

Immanuel Lutheran Church, Viroqua WI Wedding Policy (November 2016)

The following has been established to help promote the true meaning of marriage and assist in coordinating the wedding with the overall ministry of the church.

Reservations & Premarital Preparation:

As Immanuel continually seeks to "Open God's House To All," any couple who seeks to be married in this church is welcome to make their request to do so. An application form can be obtained through the church office or online. The couple needs to complete the request form *with the pastor* and pay the appropriate fees in order to reserve the church and/or date (so this applies also to weddings offsite). The couple also needs to contact Immanuel's pastor at this time to schedule premarital preparation (cost of LIFE INNOVATIONS/PREPARE inventory is \$35 and it is filled out on-line; *the process also includes several discussion sessions*).

Room set-up

The couple is responsible for setting up of rooms for wedding events. They are also responsible for resetting the rooms to the way they found them. Any changes to the sanctuary, including the color of the season in the sanctuary, must be discussed with Immanuel's pastor or office staff.

Officiant – In keeping with the Immanuel constitution and the ELCA letter of call, Immanuel's pastor is called to officiate and preach at any wedding that takes place in the church. Immanuel's pastor has the right to decline to officiate at a wedding. If the request is from an Immanuel member, the pastor may ask another ELCA colleague to officiate. Immanuel's pastor also may exercise the privilege of officiating at weddings offsite. If another pastor's participation in the service is approved, the invitation for that pastor to do so will come from Immanuel's pastor well in advance of the ceremony.

Order of Ceremony - The exact order of the ceremony should be arranged with the officiating pastor and finalized in the last pre-marital preparation session prior to rehearsal. The order will be a version of the Lutheran service with faith commitment to Jesus Christ at the center.

Music - All music and musicians must be approved well in advance by the officiating pastor. Immanuel has a number of qualified musicians able to assist you with your music needs. If Immanuel staff musicians are utilized, the couple must clarify the payment amount ahead of time and make payment to musicians by the time of the rehearsal. If outside musicians are utilized, it is suggested that the couple provide an honorarium commensurate with the services rendered. Information for current Immanuel musicians available is on file in the church office.

Photography/Videography – Photographers and videographers should be as unobtrusive as possible. No flash photographs are allowed during the service. Any questions regarding procedure should be directed to the officiating pastor.

Decorations – The couple is responsible for the installation and removal of all decorations. Times for decorating must be scheduled well in advance with the church office. No tacks or tape may be used on the pews. No bird seed or rice is allowed in the church or on the church grounds. Any bubbles may be used outside the building only, and all flower petals need to be picked up after the ceremony.

Rehearsal Dinner/Reception – The fellowship hall may be reserved for your rehearsal dinner and/or reception (maximum seating capacity: 125). If a professional caterer is used, caterer must agree to cover any and all damages to facilities or supply equipment. The couple is responsible for covering all damages if the caterer does not cover them.

Other facility concerns – Water only may be brought into the sanctuary. Food and non-alcoholic drinks may be set up in the kitchen and/or library for the family and wedding party but must be cleaned up for the deposit to be returned. No alcoholic beverages are permitted in our facility or on the grounds; and smoking is only allowed outside the building and there is a designate area with a container for disposal of cigarette butts.

Financial Arrangements – A \$75 charge for the facilities has been set for an active member of Immanuel Lutheran Church as determined by current membership records, and a pastoral fee of \$75. The pastoral fee for non-members is \$150. The pastoral fee is paid to the church whether the wedding is at Immanuel or offsite and used for ministries of the pastor's choice.

A fee for non-members has been set (based on use of the building); \$250 for sanctuary only, additional \$150 for reception use of fellowship hall – if you are interested in using the fellowship hall for your reception and would like the help of one of the circles for serving, the church office can direct you about who to contact for fees and further information).

An additional deposit of \$100 is required of everyone who uses the church building; the wedding date will be reserved on the church calendar as soon as it is paid. The money will be deposited at that time and held in a designated account. The deposit will be returned in full if the church is left in good condition as determined by the custodian. If not, a portion or all of the deposit will be kept, depending on what needs to be done to restore the building to a usable condition for its activities. The couple will be responsible for damage or cleaning costs required beyond the deposit amount. Fees are based on membership status at the time of the first contact with Immanuel about a wedding. If a person listed as a member has not made an offering to Immanuel in the last few years, it is appropriate to donate the deposit for the church expenses; however, this is not required. Please make all checks payable to: *Immanuel Lutheran Church*.

Bulletins: If Immanuel's secretary is involved in bulletin preparation for any couple, the materials must be to the office 10 days ahead of the wedding (including the paper for printing), and a fee of \$25 for 100 bulletins or less, \$35 for more than 100 bulletins will be charged and is due by the time of the rehearsal. If sent online, the bulletin template needs to be compatible with the church software.

Immanuel Lutheran Church

Wedding Information and Application Form

Please complete this form and return it to the church office. Should any of the information below change before the wedding date, please inform the church office (637-3983) as soon as possible.

Wedding Date _____ Time _____

Name _____ **Age** _____

Address _____

Phone Number (Home) _____ (Daytime/Work) _____ (Cell) _____

Religious affiliation/church membership _____

Name _____ **Age** _____

Address _____

Phone Number (Home) _____ (Daytime/Work) _____ (Cell) _____

Religious affiliation/church membership _____

Rehearsal Date _____ Time _____

Rehearsals must begin within a half hour of their stated time; after that grace period the rehearsal will be cancelled.

Reception at Church? Yes No If yes, between what times? _____

If not at church, where? _____ Time? _____

Person responsible for cleaning up the church ? _____

Pastor(s) participating and their role(s) _____

Accompanist: _____ Vocalist(s): _____

Songs in the wedding service (please attach a sheet with the lyrics)

How many in wedding party (including honor attendants)? _____

How many invited? _____ How many ushers? _____ ?

Any children involved? _____



Escort of either or both members of couple? _____ Wedding party: process as couples or individually? _____ Receiving line inside or outside sanctuary? _____ Unity ceremony? If so, what kind? _____ Greet families during service? _____ Timing of pictures _____ Family seating concerns? _____

OFFICE/OTHER PASTORAL CONCERNS

License needed – bring to rehearsal – must be acquired in county of residence, will be filed in county where wedding service takes place – four months waiting period is required by the state from finalization of a divorce

For PREPARE set up and other materials – E-mail #1 _____

E-mail #2 _____

Bulletin desired? _____ Covers procured from? _____

Will secretary's services be needed? _____ (if so, set deadline) _____

Send service template and Scripture/vow sheet to _____

Rehearsal dinner – is pastor invited? _____ Is spouse? _____

RSVP needed? _____

Wedding reception – is pastor invited? _____ is spouse? _____

RSVP needed? _____ table prayer desired? _____ time? _____
(if the couple does not arrive at the reception within 15 minutes of the stated time, the pastor is not obligated to stay for the prayer and meal)

We have read the wedding policy and agree to honor the guidelines set forth

Signature _____ Date _____

Signature _____ Date _____

Pastor's signature/initials _____ Date _____