

Wedding Policies and Procedures

Lutheran Church of the Resurrection

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Your wedding is, and should be, one of the happiest moments of your life. The Lutheran Church of the Resurrection rejoices with you and we are eager to make every phase of your wedding one that you will remember with joy. We are pleased that you have chosen our church for your wedding, and it is our wish to do everything possible to make this a joyful, Christian experience.

A church wedding is a service of worship, where two people pledge their faith to each other and enter into a covenant with God. The wedding ceremony affirms this covenant with reverence and faith.

The following policies will help make your wedding memorable. We encourage you to become familiar with these policies and to share them with your wedding party, florist, caterer, photographers, and musicians. These policies may be altered or waived with consent and permission of the pastor and organist.

Scheduling and Cancellation

A reservation for sanctuary use for the rehearsal and wedding ceremony and a separate reservation for the Family Life Center for receptions, if desired, must be coordinated through the church office. The Wedding Information Sheet must be filled out at the time of the reservation of the Sanctuary and/or the Family Life Center. Half of all fees for use of the building must be paid when the church is reserved (payable Lutheran Church of the Resurrection); the remaining portion is due in the church office one month before the wedding. If the reservation is canceled less than three months prior to the wedding, the church will retain \$100 of the fees.

Counseling with Minister

The presiding minister will determine the nature and the number of counseling sessions to be held before and/or after the wedding. It is the responsibility of the bride and groom to schedule these meetings with the pastor.

Music and Organist

A marriage service held at the Lutheran Church of the Resurrection is different from a civil ceremony. A church wedding is a service of worship and the music should reflect the dignity of the moment. The bride and groom should contact the Director of Music at least three months prior to the date. Should another organist be selected, he or she must be approved by the Director of Music. The Director of Music must also approve all guest musicians, music and procedures, in consultation with the pastor.

License

The marriage license must be in the church office one week prior to the wedding. Please note that to be married at LCR you must have a valid marriage license.

Wedding Director

A wedding director provided by LCR must be present. The fee for the wedding director is included in the fees payable to LCR. We ask that the bride contact the director at least three months prior to the wedding date. (Contact: Carol Owen at 770/641-1771.) The director will conduct the rehearsal and the wedding. She will instruct the wedding party in carrying out the bride's plan in accordance with church policy.

Rehearsal

One hour is scheduled for the wedding rehearsal. Please ask all participants to arrive 15 minutes early to ensure that the rehearsal begins on time.

Facilities

The facility is available for the wedding party two hours before the wedding. A room in the upper level of the Family Life Center is available for the bride and her attendants to be used for dressing. A room will also be assigned to the groom and groomsmen. These rooms should be cleared of any personal belongings immediately following the service.

Nursery

We are unable to provide nursery care for weddings. You may, however, use our nursery facility and your own nursery personnel, making sure the nursery is in order before you leave. Please notify the Wedding Director if you plan to use the nursery.

Decoration

The church has available for use, if desired, a pair of branched brass candelabra and a kneeling bench. No decorations may be attached to the brass candelabra.

No tape, nails, tacks or staples may be used to attach decorations to the walls, wood-work, furniture or floors.

No candles may be used in the pews or windowsills; no candles may be carried. Only dripless candles may be used in the lighting of the Unity Candle. LCR has a Unity Candle for your use upon request.

No church furnishings may be moved to accommodate decorations.

Seasonal decorations placed in the sanctuary by the Altar Guild may not be removed. The colors of the altar linen are chosen in accordance with the seasons of the church year and may not be changed.

The flower girl may carry a basket of flowers, but may not drop flower petals, either live, silk or any other material.

No aisle runners are permitted.

No rice or confetti may be used. Bird seed, flower petals, and bubbles may not be used in the buildings, on steps, or immediately in front of doors.

Photography

No flash pictures shall be permitted during the ceremony. Please inform your family and friends that no photography is permitted by wedding guests during the ceremony.

It is the responsibility of the photographer to replace furniture moved in dressing rooms used for pictures. After the ceremony, pictures may be made at the altar. **Pictures must be completed within 30 minutes after the ceremony.** During the wedding the photographer is to remain in the back of the sanctuary.

At the discretion of the presiding pastor, **one** video camcorder may be permitted. If a camcorder is used, its location is to remain stationary during the ceremony.

We ask that these guidelines be enforced to preserve the sacredness of the worship service.

Other Policies

All cell phones and pagers must be on non-audible status during the wedding.

Smoking on the premises is prohibited.

No alcoholic beverages of any kind may be offered or consumed on the church premises.

The Lutheran Church of the Resurrection will not be liable for personal items lost, stolen or damaged during the wedding and reception.

The bride and groom will be responsible for paying for the repair of any damage done to the church during the rehearsal, wedding, or reception.

Catering the Reception

If your reception is held in the Family Life Center, your caterer must have a certificate of liability insurance and must contact the church for the necessary information and guidelines. Your caterer must return the caterer's use form to the church no later than two weeks before the wedding and preferably much earlier.

The church kitchen is equipped with ovens and limited refrigerator space. Freezer space is not available.

Following the reception, the kitchen and fellowship hall must be cleaned and the kitchen closed.

Wedding Fees

Active Members

Members who, by their regular offerings, support the ministry of the Lutheran Church of the Resurrection are not charged for the use of the facilities of the Sanctuary or Family Life Center. They will, however, be responsible for expended fees for the cleaning of the sanctuary and the services of the Wedding Guild (payable to LCR).

Wedding only:	\$175
Wedding & Reception:	\$225
Pastor	\$150

Non-Members

These fees cover the use of the facilities, cleaning and Wedding Guild fees (payable to LCR).

Wedding only:	\$475
Wedding & Reception:	\$725
Pastor	\$150

All Weddings:

Lutheran Church of the Resurrection requires that 50% of the wedding fees be paid when reserving the church. The remaining portion is due in the church office one

month prior to the wedding. Fees for all musicians should be paid directly to those involved prior to the wedding.

Costs for the professional services offered in counseling, music, and officiating at the wedding are the responsibility of the bride and groom.

Organist: Rates for the Director of Music have been established in accordance with the guidelines set by the American Guild of Organists:

Wedding/Consultation:	\$175
Rehearsal with Wedding Party (not required):	\$ 60
Rehearsal with another musician (per rehearsal):	\$ 60

All fees are payable to the organist (check should be made payable to Helen Weiss Phelps) one month before the wedding. Soloist fees should be negotiated with each soloist.

Pastor: Any pastoral participation (other than LCR pastors) in a wedding ceremony will be with the consent and coordination of the pastor of The Lutheran Church of the Resurrection.

Rehearsal Date: _____

Time: _____

Wedding Date: _____

Time: _____

WEDDING INFORMATION SHEET

Lutheran Church of the Resurrection

I. *Bride and Groom*

A. Bride: _____

Address: _____

E-Mail: _____

Phone: Residence: _____ Business: _____ Cell: _____

Church Membership: _____

B. Groom: _____

Address: _____

E-Mail: _____

Phone: Residence: _____ Business: _____ Cell: _____

Church Membership: _____

C. Address after Marriage: _____

D. Bride's Name after Marriage

Ms.

Mrs. _____

E. Local Contact Person and Phone Number: _____

II. *The Service*

A. Organist: _____

B. Soloist/Instrumentalist: _____

C. Other Participants: _____

D. Unity Candle: use LCR's _____ Provide own: _____

E. Wedding Bulletin (these are not provided by the church): _____

III. Wedding Party

Maid/Matron of Honor: _____ Best Man: _____

Bridesmaids: _____ Groomsmen and Ushers: _____

Junior Bridesmaid: _____

Flower Girl: _____ Ring Bearer: _____

IV. Reception/Other Personnel

Reception at Church: Yes _____ No _____

Caterer: _____ Phone: _____

Address: _____

Photographer: _____ Phone: _____

Address: _____

Florist: _____ Phone: _____

Address: _____

Videographer: _____ Phone: _____

Address: _____

Other: _____ Phone: _____

Address: _____