

# WEDDING POLICIES

St. Paul Lutheran Church

1120 N 8<sup>th</sup> Ave, Winterset, IA

515-462-4270 • stpaullutheranchurch@hotmail.com

*Congratulations on your engagement and upcoming wedding! This handbook has been developed to provide you with an overview of the process for planning a wedding at St. Paul Lutheran Church. We look forward to serving you as you prepare for your big day.*

## Timeline

### Three months before wedding

Date: \_\_\_\_\_

- Contact the church office (462-4270) to check the church calendar for an available wedding date. It is recommended that weddings be scheduled no later than 4:00pm, and rehearsals start no later than 6:00pm. No weddings will be scheduled during Lent.
- Complete and return to the church office the Wedding Reservation Request form (found at the end of this document).
- Deposit and fees must be paid. A check payable to St. Paul Lutheran Church should be included when returning the Wedding Reservation Request form. The church is not “booked” until this amount is received.
- Arrange pre-marital counseling sessions with Pastor Joel Nau, 468-5074.
- Contact our wedding coordinator, Pat Wetlaufer, to work out the details and special arrangements. Pat can be reached at 462-3267 or 468-7780, or spwetlaufer@msn.com.

### Two weeks before rehearsal

Date: \_\_\_\_\_

- Meet with the church’s wedding coordinator to finalize details such as sound and video needs, the number of tables and chairs that should be made available in the fellowship hall, etc.

### Rehearsal

Date: \_\_\_\_\_

- Bring marriage license.
- Bring a copy of your bulletin.
- Bring all music and media needed for the service.
- Please remind all those involved to be present and ready to begin on time.
- No smoking or alcohol is allowed anywhere in the church or on the property.

## Fees

The fee to use the church for a wedding is \$350 for church members and \$450 for non-members. Wedding fees include the wedding coordinator, custodian, audio/visual support, and a \$100 damage deposit. A pastoral fee is not included in the wedding fees. A freewill donation is encouraged for the pastor.

A check payable to St. Paul Lutheran Church should be included when you return the Wedding Reservation Request form. This is required to reserve the date of the wedding. Your \$100 deposit will be returned in full if there is no damage to the facility.

#### Additional Items Available and Fees:

- Pianist/musician/vocalist .....Negotiable
- Fellowship Hall for rehearsal dinner..... \$50
- Fellowship Hall for reception..... \$50

If after paying the fee you choose not to use St. Paul Lutheran Church for your wedding, a full refund of fees and deposits will be made.

## Church Rental

Even if you have your own wedding coordinator, you must also have our church wedding coordinator on site to help with any questions that might arise about the facility.

General cleaning and garbage removal is required in all areas that were used by the wedding party. If areas are not cleaned satisfactorily and garbage is not removed, the additional costs will be deducted from the deposit.

Damage to the building or property must be reported immediately and is to be repaired or replaced by the responsible party. The renter will be billed for the difference when the damage totals more than the deposit.

The deposit will be returned in full when an inspection after the event shows that areas have been satisfactorily cleaned and there is no damage to the church.

## Church Use

### General Use

- Smoking and alcoholic beverages are not permitted on church property.
- No food or beverages are allowed in any areas outside the Fellowship Hall.
- Rice is not allowed. Birdseed, grass seed, or bubbles may be used outside. Nothing may be used inside the building.
- Damage to the church building or contents must be reported immediately and repaired or replaced at the expense of the wedding party.
- Furniture in the sanctuary will not be moved without consulting the wedding coordinator. Furniture will only be moved by the wedding coordinator or custodian.
- Arrangements may be made for guests with special needs.
- The church is not liable for loss, damage, or injury to person(s) using or renting the church facilities.
- No running or unruly commotion is allowed in the sanctuary or any part of the church.

### Decorations

- Please set up a time with coordinator to decorate the church. The time will depend on other activities taking place in the church.
- Seasonal items of St. Paul Lutheran Church may not be removed (Christmas decorations, banners, etc.). You may want to check with the wedding coordinator before you plan the decorations for your wedding.
- Please use dripless candles and trim the wicks to ¼ inch.
- The use of candles, bows, or flowers at the ends of pews is permitted only with special holders, which a florist can provide. No tape, nails, or tacks may be used.
- No balloons or balls are allowed inside or outside of the church.

### Clean Up

- All decorations are to be removed promptly after the wedding.
- Remove all personal items and trash from dressing rooms.

## **Photography/Videotaping**

- Photography and videotaping is permitted when it does not detract from the religious emphasis of the service.
- Wedding photos with your photographer should cease 45 minutes prior to the start of the ceremony.
- No flash photos are to be taken during the ceremony. Please ask your ushers to inform guests with cameras of this policy.
- Professional photographers are to remain in the back half or to the side of the sanctuary during the ceremony.
- Video cameras may be set up in the church prior to the ceremony but cannot be operated by an individual in the front of the sanctuary during the ceremony.

## **Music**

- The choice of music should be in harmony with the event of a worship service. The final selection of music used before, during, and after the ceremony must be accepted by the pastor.
- The church's musical instruments are off limits to everyone unless approved by the pastor or music directors at St. Paul Lutheran Church.
- Arrangements must be made with our audio technicians to run the sound equipment.
- If so desired, the wedding coordinator can recommend a musician/soloist for you. Arrangements are to be made between you and the musician/soloist. You must pay the musician/soloist before your wedding day.

# WEDDING RESERVATION REQUEST

## Instructions

Please complete this form and return it to the church office with a check payable to St. Paul Lutheran Church. If you have any questions regarding this form or the wedding application process, please contact the church office at 515-462-4270.

## General Information

Today's Date: \_\_\_\_\_

Bride's Full Name: \_\_\_\_\_

Groom's Full Name: \_\_\_\_\_

## Request Information (Please note, all requests are dependent on availability.)

Date and Time of Wedding: \_\_\_\_\_

Date and Time of Rehearsal: \_\_\_\_\_

## Please check the boxes that pertain to your wedding:

On-Site Wedding (fee and damage deposit: \$350-members or \$450-non-members)

On-Site Rehearsal Dinner (additional \$50 fee)

On-Site Reception (additional \$50 fee)

**Musician/vocalist fees vary depending on the musician/vocalist.**

**Please contact Pat Wetlaufer (462-3267), our wedding coordinator, for a list of musicians/vocalists.**

**Please pay musician/vocalist before your wedding day.**

TOTAL: \_\_\_\_\_

## Bride's Information

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_ Work Phone: \_\_\_\_\_

## Groom's Information

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_ Work Phone: \_\_\_\_\_

## FOR OFFICE USE ONLY

Pastor approval obtained \_\_\_Y \_\_\_N Date: \_\_\_\_\_  
Fees and deposit received \_\_\_Y \_\_\_N Date: \_\_\_\_\_ Receipt given \_\_\_Y \_\_\_N  
\$100 deposit returned \_\_\_Y \_\_\_N Date: \_\_\_\_\_ If no, reason: \_\_\_\_\_