

Wedding Policies and Procedures
Our Saviour's Lutheran Church
Norge, Virginia 23127

Your wedding is, and should be, one of the happiest moments of your life. Our Saviour's Lutheran Church (OSLC) rejoices. It is our desire 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 we want to make your wedding 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 Parish Hall for receptions, if desired, must be coordinated through the church office.

The Wedding Information Form must be filled out at the time of the reservation of the Church and/or Parish Hall.

Half of all fees for use of the building must be paid when the church is reserved (payable Our Saviour's Lutheran Church); 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 Pastor

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 Our Saviour's Lutheran Church 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 Minister of Music at least three months prior to the date. Should another organist be selected, he or she must be approved by the Minister of Music, and must 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.

Wedding Director

A wedding director provided by OSLC must be present. The fee for the wedding director is included in the fees payable to OSLC. We ask that the bride contact the director at least three months prior to the wedding date (through the Office of Pastor at 757-564-3745 or secretary@verizon.net).

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 Bride's Room and a Groom's Room will be assigned in the Parish Hall. 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 and to make sure the nursery is in order before you leave.

Please notify the Wedding Director if you plan to use the nursery. OSLC seeks to provide a safe environment for children and youth. The provisions OSLC's current Child Safety Policies and Procedures must be adhered to for any use where children and youth are involved. This document is found on our web site <http://www.oslcnorge.org>.

Decoration

- No tape, nails, tacks or staples may be used to attach decorations to the walls, woodwork, furniture or floors.
- No candles may be used in the pews or windowsills; no candles may be carried. Only drip-less candles may be used in the lighting of the Unity Candle.
- No church furnishings may be moved to accommodate decorations.
- Seasonal decorations placed in the sanctuary by the Altar Care 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

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

- 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 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.

Other Policies

- All cell phones and pagers must be turned off or in silent mode during the wedding.
- OSLC facilities are smoke-free. There is a designated smoking area outside the Parish Hall near the handicap ramp.
- Consumption of alcohol is not permitted in on the premises, except that beer and wine may be permitted at the reception, if approved in advance by the OSLC's Church Council.
- OSLC 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 Parish Hall, your caterer must have a certificate of liability insurance and must contact the church for the necessary information and a copy the OSLC's Kitchen Use and Sanitation Guidelines.

The kitchens must be left clean and orderly after use. Garbage and trash must be bagged and disposed in the dumpster near entrance to the parking lot.

Church supplies and food are not to be used except for church sponsored activities. Users must comply with pertinent Virginia Department of Agriculture Rules and with the OSLC's Kitchen Use and Sanitation Guidelines and other directions as posted in the kitchen.

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 Gathering Room must be cleaned and the kitchen closed.

Wedding Fees

- Our Saviour's Lutheran Church 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.
- Rates for the Minister 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 Minister of Music (check should be made payable to Gigi Paddock) one month before the wedding.
- Soloist fees should be negotiated with each soloist.

Pastor: Any pastoral participation (other than OSLC pastor) in a wedding ceremony will be with the consent and coordination of the OSLC's pastor.

- In addition to the fees set forth below, a fully refundable \$100 damage fee is required for all weddings.

Active Members

Members who, by their regular offerings, support the ministry of the Our Saviour's Lutheran Church are not charged for the use of the facilities of the Church or Parish Hall.

Members are responsible for the cleaning of the sanctuary and the services of the Wedding Director (payable to the Wedding Director).

Non-member

- Non-Member Wedding (Church) \$300
 - Cleaning Fee (Church) \$ 75
- Non-Member Parish Hall \$300
 - Cleaning Fee (Parish Hall) \$ 75
- Non-Member Use of Kitchen \$200
- Pastor - Wedding \$250
- Pre-Marital Counseling \$ 75 per session
- Organist - Wedding and Consultation \$200
- Organist - Wedding Rehearsal \$ 75
- Organist- Rehearsal with another musician \$ 75

Members

- Church - no fee
- Parish Hall -no fee
- Kitchen - no fee
- Pastor - no fee
- Pre-marital counseling - no fee
- Organist - Wedding and Consultation
- Organist - Wedding Rehearsal
- Organist - Rehearsal with another Musician
- Wedding Director \$150

**Our Saviour's Lutheran Church
Wedding Information Form**

Rehearsal Date: _____ Time: _____

Wedding Date: _____ Time: _____

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 (Bride/Groom provide) () Yes () No

E. Wedding Bulletin (included in fee) () Yes () No

III. Wedding Party

Maid/Matron of Honor _____ Best Man: _____

Maid/Matron of Honor _____

Best Man _____

Bridesmaids

Groomsmen

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 _____

Revised
6/3/14