

## FEES

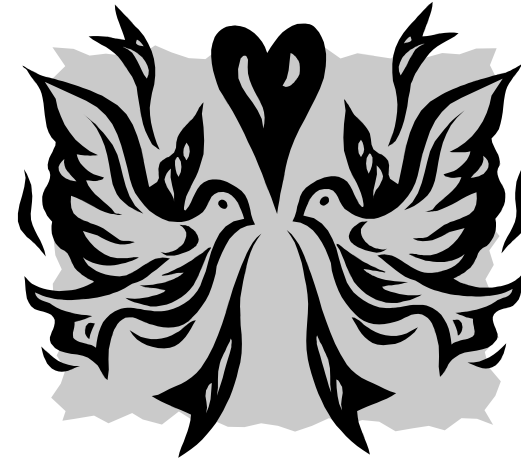
	<u>Member*</u>	<u>Non-member</u>
Building usage (for the rehearsal and wedding ceremony)	0	\$200.00 (or at the discretion of the Pastor)
Custodian	\$50.00 + \$30.00 if there is a reception at the church.	
Organist	\$150.00 for a rehearsal and the wedding + \$25.00 for any additional rehearsals with soloists or instrumentalists.	
Use of Church's aisle runner (to cover dry cleaning fees following the wedding)	\$36.00	\$36.00
Pastor	0	\$200.00 (or at the discretion of the Pastor)
Wedding Coordinator	\$100.00	\$100.00
Reception Hall	See Property fee schedule	

The couple is reminded that all fees are payable at the rehearsal, and should be paid directly to the persons involved or they can be distributed by the Wedding Coordinator. Please place fees in the designated envelopes provided by the Pastor at your initial consultation. Thank you.

Please note that all fees are subject to change without notice at the discretion of the Pastor and Church Council.

\*Member is defined as a) an active member (as stated in the Martin Luther Lutheran Church constitution) or b) for wedding purposes, as part of a Martin Luther Lutheran Church member household. Household is defined as an immediate family member and includes biological, adopted and step, sons and daughters.

## THE CELEBRATION OF MARRIAGE



### POLICY FOR WEDDINGS AT MARTIN LUTHER LUTHERAN CHURCH

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## **MARRIAGE IN THE CHURCH**

Marriage is a covenant of fidelity between two persons that is intended to last a lifetime. The relationship of faithfulness is the primary ingredient in every marriage. The congregation of Martin Luther Lutheran Church is pleased to serve you as you plan this special covenant of Christian marriage. The Evangelical Lutheran Church in America and this congregation regard the celebration of marriage as a service of worship directed to God. Therefore, it is imperative that the music, the readings, and all other aspects of the service be characterized by joy, dignity, and a sense of appropriate Christian worship.

Couples desiring to be married in the church with an ordained clergy person officiating should recognize that they are making a statement about the role of God and the church in their lives. A wedding in God's house is a religious service of worship. The church is not the place for social spectacles, or for those who have no place for God in their marriage relationship. Couples may wish to consider marriage by a civil authority if they are not willing to make such a statement about themselves.

The following guidelines are intended to help couples planning to be married at Martin Luther Lutheran Church:

### **SCHEDULING AND MEETING WITH THE PASTOR**

All couples planning to be married at Martin Luther Lutheran Church must contact the church office at least six months before they desire to be married to reserve the date and time of their wedding and the staff's time. Please do not reserve a place for the reception before the date of the wedding has been set with the church. No wedding will be scheduled during Lent, Holy Week, including Palm Sunday Eve, Easter Eve, on Christmas Eve, Christmas Day, or Pentecost Eve or the Saturday following Thanksgiving.

An initial consultation between the Pastor and the couple will be held when a wedding date has been set and approved by Church Council. The nature of this session will be to gather information, plan the details of the service, and have a conversation concerning the nature of Christian marriage. If further sessions are needed, that will be determined at the initial meeting. All communication concerning the wedding plans should be between the couple, the Pastor, the wedding coordinator and the church organist. Should a conflict arise, the final decision will be made between the couple and the Pastor.

It is expected that the Pastor of Martin Luther Lutheran Church will perform all weddings held in the church. The Pastor always reserves the right not to perform a wed-

### **There is a no smoking policy in the church building.**

No rice, birdseed, or confetti should be thrown inside or outside the church. Such practices are more appropriate at the reception.

Please consult the Wedding Coordinator regarding the use of Ring Bearers and Flower Girls. Generally, children should be no younger than five (5) years old. Sometimes very young children prove to be unwilling to participate at the time of the service. Please understand that such children must be excused as their needs must come before adult's desires. Prior to the beginning of the ceremony, a parent or other suitable adult must remain with the child(ren) to offer comfort if necessary. Children are not expected to stand still for the entire ceremony. They are usually excused to an adult, assigned at the rehearsal, following the opening prayer.

The congregation is not responsible for gifts, musical instruments, clothing, or other properties belonging to the couple or the wedding party. It is the responsibility of the couple and the wedding party to assume all care and safeguards.

It is the responsibility of the couple to initiate contact with the Pastor and the staff within the given time frames noted in this publication.

**(A fee schedule appears on the back cover.)**

itself. All flowers and decorations must be removed immediately following the wedding ceremony. However, though not necessary, should the couple wish to donate the altar flowers for use at worship Sunday morning, the gesture is graciously accepted and will be noted in Sunday's bulletin.

An aisle runner may be used for the wedding, although it is not necessary. The church has a cloth runner, or the runner may be obtained through the florist. The length of the aisle is 99 feet.

The regular altar candles and candelabra will be used at weddings. The church also has 18 pew candles and stands which may be used for the wedding. Any adornment of the pew candles should be at pew level so as not to obstruct the view of those in attendance. If desired, a Unity Candle with two 12" tapers are to be provided by the couple; the church will provide the stand and holder.

If the couple desires to have bulletins for their wedding, they should be purchased by the couple either from a local vendor or through the church office, and may be printed in the church office or by a professional printer. Bulletin information must be provided to the church office at least one month in advance, if they are to be printed at the church.

## RECEPTIONS

Wedding receptions are permitted in Fellowship Hall for up to 150 people. Fees and guidelines for Fellowship Hall use can be discussed with the Wedding Coordinator. Final approval is the responsibility of the church Property Ministry Team. Should you wish the Pastor or any member of the staff to attend the reception, please provide them with an invitation as you would any of your guests. While it is not necessary or expected to extend an invitation, should you wish to do so, the advance notice is greatly appreciated to allow for appropriate planning.

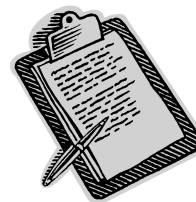
## GENERAL WEDDING GUIDELINES

Prior to the rehearsal and wedding, it is expected that all members of the wedding party will refrain from the use of alcoholic beverages. The couple is under the obligation to make this policy known to other members of the wedding party. The reason for this rule is that most problems experienced at weddings are alcohol related.

Alcoholic beverages will not be served or brought on the church premises. This includes use of alcohol in cars and limousines in the parking lot.

ding if in the Pastor's judgment the marriage would not be an advisable one or if the service desired by the couple is not in keeping with the wedding policies of Martin Luther Lutheran Church. Ordained ministers of other Christian churches are welcome to participate in an assisting role with the approval and at the invitation of Martin Luther Church's Pastor. The Pastor of Martin Luther Lutheran Church is the Presiding Officiant (does the wedding vows and celebrates the sacrament of Holy Communion, if provided), unless the Pastor chooses to relinquish that right. When an approved guest clergy participates s/he must attend the rehearsal.

## THE WEDDING COORDINATOR



A staff Wedding Coordinator is required for all weddings at Martin Luther Lutheran Church. The Coordinator will assist the couple throughout the planning process, at the rehearsal and on the day of the wedding. The Wedding Coordinator acts as a liaison, guiding hand and reference book for the wedding couple concerning the wedding service. The Coordinator works under the auspices of Martin Luther Lutheran Church and has the ability to make decisions and adhere to the church guidelines for weddings. The Wedding Coordinator will meet with the couple to discuss options, guidelines and schedules, to offer suggestions, and advise as requested. The Coordinator will cover, but is not limited in discussion to, general church policy, staff services, decorations and accessories, and use of the facilities.

## HOLY COMMUNION

Holy Communion may be celebrated at weddings. However, it cannot be celebrated for the bride and groom only. Any baptized Christian, who is repentant of their sins and who believes that Christ is present in the elements of bread and wine will be invited to commune. Holy Communion is for the comforting and strengthening of the faith of all Christians.





## MUSIC

The Organist of Martin Luther Lutheran Church will play for all weddings in the church unless otherwise agreed upon, and is responsible for the coordination of all music. The Wedding Coordinator will notify the organist when your wedding date has been set.

The couple might also wish to contact the Organist at that time if there are any special concerns or requests, especially if additional musicians will be involved. The couple should make an appointment with the organist at least two months prior to the service to review music selections.

Music must be carefully chosen so that it reflects praise of God, and is used to glorify God. Secular music is considered inappropriate for the service of worship. Music that is non-spiritual and sentimental in nature should be used at the reception and not during the worship service. The use of a CD, or similar accompaniment is not compatible with the sound system or suitable during the worship service. The Order of Marriage calls for the Lord's Prayer to be prayed by the entire congregation and therefore the singing of it is discouraged as a solo. The Organist has available lists of appropriate music and demonstration tapes. Final selection of the use of any music rests with the Organist and the Pastor.

If you are going to use a soloist or other instrumentalists, you are responsible for contracting with them for their services. Those persons and their music must be cleared through the Organist and the Pastor. If you wish, the Wedding Coordinator can assist you in securing additional musicians or vocalists for the worship service.

## THE WEDDING REHEARSAL

The wedding rehearsal is most often scheduled for early evening preceding the wedding day, and will last about an hour. (Occasionally rehearsals are omitted if the wedding party is very small.) Parents of the bride and groom, all members of the wedding party, and any soloists or additional musicians (or representative) should be present and arrive promptly.

The Pastor and the Wedding Coordinator will be present at both the rehearsal and the wedding to assist with behind-the-scenes details, such as the timing of the entrance of the parents and the wedding party.

The marriage license should be given to the Wedding Coordinator at the rehearsal. Also, all fees and honoraria are to be provided at the rehearsal.

Though it is not expected, should you wish to have the Pastor attend the rehearsal dinner, please extend an invitation to him/her in advance. This is especially important should you expect the Pastor to offer a prayer before dinner. Please inform him/her of your request when you extend the invitation.

## PHOTOGRAPHY

**No flash pictures** may be taken during the service! It is the responsibility of the bride, groom, and ushers to make this clear to professional photographers and guests who might be taking pictures. Any portion of the service may be re-enacted for picture taking following the wedding. It is requested that photo sessions be no longer than one hour following the service.



The couple should also request that professional photographers use the side aisles or the balcony and/or take a stationary position by the organ at the side of the chancel during the service. Movement should be severely restricted so as not to be a distraction to those in attendance. If you wish to have your ceremony videotaped, the taping must be done from a **stationary** position. This preserves the dignity of the service and provides the best overview of the entire wedding.

AT NO TIME SHOULD PHOTOGRAPHERS BE IN THE CENTER AISLE (WITHOUT EXPLICIT INSTRUCTIONS FROM THE WEDDING COORDINATOR) OR IN THE HORIZONTAL AISLE AT THE FRONT OF THE SANCTUARY. A form will be provided to the bride and groom to be signed by the photographer(s) so that instructions concerning photography are understood.

## FLOWERS, CANDLES, AND BULLETINS

Couples may select any florist they desire. Best taste indicates that one vase of flowers on either side of the altar is sufficient. In keeping with offering our best during worship, flowers for altar vases must be real. Additional decorating must be cleared with the Pastor through the Wedding Coordinator. At no time will flowers be placed directly on the altar