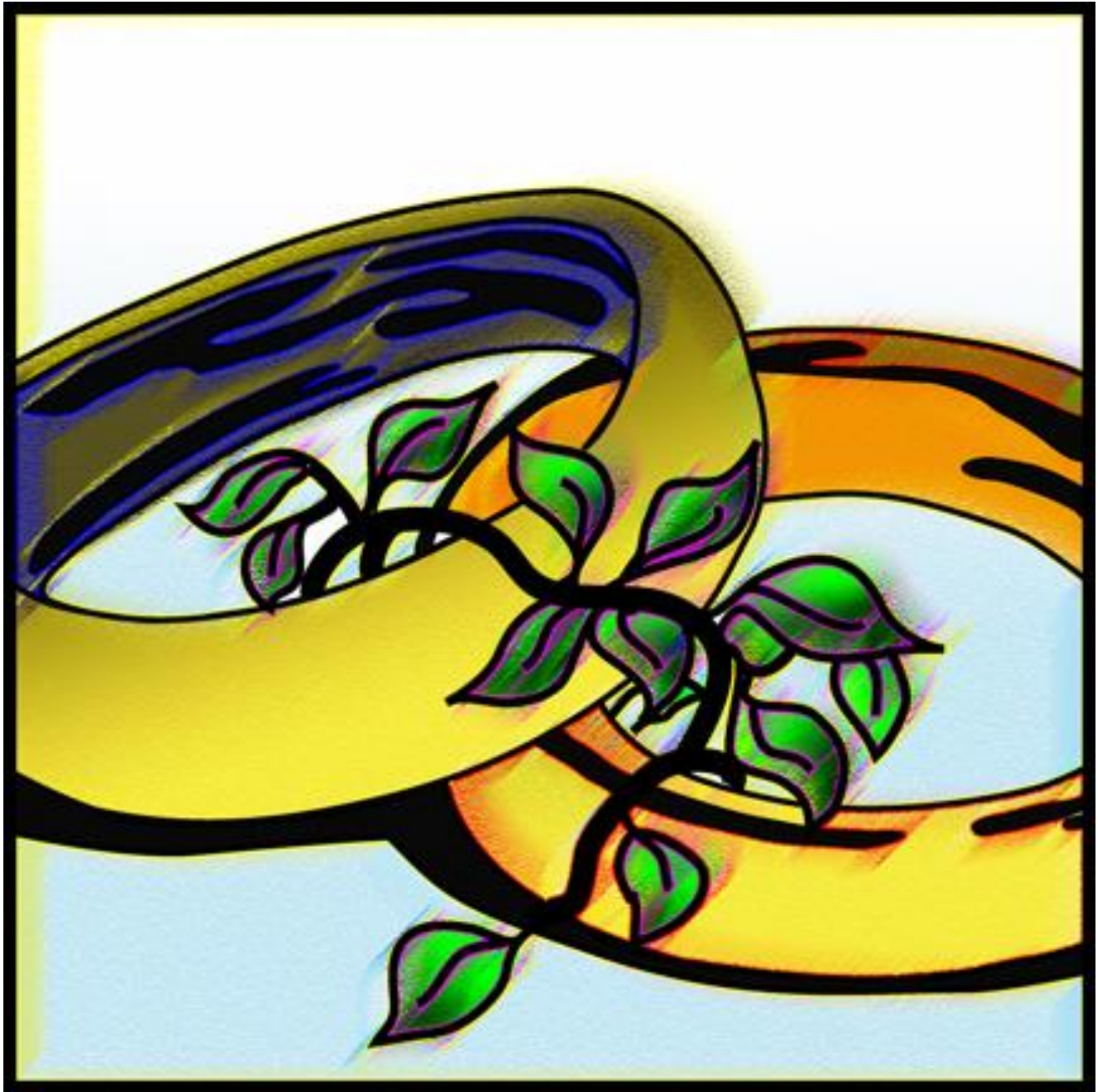


Calvary Evangelical Lutheran Church

“Sharing God’s Grace”



Wedding Information and Guidelines

COVID-19 DISCLAIMER: While we are more than happy to work with you in planning your wedding at Calvary Lutheran Church, we cannot guarantee a specific wedding date, number of guests allowed, inclusion of congregational hymns or wind instruments, and other details due to the unpredictable nature of the pandemic.

Introduction

We at Calvary Lutheran Church wish you every happiness and God's blessing on your wedding day. We hope that your marriage will always be a sign of God's grace and presence to you and to others. In a Christian wedding, the couple invites their guests to join them in asking God's blessing on their marriage. It is meant to be festive and joyous with all present invited to participate fully in the liturgy for Christian Marriage through prayer, hymns, and thanksgiving to God.

We believe that making a life decision as important as entering into marriage deserves the best and most careful preparation possible. In the excitement of planning a church wedding, questions are sure to arise. To assist those desiring to be married at Calvary, we have developed the following guidelines which are reflective of the practices of the Evangelical Lutheran Church of America (ELCA) and the laws of the state of Ohio.

The Wedding Coordinator

Our wedding coordinator will review these guidelines with you, confirm the availability of the desired date for the wedding, and answer any questions you may have. She will then make arrangements for you to meet with the pastor who will discuss the required premarital counseling.

We want your ceremony to be a joyous occasion, and our wedding coordinator will help you with the details of the ceremony. If you have your own bridal consultant, our wedding coordinator is more than willing to work with him or her. Calvary's wedding coordinator will be present at the rehearsal and the ceremony and will advise you in areas such as arrangement of flowers (including pinning on flowers), candles (including unity candle), photography and video camera placement, general wedding etiquette, timing of the procession, lighting in the sanctuary, marriage license, dressing areas, bulletin guidelines, and general assistance to the bridal party.

Scheduling Your Wedding

Please schedule your wedding as far in advance as possible. Weddings are generally not scheduled during Holy Week (Palm Sunday to Easter Sunday), the day prior to the Christmas Cantata or Pageant, or the weekend prior to Vacation Bible School.

Pre-Marital Counseling

Member and non-member couples participate in pre-marital counseling. There is a \$35 (paid online) for the Prepare-Enrich Pre-Marital Counseling Inventory, which should be completed before the wedding date is finalized. Follow up sessions, lasting about an hour each, will be scheduled with the pastor.

The Marriage License

A valid license from the State of Ohio, authorizing the solemnizing of the marriage, must be presented. For information about obtaining a license in Ross County, please visit <http://www.rossprobatejuvenile.com/Marriage%20License.htm> The license **MUST** be brought to the rehearsal. **No marriage can be performed without a license in the possession of the pastor.**

The Service

The Order for Marriage in *Evangelical Lutheran Worship* is the basis for all weddings. Alternatives or additions to the service are permitted upon consultation with and approval of the pastor. The pastor of Calvary Lutheran will perform all weddings. Participation by guest pastors is also subject to the approval of the Calvary pastor. When communion is a part of the service, the sacrament is celebrated with the whole assembly, beginning with the greeting of peace. The sacrament is not limited to the couple or the wedding party.

The Music

The *wedding* organist of Calvary Lutheran will be used for all services. You have the responsibility of making arrangements with the organist regarding dates, rehearsal times, and music selections. You must contact the organist as soon as possible. If the organist is unavailable, a list of suitable replacements will be provided. If you have an organist who is not on the list, he/she must be approved by the *wedding* organist. Vocal or other instrumental music is permitted but is subject to the approval of the wedding coordinator.

The Flowers and Decorations

The use of flowers is your choice. You are responsible for making arrangements for them. Most florists in the area are familiar with wedding procedures and can help you make your selections. Flowers or bows may NOT be attached to the pews with tacks, wire, glue or any kind of tape. Elastic bands, ribbons or chenille stems (pipe cleaners) may be used. You may not change the paraments (altar cloths) or seasonal arrangements in the sanctuary. Calvary has the following items for your use if desired: wedding banner; 14 pew candelabra with 10" glass globes; 2 free-standing candelabra each with 7 oil-filled candles; and a padded kneeler. If the pew candelabras are used, the wedding party must supply the dripless 6 to 8 inch candles. The base of these candles is a regular standard width. Real flower petals may not be dropped down the aisle. Silk petals are required.

No furniture or other objects may be moved in the sanctuary (chancel or nave) or in the narthex without the expressed permission of the pastor.

The Photography

Arrangements for wedding photographs and/or video recordings are the responsibility of the couple. You must ensure that the photographer is aware of the guidelines of Calvary prior to the service. Flash photography during the ceremony is NOT allowed by either the photographer (except as noted) or guests and should be so noted in the program. During the ceremony guests must remain seated. A time for posed photographs can be available prior to or following the formal ceremony. Photos taken before the ceremony must be completed 45 minutes prior to the start of the service.

The Fellowship Hall

A fellowship hall, located beneath the sanctuary, is available for receptions. The hall is accessible by both stairs and an elevator. No alcohol, tobacco or illegal substances are permitted. Bands and DJ's are permitted. The wedding party is responsible for the set-up and clean-up with the exception of tables and chairs. All trash is to be removed from the tables and the floor and placed in appropriate containers. Further questions may be addressed to the wedding coordinator.

Other Important Information

The sanctuary will seat 320 people and the center aisle is approximately 51 feet long. Private rooms are available for the bridal party and the groom and groomsmen to dress. Full-length mirrors and hangers for long dresses are available. Calvary Lutheran Church is NOT RESPONSIBLE for the loss or theft of any item such as gifts, purses, and clothing.

The sanctuary is equipped with a sound amplification system, and the service can be recorded with prior arrangements with the sound technician.

Smoking in any part of the church is forbidden. The church sanctuary is a place of worship. Food and drink are not permitted in the sanctuary. Respectful behavior is expected.

The marquis in front of the church may be used to announce the wedding with approval from the pastor.

Wedding etiquette suggests inviting your officiant(s) to the rehearsal dinner and wedding reception. Your invitation is appreciated, but the officiants' schedule may make attending difficult. If they are able to attend, please make sure they are invited to eat following the wedding party, so they may have adequate time to prepare for Sunday services the following day.

Wedding Information

Please print.

Date of wedding: _____ time: _____ sanctuary _____ chapel _____

Date of rehearsal: _____ time: _____

Bride's full name: _____ age: _____

Born when? _____ where? _____

Address: _____

Phone: _____ alt#: _____

E-mail address: _____

Mother's name: (if not living mark deceased) _____

Father's name: (if not living mark deceased) _____

Parent's address(es), if different from above:

Do you have any children: **yes/no** if yes, their names & ages:

Member of Calvary Lutheran Church: yes _____ no _____

Groom's full name: _____ age: _____

Born when? _____ where? _____

Address: _____

Phone: _____ alt#: _____

E-mail address: _____

Mother's name: (if not living mark deceased) _____

Father's name: (if not living mark deceased) _____

Parent's address(es), if different from above:

Do you have any children: **yes/no** if yes, their names & ages:

Member of Calvary Lutheran Church: yes _____ no _____

The Wedding Party

Please complete the following. When listing the bridesmaids and groomsmen please list them in the order and in the pairings you are thinking for the ceremony. If that is not known for sure, list them how you think it will be – we can always change it later.

Other Clergy participating: _____

Maid / Matron of honor: _____ Best man: _____

Bridesmaids: _____ Groomsmen: _____

Flower girl(s): _____ Ring bearer(s): _____

Acolyte(s): _____

Scripture Reader(s): _____

Ushers names (if they are different from the groomsmen): _____

Are you having a guest book attendant? _____ If so, who? _____

Other music & musicians: _____

If florist (name): _____ phone: _____

If photographer (name): _____

If videographer (name): _____

Do you plan to take any of the pictures ahead of the ceremony? _____ Following the ceremony? _____

The wedding party's entrance: any special notes about how you want the wedding party escorted?

Do you have plans to seat any grandparents? _____

Do you have plans to seat the parents? _____

Will someone be escorting the bride? _____

You may make any notes here and these can be discussed more with the wedding coordinator.

Ceremony Details

You may not yet know all the answers to the following questions, and may wish to talk to the wedding coordinator about them. However, please answer the following questions if you can.

1. Do you plan on having a unity candle? _____ (If yes, the couple must provide. You will need 3 candles and some type of holder) Mothers lighting side tapers? _____ Memory candles? _____

2. Do you plan on having a runner going down the aisle? _____ Note: It is the responsibility of the wedding party to provide the aisle runner. Pew decorations? _____ Front door? _____ Railings?

3. Do you plan on having programs/bulletins? _____ (If so, the couple is responsible for getting bulletins and having the contents typed up and duplicated. The Calvary pastor can provide an order of service if desired. Some local stores also have bulletin covers.)

4. What time will flowers be delivered? _____ (no more than 3 hours prior to wedding.) Are flowers being left at church after ceremony? _____ or, are they being taken to the reception? _____ who is taking them?
_____ Any special instructions for boutonnieres and corsages?
_____.

5. It is permissible outside the church to throw birdseed or blow bubbles at the couple as they exit the church. . If you are planning any of these please note what it will be: _____

6. Approximately how many people do you expect to attend the wedding? _____ the wedding rehearsal?

7. Arrival time of bride? _____ Arrival time of groom? _____ (Bride and groom should arrive no more than 3 hours prior to the wedding time.)

8. Wedding colors ? _____

9. Do you wish guest to be seated on the bride's side or the groom's side _____ seated on either side to fill in space?
_____ Special seating needs for sanctuary _____ How many sets of parents? _____ Bride
_____ Groom How many sets of grandparents? _____ Bride _____ Groom

10. Do you wish to have Holy Communion? _____

11. Do you plan on using the wedding banner? _____

12. Do you plan on using the kneeler? _____

13. Do you plan on including sand pouring, kente cloth, or other rituals? _____

14. Do you wish to have a parking place in front of the church reserved for the bridal couple's vehicle? _____

15. Do you plan on using the aisle candles? _____ If yes, remember you must provide **dripleless** candles for up to 14 aisle candles. The glass globe is 10" and the holder accepts candles of standard diameter.

Wedding Photography Policy

1. Photographer should make it a point to speak to the pastor or wedding coordinator before the wedding if there are any questions about this policy. This can be done on the phone, at the rehearsal, or at a reasonable time before the ceremony on the day of the wedding.
2. No flash photographs may be taken during the ceremony with the exception of two, and these to be taken only by the professional or designated photographer: a) the bride and (and escort) as they come up the aisle during the processional; b) the bride and groom as they exit down the aisle at the end of the ceremony, during the recessional.
3. Other shots of the processional and recessional may be taken by the photographer without flash and with discretion (i.e. kneeling at the front of the pews on one side for the processional, in the back of the church for the recessional).
4. Photographers are not permitted in the chancel (up front/worship area) during the ceremony itself. They may, however, stand in the side aisles (again, with discretion), may be seated in the pews, or be in the balcony to take flashless pictures from those points.
5. Any part of the ceremony that the bride and groom, their families, or the photographer wish to take flash pictures of may be re-enacted after the ceremony.
6. Any pictures desired for which the Officiant (the pastor) is to be present must be taken first, immediately after the reception line (or other type of dismissal), including re-enactments.
7. Some photographers wish to take a picture of the pastor handing the couple their marriage license. Since this never actually occurs – the license is “handed off” to a pre-designated family member for safe-keeping after the ceremony – this type of picture is discouraged.
8. Any videography must be done from the back of the church or from the balcony, whether it is hand-held or set up on a tripod.

The Fees and Charges

Check made payable to Calvary Lutheran Church or cash for church usage, organist, wedding coordinator, sound technician, officiant, fellowship hall and custodian is to be given to the wedding coordinator 30 days PRIOR to the ceremony in order to guarantee the wedding. A \$100 nonrefundable down payment must be given to the wedding coordinator at the time of booking a date for the church in order to secure the date on the church calendar.

Use of Sanctuary	\$250 (non-member only)
Use of the Original Sanctuary (Chapel)	\$100 (non-member only)
Organist	\$100
Custodian	\$75
Wedding Coordinator	\$75
Sound Technician	\$25
Fees for use of Fellowship Hall	\$350 (non-member only)
Fellowship Hall Custodian	\$100
Officiant	\$200 (non-member) Honorarium (member)

Contact Information

Wedding Coordinator	Jean Ziogas
Wedding Organist	Connie Senter
Wedding Officiant	Pastor Tom 740 -773-1044
Church Office	Becky Cochran 740 -773-1044