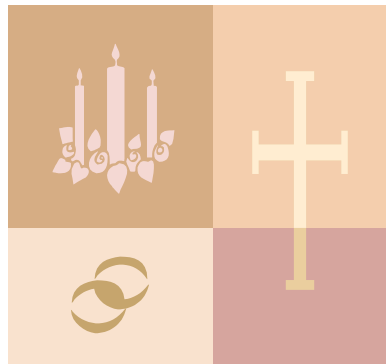


***East Koshkonong
Lutheran Church***



Wedding Contract

Revised: NOVEMBER 2016

Your Wedding Ceremony at East Koshkonong Lutheran Church

At East Koshkonong Lutheran Church, we believe that marriage is a gift from God. Therefore, we hope that you will put as much planning into your marriage as you do your wedding. The willingness to make a vow of love and fidelity until death and the ability to keep such an **awesome vow is strengthened by our sense of God's faithful love** for us as revealed in Jesus Christ. We want to give all possible assistance and encouragement to those who are seeking the blessing of God upon their marriage. The consultation with one of our pastors and all the principles set forth in this guide are intended to assist you in getting a good start in your marriage.

A wedding service is an act of Christian worship and our Christian tradition provides the setting for the service. The language, architecture, symbolism, and music all combine to express the faith of the couple being married - as well as the Christian community, which is the church.

Because we want your wedding to be as lovely and problem-free as you do, we offer these guidelines based on our experience to make your wedding as smooth and stress-free as possible.

By choosing to have your wedding performed at this church or by our pastor at another location, we want to help you lay a foundation for a marriage that will thrive and grow for as long as you both live. Regular participation at Sunday worship and active congregational membership is an ideal way to start. You are invited to share fully in our life and ministry as a resource for your marriage.

Suggested Wedding Check List

- Check with the church and the pastor to confirm that both are available for the day and time of wedding
- Submit wedding application and deposit. (both are required before the church officially reserves the date and time for you)
- Schedule an initial meeting with the pastor to discuss pre-marital coaching and wedding preparations.
- Schedule series of Prepare/Enrich sessions with the pastor. For more information on this program for building stronger marriage, visit <http://www.prepare-enrich.com/indexm.cfm>. (currently, the cost of these materials is \$35 and is the responsibility of the marrying couple)
- Contact organist and musicians, and with their guidance, select music.
- What portions of the church service do I need to make decisions about? Together with the pastor:
 - * Select Bible passages to be read and identify readers.
 - * Determine order of worship.
- **Submit copy of bulletin for Pastor's review by e-mail or paper copy**
- Inform church office how early the church needs to be open each day to receive deliveries, or for your use (including day of rehearsal)

East Koshkonong Lutheran Church

Phone: 608-423-3017

Email: eklc@bminet.com

Wedding Staff

Pastor

All weddings at East Koshkonong Lutheran Church are conducted by a member of the pastoral staff at the church. This pastor works as your marriage counselor in helping you evaluate your relationship using “*Prepare/Enrich*” materials. He/She directs the rehearsal and acts as the Presider and Celebrant at the wedding.

Couples may wish to invite other clergy (friend or family clergy-person) to participate in the ceremony. If this is the choice of the couple, please confer with the EKLC pastor for approval. The EKLC pastor will extend an invitation for such participation to the clergy of the couples choice. In all cases, one of the EKLC pastors will *preside* as the officiating pastor. It is the responsibility of the couple to provide all contact information for the visiting clergy to the EKLC pastor.

Organist/Musicians

One of the organists at EKLC will serve as organist. (Any exceptions must be approved by the presiding pastor) This organist, along with the pastor, assists you with the selection of all music. All music will be appropriate for a public, sacred worship service. Additional soloists/musicians may participate at the invitation of the wedding couple.

Church Policies

- The possession of alcohol, drugs, or other chemicals is strictly forbidden in any part of the church or on church property, including the parking lot. Any member of the wedding party, including the bride and groom, who appear to be under the influence of drugs or alcohol will be asked to leave the property.
- All wedding guests are expected to respect the property of East Koshkonong Lutheran Church. If additional custodial services are required due to damage or clutter, a minimum charge of \$200 will be assessed.
- No smoking is permitted in the building.
- No rice, birdseed, glitter or confetti is to be used or thrown. Bubbles are allowed only if distributed and used outside.
- Do not use tacks, pins, nails or glue to fasten any decorations to the furniture or building. Pew bows are permitted and must be attached with a pew clip over the top of the pew.
- Flowers may be placed in the chancel or on the Unity Candle table. Only artificial flower petals may be dropped on the aisle floor during the processional.
- The photographer must meet with the pastor before the ceremony to discuss the guidelines of picture taking before, during and after the marriage ceremony. The photographer(s) is asked to remain in one position (the back or side of the sanctuary) with no flash photos during the ceremony.
- Wedding bulletins must be approved by the pastor prior to printing. Bulletins are required to include the following announcement: ***“East Koshkonong Lutheran Church requests that no flash pictures be taken during today’s wedding ceremony.”***
- No lighted candles in the windows
- For safety reasons, aisle runners are not permitted.
- Sanctuary furniture will not be moved for weddings.
- Liturgical Paraments are determined by seasonal directives and cannot be changed for weddings.
- Animals are not allowed in the church building, with the exception of service animals owned by persons with disabilities. We sympathize with the desire to include beloved and well-behaved pets in your wedding, but it is not permitted at this time.
- Housekeeping: Assign a person, who is not a member of the wedding party, to ensure all rooms used by the wedding parties are picked up after the ceremony. We cannot guarantee the safety of valuables and recommend that they be removed from the rooms prior to the wedding. Please have the rooms cleaned up and cleared of personal belongings not later than 1 hour following the ceremony.

SECURITY DEPOSIT, FEES AND HONORARIUMS

SECURITY DEPOSIT

	<u>MEMBERS</u>	<u>NON-MEMBERS</u>
SECURITY DEPOSIT	\$ 200	\$ 200

For members and non-members, the \$200 security deposit must be included with the application/contract. The church is not officially reserved until the application/contract and the \$200 deposit is received in the church office.

Security Deposit Refund will be refunded within 10 days after ceremony provided no clutter remains or damage has been done. You will be charged additional money if any damage to grounds or building takes place exceeding the security deposit.

FEES/HONORARIUMS

	<u>MEMBERS</u>	<u>NON-MEMBERS</u>
SANCTUARY USE	\$0	\$ 250
FRIENDSHIP HALL	\$0	\$150
ORGANIST	\$120	\$120
CUSTODIAL	\$50	\$50
CLERGY (Suggested Honorarium \$175)		\$200

ALL ADDITIONAL FEES/HONORARIUMS ARE TO BE PAID TO THE CHURCH NO LATER THAN 3 MONTHS PRIOR TO THE WEDDING DATE; IF NOT RECEIVED, THE FACILITY USE CONTRACT WILL BE CANCELLED.

CANCELLATION POLICY: If the wedding is cancelled with more than 3 months notice, the \$200 Security Deposit is totally refunded. If the wedding is cancelled with more than 1 month notice, a 50% refund of all fees will be made. Cancellation with less than 1 month notice: forfeit total fees.

All exceptions to these fees will be made in consultation with the pastor(s)

Wedding Application

1. Bride's Full Name _____

2. Groom's Full Name _____

3. Date & Time of Ceremony _____

4. Date & Time of Rehearsal _____

Will you have a Unity Candle (you provide these candle and holder) Yes _____ No _____

Names of Bridal Attendants: _____

Names of Groomsmen: _____

GROOM'S INFORMATION

1. Address _____

2. Telephone Number (Home) _____ (Cell) _____

3. Email Address _____

4. Age _____

5. Date of Birth _____

6. Birthplace _____

7. Occupation _____

8. Present Church Membership at _____

9. Father's Name _____

10. Mother's Name _____

11. Previous Marriages (Names & Dates) _____

12. Children (Names and Birthdates) _____

BRIDE'S INFORMATION

1. Address _____

2. Telephone Number (Home) _____ (Cell) _____

3. Email Address _____

4. Age _____

5. Date of Birth _____

6. Birthplace _____

7. Occupation _____

8. Present Church Membership at _____

9. Father's Name _____

10. Mother's Name _____

11. Previous Marriages (Names & Dates) _____

12. Children (Names and Birthdates) _____

Wedding Agreement

I have read and understand the policies given by East Koshkonong Lutheran Church, and agree to the policies and provisions contained herein. I acknowledge I am responsible for informing my guests, vendors, and contractors of the above policies, provisions, and liabilities of the Church.

Bride's Signature: _____ Date: _____

Groom's Signature: _____ Date: _____

Approved by: _____ Date: _____
(Church Council, Pastor)

Deposit Received: _____ Ck# _____ Cash _____

Date Received: _____ Received From: _____

Balance Due: _____ Balance due by: _____