

STATEMENT OF POLICY FOR WEDDINGS AND RECEPTIONS

Salem Evangelical Lutheran Church, Mount Sidney, VA

Marriage at Salem is an act of worship in which two people make a lifelong commitment to one another before God and before the Christian Church. God's love is the center of Christian marriage. Our hope and prayer is that the couple strives to reflect God's love for us in the way that they love one another: with an abundance of commitment, communication, and forgiveness.

I. Initial Contact and Counseling

The first step for any couple wishing to be married at Salem is to contact the pastor, who will talk with the couple about the meaning of marriage and answer questions the couple may have about marriage or the service of matrimony. The pastor will help prepare the couple to express their love for each other as a reflection of God's love for them. Normally at least two sessions of pre-marital counseling with the pastor are required. Counseling should commence with the very beginning of wedding planning, normally at least six months before the proposed wedding date. The pastor of Salem is officially in charge of the wedding ceremony. If the couple wishes to have another minister participate in or lead the ceremony that should be discussed during the initial contact. If the pastor of Salem approves, he or she will extend an invitation to the other minister. Please see the Fee Schedule for Counseling & Pastoral services for members of Salem and Non-members (page 3).

II. Scheduling and Other Pre-Wedding Arrangements

Early on in the couple's counseling with the pastor, arrangements should be made for reserving the sanctuary or outside facilities (i.e. Gazebo, Picnic Shelter or Church Grounds) at specific times on specific days for the rehearsal and the wedding ceremony. If the couple wishes to use the Imagine Center for the rehearsal dinner, for pre-wedding arrangements, and/or for a reception after the wedding, arrangements for specific times and dates should be made at the same time the sanctuary or other facilities is reserved in order to ensure availability of these facilities. There is no charge for use of facilities if either of the couple is a member of Salem Lutheran Church; however a freewill donation is appreciated to offset the cost of using the building. Fees for use of the facilities for non-members are shown on the fee schedule along with charges for deposits. Deposits will be refunded when all facilities have been returned to the church clean and with no damage. Weddings will not be scheduled until completed paperwork and reservation fees are turned in to the church office. Any remaining deposits or fees must be paid in full no later than one week prior to the date of the wedding. Preparation of wedding bulletins is the responsibility of the couple. The couple should present a draft of the wedding bulletin to the pastor and church musician for approval prior to having it printed.

III. Sanctuary

The sanctuary is the worship space for this community of faith. It should be treated with respect and reverence at all times. The sanctuary holds 300 people, including the seating in the overflow and balcony. Under no circumstances is the pulpit or the altar to be moved. The baptismal font may be moved but not removed from the Sanctuary. Banners may be removed, if necessary, with permission from the pastor. The altar paraments may either be the color of the church season, or they may be white since white represents Christ, the Bridegroom of the Church. The altar is not to be obscured by excessive use of flowers or candles. Flowers may be placed on the flower shelves behind the altar, but not on the altar itself, (live flowers are preferred). Additional candelabra and flower stands are available. Any additional decorating of the church must be coordinated with the pastor.

IV. Wedding Music

The couple should contact the church musician (organist/pianist) as soon as possible after the initial meeting with the pastor. This will insure that you are on the calendar of the organist/pianist for the use of the organ or the piano/keyboard at your wedding. A conference should be scheduled with the church musician for planning the music for your wedding. This should be done well in advance of your wedding date and no later than one month prior to the wedding date. The wedding service must be sacred in nature and characterized by joy as well as by dignity, reverence and praise to God. It is appropriate to include congregational participation through prayers, hymns, responsive readings, etc., if the couple desires. This enables the assembled worshippers to participate in the service more fully.

A substitute organist or pianist can be secured when the church musician is not available. The substitute is secured with the permission and approval of Salem's church musician. This must be done prior to extending an invitation to the substitute musician. In recognition of the time it requires for a musician to practice, prepare, and perform, a fee of \$200.00 is paid to the organist for services rendered. Fees charged by outside musicians will be arranged & agreed upon by the couple and the outside musician(s). If other musicians or music (i.e. violin, cello, guitar, etc.) are desired for the marriage service, the couple needs prior approval from the pastor in order to coordinate time and music.

V. Wedding Shepherd

Non-members of Salem need to have someone from the church that will be present to facilitate the flow of the service and oversee use of church facilities. This person will be your wedding shepherd and will coordinate all plans with the pastor. He/She is expected to know and follow guidelines, and to attend all wedding events held at the church facilities. If needed, the pastor can assist the couple in obtaining a shepherd.

VI. Receptions

The Imagine Center is an appropriate place for wedding receptions or rehearsal dinners. All arrangements for decorations and for the catering of the rehearsal dinner and/or reception are the responsibility of the couple. The wedding shepherd will work with the couple as plans are made. Wedding parties can use church equipment, but must be entirely responsible for complete clean-up of the Imagine Center and the kitchen as far as dishes, tables, chairs and equipment are concerned. The outside area surrounding the facility must also be left clean and orderly (no rice, bird seed, etc...). Once again, the wedding couple should work with the wedding shepherd. All church equipment must remain in the church, and any breakage or missing items will be the responsibility of the wedding couple.

Salem's building is a smoke free environment: smoking is not permitted inside. The consumption of alcohol is not permitted inside or outside the building. Weapons, including concealed firearms, are not permitted inside the church or on church property at any time. See "Guidelines for Use of Church Facilities" on our website at salemlutheranva.org for further information.

VII. Photography & Videotaping

Photography arrangements must be approved by the pastor. There will be no flash photography during the worship service.

VI. Summary of Wedding Fees

WEDDING FEES

	Member	Non-member
Pre-marriage counseling	\$35	\$35
Pastoral services	\$0	\$250
Wedding Shepherd	\$0	\$100 for wedding only \$200 if reception is included
Organist	\$200	\$200

FEES FOR NON-MEMBER FACILITY USE

ROOM or AREAS REQUESTED	NON- REFUNDABLE RESERVATION FEE*	USAGE FEE (includes the Non-refundable Reservation Fee)	REFUNDABLE SECURITY DEPOSIT**	TOTAL (due 1 week before event)
Sanctuary	\$150	\$400	\$400	\$800
Social Hall & Kitchen(basement)	\$50	\$175	\$100	\$275
Picnic Shelter-Gazebo	No Additional Fee	\$50	\$25	\$75
Imagine Center				
Social Hall & Kitchen	\$150	\$400	\$400	\$800

* To be paid before event can be firmly booked. The remainder of the user fee and damage deposit is to be paid no less than one week prior to the event.

** May be refunded in full or in part if the used room/area has been left in good order (tidy and immediately usable) and if no custodial services are required.

All fees for use of the facilities must be paid no later than one week prior to the date of the wedding.

STATEMENT OF AGREEMENT FOR WEDDINGS
AT SALEM LUTHERAN CHURCH

**This form is to be completed soon after the initial contact with the pastor and mailed to:
Salem Lutheran Church, PO Box 38 Mount Sidney, VA 24467 with any necessary deposits**

BRIDE'S FULL NAME: _____

BRIDE'S ADDRESS: _____

BRIDE'S PHONE NO.: _____

GROOM'S FULL NAME: _____

GROOM'S ADDRESS: _____

GROOM'S PHONE NO.: _____

Wedding date and time	
Time you would like doors to be open	

Rehearsal date and time	
Time you would like doors to be open	

Facilities/rooms (circle): Sanctuary Imagine Center Downstairs Social Hall Picnic shelter

Total reservation fees enclosed: \$ _____

Pastor: _____

Organist/Pianist: _____

Additional Musicians: _____

Date Reservation Made: _____

If any changes or additions need to be made to this sheet, please notify the pastor and the church office as soon as possible.

WE HEREBY AGREE TO COMPLY WITH ALL CHURCH POLICIES AND WEDDING GUIDELINES, AND TO BE FULLY RESPONSIBLE FOR ANY DAMAGE DONE TO CHURCH PROPERTY.

Bride's Signature: _____ Date: _____

Groom's Signature: _____ Date: _____

LETTER OF CONFIRMATION

February 6, 2018

RE: WEDDING AT SALEM LUTHERAN CHURCH

Dear _____:

We are pleased that you have chosen to hold your wedding at Salem Lutheran Church. Below is a summary of the information you submitted on your Statement of Agreement.

Wedding Date: _____ **Time:** _____ a.m. /p.m.

The church will be open at _____.

Rehearsal Date: _____ **Time:** _____ a.m. /p.m.

The church will be open at _____.

Pastor: _____

Organist/Pianist: _____

Additional Musician: _____

Salem's Wedding Shepherd: _____

List of rooms/spaces needed:

Sanctuary	
Imagine Center	
Other	

Amount received (reservation fees) _____

Amount due _____

Please make your final check payable to: **SALEM LUTHERAN CHURCH.**
Checks to musicians and the pastor should be written directly to them.

Should you have any questions or concerns, please feel free to contact our office.