



Christian Wedding Planner



Pastor's Message

Dear Friends:

Congratulations on your engagement. This is an exciting time for you! Soon you will be standing before God's altar and pledging lifelong faithfulness to each other as husband and wife. Before that sacred moment arrives, however, there is much planning to do. As you look forward to uniting your lives in marriage, we want to do all we can to help you prepare for your wedding day and for the challenges of married life ahead of you.

For your planning, this brochure will give you a better understanding of what you can expect at Richland Lutheran. You will also find descriptions of the various options available to you. We hope you will find the information helpful. Please be assured that our staff stands ready to answer any additional questions you may have and to do what we can to make your wedding day truly beautiful.

With warmest regards,

Pastor Bill Martens, Lead Pastor

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Wedding Guidelines

Richland Lutheran Church wants your wedding to be a meaningful and memorable occasion. To that end, the following information is provided to minimize confusion during a very busy time.

GENERAL: Pastors are willing and happy to be participants in the wedding service of couples intending to take the spiritual and religious aspects of marriage seriously. The spiritual well-being and intent of the couple is of utmost consideration in the counseling and marriage process. Therefore, if in the judgment of the pastor the couple indicates no desire or intent to build their life together on the grace of God in Jesus Christ, the pastors may refuse to be a part of such a service.

PREPARATION FOR MARRIAGE: The couple will meet with the officiating pastor two to four times for pre-marriage counseling sessions. The pastor you choose will be the same pastor to guide you through pre-marriage counseling, wedding planning, and the marriage ceremony. If neither the bride or groom are confirmed Lutherans, attending the free Basic Belief Seminar is also required.

WEDDING SERVICE: Lutherans view the wedding as a worship service. Therefore, the wedding must reflect the reverent nature of the occasion, as well as Lutheran teachings and doctrine. Any special requests regarding the service must be discussed with the pastor. Having had much experience with weddings, a pastor is in a unique position to offer service-enhancing suggestions. When participation of pastors other than those associated with Richland Lutheran Church is desired, the RLC officiating pastor must consent.

MUSIC: Music must be in keeping with the religious tone of the service. Secular songs are discouraged. Recorded music is not allowed. The church organist is available for a consultation before the wedding to assist the bride and groom in selecting appropriate music. Qualified, experienced organists are allowed to use the pipe organ when special arrangements have been made with the Minister of Worship Arts. Also, the Minister of Worship Arts must be consulted if other instruments besides organ and piano are desired.

REHEARSAL: The rehearsal is normally held the day before the wedding. Participants are reminded that the rehearsal is intended to be as much a part of the wedding preparation as anything else. Couples are asked to remind their wedding party to arrive on time and respect the environment in which the rehearsal takes place.

FEES: Richland Lutheran Church provides most services to members at no cost. The fees charged to non-members are essentially designed to recover the cost of providing the service. Refer to the wedding and reception fee schedule for current rates.

HONORARIUMS: There is no set fee for pastoral honorariums. The bride and groom should determine the level of generosity at their discretion. Considerations in determining the amount include things like the size of the wedding, the number of pre-marriage sessions, and the value of the time the pastor spent preparing you and your fiancé for marriage.

WEDDING COORDINATOR: A member of the wedding committee will serve as the coordinator for the wedding. The role of this person is to assist you with the details around the facility such as placement of candelabras, use of pew candles, decorating, and so forth.



Reception Guidelines

A reception in the church can be a very nice environment in which to celebrate your marriage. The Richland Lutheran Church Women wedding committee is able to assist with this task should you be interested.

GENERAL: Richland Lutheran Church has facilities and equipment to serve approximately 200 guests with wedding cake, punch, and coffee-type refreshments (see insert for current fees). Couples provide all the food and beverages for the reception. Those who wish to provide a dinner or luncheon to their guests will need to consult with the reception coordinator to determine feasibility and additional costs involved. No alcohol is allowed on church grounds.

RECEPTION COORDINATOR: A member of Richland Lutheran Church Women (RLCW) will be your reception coordinator. She will assist you in planning your reception with things such as room layout, traffic flows, refreshment planning, and decorations. Once this person has been identified, you will work exclusively with her regarding your reception preparations.

EQUIPMENT AND FURNISHINGS: The church has 11 card tables, which seat four people at each. Additionally, there are 20 banquet and three round tables, all of which seat eight people, available for your use. There are 200 folding chairs for seating. You are welcome to use them for guests at your reception. There are several different smaller tables available for things such as the guest book, displays, etc. The reception coordinator will show you the tablecloths and other furnishings available for your reception. If any of the equipment or furnishings do not meet your needs, there are a number of rental businesses in the area that might have the items you would like.

DECORATIONS: Candles may be used as long as the flame does not extend above a glass cover, such as a hurricane-type lantern. No open flames are allowed except on the cake table. Helium balloons are allowed, and we ask that you notify the church ahead of time if you plan to use them. Floating balloons set off the motion detectors in the security system, so some planning is necessary. If you wish to hang anything from the ceilings or on the walls, secure approval from the church administrator first.

SETUP: Please let the church office know when you need access to the room to setup and decorate. We will be happy to schedule the time for you. With over 3,000 events occurring in the church throughout the year, it is essential that all activities be scheduled through the office.

MUSIC: There is a sound system in the Prince of Peace fellowship area. The sound system has a compact disc player if you wish to provide background music. Music played or performed at the reception must be tasteful and not in conflict with Christian values.

REHEARSAL DINNERS: Occasionally, couples have asked about hosting a rehearsal dinner at the church. These requests are handled on a case-by-case basis. If you are interested, contact the church office to discuss your wishes.

FEES: Richland Lutheran Church provides use of the reception area to members at no cost. The fees charged to non-members are essentially designed to recover the cost of using the room. The cost of serving the reception is extra to all users. RLCW facilitates receptions and uses generated funds for RLCW projects, including the replacement and upgrading of wedding reception supplies. It is through the volunteer efforts of the wedding committee that new tablecloths, service items, candelabras, and so forth are able to be purchased. Refer to the wedding and reception fee schedule for current rates.



Photographer Guidelines

Lutheran Christians consider a wedding to be a worship service. The following guidelines are presented to minimize confusion and misunderstanding between RLC clergy and photographers.

BEFORE THE SERVICE: The taking of pictures in the sanctuary must be completed one hour before the service begins. If the photographer runs out of time, under most circumstances, additional pictures may be taken after the service. Anything moved to facilitate picture taking, such as candelabra, flower baskets, or the kneeler, must be returned to their original placement.

DURING THE SERVICE: The photographer may take one or two non-flash pictures during the ceremony from the rear of the sanctuary. The photographer may take pictures of the grandparents, parents, bridesmaids, ring-bearer, flower girl, and the bride and her escorts as they process down the aisle under the following guidelines:

- The photographer may not go beyond the fifth pew from the back of the sanctuary
- The photographer may not ask those processing down the aisle to stop once the processional has started

VIDEOTAPING: The television ministry of Richland Lutheran Church is Good News Media Ministry (GNMM). GNMM will videotape your wedding if you so choose. Indicate your interest in this service on the Wedding and Reception Facility request form. Please refer to the enclosed fee schedule for current fees. If you choose to use another videographer, the following guidelines must be observed.

The videographer needs to arrange a meeting with the officiating pastor to discuss how and where to tape the service. For example:

- Videotaping is only done from the back of the church.
- The videographer must be discreet, remaining relatively stationary and not moving around from one position to another.
- Ceremony lighting must be sufficient for videotaping purposes. No supplemental lighting is allowed.

AFTER THE SERVICE: The photographer may resume taking pictures from the rear of the sanctuary after the benediction. The kiss and the couple leaving the chancel area during the recessional are examples of photos couples usually want taken. The photographer is welcome to accompany the couple and the officiating pastor to take pictures of the signing of the marriage certificate.

A NOTE ABOUT FAMILIES AND FRIENDS: Naturally, your family and friends will be eager to capture your special day with their own snapshots. To the extent possible, please advise them of these policies prior to your wedding. Besides ensuring your ceremony remains a reverent worship service, you will be able to focus on each other without the distractions of camera clicks and flashes in the background. A tactful request to refrain from taking pictures can be included in your wedding bulletin.