

## Abiding Presence Lutheran Church

### Wedding Guidelines – Members and Non-Members

#### General Information

1. The dates for the wedding, rehearsal, and reception are coordinated with the Pastor’s schedule and the church availability. The pastor is generally available for non-member weddings. Contact [calendar@abidingpresence.org](mailto:calendar@abidingpresence.org) for schedule availability.
2. Pastor Sharon meets with couples at least three times. Prior to the first meeting, the couple needs to prepare *Prepare-Enrich*, an inventory that looks at all dimensions of a marital relationship. The \$35.00 fee for processing the inventory is incurred by the couple. The results are discussed at the first and second meeting; the third session is for the purpose of planning the wedding service.
3. Pastor Sharon does not do premarital or marital counseling, but can make a referral for the couple as requested.
4. The photographer does not have to meet the pastor prior to the wedding day, but doesn’t need to meet with the pastor prior to the service the day of the wedding.
5. Alcoholic beverages may not be served at the church except for one champagne or wine toast at the reception in the Fellowship Hall.
6. All decoration of the sanctuary or Fellowship Hall must be approved by the church’s property committee chair or Director of Operations before the day of the rehearsal.
7. No rice, birdseed, or equivalents are to be thrown with the church or church grounds.
8. No runners will be used.
9. All deposits are due in the church office at least 30 days prior to the wedding date.
10. The pastor will conduct the wedding rehearsal.
11. All fees due prior to the night of the wedding rehearsal.
12. Deposits are refundable upon cancellation (less any expenses already incurred).
13. The wedding license must be delivered to the church office one week before the wedding.

#### Fees for Church Wedding

Non-Member	Member
Pastor \$600.00	Free Will Donation (\$300 suggested)
Pew Torches 60.00	Free Will Donation
Communion Service 50.00	Free Will Donation
Building Usage & Cleaning 300.00	Free Will Donation
Wedding Bulletins 75.00 <ul style="list-style-type: none"> <li>• Includes preparation and copying</li> <li>• Four color bulletin covers are an additional cost and should be ordered six weeks prior to the wedding</li> <li>• The bulletins may be prepared and printed by the couple rather than our office</li> </ul>	Free Will Donation

## **Musicians**

1. You will need to speak with the pastor to determine availability of our organist or pianist. Fees are listed below.
2. Guest musicians and music must be approved by the Pastor and our organist.
3. If a couple prefers to have their own musicians, the musicians must meet with Carolyn Smith, our organist, ahead of time for approval of the music and use of our organ and/or piano.
4. It is optional to have the musicians or organist present for the rehearsal.
5. Carolyn Smith – church organist/pianist (fees to be paid directly to her)
  - a. Service fee \$150.00
  - b. Wedding rehearsal fee \$75.00
  - c. Rehearsal with individual musicians \$25.00
  - d. Fees in accordance with AGO guidelines from the AGO publication, The Work and Compensation of the Church Musician (Copyright 2000, Boston Chapter, American Guild of Organists)

## **Reception in Fellowship Hall – Non-Members**

1. All equipment, tables, dishes, etc. are to be returned to their original positions.
2. Fees
  - a. Use of the Fellowship Hall and kitchen \$200.00
  - b. Cleaning \$50.00
  - c. Security Deposit (returnable if no damage occurs) \$50.00