come to the rehearsal or to the wedding under the influence of alcohol. No alcohol is permitted in any of the church buildings. The pastor has complete authority to cancel a wedding at the last moment for any deviation from this rule.
- Greeting your guests must be done at the reception. Receiving lines or greeting guests in the pews will not be allowed.

DECORATIONS: Our sanctuary is a place of exquisite and dignified beauty. It does not require decorations to make it a place perfectly suitable for a beautiful church service such as a wedding. Efforts to change the appearance of the Chancel by over-elaborate decorations only mar the grandeur of God's house. The following regulations are thus given to preserve the proper atmosphere in the church and to safeguard the furnishings:

- Flowers may be placed in the Chancel area; beneath the cross, on the side tables or on the candelabras. Only the Unity Candle and holder will be placed on the altar. Weddings are church services, and the decorations used should enhance the appearance of the church as a church.
- Nothing may be placed in the chancel, which would hinder the view of the altar from any seat.
- The Unity Candle is purchased by the couple and belongs to them. No flower arrangements may be placed around it. A silver unity candle holder and tapers are provided.
- Furniture may not be moved.
- **Your florist must contact the church office a week prior to the wedding to discuss the time of delivery of flowers.** We recommend that the florist label the corsages and boutonnieres for each family member. If the florist has not been to the church previously, it is necessary to consult with the church office well in advance of the wedding.
- Our aisle is 63 feet long, if you choose to have an aisle runner, please have the florist fasten the runner securely with pins to the carpet so that it is not a tripping hazard.
- There are 20 pews on each side. Pew bows may be attached by ribbon, elastic, chenille stems or to the pew candles (if used). Please no tacks, pins, glue, nails, duct tape, etc. may be used to fasten decorations to the pews or other parts of the furnishings and building.
- All flowers and pew bows should be removed from the sanctuary immediately after the wedding. If decorations are left, they will be removed and disposed of by our custodian. The building must be left in the same condition in which it was found.
- Silk flowers are allowed for bouquets, corsages and boutonnieres, but not at the altar area.
- No flower petals (real or silk) are allowed to be thrown down the aisle.

WEDDING FEES: Our purpose as a church is not to “make money,” but to serve people. However, a wedding always involves extra work for many of our staff, especially the pastor, organist, wedding committee and custodian.

A deposit fee of \$100 (cash or check only) is required from all couples (members and non members) scheduling a wedding at St. Paul, before the date is considered reserved on our church calendar. The deposit can be brought into the Church Office or mailed in. This non-refundable fee will be subtracted from the total of the wedding fees. Prices are subject to change. Sorry we do not take debit or credit cards.

SET FEES:	<u>Members</u>	<u>Non-Members</u>
Church	no charge	\$200
Pastor (Counseling and Ceremony)	\$150	\$200
Organist	\$100	\$150
Custodian	\$75	\$75
Marriage Inventory \$35		\$35
Hostess (2 minimum)	\$25 per person	\$25 per person
Sound/Video Tech	<u>\$50</u>	<u>\$50</u>
Total	\$465 + options	\$765 + options

OPTIONS:	<u>Members</u>	<u>Non-Members</u>
Soloist	\$75	\$75
Instrumentalist	\$75	\$75
Unity Candle	\$25	\$25
Wedding Folders	\$15 per 100	\$15 per 100
Pew Candles (10)	\$50	\$75

Wedding fees are due two weeks before the wedding date. The marriage license must be brought to the church office the week before. We do not accept debit or credit cards.