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WEDDINGS AT
PEACE LUTHERAN CHURCH

We are honored that you have chosen to celebrate your wedding with Peace Lutheran Church (PLC). The Pastor and staff anticipate sharing your joy in this life-changing event and are here to help you prepare a wedding that will express your love for each other and your trust in God's blessings.

In this packet, we describe our wedding policies and services to help you prepare for your wedding day. We hope this packet will help you in the planning of your celebration of your marriage.

The wedding ceremony is one of the worship services of a Lutheran congregation in which we receive God's blessings. All weddings performed at PLC will be conducted in ways compatible with the traditions of the Lutheran Church. Members and non-members are invited to schedule a wedding at PLC.

FIRST STEPS IN
PLANNING YOUR WEDDING

The following arrangements should be completed before making further plans for your wedding.

The Date:

Contact the church office to set the date for your wedding. It is helpful to do this as far in advance of the wedding date as possible. Once you have contacted the church office, your information will be passed on to the Wedding Coordinator, who will then meet with you to answer any questions you may have about scheduling the church for your wedding. (Please, do not formally announce your dates or order invitations until after you have met with the Wedding Coordinator and have made your down-payment.)

Our primary commitment will always be to PLC's ministries. As you choose a date for your wedding, please remember that we will not remove seasonal decorations, such as Christmas poinsettias or Easter flowers, to accommodate wedding decorations. Also, we will schedule weddings only for dates and times when no worship services are occurring and when other church ministries are not using the facilities.

We are unable to schedule weddings on the following days:

- Sundays
- New Year's Eve and Day
- Ash Wednesday
- Holy Week (Palm Sunday through Easter Sunday)
- Memorial Day weekend
- Fourth of July weekend
- Labor Day weekend
- Thanksgiving weekend
- Saturdays before the Christmas program (check with the church office for specific dates)
- Christmas Eve and Day

Please, inform your caterers, musicians, florists, and other service providers about hours the church is open.

After you have tentatively set your date, the Wedding Coordinator will contact you to finalize your arrangements. At this meeting the Wedding Coordinator will explain the wedding policy and request that you sign the Agreement to the Wedding Policies of PLC, agree on your date, and make your non-refundable down payment of \$200.00. Your date is not



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official until you do this. By this time, you should also have used the fee schedule to determine the total cost of your wedding at PLC.

Please, do not formally announce your date or order invitations until after you have met with the Wedding Coordinator and have made the \$200.00 down-payment.

If you want to change the date of your wedding, you must inform the Pastor, the Wedding Coordinator, and any musicians scheduled to perform. See details on the fee schedule if you need to cancel your wedding for any reason.

The Pastor

Generally, the Pastor of PLC will preside at weddings. He will ensure appropriate use of the liturgy and facilities.

If you would like another Pastor to share in your service, please clarify this in your initial meeting with the Wedding Coordinator. While Peace Lutheran welcomes clergy from other denominations, participation of other clergy members is only at the invitation of a PLC Pastor. *Visiting Pastors must be approved by the PLC Pastor before the date is finalized and the first wedding payment is made.*

PLC requires that the bride and groom meet with the Officiating Pastor (or the Visiting Pastor) for pre-marital counseling at least once. These meetings are an opportunity for the Pastor and couple to prepare for the wedding, so that the ceremony will truly represent the gift of God's love.

Wedding Coordinator

All weddings at PLC will be assigned a wedding coordinator who will help you plan, conduct the rehearsal, and coordinate the wedding. As an employee of the church, the Wedding Coordinator can answer most of your questions about wedding policies and services. Please, provide your service providers such as bridal consultants, caterers, florists, and photographers with the contact information for the Wedding Coordinator. It is your responsibility to familiarize them with PLC policy. As the representative of PLC, the Wedding Coordinator will generally have final approval of all aspects of the wedding service unless it is a matter requiring the Officiating Pastor.

Music

We have several accompanists and vocalists that can help with music, depending on their availability. See the fee schedule for more information. You may also find musicians independently and pay them directly. The piano is the only instrument guest musicians of PLC may play. All other instruments will need to be provided by the guest musician. You may also play prerecorded music over the sound system. Only PLC members may operate any of the worship center electronic equipment. All music must be preapproved before the wedding program goes to print.

OTHER CONSIDERATIONS

Marriage License

Minnesota law requires couples to secure a license to marry. It must be applied for a minimum of seven days before the wedding at any Clerk of Court office in the state, but it is suggested that you do this at least 30 days before the wedding date. Both parties need to be present to sign the application. There is a fee for the license. The license should be brought to the church office 10 days prior to the wedding along with full legal names with middle names or initials of the witnesses who will be signing the license.

The Rehearsal

The rehearsal is important for all members of the wedding party to attend. The Wedding Coordinator will conduct this event. Unless requested, the accompanist will not be at the rehearsal (see fee schedule). The rehearsal should begin



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promptly at the scheduled time. To ensure that the rehearsal begins on time, please provide maps or directions for all participants. Rehearsals are typically held at 6:00 pm on the evening before the wedding unless different arrangements are made.

Complete Payments

The Wedding Coordinator will give you a fee schedule for the church’s facilities, church musicians and other fees. The balance is due 30 days before the wedding.

SUGGESTED TIMELINE

Six months or earlier

- Initial contact from Wedding Coordinator
- Discuss options for PLC musicians
- Complete fee schedule and agreement
- Turn in initial payment to PLC

Four to Five Months

- Meet with Wedding Coordinator to discuss specific wedding plans
- Meet with officiating Pastor

Ten Weeks

- Confirm time of wedding and wedding rehearsal with Wedding Coordinator

Four to six Weeks

- Connect with Wedding Coordinator to finalize details of the rehearsal and wedding day
- Consult with Officiating Pastor to finalize order of service
- Confirm music selections and needs with musicians (if choosing this option)

10 days prior to Wedding

- Turn in Marriage License to PLC Office Manager
- Submit final full payment to PLC
- Call wedding party (including ushers and other family members) regarding the time and date of the wedding rehearsal
- Designate family members or friends, such as ushers and house party members, to
 - remove decorations, pick up programs and clean up the Sanctuary after the wedding,
 - check all rooms used for any items left behind by the wedding party, and
 - remove decorations and clean the church after the reception (if reception is here).*Remember to identify them to the Wedding Coordinator before the ceremony*

FACILITIES

Wedding parties may schedule the church facilities for receptions lasting up to four hours. Please designate people to clean up the Fellowship Hall, Commons, Peace Café and any other room used after your wedding and/or reception.

General Conditions for Using the Facility



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The church’s facility is provided through God’s benevolence and by the sacrificial generosity of church members. The church desires that its facility be used for the fellowship of the Body of Christ and always to God’s glory. Although the facility is not generally open to the public, we make our facility available to approved non-member persons and groups as a witness to our faith, in a spirit of Christian charity, and as a means of demonstrating the Gospel of Jesus Christ in practice.

However, facility use will not be permitted to persons or groups holding, advancing, or advocating beliefs, or advancing, advocating, or engaging in practices that conflict with the church’s faith or moral teachings, which are summarized in, among other places, the church’s constitution and bylaws. Nor may the facility be used for activities that contradict, or are deemed by the pastor as inconsistent with, or contradictory to the church’s faith or moral teachings. *The pastor is the final decision-maker on whether a will be allowed at Peace Lutheran Church.*

The “Facility Use Policy” contains a full list of general conditions for using the facility. This policy must be reviewed, signed, and submitted with the Wedding Policy, downpayment, and deposit before the facility can be officially reserved for the Wedding.

The wedding day is busy for the bride, groom, and wedding party so we request that you designate a person, not in the wedding party, to ensure that the Facility Policy is followed (including ensuring the facility is picked up and restored to the same condition as it was found, any items brought in by the wedding party is removed, and any needed cleaning is done, including taking the garbage out). Custodial services are not available.

Worship Center

Our Worship Center, built in 2012, seats about 230 people in total.

Off-Site

Our Pastors are willing to officiate at off-site locations if available. Please make arrangements with the Officiating Pastor.

The Fellowship Hall

The Social Hall seats 100 guests and has access to the Peace Cafe.

**SUGGESTED PREPARATIONS
FOR THE CEREMONY**

You should be prepared to discuss the following preparations with family, attendants, florist, photographer and the Wedding Coordinator.

All decorating, photography and set-up must be completed 30 minutes before the service. Seating of guests will begin at that time.

Dressing before the Ceremony

Up to three hours before the ceremony, the couple and attendants may dress in their assigned rooms. Please have your attendants clean up these rooms and check out with the Wedding Coordinator before they leave the church.

Processional and Recessional

Please provide the Wedding Coordinator with a detailed plan for the processional, which includes the seating of parents and grandparents and the entrance of attendants.

Depending on the make-up of your wedding party, you may use this as a guide for the entrance order:



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1. Groom's grandparents
2. Bride's grandparents
3. Groom's parents
4. Bride's parents
5. Minister, groom, best man, and groomsmen
6. Bridesmaids
7. Maid/Matron of honor
8. Ring bearer and flower girl
9. Bride

You should also decide who will participate in the recessional. We recommend that only the bridal couple, the attendants, and the parents leave while the recessional music plays.

The following items are not allowed inside or outside the church: rice, confetti, bird seed, and real flower petals. Flower girls may scatter faux (silk, organza, etc.) petals. The individuals assigned to remove decorations from the Sanctuary will be responsible for picking up those petals as well as gathering any bulletins, tissues, etc. that guests leave in the pews.

Decorations

Decorations that preserve the reverence of the worship space are preferred. Please do not hang flowers or other decorations on the walls or on the piano.

Please remove decorations and equipment from the Sanctuary immediately after the ceremony and check out with the Wedding Coordinator. PLC is not responsible for items left in the church, and these items may be thrown away.

Pews and Aisles

When attaching bows or flowers be mindful to not endanger the cloth of the chairs. Do not use uncoated wire, nails, tacks, screws, tape, or glue. Aisle cloths are not allowed within the worship space.

OTHER CONSIDERATIONS

Worship space and decoration

The pulpit, altar, cross, altar candles and seasonal decorations in the Worship Center will always remain in place. You may request for the baptismal font to be removed before the rehearsal. Please do not remove these items on your own.

Ushers

A minimum of two ushers should assist in handing out bulletins and seating people.

Photography

Once the music of the ceremony begins, guests may not take pictures in the Sanctuary. It is helpful to make a notation of this within the wedding bulletin. We encourage most pictures to be taken before the wedding. Only the official photographer may take pictures during the ceremony, and during this time, he or she must turn off the camera's flash and stand at the back of the room. After the ceremony, attendants and family members may return to the altar area for pictures. We suggest that this photo session last no more than 30 minutes.

Video Recording



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PLC can record and/or livestream your wedding service. PLC will provide a memory card of the ceremony which is included in the media tech fee.

You are welcome to have a professional videographer record the ceremony. Please instruct videographers that they must use the existing house lighting in the Sanctuary. Additional lighting equipment is not allowed. Videographers should stay in one place during the ceremony and have all equipment in place at least 30 minutes before the ceremony.

LIABILITY
CONCERNS

Belongings

If there is a need to secure belongings in the church, please inform the Wedding Coordinator who will lock the room during the wedding ceremony. We are not liable if the belongings become lost, stolen, or damaged. For this reason, we suggest that no one leave money, jewelry, or other valuables unattended in the dressing rooms. Please remove all belongings from the church immediately after the wedding.

Legal and Illegal Drugs

PLC prohibits tobacco, recreational drugs, illegal drugs, and alcohol use in the church, including champagne toasts in the dressing rooms. Please follow all state and federal laws related to other drugs. Please inform your attendants and guests of these restrictions.

CONTACT
INFORMATION

Pastor David Hanson
612-210-3017
Pastor@come2peace.com

Karen Lotito, Wedding Coordinator
612-868-0372
Karenlotito5@gmail.com

Sandy Fleischman, Office Administrator
952-955-3434
office@come2peace.com

Please, know that you are always welcome here. We encourage you to talk with one of our Pastors about opportunities for newlywed couples in the life of our congregation.



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Understanding of agreement as to services requested and associated fees (accompanist, vocalist and media technician are dependent on the availability of staff):

	Current Member	Non-Members		\$
Facility Rental – Wedding Only	\$ 0	\$ 400	8-hour limit **	\$ _____
Facility Rental – Wedding & Reception	\$ 0	\$ 800	12-hour limit **	\$ _____
Accompanist (piano)	\$ 200	\$ 200		\$ _____
Accompanist (other)	\$ 150	\$ 150		\$ _____
Vocalist	\$ 150	\$ 150		\$ _____
Separate practice <i>(fee is per accompanist & vocalist)</i>	\$ 50	\$ 50	# of accompanist/vocalist x \$50	\$ _____
Media Technician	\$ 150	\$ 150		\$ 150
<i>Your wedding service can be recorded and/or livestreamed to our Facebook page.</i>				
Wedding Coordinator	\$ 300	\$ 300		\$ 300
Pastor	\$ 0	\$ 0		\$ _____
Custodial (with reception only)	\$ 0	\$ 100		\$ _____
TOTAL FEES:				\$ _____
Non-Refundable Deposit				
<i>*required to secure dates on the church and/or Pastor's calendar(s)</i>				\$ (200)
Balance of Fees Due 30 Days Before the Wedding Date:				
<i>*Except for the \$200 non-refundable deposit, fees are refundable up until 30 days before the wedding, all fees are non-refundable within 30 days of the wedding.</i>				\$ _____

***includes rehearsal, wedding, reception (if at PLC) and time Wedding Coordinator needs to open, set up, clean, and close up facility. See Wedding Coordinator with questions.*

We have read and understand the Wedding Policy of PLC and are agreeable to all the fees as outlined above. In addition, we understand that any damage to the church's building or equipment as a direct result of our wedding and/or reception is our responsibility.

We also agree to hold PLC harmless from all claims arising from use, conduct, or management of the facility, grounds or contents, including damage or theft of property. We further agree to hold the Church harmless from all costs, attorney's fees, expenses and liabilities incurred in connections with such claims. The wedding couple, represented by the undersigned, agrees to observe all existing Board policies and Church Wedding Policy. The Wedding couple may not transfer, misrepresent or abuse scheduling requests. Signature below indicates a guarantee by the signee that all users and families have been informed of and agree to the Wedding Policy, and to comply with the rules of usage as described in the church's Wedding Policy.

Bride's Signature	/ / Date	Groom's Signature	/ / Date
Pastor's Signature	/ / Date		