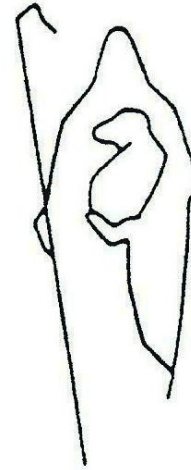


- Out of respect for the bride and groom, for the worship traditions and facilities of this congregation, and for the Lord of the Church, we ask that the wedding party:
 - ◆ Remember that a Christian wedding is celebrated as part of a worship service; thus, we ask that you would conduct yourself in ways that are appropriate to a service of worship.
 - ◆ Respect our “no alcohol, drugs or chemicals on the church grounds policy” which includes vehicles that are parked on church grounds.
 - ◆ Please note that individuals who have been drinking prior to the worship service will be asked not to participate in the wedding service.
 - ◆ Smoking, vaporizing, tobacco use is permitted only outside of our facility in areas with appropriate receptacles. Please properly dispose of your cigarette butts in the containers provided.
- We ask that you would please clean up after yourselves - such as throwing away pop cans, water bottles, etc.
- NO food or beverages are allowed in the Fireside Room.



PAYNESVILLE

Lutheran Church

657 Maple Street
Paynesville, MN 56362
320-243-3624

Email: office@paynesvillelutheran.org

Website: paynesvillelutheran.org

Facebook: facebook.com/paynesvillelutheran

Wedding Policy Handbook

Wedding Coordinator:

Phone: _____

Email: _____



Christian Weddings at Paynesville Lutheran Church

Congratulations! Your wedding day is one of the most important days in your life. We have compiled the following information to help you plan a memorable Christian wedding. On your wedding day, you may have beautiful flowers, dresses and decorations, but most importantly, you will have God's presence and His promise to bless you forever with Christ's unending love.

Things to do right away

- Schedule your wedding date by contacting the church office so the date can be reserved on the master calendar. The church office will assign a wedding coordinator and will provide you with their contact information.
- Contact your Paynesville Lutheran Church Wedding Coordinator to help you with the planning process and all the details of the church policies and charges. The coordinator will orient you to the church facilities, review the Wedding Policy Handbook, and options available for wedding banners.
- Submit the appropriate wedding fees along with your PAIRS retreat registration. See Fees section for complete details. All checks should be made payable to Paynesville Lutheran Church.
- Schedule a meeting with the officiating pastor and the wedding coordinator.

Fees

- In order to reserve and hold a wedding date on the church calendar, a damage deposit, your PAIRS registration fee, as well as half of the total wedding fees are due within one week of scheduling your wedding date.
- The remaining balance of your fees are due to the church office no later than two weeks prior to your wedding day.
- Checks should be made payable to Paynesville Lutheran Church.

vases, white plastic tablecloths for all tables, and a silver service set. (It is the wedding parties responsibility to return all items - cleaned and laundered as necessary.)

- Your responsibility: candles, napkins and punch cups, table decorations and cake cutters.
- If punch is to be served, we ask that you avoid any flavors with dark-colored dyes.
- **You must schedule a final meeting with the coordinator no later than one week before the wedding to finalize arrangements for the set-up of Fellowship Hall and serving arrangements.**

Other Guidelines

- Apply for marriage license no more than 6 months from your wedding date and no less than 3 weeks before your wedding. In Minnesota you can apply a purchase a license at any courthouse.
- The marriage license must be dropped off at the church office no later than one week prior to the wedding date.
- Paynesville Lutheran does not assume responsibility for gifts and valuables. Someone should remain with the gifts at all times. We suggest that you keep valuables with you or assign someone from your wedding party to take responsibility for them.
- No throwing of rice or seeds inside or outside the church.
- No real or artificial flowers are to be thrown out on the aisle of the church. Real flower petals leave stains and/or residue on the floor that requires the aisle to be washed, and artificial petals create a risk of slipping.
- **Please designate an individual or individuals to walk through the entire church building following the service to make sure all personal items are picked up and that all garbage has been disposed of properly.**
- If it is your desire to have the Pastor (and spouse) present for either the groom's dinner and/or wedding reception, please extend a written invitation at least two weeks in advance.

Photographs / Recordings

- Professional photographers shall consult with the pastor prior to the wedding service to become familiar with the photography guidelines of the church.
- It is best to have pictures taken before the marriage service.
- No one other than the professional photographer shall take pictures during the wedding service. You may wish to have this printed in your bulletin. A suggested phrase would be: *"We have employed a professional photographer to record this special day in our lives. Please do not take pictures during our Marriage Service so that he/she may do their job, and in respect to this Service in God's house."*
- A video recording of your wedding is a wonderful keepsake of this special day. Please make arrangements with a professional videographer as Paynesville Lutheran does not make a video or voice recording of the service, and the church equipment is not available for use.

Bulletins

- Printed bulletins are an aid in assisting guests in the order of the wedding service.
- Bulletins are available through printing services and card shops.
- The church office will not type or print wedding bulletins.

Wedding Reception

- The fee for the use of the Fellowship Hall is \$125.
- The church will not be responsible for the serving of food. Caterers may be contracted for this service, or friends, or family of the couple may provide the food and service.
- If the reception is to be held in the Fellowship Hall, the Wedding Coordinator shall be contacted as soon as possible. Maximum seating in the Fellowship Hall is 225.
- Inform the coordinator of the time of the reception, the estimated number of guests and the name of the caterer if possible.
- The church has available for use: coffee makers, coffee servers, platters and bowls, dinnerware and silverware, bud

Fees include:

- \$225 PAIRS registration fee (non-refundable)
- \$370 Wedding fee - includes use of the building, Pastor's honorarium, sound technician fee and wedding coordinator fee
- \$100 Damage deposit (*refundable*)
- \$125 Use of the Fellowship Hall for the reception (*if reserved*)

- Fees do not include musicians. These fees will need to be paid separately by you. Fees should be negotiated with the musicians personally at the time you schedule them for your wedding.
- If you need to cancel your scheduled wedding date and the cancellation occurs on or before one month prior to the wedding day, the damage deposit and wedding fees already paid by you will be refunded to you. Refunds will be reviewed on a case-by-case basis if the cancellation occurs after the deadline.
- Your damage deposit will be returned to you within two weeks of your wedding date after it is determined there is no damage to the church or church grounds.

The Pastor

- A wedding at Paynesville Lutheran Church shall be performed by one of the pastors serving this congregation.
- You may have another ELCA pastor conduct your wedding ceremony at Paynesville Lutheran Church with permission of our lead pastor. The honorarium for the guest pastor should be paid directly by you.
- For weddings off campus of PLC the pastoral cost is \$250 plus travel expenses including mileage (IRS mileage reimbursement) and lodging.
- You should schedule your first meeting with the officiating pastor as soon as you schedule your wedding date.

PAIRS Premarital Counseling

- Couples seeking to be married at Paynesville Lutheran are asked to participate in PAIRSfirst – a Marriage Preparation Class through Ostergaard Consultation Services.
- The mission of PAIRS is to teach those attitudes, emotional understandings and behaviors that nurture and sustain healthy marital and family relationships.
- Class dates vary. Please ask the church office for a PAIRS brochure.
- You will receive a \$70 coupon towards the marriage license fee upon completion of the PAIRS course.
- Following your participation in the PAIRS class, you will be asked to meet with the pastor who will be presiding at your wedding to review your experience at the PAIRS.

Wedding Rehearsal

- Your wedding rehearsal will automatically be scheduled for 5:00 p.m. on the evening before your wedding and will last one hour.
- All participants (including the wedding party, ushers and musicians) are encouraged to be punctual as the rehearsal will begin promptly at 5:00 p.m.

Wedding Ceremony

- The order of worship and elements of the ceremony will be coordinated with the officiating pastor.
- The wedding ceremony will last approximately 30 to 45 minutes.
- Friday weddings should be scheduled at 5:00 p.m. or later.
- **Ushers** – At least two ushers are useful at weddings. They should be mature, responsible individuals.
- Questions to consider:
 - ♦ Will Holy Communion be celebrated within the service? If so, will you, as a couple, assist in distribution? Who else will assist with the distribution?
 - ♦ Do you have any specific Scripture readings that you would like read? The officiating pastor will give you suggestions. Will you be having someone read Scripture?

Will you have readings other than scripture and who will read those?

- ♦ Will parents and/or the wedding party give the blessing?
- ♦ Would you like any specific prayer petitions offered during the service?
- ♦ Is there anything you have experienced at other weddings that you would like to discuss incorporating into your ceremony?
- ♦ Will you be using a unity candle or unity symbol such as sand?
- ♦ Will the congregation be singing any hymns?
- There are a number of marriage vows and couples may also write their own. You will be provided a list of options for vows, exchange of rings and other readings. Vows must be approved by the officiating pastor.
- The music you select should reflect the praise of God, the steadfast love of Christ as the foundation and model of love and fidelity in marriage, and the asking of God's presence and blessing.
- All arrangements for musical selections, including soloists, will be made in consultation with the pastor.

The Sanctuary

- The Sanctuary seats about 350 comfortably.
- Due to safety concerns, aisle runners are not allowed in the Sanctuary.
- All decoration plans must be approved by the Wedding Coordinator.
- No decorations may be used which hide or cover any symbols of worship.
- Unity candles may be used. The church has a unity candle stand which is available at no cost.
- Your Wedding Coordinator will show you the banner directory and will help you choose wedding banners.