



## WEDDING POLICY

**St. Mark's Lutheran Church  
211 West Ninth St.  
Auburn, IN 46706  
260-925-3882**

**Email: [office@stmarksauburn.org](mailto:office@stmarksauburn.org)**

### **Scheduling a Wedding**

- Parishioners and members of their immediate families (son, daughter, father, or mother) must obtain permission for use of the church from the Senior Pastor. They will not be charged a fee for the use of the church.
- At the discretion of the Senior Pastor, non-parishioners may use the church for a wedding.
- After approval of a wedding by the Senior Pastor, the date and time of the wedding and rehearsal will be placed on the church calendar, and a wedding assistant will be assigned to them.
- If St. Mark's Lutheran Church is without a pastor, the use of the church for weddings must be approved by the vacancy pastor, interim pastor, or the Executive Committee and/or Congregational Council.

### **Officiating Clergy and Counseling**

- All weddings at St. Mark's will be performed by one of the pastors. Should the couple desire the assistance of another pastor, St. Mark's Senior Pastor has the prerogative to accept or deny the request.
- If St. Mark's is without a pastor, a proposed substitute pastor must be approved by the vacancy pastor, interim pastor, or by the Executive Committee and/or Congregational Council.
- Generally, premarital counseling is required and is completed with the pastor officiating the ceremony. The length, duration, and nature of premarital counseling will vary. The Senior Pastor may choose to allow someone other than the officiating pastor to perform the premarital counseling; however, this must be approved by the Senior Pastor.

### **Music**

- If music is desired, the couple must consult the St. Mark's music director at least two months before the wedding date. This is to provide time for finding/ordering any requested music.
- The music director will be consulted first. If he or she cannot perform at your ceremony, another organist/pianist will be appointed. If you desire a guest organist/pianist, that person must be approved by the music director.
- The music director must be advised of all other musicians in the ceremony and their capacity in the ceremony. Accompanist fees for soloists are to be negotiated with the music director or appointed organist/pianist.
- All musicians (organist/pianist, guest musicians, and soloists) are required to be at the rehearsal. If additional rehearsal time is required, arrangements must be made in advance with all parties involved.

### **Decorations**

- If candelabras are to be used during the wedding, those belonging to the church must be used.
- The church has no aisle runner. If one is desired, the wedding party must obtain and be responsible for it. Disposable runners are preferred. The aisle is approximately 60 feet long.
- Bows or other decorations may be used on the pews, but hanging devices must be provided by the wedding party. No tape, thumb tacks, or any item that may damage the pews may be used to attach decorations.

- No rice, birdseed, or balloons are to be used inside the church sanctuary. However, balloons may be used in the reception hall, and birdseed may be used outside the church.
- The couple must provide their own unity candle, holder, and side candles with holders. All candles must be driplless.
- Flowers for the wedding should be in good taste. You may use the vases in the chancel area, although the flowers must be removed before Sunday morning worship. It is also possible to leave the wedding flowers for Sunday worship in honor of your marriage provided that this has been arranged well in advance through the church office.

### **Rehearsal**

- The rehearsal is an important part of the preparation for the wedding. It is to be arranged at the mutual convenience of the pastor and wedding party and held as close to the wedding date as practical. Those attending the rehearsal should include the bride and groom, their respective parents, all male and female attendants, ushers, and musicians. It is the responsibility of the participants to be at the rehearsal on time.
- If it is desired to have the clergy and their spouse attend social functions connected with the wedding and rehearsal, they will need to be notified in advance so they can make provisions in their schedules.
- You must bring the Marriage License to the rehearsal.

### **Photographer/Videographer**

Photographs of the bride and groom and other members of the wedding party should be taken either prior to the service or following the service.

- No flash of participants during the service.
- The church video recording system may be used for a fee. This must be approved by the pastor.

### **Wedding Bulletins**

The use of wedding bulletins is optional. They do, however, outline the service, identify members of the wedding party, and emphasize the nature of the wedding ceremony as worship. The couple may have the bulletins printed by a printing firm, with formal approval by the pastor. If the church provides the bulletins, the following steps must be taken:

- Meet with the pastor or church secretary at least six weeks before the wedding to select the bulletins.
- At least two weeks before the wedding, all wedding participant names must be turned in to the church office.
- The church secretary will meet with the pastor and the organist to decide on the format for the bulletin.
- One week before the wedding, the bride/groom must come to the church office to give final approval of the bulletin. The office will print the bulletins and have them ready by the night of the rehearsal.
- St. Mark's charges a flat fee for bulletins/wedding programs due to printing costs, time, labor, etc.

## **Wedding Assistant**

A wedding assistant is provided to help you with your planning details. She will also be at the church during the rehearsal and the wedding. The wedding assistant will coordinate duties as needed with the wedding coordinator, if the bride has one. This is only a part of what you may expect from the wedding assistant:

- Help in organizing seating arrangements
- Make arrangements for the church to be unlocked for the family to decorate the sanctuary
- Have the church unlocked for the rehearsal and the wedding
- Prepare changing rooms for bride's party and groom's party
- Set up unity candle table
- Notify ushers when candles are to be lit
- Pick up after the wedding party

## **Other Considerations**

- No alcoholic beverages are permitted in the church or on the church property. If any alcohol is detected either at the rehearsal or the wedding, the service will be cancelled.
- Schuette Hall is available for receptions. If the reception is to be held there, it must be reserved at the same time the wedding is scheduled. Decorations, music, dancing, etc. must be approved by the pastor.
- The church nave holds approximately 220-250 people.
- The church cannot be responsible for property left by bridal parties. Such property should be removed the day of the wedding unless special permission has been obtained. For your own protection, it is requested that no valuables be left in dressing areas during the ceremony and that a member of the family or a friend be responsible for removing all belongings from the dressing area.
- The pastor shall ascertain the right of parties to contract marriage according to the laws of the state of Indiana.
- The State Marriage License must be in the pastor's possession at the wedding rehearsal.
- All fees agreed upon for the wedding must be turned in to the church office before the wedding can take place.
- The wedding assistant will make contact and meet with the bride as soon as she is assigned. She will go over the wedding policy and explain the fees. At that time, the bridal representative will be asked to sign the agreement asking for payment in full two weeks prior to the rehearsal date. Under this agreement, if fees are not received in our church office by the agreed upon date, the wedding will be taken off the calendar.
- Most importantly your wedding ceremony is considered a sacred worship service.
- If you have any questions, please ask us. We, like you, want this to be a memorable day for you and your family.

## WEDDING POLICY SHEET FEE LIST

**WEDDING:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

		Member	Non-member	
1	For the use of the Sanctuary-----	n/c	\$150	
	Chapel-----	n/c	\$ 50	
	Hall-----	n/c	\$ 75	
2	Custodial Services:			
	Sanctuary-----	\$25		
	Hall-----	\$25		
3	Pastor-Rehearsal & Service	\$175 Member		
	(Premarital Counseling)---	\$250 Non Member		
4	Organist-----	\$125		
5	Wedding Assistant-----	\$75		
6	Printed Programs-----	\$35		
	Printed Programs (bride provides paper)-----	\$20		
7	Soloist (if church supplies)-----	Soloist will set the fee		
8	Sound Technician-----	\$50		
9	Video Technician (if using church system)-----	\$75		
	w/DVD + electronic copy provided			
10	Candelabras-----	n/c		
11	Communion-----	n/c		
<b>TOTAL AMOUNT DUE</b>				

I have been apprised of the aforementioned fees and agree to remit check with the total amount due two weeks prior to the wedding rehearsal date. That due date is \_\_\_\_\_. The check must be at the church on that day no later than 12:00 noon and given to the church secretary. I realize that failure on my part to meet these requirements will result in forfeiture of said wedding date.

Signed \_\_\_\_\_

Date \_\_\_\_\_

Grandparents – Bride \_\_\_\_\_

Grandparents – Groom \_\_\_\_\_

Great-Grandparents – Bride \_\_\_\_\_

Great-Grandparents – Groom \_\_\_\_\_

Parents – Bride \_\_\_\_\_

Parents – Groom \_\_\_\_\_

Maid/Matron of Honor \_\_\_\_\_

Best Man \_\_\_\_\_

Bridesmaids \_\_\_\_\_

Groomsmen \_\_\_\_\_

Flower Girl \_\_\_\_\_

Ring Bearer \_\_\_\_\_

Ushers \_\_\_\_\_

Greeter/Book \_\_\_\_\_

Walk Bride Down the Aisle \_\_\_\_\_

Church Wedding Assistant \_\_\_\_\_

Other \_\_\_\_\_

**FEES**

**ALL FEES MUST BE PAID BY REHEARSAL DATE**

**SEE WEDDING BROCHURE FOR FEES**

**TOTAL AMOUNT DUE BY REHEARSAL DATE** \_\_\_\_\_

**AMOUNT RECEIVED** \_\_\_\_\_

DATE RECEIVED \_\_\_\_\_