

Dear Friends,

Congratulations! We share with you our prayers and joy as you prepare for the celebration of your wedding. This is a very special day, and we are pleased to be of help in your preparations. Please read the following procedures and pay special attention to the deadlines stated.

*Please read all the material within this packet.

*If you are still interested in having your wedding at Silverdale Lutheran Church, please complete, sign and return all the **blue and white forms** to the church office as soon as possible, **keeping the gray forms** for reference.

*Within 14 days of turning in your forms, you must contact the church office at 692-9263 and set up an interview with one of the pastors. Please note your date is not confirmed until you meet with one of the pastors!

*If you have not set up an initial interview with one of the pastors within 14 days of having returned these forms, we will assume you are no longer interested in having your wedding at Silverdale Lutheran Church and your forms will be discarded.

These guidelines are meant to keep our communication clear and help you know the exact procedure to secure a wedding date here at Silverdale Lutheran Church. We wish you a joyous wedding and a marriage full of love, laughter, and forgiveness.

In Christ,

Pastor William Crabtree

Pastor Jonathan Sansgaard

Fees for Members of Silverdale Lutheran Church:

*(Members are those on the current **active** membership roll.)*

- 1. Sanctuary.....No Charge
- 2. Fellowship Hall/Gathering Place.....\$50.00

HONORARIUMS

- 1. Pastor.....No set Honorarium
- 2. Custodial (Sanctuary).....\$75.00
- 3. Custodial (Sanctuary AND FH/Kitchen/GP).....\$125.00
- 4. Minister of Music (**Justin Cormier**).....\$250.00
Rehearsal w/Soloist.....\$25.00
- 5. Church Wedding Coordinator (**Deb Buck**).....\$150.00
If more than three hours prior to the Wedding are needed w/Wedding Coordinator, charge is \$50.00 per hour
- 6. Circle Women to help at Reception.....\$60.00

Rules as Adopted by Church Council

- 1. NO flash pictures taken during the wedding ceremony. The pastor can remain for pictures after the ceremony, if the couple requests.
- 2. NO smoking in the building.
- 3. NO use of alcoholic beverages on the premises.
- 4. Do not move Chancel furniture. (ie: pulpit, altar).
- 5. Do not throw rice or birdseed in the church or on the church grounds.
- 6. **AT LEAST ONE WEEK PRIOR TO THE WEDDING** the Marriage License & Certificates should be given to the officiating pastor or brought to the church office.
- 7. Honorarium checks, in separate envelopes, should be given to the Wedding Coordinator at the time of rehearsal.
- 8. The Lutheran Church regards the celebration of Holy Matrimony as a sacred observance. All Wedding music should be selected in this context, and will be subject to approval in consultation with the pastor and/or by the Worship and Music Committee. **Pre-recorded music is to not be considered for use in the marriage ceremony.** (See attached Music Guidelines Sheet)
- 9. Out of concern for our environment, please do not release balloons into the atmosphere.
- 10. The checklist must be completed and given to the officiating pastor as soon as possible.
- 11. The Marriage Information Sheet and Facility and Use Scheduling Policy must be completed, signed & returned as soon as possible.

WEDDING CHECKLIST

Note: This checklist must be completed and reviewed by the officiating pastor prior to the first counseling appointment. If there is a change of time for your wedding ceremony, **YOU MUST** first contact the pastor, and then the Minister of Music, the Church Office and the Wedding Coordinator.

(Church Office 360-692-9263)

	YES	NO
1. Pastor Contacted and date cleared with his/her personal schedule and church calendar.	[]	[]
2. Marriage Information Sheet, Facility Use and Scheduling Policy completed and signed by both Bride and Groom and turned into the Office Manager. Wedding of non-members will be scheduled when the fee for Sanctuary Use has been paid to church.	[]	[]
3. Date/time of Rehearsal and Wedding placed on Church Master Calendar.	[]	[]
4. Church Wedding Coordinator contacted and Planning process established.	[]	[]
5. Minister of Music contacted and date cleared with personal calendar.	[]	[]
6. Pre-Marital counseling sessions scheduled with pastor.	[]	[]
7. Marriage License obtained or in process.	[]	[]
8. Wedding Fees reviewed and understood. (All checks must be presented to Wedding Coordinator at the rehearsal.	[]	[]

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