



## W E D D I N G   P O L I C Y   A N D   C O N T R A C T

Revised: 1/11/2011  
Revision: 7.0

## Peace Lutheran Church Wedding Policy

### I. INTRODUCTION

Congratulations on your engagement!

Your wedding day is one of the most important days of your life, and we at Peace are pleased to be able to share this happy occasion with you. Our church has many options available to you, as well as numerous people who are willing to work with you to make your wedding a pleasing and memorable experience.

This booklet describes our general guidelines, policies and fees. Questions or issues that arise which are not covered in this policy document should be directed to the Pastor/Elders or appropriate board. Attached is an agreement which must be signed by the bride and groom and returned to the church office. If you have any questions, please call the church office at 308-345-2595.

### GENERAL GUIDELINES

1. Five pre-marital counseling sessions are generally required with the Pastor. As circumstances vary, actual counseling time is determined by and at the discretion of the Pastor.

Our church building is dedicated to the glory of God. Therefore,

2. Behavior in the sanctuary must remain respectful at all times.
3. The use of alcohol on church property is strictly prohibited. No food or drink is allowed in the sanctuary. Smoking shall be limited to outdoors.
4. The altar area shall not be tampered with. All items on the altar shall remain there during the ceremony. We ask that flowers not be placed upon the altar; however, brass stands are available that may be placed at the sides of the altar.
5. The church candelabras may be used, but the candles must not be removed. These special candles use liquid paraffin. If the liquid is low, please notify the church office. If different colored candles are desired, you will need to provide your own candelabras. If a wedding candle is desired, you will need to supply your own. Plastic should be placed under any candles that are brought in to protect the carpet/floors.
6. The color of the altar paraments changes with each season of the church year. Since the wedding ceremony is a worship service, it is preferred that the paraments remain this color. However, exceptions may be made with prior approval of the Pastor/Elders (consult with your coordinator).

7. A wedding banner is available to use. Should you have a banner of your own that you would like to use, please have it approved by Pastor.
8. Please refrain from using tape to adhere decorations to walls, railings, etc.
9. It is the responsibility of the wedding party to remove all decorations, personal items, excessive trash, etc., and to place tables and chairs back to their original locations before leaving the church.
10. We ask that birdseed is thrown instead of rice, and that it be kept outside of the church building.
11. The parish hall may be used for the rehearsal dinner and/or the reception pending availability, but it is the responsibility of the wedding party to clean it up afterwards.
12. Peace Lutheran Church provides a wedding coordinator to help you organize your ceremony. Because the services provided by this person not only help you, but protect the church, and ensure that the church policies are followed, this service is mandatory.

## II. MUSIC

Musicians need not be members of Peace. If you desire the church to provide the musicians, your wedding coordinator will schedule them. A date must be reserved several weeks in advance for the musicians.

Because the wedding ceremony is a worship service, Christian music should be chosen. All music needs to be approved by Pastor.

Our church has an excellent sound system which must be operated only by an authorized member of the church. Even if there is to be no special music or soloist, Pastor still needs a microphone so that all in attendance can hear him. Organ, piano, and Clavinova are available for use in the service. Additionally, amplification of other instruments, as well as pre-recorded accompaniment can be performed through our sound system. A variety of microphones and locations are available for soloists or groups. Your wedding coordinator will schedule a sound technician for your ceremony, and convey any special sound reinforcement needs to them prior to the rehearsal.

If you would like the service to be recorded on an audio cassette, please supply a blank tape to the sound person.



### **III. BULLETINS**

Bulletins may be printed at the church office for a fee of \$20.

### **IV. RECEPTIONS**

The Parish Hall is available for your reception. Please contact the church office several weeks in advance to ensure the availability of the hall. Also, arrangements will need to be made with the guild to schedule servers, and prepare tables and place settings if needed. Your wedding coordinator will schedule the needed services.

### **V. PHOTOGRAPHS**

Since the wedding ceremony is a worship service, no flash photographs should be taken during the wedding. Please inform family and friends of this policy. Posed photographs may be taken before and after the service. Times for the photography session before or after the ceremony need to be set with the Wedding coordinator.

### **VI. VIDEO**

The church has a video camera available that can do titles, some effects and can be linked directly to the church sound system, but it must be operated by an authorized videographer. If you desire to use the churches camera, you will need to provide a blank VHS tape. Your wedding coordinator will schedule the videographer. You may also use your own video camera. Ask your coordinator for acceptable locations to set up cameras.

### **VII. CONDUCT**

It is important that none of the wedding party partake of alcoholic beverages prior to the rehearsal or the wedding service.

### **VIII. RESPONSIBILITY OF THE FAMILY**

The family is responsible for removal of excess litter both inside and outside of the church, as well as the prompt removal of flowers, candelabras, cake stands, serving pieces, greenhouse supplies, personal items, and anything else that has been brought into the church by the wedding party and

attendees. Peace Lutheran Church is not responsible for lost or damaged items.

## **IX. WEDDING COORDINATOR**

Peace Lutheran Church provides a Wedding Coordinator to help with service preparations both at the rehearsal and the wedding service. Use of the coordinator is required. The couple needs to meet with the coordinator at least one month prior to the ceremony to discuss:

1. When they plan to decorate
2. Rehearsal time
3. Time of arrival on wedding day
4. Time of photography session
5. What musicians are needed
6. If the couple desires the church to provide a videographer

### **Services provided by the Wedding Coordinator**

1. Coordination of procession, recession, candle lighters, and ushers at rehearsal and ceremony
2. Answer questions regarding flowers, candles, lighting, etc.
3. Assist with photography session
4. Check entire church to make sure all belongings are removed after ceremony.
5. Schedule necessary audio, video, and music personnel
6. Coordinate the use of the Parish Hall with the Guild when necessary (if you plan to use the hall for your reception)
7. Collection/disbursement of all compensations

## **X. COMPENSATION**

Pastor.....	It is customary to give a gratuity
Cleanup.....	with reception-\$50, no reception-\$25
Wedding Coordinator.....	\$150
Organist.....	\$75
Soloists.....	\$50
Sound Tech.....	\$25
Videographer.....	\$25 – if using church equipment
Church Use.....	\$100 for non-members, no charge for members
Parish Hall (Reception).....	Coordinator will contact Guild for cost
Damage deposit.....	\$50

If the church is found in acceptable conditions (see section VIII. above) and nothing is damaged, the damage deposit will be refunded.

All compensations are to be made payable to the wedding coordinator at the church office no later than one week prior to the ceremony.

PEACE LUTHERAN  
CHURCH



WEDDINGS

## WEDDING CONTRACT

*Peace Lutheran Church 411 East 6th Street, McCook, Nebraska 69001*

### COMPENSATION FEES

Pastor	- (It is customary to give a gratuity)	
Cleanup	- with reception \$50.00, without reception \$25.00	\$ _____
Wedding Coordinator	-\$150.00	\$150.00
Organist	-\$75.00	\$ _____
Soloists	-\$50.00	\$ _____
Sound Technician	-\$75.00	\$75.00
Videographer	-\$25.00	\$ _____
Church Usage	-\$100.00 for non-members, no charge for members	\$ _____
Parish Hall (Reception)	-(Wedding Coordinator will contact Guild for cost)	\$ _____
Damage deposit	-\$50.00	\$50.00

Compensation Total \$ \_\_\_\_\_

*All compensations are to be made payable to the Wedding Coordinator at the Peace Lutheran Church Office no later than one week prior to the ceremony.*

### Wedding Policy and Agreement

I have read and understand the policies concerning weddings held at Peace Lutheran Church. I agree to uphold them and ensure that contractors and members of the wedding party will abide by the policies. I understand it is my responsibility to inform contractors, florists, photographers, and members of the wedding party of the guidelines that they must adhere to.

*By our signature, we understand that the above is a binding contract between Peace Lutheran Church and ourselves. We will adhere to all of the set guidelines and all contractual agreements above.*

Bride \_\_\_\_\_

Groom \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

Peace Lutheran Church - LCMS

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Email: [office@plcmccook.org](mailto:office@plcmccook.org) ♦ Website: <http://www.plcmccook.org>