

*Wedding Policies**

*St. John's Lutheran Church, ELCA
600 6th Avenue
Des Moines, Iowa 50309-1606
(515) 243-7691*

Wedding Coordinators:

*Mrs. Bev Poore
Mrs. Jacque Warming*

**The Congregational Council of St. John's Lutheran Church approved the policies set forth in this manual on December 18, 2006.*

PROCEDURES

1. St. John's Lutheran Church is, first and foremost, a faith home for a community of believers who worship and serve Christ in the heart of the city. Members of this community of faith have priority in scheduling weddings on the church calendar. Every effort will be made to accommodate their requests. Requests from non-members to be married at St. John's will be submitted to the pastoral staff and approved or denied based on pastoral availability.
2. The couple's first contact is with the receptionist of St. John's Lutheran Church who will assist them with the completion of a short application form. **A \$100 deposit is required once an application has been approved.**
3. A member of the St. John's Pastoral Staff will preside at weddings held at our church. If, however, there is a member of your family or a friend who is a religious professional and you wish to invite him/her to assist with the service, this may be coordinated with the help of the St. John's Pastor.
4. The number of meetings you will have with the Pastor prior to your wedding is at the Pastor's discretion. All couples being married at St. John's, however, must participate in an approved pre-marriage education forum. Information about the workshop and dates will be provided once a wedding application is approved.
5. A Wedding Coordinator will contact the couple approximately three months prior to the ceremony date regarding the ceremony details, rehearsal and wedding service. Wedding planners employed by the couple will not direct any part of the rehearsal or wedding at St. John's. This is the task of the St. John's Wedding Coordinator assigned to the couple.
6. **St. John's Lutheran Church is NOT responsible for lost or stolen articles. Please Do NOT leave purses, valuables, etc., unattended.**

THANK YOU.

GUIDELINES FOR WEDDING SERVICES

1. SCHEDULING:

- (a) Saturday weddings may be scheduled at 10 a.m., noon, or 3 p.m. in the Sanctuary. Services in the Chapel will be planned around the 5:00 p.m. Worship Service on Saturday evenings.
- (b) Pictures may be taken prior to the wedding or directly following the service. This will depend on your wedding time and will be discussed when you meet with the Wedding Coordinator.
- (c) Please be advised that if there happens to be a Funeral Service at St. John's on the Saturday of your wedding, flexibility will be needed to accommodate both worship services (i.e., floral deliveries, photography, parking).
- (d) Wedding rehearsals will begin promptly at the stated time. The rehearsal is intended to be a walk through. Those in attendance will be the Pastor, Wedding Coordinator, and the wedding party and parents. The Organist and A.V. people will not participate unless special arrangements are made. Additional fees will be applicable.

2. MUSIC:

- (a) The St. John's Parish Organist plays for all weddings at the church. You must meet with the organist to plan your wedding music. The organist will approve music selections, and help make decisions as to the placement of music in the order of the wedding ceremony.
- (b) You do not have to use the Parish Organist, **IF** you choose to have a brass or stringed instrument ensemble. The couple will consult with the organist, however, to determine appropriate music for the wedding service and the organist will receive a fee for that consultation.
- (c) Soloists must provide music in the proper key. **PHOTOCOPIES ARE ILLEGAL AND UNACCEPTABLE.**
- (d) **Recorded music such as tapes or CD's is discouraged at St. John's. However, the officiating Pastor will give the final approval on the appropriateness of music selection (s) requested.**

3. FLOWERS:

- (a) No artificial flowers are to be used inside of the Chancel
Flowers are used for their symbolism of life, joy, and human frailty ("All people are grass, and their constancy is like the flower of the field. The grass withers, the flower fades" [Isaiah 40:6-7]), artificial flowers have no purpose and no place in the worship space. (S. Anita Stauffer, Altar Guild & Sacristy Handbook, page 21)
- (b) Flowers may be placed on the reredos (ledge) behind the altar, not directly on the Mensa (altar table).
- (c) All other placements of floral arrangements must be discussed with the Wedding Coordinator.
- (d) Only masking tape may be used to secure floral arrangements at the ends of the pews.
- (e) Flower petals may be used in the Sanctuary.
- (f) It is acceptable for the flowers from a Saturday wedding to be left for Sunday Worship Services. Please inform the Wedding Coordinator or the Church Receptionist as soon as possible if this is your plan. In the event altar flowers have already been scheduled, the wedding flowers may be placed in the Narthex.

4. **CANDLES AND BANNERS:**
 - (a) The candles in the Chancel are prepared by St. John's Altar Guild (Gospel, Epistle and 7 branch candelabras) and are used at all weddings.
 - (b) The couple will provide their own Unity Candle. Aisle candelabra are available and will be put in place by the St. John's Altar Guild. Only the St. John's candelabra are used in the chancel.
 - (c) Due to fire code, any candles outside of the Chancel area must have a chimney on the candle.
 - (d) St. John's has a wedding and two bell banners that are commonly used for wedding services. If desired, these may be put in place for your wedding.

5. **PHOTOGRAPHS AND VIDEO TAPING:**
 - (a) Flash cameras are **not** permitted during the service.
 - (b) Videotaping may **only** take place from the choir loft or west balcony. No cameras (manned or unmanned) will be allowed in the Chancel or in the Congregation.
 - (c) Photographers and Videographers must use sanctuary natural lighting during the wedding service.
 - (d) Photographers and Videographers who do not abide by St. John's wedding policies will not be allowed to return for future weddings.

6. **AUDIO SYSTEM:**
 - (a) The sound system is highly technical and complex. Only a member of the St. John's Audio Crew will be allowed to run the sound system.
 - (b) An Audio Crew person will arrive 30 minutes before the service to set up necessary equipment.

7. **ALCOHOL AND SMOKING:**
 - (a) No alcohol is permitted in any part of the church or in the parking lot.
 - (b) St. John's Congregational Council has designated the church to be a smoke-free environment.

8. **RICE/BIRDSEED/BALLOONS/BUBBLES/FLOWER PETALS:**
 - (a) The throwing of rice and birdseed is **not** allowed.
 - (b) Balloons are discouraged due to respect of our environment.
 - (c) Bubbles and bells are accepted.
 - (d) Fresh flower petals are allowed.

9. **PRINTED BULLETINS:**
 - (a) If a printed bulletin is desired, the officiating Pastor will provide an Order of Service for you to follow. The church office will not do printing.
 - (b) Please provide the Pastor and Wedding Coordinator copies of your program at your rehearsal.

10. **MARRIAGE LICENSE AND COSTS/HONORARIUMS:**

- (a) The completed Marriage License must be brought to the wedding rehearsal for the appropriate signatures. The officiating Pastor will mail the license to the County Clerk.
- (b) St. John's will present you with a "Certificate of Marriage".
- (c) Payment for remaining wedding fees, other than deposit, will be mailed to the church office two weeks prior to the wedding.
- (d) The Pastoral fee is included in your overall wedding fees.

11. **BUILDING SERVICES:**

REHEARSAL:

- (a) The office entrance located on the west side of the building will be opened one-half hour before the rehearsal.

WEDDING DAY:

- (a) The ramp entrance door, on NE side of building will be opened for the wedding party.
- (b) Alley and 6th Avenue doors opened one hour before service.
- (c) Gates on north parking lot (Allied) opened one hour before service.
- (d) Parking is available in the north lot, the lot north of Park Street (Allied), the lot to the west and street parking.
- (e) Limousine driver should check in with the Wedding Coordinator upon arrival at the church for parking directions.

12. **CHILDREN IN THE WEDDING WORSHIP SERVICE:**

It is strongly recommended by the Clergy of St. John's that no children under the age of four be part of the wedding party. No wagons, bicycles or pets may be used for children taking part in the procession.

Any use of the St. John's nursery must be independently organized through our Nursery staff.

BRIDE'S INFORMATION

Full Name: _____ Age _____

Home Address _____

E-Mail _____

County _____ Home Phone No. () _____

Place of Employment: _____

Business Phone () _____ Occupation _____

Date of Birth: Month _____ Day _____ Year _____

Birthplace _____

Father's Full Name _____

Mother's Full Name _____

(Please include maiden name)

Father Living? Yes ___ No ___ Mother Living? Yes ___ No ___

Parent's Address _____

Parent's Phone No. () _____

Are your parent's married? _____ divorced? _____

Number of Brothers _____ Number of Sisters _____

Have you been married previously? Yes ___ No ___

Previous marriage(s) terminated by: Death ___ Divorce ___

Do you have children? Yes ___ No ___ age _____

If children by previous marriage(s), please give name (s) and age (s):

Have you been baptized? Yes _____ No _____

Are you or your parents members of St. John's? Yes _____ No _____

If no, what church do you most frequently attend?

Name: _____

Member of that church? Yes ___ No ___

PLEASE PRINT NAME OF YOUR MAID/MATRONS OF HONOR:

BRIDEGROOM'S INFORMATION

Full Name: _____ Age _____

Home Address _____

E-Mail _____

County _____ Home Phone No. () _____

Place of Employment: _____

Business Phone () _____ Occupation _____

Date of Birth: Month _____ Day _____ Year _____

Birthplace _____

Father's Full Name _____

Mother's Full Name _____
(Please include maiden name)

Father Living? Yes ___ No ___ Mother Living? Yes ___ No ___

Parent's Address _____

Parents' Phone No. () _____

Are your parent's married? _____ divorced? _____

Number of Brothers _____ Number of Sisters _____

Have you been married previously? Yes ___ No ___

Previous marriage(s) terminated by: Death ___ Divorce ___

Do you have children? Yes ___ No ___ age _____

If children by previous marriage(s), please give name (s) and age (s):

Have you been baptized? Yes ___ No ___

Are you or your parents members of St. John's? Yes ___ No ___

If no, what church do you most frequently attend?

Name: _____

Member? Yes ___ No ___

PLEASE PRINT NAME OF YOUR BEST MAN:

St. John's Lutheran Church
Des Moines, Iowa

BRIDE'S VITAL STATISTICS FOR PAROCHIAL RECORDS

Name: _____

Address: _____

Phone (H) _____ (W) _____

Date & Place of Birth: _____

Date & Place of Baptism (if known): _____

Is the bride a member of St. John's? Yes No

Are her parents' members of St. John's? Yes No

Name of Father: _____

Maiden Name of Mother: _____

**Currently a member of which Church/Parish (Name & City):

BRIDEGROOM'S VITAL STATISTICS FOR PAROCHIAL RECORDS

Name: _____

Address: _____

Phone (H) _____ (W) _____

Date & Place of Birth: _____

Date & Place of Baptism (if known): _____

Is the bridegroom a member of St. John's? Yes No

Are his parents' members of St. John's? Yes No

Name of Father: _____

Maiden Name of Mother: _____

**Currently a member of which Church/Parish (Name & City):

Potential Wedding Date: _____

Ceremony Details

Date of Wedding: _____ Time _____

Date of Rehearsal _____

Will Rehearsal dinner be at the church? NO _____ YES _____

Approximate number of Guests _____

Number of Bridesmaids _____ Groomsmen _____ Ushers _____

Flower girl name _____ Age _____ Ring bearer name _____ age _____

Will there be a "guest" Pastor assisting? YES _____ NO _____

If yes, Name of Pastor _____

(please circle) SINGLE or DOUBLE ring ceremony.

Will you have either of the following (please circle) : instrumentalist, vocal soloist

Best days and times for appointments are: _____

Other special needs, requests or instructions: _____

WEDDING COSTS

A non-refundable deposit of \$100 is required. It will be credited against the total cost of the wedding.

FOR MEMBERS:

SANCTUARY costs include: Organist (consultation & wedding), Wedding Coordinator, Pastoral fee, Custodian & Security, Audio support (wedding only).

CHAPEL costs include: Pastoral fee, Custodian & Security only.

Sanctuary: \$620

Chapel: \$255

FOR NON-MEMBERS:

SANCTUARY costs include: Use of the Sanctuary, Organist (consultation & wedding), Wedding Coordinator, Pastoral fee, Custodian & Security, Audio support (wedding only).

CHAPEL costs include: Use of the Chapel, Pastoral fee, Custodian & Security only

Sanctuary: \$820

Chapel: \$355

Additional Items Available and Fees:

YES	NO	ITEM	COST
		Audio Recording of Wedding (CD)	\$15
		Aisle Candelabra	\$100
		Accompanist: Per person or Ensemble	\$35
		Coordinator for Chapel Wedding	\$50
		Organist at Rehearsal	\$50
		Organist for Chapel Wedding	\$175
		Rehearsal Dinner Security (Wedding Party must clean up)	2 hours @ \$30.00, \$10.00 each add'l hour

RECEPTIONS

Serving a Wedding Reception (2 p.m. or before)

Weertz Hall (up to 100 persons).....	\$75
101 to 150 persons.....	\$100
151 to 200 persons.....	\$125
Custodian..... 2 hours	\$50
Wedding Coordinator.....	\$50

Fees are reviewed annually.