

Saint Andrew Wedding Policy

Church Policies

Purpose

Saint Andrew Lutheran Church affirms human relationship and marriage as given from God and appropriate to be celebrated within the worship life of the congregation. Saint Andrew also seeks to strengthen family relationships as part of its ministry in the community. The policies set forth regarding weddings on or off the property are intended to allow for celebration, attend to appropriate worship services, and guide the use of our facility for the good of the broader Saint Andrew community.

Setting the Date

To reserve the date for a wedding ceremony, the wedding couple must read through and sign the policy acknowledging understanding of Saint Andrew's guidelines for weddings, pay a \$100 refundable security deposit, and sign the wedding covenant that will detail these policies. Dates are reserved on a, first come, first served, basis. The balance of the wedding cost is due 30 days before the ceremony.

Saint Andrew needs a minimum of 6 months advance notice of the date to allow sufficient time for preparation. Weddings will not be scheduled during Holy Week or the week of Christmas. Weddings may be scheduled during Lent at the discretion of the pastor(s). Church paramment colors reflect the seasons of the church year and may not be changed for the wedding

At the time the wedding couple sets the date, the Facility Coordinator will review the wedding covenant with the wedding couple and give a tour of the spaces to be used for the service. The wedding couple will sign the wedding covenant and receive a copy of it.

Off-site Weddings

The deposit, information sheet, and wedding covenant must be received before the wedding can be scheduled. Saint Andrew Lutheran Church will only provide the pastor and bulletin printing for an offsite wedding.

If the wedding ceremony is not going to be held at Saint Andrew Lutheran Church, the venue cannot be more than one hour away from Saint Andrew Lutheran Church. If there is the need for the pastor to stay overnight for an offsite wedding, those arrangements need to be provided by the wedding couple at their own cost.

Use of the Church

A staff person or volunteer will be appointed by Saint Andrew Lutheran Church to host the wedding couple. They will open the building no more than one hour prior to the rehearsal and three hours prior to the service on the day of the wedding. The building will be open for, up to, one hour after the rehearsal and one hour after the service. Dressing rooms will also be designated at the time of rehearsal.

Saint Andrew Lutheran Church is an alcohol-free facility on both the property and grounds. Use of alcoholic beverages preceding or during either the rehearsal or the wedding ceremony is grounds for cancellation of the entire ceremony, at the sole discretion of the officiating pastor. Anyone at the church who exhibits signs of being under the influence of alcohol or other substances will be given a verbal warning and further disruption and non-compliance will result in contacting the Sherriff for removal.

The wedding couple assumes responsibility for any damage, loss, or breakage to any church property or furnishings. The security deposit will be returned if the church building, the sanctuary, and the spaces used by the wedding party and guests are cleaned and returned to their original arrangement.

The staff or volunteer hosting the wedding couple will be available to help with setting up the sanctuary for the wedding ceremony. The host is not responsible for the general cleaning or resetting of the spaces assigned to be used by the wedding party. The wedding couple is encouraged to assign a responsible individual to collect any personal items prior to leaving the church for the reception.

Saint Andrew Lutheran Church is not responsible for lost, damaged, and stolen property. It is the responsibility of the wedding couple to return any items you have rented or borrowed for your wedding promptly following your wedding. Saint Andrew Lutheran Church will not be responsible for any of those items.

Saint Andrew Lutheran Church is a tobacco-free facility. Smoking and vaping are only allowed outdoors.

Eating and drinking is not permitted in the sanctuary, with the exception of water and milk/formula for babies.

The use of obscene or offensive language is not permitted.

If the wedding couple wishes to have the rehearsal dinner or reception at Saint Andrew Lutheran Church, they must fill out a separate building use form and pay the appropriate building use fees in addition to the wedding costs.

Decorations

Rearrangement of furnishings or furniture in the church is not permitted. Hymnals may not be removed or used as props or flower stands. Seasonal decorations, including, but not limited to the paraments, in the church at the time of the wedding may not be removed.

Tacks or any fastening of any sort, including tape that will result in damage, are not permitted. Saint Andrew Lutheran Church will provide tape to attach decorations on the pew ends to mark special seating. Marks or damage to surfaces that occurs will forfeit the security deposit.

The wedding couple is responsible for any decorations they wish to have during the service. Saint Andrew Lutheran Church does not have any decorations. The wedding couple is able to decorate the sanctuary before the rehearsal and in the three hours before the wedding. As stated above, all decorations must be removed without causing damage in the two hours after the ceremony, otherwise the security deposit will be forfeit.

If the wedding couple wishes to have a unity ceremony in addition to the exchange of rings, they must provide the materials. If this ceremony includes a unity candle, they must provide all the candles which must be dripless, and the candle wrapper must identify them as dripless. Saint Andrew Lutheran Church may be able to provide a table for this ceremony. Saint Andrew Lutheran Church has a unity candle stand that the wedding couple may use.

If an aisle runner is to be used, it cannot have adhesive backing.

Rice, birdseed and confetti are not permitted. Bubbles are permitted outside the church building.

Flowers

Flowers can be delivered whenever the church office is open, Monday – Friday from 8:00 AM – 5:00 PM. Flowers can be delivered two hours prior to the service on the day of the wedding. Delivery outside these hours needs to be arranged with Saint Andrew Lutheran Church’s office staff. If the wedding couple chooses to leave flowers from the wedding for use in the next regular worship service, they need to arrange this with the church office at least 1 week prior to the rehearsal. The gift will be acknowledged in the Sunday bulletin. The specific arrangement needs to be given to the staff or volunteer present after the ceremony. All other flowers must be removed from the church.

If flower petals are going to be scattered in the aisle, only silk or other artificial petals are allowed in light or natural colors.

Pastoral Preparations

One of the called pastors of Saint Andrew Lutheran Church will be assigned to officiate each wedding based on schedules and availability. Wedding couples may request a pastor, but the request is not guaranteed. After the date is set and the wedding covenant has been signed, the officiating pastor will reach out to the couple to schedule the next meetings.

Each couple needs to undergo pre-marital conversations with the officiating pastor. These conversations will include, but are not limited to a relationship inventory, follow-up conversations, worship planning, and the schedule for the rehearsal and the ceremony.

When planning the wedding ceremony, the wedding couple will be asked to select appropriate readings for the wedding ceremony and help shape the language of the service. Any participants, other clergy, readers, etc. must be approved by the officiating pastor.

It is not always possible for the officiating pastor to attend rehearsal dinners or wedding receptions. If the wedding couple wishes for the officiating pastor to attend their reception and/or offer a meal prayer, this request must be made verbally and by sending a formal invitation to the officiating pastor and their significant other/spouse/family (who may or may not attend) through the church address.

Music

Music for the wedding service will be planned in conversation with the officiating pastor. Because wedding at Saint Andrew are worship services, music is asked to reflect the spiritual nature of the occasion, and the pastor can suggest music might particularly celebrate God’s presence in human love and relationship while staying within the parameters of a worship service.

Music at the wedding must be performed live; the use of recorded music is not permitted. Saint Andrew Lutheran Church can supply an accompanist for a fee. If the couple wishes to furnish their own musicians, they may do so. The wedding couple is responsible for acquiring any sheet music necessary for accompanists, soloist, etc. that they do not already own.

Bulletins and Printing

If requested by the wedding couple, Saint Andrew Lutheran Church can provide a single page, two-color, bi-fold bulletin which includes the wedding liturgy, the participants, and a brief message from the couple if the space allows for it. These will be sent to the wedding couple for final approval before printing.

If there are special papers or bulletin covers that the wedding couple wants to use, these need to be arranged through the church office 60 days before the wedding date. The wedding couple is responsible for any additional cost, which must be paid before Saint Andrew Lutheran Church orders the materials.

The Rehearsal

The wedding couple must hand the marriage license to the pastor before the wedding rehearsal begins.

The time for the wedding rehearsal will be set in consultation with the pastor at the wedding venue. It is essential that all participants are present and on time, including the wedding couple, parents of the wedding couple, all attendants, participants, and ushers.

Photographs

Photographs and video may be taken during the wedding ceremony. Photographers and videographers are allowed to move around the back and edges of the worship space but are limited to the back half of the sanctuary. The one exception to this is the procession, when photos can be taken from the front of the center aisle, but once the procession is completed and the pastor begins the wedding ceremony, photographers and videographers must return to the back half of the sanctuary. The officiating pastor must approve appropriate staging and placement of any equipment outside of those areas, like stationary video cameras, in advance. Flash, bright lighting, and noisy equipment are not to be used during the wedding ceremony. Photographs of a sexually suggestive nature are not permitted on church property.

Wedding party and family photos can be taken before or after the wedding ceremony on the steps of the chancel. If the wedding couple wishes photos with the pastor after the service, they must request it and take those either before the service, or immediately after the service.

Wedding Cost

The wedding couple will only be given the total cost of the wedding, either onsite, or offsite. The following costs are for Saint Andrew Lutheran Church's internal accounting. Saint Andrew Lutheran Church accepts cash or check for these costs.

The total cost of an onsite wedding at Saint Andrew Lutheran Church is \$800 after the refund of the \$100 security deposit.

The total cost of an offsite wedding officiated by one of the called pastors of Saint Andrew Lutheran Church is \$450.

The deposit paid when reserving a date is a security deposit that will be credited towards the total cost of the wedding and returned if there is no damage to the church.

Cost	ONSITE	OFFSITE
Refundable Security Deposit	\$ 100	\$ -
Building Use	\$ 200	\$ -
Wedding Host	\$ 150	\$ -
Pastoral Preparation	\$300	\$ 450
Accompanist	\$ 150	\$ -

ACKNOWLEDGEMENT

I have read the Wedding Policies and Procedures. I understand this is a building designed for Christian usage and I pledge to abide by the rules of the church.

Date: _____

_____ & _____

Signatures of the Couple to be married.