

WEDDING POLICIES

St. Paul Lutheran Church
1120 N 8th Ave, Winterset, IA 50273
515-462-4270 ★ stpaullutheranchurch@hotmail.com

Congratulations on your engagement and upcoming wedding! This handbook has been developed to provide you with an overview of the process for planning a wedding at St. Paul Lutheran Church. We look forward to serving you as you prepare for your big day.

Timeline

Three months before wedding

Date: _____

- Contact the church office (515-462-4270) to check the church calendar for an available wedding date. It is recommended that weddings be scheduled no later than 4:00pm, and rehearsals start no later than 6:00pm. No weddings will be scheduled during Lent.
- Complete and return to the church office the Wedding Reservation Request form (found at the end of this document).
- Deposit and fees must be paid. A check payable to St. Paul Lutheran Church should be included when returning the Wedding Reservation Request form. The church is not “booked” until this amount is received.
- Arrange pre-marital counseling sessions with Pastor Joel Nau, 468-5074.
- Contact our wedding coordinator, Pat Wetlaufer, to work out the details and special arrangements. Pat can be reached at 515-462-3267 or 515-468-7780, or spwetlaufer@msn.com.

Two weeks before rehearsal

Date: _____

- Meet with the church’s wedding coordinator to finalize details such as sound and video needs, the number of tables and chairs that should be made available in the fellowship hall, etc.

Rehearsal

Date: _____

- Bring marriage license.
- Bring a copy of your bulletin.
- Bring all music and media needed for the service.
- Please remind all those involved to be present and ready to begin on time.
- No smoking or alcohol is allowed anywhere in the church or on the property.

Fees

The fee to use the church for a wedding is \$300 for church members and active non-members and \$500 for non-members. Wedding fees include the wedding coordinator, use of the church building

and grounds, custodian, audio-visual support, and an additional \$100 damage deposit. While a pastoral fee is not included in the wedding fees, an honorarium is encouraged for the pastor.

Two checks (one for the fees and one for the deposit) payable to St. Paul Lutheran Church should be included when the Wedding Reservation Request form is submitted. This is required to reserve the date of the wedding. The \$100 deposit will be returned in full if there is no damage to the facility.

The fees do not include pianist/organist, vocalist(s), and other musicians. The wedding coordinator can recommend musicians, and all arrangements must be made between the wedding party and the musicians themselves. Musicians should be paid before the wedding day.

Additional Fees:

- On-Site Rehearsal Dinner\$50
- On-Site Reception\$100

If after paying the fees you choose not to use St. Paul Lutheran Church for your wedding, a full refund of fees and deposits will be made.

Church Rental

Even if you have your own wedding coordinator, you must also have St. Paul Lutheran’s church wedding coordinator on site to help with any questions that may arise about the facility.

General cleaning and garbage removal is required in all areas that were used by the wedding party. If areas are not cleaned satisfactorily and garbage is not removed, the additional costs will be deducted from the deposit.

Damage to the building or property must be reported immediately. Damage is to be repaired or replaced by the responsible party. The renter will be billed for the difference when the damage totals more than the deposit.

The deposit will be returned in full when an inspection after the event shows that areas have been satisfactorily cleaned and there is no damage to the church.

Church Use

- This is a smoke, alcohol, and drug free environment. There should be no use of alcohol, drugs, or tobacco products in the building or on the grounds. Exceptions for alcohol may be permitted for special events with the approval of the pastor.
- No food or beverages are allowed in any areas outside the Fellowship Hall.
- Rice is not allowed. Birdseed, grass seed, or bubbles may be used outside. Nothing may be used inside the building.
- Damage to the church building or contents must be reported immediately and repaired or replaced at the expense of the wedding party.
- Pets (with the exception of service animals) are not allowed in the building.
- All weapons are prohibited on St. Paul’s property.
- Furniture in the sanctuary will not be moved without consulting the wedding coordinator. Furniture will only be moved by the wedding coordinator or custodian.
- Arrangements may be made for guests with special needs.

- Furnishings within the church are church property and shall not be removed from the building. These items include, but are not limited to, tables, chairs, linens, decorations, sound equipment, kitchen utensils, dishes, carts, and ladders.
- The church is not liable for loss, damage, or injury to person(s) using or renting the church facilities.
- No running or unruly commotion is allowed in the sanctuary or any part of the church.

Decorations

- Check with the wedding coordinator before you plan the decorations for your wedding.
- Seasonal religious items of St. Paul Lutheran Church may not be removed.
- Set a time with the wedding coordinator to decorate the church. The time will depend on other activities taking place in the church.
- Use dripless candles and trim the wicks to ¼ inch.
- The use of candles, bows, or flowers at the ends of pews is permitted only with special holders, which a florist can provide.
- No tape, nails, or tacks may be used on furniture or walls.
- Balloons cannot be used in the church building as they interfere with our fire alarm.

Clean Up

- All decorations are to be removed promptly after the wedding.
- Remove all personal items and trash from dressing rooms.

Photography/Videotaping

- Photography and videotaping is permitted when it does not detract from the religious emphasis of the service.
- Wedding photos with your photographer should cease 45 minutes prior to the start of the ceremony.
- No flash photos are to be taken during the ceremony. Please ask your ushers to inform guests with cameras of this policy.
- Professional photographers are to remain in the back half or to the side of the sanctuary during the ceremony.
- Video cameras may be set up in the church prior to the ceremony but cannot be operated by an individual in the front of the sanctuary during the ceremony.

Music

- The choice of music should be in harmony with the event of a worship service. The final selection of music used before, during, and after the ceremony must be accepted by the pastor.
- The church's musical instruments are off limits to everyone unless approved by the pastor or music directors at St. Paul Lutheran Church.
- Arrangements must be made through the wedding coordinator for St. Paul Lutheran Church audio technicians to run the audio-visual equipment.
- If so desired, the wedding coordinator can recommend a musician/soloist for you. Arrangements are to be made between you and the musician/soloist who are to be paid before the wedding day.

Wedding Reservation Request

Instructions

Please complete this form and return it to the church office with checks (one for deposit and one for fees) payable to St. Paul Lutheran Church. If you have any questions regarding this form or the wedding application process, please contact the church office at 515-462-4270.

General Information

Today's Date: _____

Bride's Full Name: _____

Groom's Full Name: _____

Request Information (Please note, all requests are dependent on availability.)

Date and Time of Wedding: _____

Date and Time of Rehearsal: _____

Please check the boxes that pertain to your wedding:

- On-Site Wedding: Deposit \$100 and Fee \$300 for members/active non-members
- On-Site Wedding: Deposit \$100 and Fee \$500 for non-members
- On-Site Rehearsal Dinner: Additional \$50 fee
- On-Site Reception: Additional \$100 fee

DEPOSIT: \$100 FEE TOTAL: _____

Bride's Information

Address: _____

E-mail: _____

Home Phone: _____ Cell Phone: _____ Work Phone: _____

Groom's Information

Address: _____

E-mail: _____

Home Phone: _____ Cell Phone: _____ Work Phone: _____

FOR OFFICE USE ONLY

Pastor approval obtained: ___Y ___N Date: _____

Deposit received: ___Y ___N Date: _____ Receipt given ___Y ___N

Fees received: ___Y ___N Date: _____ Receipt given ___Y ___N

Deposit returned: ___Y ___N Date: _____ If no, reason: _____