

ZION LUTHERAN CHURCH

415 West Austin Street - PO Box 1571 - Fredericksburg, TX 78624
(830) 997-2195 – fax: (830) 997-9835 – email: zlc@kfc.com
website: www.zion-lutheran.com

revised July '10

Greetings!

We congratulate you upon your engagement. Your wedding day is one of the most important dates in your lives, and your church and your pastors are glad to share this happy occasion with you.

After selecting a tentative date with our Office Administrator, please contact one of our pastors to confirm that date and to schedule your initial appointment. Please do not plan any part of your wedding service until it has been cleared with the pastor.

The pastors of Zion Lutheran have made a covenant not to marry anyone without counseling. For nonmember weddings a minimum of *two* counseling sessions after the initial appointment is necessary. For member* weddings a minimum of *three* counseling sessions after the initial appointment is necessary. Exceptions are at the discretion of the Zion pastors.

We know that you will want to avoid the many secular customs that have infiltrated wedding ceremonies. You will be pleased to know that our church emphasizes the *Christ-centered* character of the wedding service; thus there are certain areas in which the church speaks with clarity and finality so that the proper emphasis may be maintained. Please read the attached “Wedding Policies and Guidelines” thoroughly. We will be glad to answer any questions you may have.

May God bless you as you plan for your wedding day and your new life together.

Sincerely,

THE CHURCH COUNCIL
ZION LUTHERAN CHURCH

*A member is defined as anyone who is on the active membership roles of Zion Lutheran Church and their children. It may also include those currently enrolled in New Member classes, at the discretion of the pastor. Non-member grandchildren of Zion members will be charged a reduced fee.

WEDDING POLICIES AND GUIDELINES

Zion Lutheran Church, Fredericksburg, Texas

USAGE, PRESIDING MINISTER AND SCHEDULING

1. A wedding at which a Lutheran pastor presides is a worship service. The guests are not mere spectators but participants in the service—a congregation of God’s people gathered in prayer around God’s Word and the central actions of exchanging promises and rings.
2. Members of Zion and their children are invited and encouraged to marry here, in their home church. The sanctuary is available for them at the current member fee (See attached schedule).
3. Non-members are also welcome to speak their vows in the sanctuary of Zion provided that they understand that our sanctuary is dedicated for worship. Our sanctuary is available for this use at the current non-member fee (See attached schedule). Remember that our sanctuary is not a public place to be “rented” for a wedding. Member grandchildren will be charged a reduced fee (See attached schedule).
4. One of the pastors of Zion Lutheran Church will preside at the wedding. He/she will discuss various options allowed in a Lutheran service. Rites and practices contrary to the teachings and traditions of the Lutheran church are not permitted. When another Lutheran pastor is involved due to needs for a larger space, Zion’s pastor may choose to waive his/her presiding right and allow the guest pastor to take full charge of the rehearsal and the wedding.
5. Ministers of other Christian denominations may, with the consent of Zion’s pastor, participate in a wedding at the request of the couple. However, those ministers must understand that the Lutheran order of worship and Zion’s policies will be followed. The guest minister needs to contact Zion’s presiding minister to discuss the service.
6. Your wedding date is only “set” when it is confirmed by one of the pastors.
7. No wedding dates are scheduled during HolyWeek or Easter weekend. Weddings on holidays will depend upon the availability of the pastors.
8. Weddings may begin no later than 7:00pm on Saturdays.
9. The couple must contact Zion’s Director of Music separately if they wish to use him or her for the wedding. All musicians are compensated separately. (See Fee schedule).

BUILDING POLICIES

1. There is to be no smoking in the church facilities.
2. The use of alcoholic beverages is not permitted on the church property, or inside the buildings
3. The throwing of rice is not permitted either inside or outside the church buildings.
4. The Zion Pastor must approve the use of our decorations and their placement. Careful consideration should be given to the use of any additional candles in the sanctuary area.
5. There must be clear plastic liners placed under candleholders and candelabras used in the sanctuary.
6. The pulpit is the place from which God's word is proclaimed. It may not be used as a stage for soloists or readers. Scripture readings may be read from the *lectern* with permission from the presiding pastor.
7. The color of the altar paraments will *not* change for weddings.
8. Arrangements must be made in advance for the ringing of the church bells.
9. Arrangements must be made for the proper lighting of candles.
10. *Professional wedding consultants* must make arrangements to meet with an Altar Guild coordinator at least *two* weeks prior to the wedding. The consultant must understand that he or she plays no part in directing the rehearsal or wedding service.
11. Zion's sound system may not be used or adjusted by anyone other than Zion's personnel. Additional sound equipment or lighting may not be used in the sanctuary.

PHOTOGRAPHY AND VIDEOGRAPHY

1. The taking of flash pictures by anyone during the service is strictly forbidden. Please inform the photographer, your family and your friends.
2. The photographer is not permitted in the chancel (altar area) during the wedding. He/she may take flash photos during the processional and recessional.

3. Photographs before the wedding are allowed and recommended. Please keep the photo session after the wedding brief (maximum 30 minutes).
4. Please inform the pastor if he/she is to be included in a photograph. This photo is to be taken first, after the wedding.
- 5. The wedding may be videotaped. The camera must be positioned in the balcony, or on an *unattended* stand in the transept (side seating area).**

WORSHIP AND MUSIC

1. The wedding service is brief, usually 30-40minutes. This time, out of all the weeks of preparation, is to be dedicated to honoring and worshipping God. For this reason *the pastor and/or the music director will screen all the music during this period.* Congregational hymns are also encouraged.
2. *Any personal or special music* during the wedding ceremony must be limited to the beginning of the service or at the point in the service where a *Unity Candle* is lit (if one is used). Please select this music carefully. The reception is the appropriate place for popular music to be played or used.
3. Traditions or customs based on good or bad “luck” are not appropriate in a Christian worship service or at rehearsal.

FLOWERS AND CLEAN UP

1. The placement of flowers and other decorations must be coordinated with Zion’s Altar Guild coordinator and the Pastor.
2. Any flowers or petals dropped down the aisle should be picked up after the wedding. All flowers and greenery must be taken down immediately after the wedding so the custodian may begin cleaning the church for Sunday worship.
3. If you are leaving the flowers for Sunday, notify the office administrator in advance.
4. The sanctuary must be left in the condition in which you found it.

LICENSE AND INVITATIONS

1. The marriage license may be purchased from any courthouse in Texas. Remember that you must wait for marriage at least 72 hours after the license is issued and it expires after 30 days.
2. The marriage license must be presented to the pastor before the wedding begins.
3. The couple has no obligation to invite the pastor (and spouse) to either the wedding reception or the rehearsal supper. It is, however, an honor and valuable for the pastor to attend these events if the schedule permits. Please formally indicate your wishes for the presence of Zion's pastor(s) and their spouses.

FEES

1. See the attached fee schedule for *member* and *non-member* fees.
2. A deposit is required to secure both *member* and *non-member* wedding dates. The congregation reserves the right to change the date up to *three-weeks* prior to the wedding in case of a congregational need. This is extremely rare and all efforts will be made to work with the couple should this take place.
3. The balance of the fees for *non-member* use of church facilities is due two weeks prior to the wedding. These fees *do not* include the organist, soloist, or pastor.

WEDDING FEES AND CHECKLIST

<u>SERVICE:</u>	<u>MEMBERS</u>	<u>NONMEMBERS</u>
1. Church Sanctuary Usage fee	\$ Donation	\$ 2,000
(Grandchildren of members)	\$ 200	
(These fees include the services of the Altar Guild wedding coordinator)		

\$100 of the Church Sanctuary fee is due in the church office when the church is reserved. For non-member weddings, the balance is due *two weeks* prior to the rehearsal.
 (Make checks *Payable to: Zion Lutheran Church*)

2. Pastor's Honorarium	\$ Donation	\$200+
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*Required counseling sessions fees are included in the Pastor's Honorarium.
 Zion believes in the sanctity of marriage and it is a fact that a Christian marriage will be better able to weather life's storms if the couple has participated in Christian counseling.*

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(Note: Zion's Organists and/or other musicians are not included in the wedding package. You must contact them separately for their services. Their fees are paid to them, directly.)

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|-------------------------------|-------------|-------------|
| 3. Zion's Organist fee | \$125 | \$125 |
| Other musicians | \$ 50-\$100 | \$ 50-\$100 |

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RECEPTION FEES:*

| FELLOWSHIP HALL: | <u>MEMBERS</u> | <u>NONMEMBERS</u> |
|--------------------------|-----------------------|--------------------------|
| Hall Use: (1 to 4 hours) | \$100 | \$275 |
| (All-day) | \$100 | \$375 |

*Fees do not include the use of Zion's kitchen supplies or room set up.

Remember Zion is providing its facilities as a service to you and your family,
PLEASE LEAVE THE PREMISES IN THE SAME CONDITION, OR BETTER THAN YOU FOUND IT. THANK YOU.

WEDDING RESERVATION FORM

YOUR NAME: _____

YOUR FIANCE'S NAME: _____

ADDRESS: _____

HOME PHONE: _____ CELL: _____

EMAIL: _____

Date you wish to reserve:

I HAVE READ THE AGREEMENT FOR THE USE OF THE FACILITIES AND I AGREE TO ABIDE WITH THE CONDITIONS SET FORTH HEREIN.

Signature: _____ Date: _____

\$ _____ Amount Paid

\$ _____ Balance Due to: "Zion Lutheran Church"

Received by: _____ Pastor's Confirmation: _____

Remember: no dates are final until we receive your \$100 deposit and you receive a written confirmation from the office of *Zion Lutheran Church*.

Thank you,
Zion Lutheran Administration

**NONMEMBER
OFFSITE WEDDINGS
ZION LUTHERAN CHURCH**

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Sincerely,

THE CHURCH COUNCIL
ZION LUTHERAN CHURCH

Required counseling sessions: \$0.00

Zion believes in the sanctity of marriage and it is a fact that a Christian marriage will be better able to weather life's storms if the couple has participated in Christian counseling. The PREPARE/ENRICH inventory is available at an extra charge.

Pastors Honorarium: \$200+

The honorarium is a gift to the Pastor and takes into consideration the personal nature of the wedding service and the time and skills required to preside at your Christian wedding. This includes the pastors time at the rehearsal, and if desired the reception.

Extra Business Expenses as incurred: \$?

This includes mileage to and from the wedding and the rehearsal at the current IRS rate if your wedding is outside of Fredericksburg; and any other wedding related expenses.

**The Honorarium and the extra business expense are due
BEFORE the wedding rehearsal.**