

# Wedding Handbook



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Your wedding is, and should be, one of the happiest moments of your life. The Lutheran Church of the Resurrection rejoices with you and we are eager to make every phase of your wedding one that you will remember with joy. We are pleased that you have chosen our church for your wedding, and it is our wish to do everything possible to make this a joyful, Christian experience.

A church wedding is a service of worship, where two people pledge their faith to each other and enter into a covenant with God. The wedding ceremony affirms this covenant with reverence and faith.

The following policies will help make your wedding memorable. We encourage you to become familiar with these policies and to share them with your wedding party, florist, caterer, photographers, and musicians. These policies may be altered or waived with consent and permission of the pastor and organist.

### **Scheduling and Cancellation**

A reservation for sanctuary use for the rehearsal and wedding ceremony and a separate reservation for the Family Life Center for receptions, if desired, must be coordinated through the church office. The Wedding Information Sheet must be filled out at the time of the reservation of the Sanctuary and/or the Family Life Center. Half of all fees for use of the building must be paid when the church is reserved (payable Lutheran Church of the Resurrection); the remaining portion is due in the church office one month before the wedding. If the reservation is canceled less than three months prior to the wedding, the church will retain \$100 of the fees.

### **Counseling with Minister**

The presiding minister will determine the nature and the number of counseling sessions to be held before and/or after the wedding. It is the responsibility of the bride and groom to schedule these meetings with the pastor.

### **Music and Organist**

A marriage service held at the Lutheran Church of the Resurrection is different from a civil ceremony. A church wedding is a service of worship and the music should reflect the dignity of the moment. The bride and groom should contact the Director of Music at least three months prior to the date. Should another organist be selected, he or she must be approved by the Director of Music. The Director of Music must also approve all guest musicians, music and procedures, in consultation with the pastor.

### **License**

The marriage license must be in the church office one week prior to the wedding. Please note that to be married at LCR you must have a valid marriage license.

### **Wedding Director**

A wedding director provided by LCR must be present. The fee for the wedding director is included in the fees payable to LCR. We ask that the bride contact the director at least three months prior to the wedding date. The director will conduct the rehearsal and the wedding. She will instruct the wedding party in carrying out the bride's plan in accordance with church policy.

## **Rehearsal**

One hour is scheduled for the wedding rehearsal. Please ask all participants to arrive 15 minutes early to ensure that the rehearsal begins on time.

## **Facilities**

The facility is available for the wedding party two hours before the wedding. A room in the upper level of the Family Life Center is available for the bride and her attendants to be used for dressing. A room will also be assigned to the groom and groomsmen. These rooms should be cleared of any personal belongings immediately following the service.

## **Nursery**

We are unable to provide nursery care for weddings. You may, however, use our nursery facility and your own nursery personnel and to make sure the nursery is in order before you leave. Please notify the Wedding Director if you plan to use the nursery. LCR seeks to provide a safe environment for children and youth. The provisions LCR's current Child Safety Policies and Procedures must be adhered to for any use where children and youth are involved. This document is found on our website.

## **Decoration**

The church has available for use, if desired, a pair of branched brass candelabra and a kneeling bench. No decorations may be attached to the brass candelabra.

No tape, nails, tacks or staples may be used to attach decorations to the walls, wood-work, furniture or floors.

No candles may be used in the pews or windowsills; no candles may be carried. Only dripleless candles may be used in the lighting of the Unity Candle. LCR has a Unity Candle for your use upon request.

No church furnishings may be moved to accommodate decorations.

Seasonal decorations placed in the sanctuary by the Altar Guild may not be removed. The colors of the altar linen are chosen in accordance with the seasons of the church year and may not be changed.

The flower girl may carry a basket of flowers, but may not drop flower petals, either live, silk or any other material.

No aisle runners are permitted.

No rice or confetti may be used. Bird seed, flower petals, and bubbles may not be used in the buildings, on steps, or immediately in front of doors.

## **Photography**

No flash pictures shall be permitted during the ceremony. Please inform your family and friends that no photography is permitted by wedding guests during the ceremony.

It is the responsibility of the photographer to replace furniture moved in dressing rooms used for pictures. After the ceremony, pictures may be made at the altar. Pictures must be completed within 30 minutes after the ceremony. During the wedding the photographer is to remain in the back of the sanctuary.

At the discretion of the presiding pastor, one video camcorder may be permitted. If a camcorder is used, its location is to remain stationary during the ceremony.

We ask that these guidelines be enforced to preserve the sacredness of the worship service.

### **Other Policies**

All cell phones and pagers must be on non-audible status during the wedding.

All members and all outside groups and organizations using our facilities shall abide at all times by a “no smoking” rule in all the grounds and parts of all buildings, including corridors and restrooms. Consumption of alcohol is not permitted on the premises, except that beer and wine may be permitted at the reception, if approved in advance by the LCR Council.

Lutheran Church of the Resurrection will not be liable for personal items lost, stolen or damaged during the wedding and reception.

The bride and groom will be responsible for paying for the repair of any damage done to the church during the rehearsal, wedding, or reception.

### **Catering the Reception**

If your reception is held in the Family Life Center, your caterer must have a certificate of liability insurance and must contact the church for the necessary information and a copy the LCR Kitchen Use and Sanitation Guidelines. The kitchens must be left clean and orderly after use. Garbage and trash must be bagged and disposed in the dumpster across the parking lot. Church supplies and food are not to be used except for church sponsored activities. Users must comply with pertinent Georgia Department of Agriculture Rules and with the LCR’s Kitchen Use and Sanitation Guidelines and other directions as posted in the kitchen. Your caterer must return the caterer’s use form to the church no later than two weeks before the wedding and preferably much earlier.

The church kitchen is equipped with ovens and limited refrigerator space. Freezer space is not available. Following the reception, the kitchen and Gathering Room must be cleaned and the kitchen closed.

### **Wedding Fees**

In addition to the fees set forth below, a fully refundable \$100 damage fee is required for all weddings.

### Active Members

Members who, by their regular offerings, support the ministry of the Lutheran Church of the Resurrection are not charged for the use of the facilities of the Sanctuary or Family Life Center. They will, however, be responsible for expended fees for the cleaning of the sanctuary and the services of the Wedding Guild (payable to LCR).

Wedding only:	\$175
Wedding & Reception:	\$225
Pastor:	\$150

## Non-Members

These fees cover the use of the facilities, cleaning and Wedding Guild fees (payable to LCR).

Wedding only:	\$475
Wedding & Reception:	\$725
Pastor:	\$150

## All Weddings:

Lutheran Church of the Resurrection requires that 50% of the wedding fees be paid when reserving the church. The remaining portion is due in the church office one month prior to the wedding. Fees for all musicians should be paid directly to those involved prior to the wedding.

Costs for the professional services offered in counseling, music, and officiating at the wedding are the responsibility of the bride and groom.

Organist: Rates for the Director of Music have been established in accordance with the guidelines set by the American Guild of Organists:

Wedding/Consultation:	\$175
Rehearsal with Wedding Party (not required):	\$ 60
Rehearsal with another musician (per rehearsal):	\$ 60

All fees are payable directly to the organist one month before the wedding. Soloist fees should be negotiated with each soloist.

## **Pastor**

Any pastoral participation (other than LCR pastors) in a wedding ceremony will be with the consent and coordination of the pastor(s) of The Lutheran Church of the Resurrection.

## **Questions**

If you have any additional questions, please feel free to contact the Church Office at 770.953.3193. To request a date for a wedding at LCR, please complete the attached Wedding Request Form and return it to the Church Office. Once approved, we will put you in touch with our Wedding Director.

# Wedding Request Form

Please complete this form and return it to the Church Office.



Preferred Ceremony Date: \_\_\_\_\_ Time: \_\_\_\_\_

Preferred Rehearsal Date: \_\_\_\_\_ Time: \_\_\_\_\_

Alternate Ceremony Date: \_\_\_\_\_ Time: \_\_\_\_\_

Alternate Rehearsal Date: \_\_\_\_\_ Time: \_\_\_\_\_

Reception at LCR:                      Yes                      No

## Bride and Groom

Bride's Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Address: \_\_\_\_\_

e-mail: \_\_\_\_\_

Church Membership/Affiliation: \_\_\_\_\_

Groom's Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Address: \_\_\_\_\_

e-mail: \_\_\_\_\_

Church Membership/Affiliation: \_\_\_\_\_

Address after Marriage: \_\_\_\_\_

Bride's Name after Marriage:    Ms.            Mrs.    \_\_\_\_\_

## Local Contact Person

Name: \_\_\_\_\_

Phone: \_\_\_\_\_ e-mail: \_\_\_\_\_

## Service Planning

Wedding Bulletin (not provided by the church): \_\_\_\_\_

Unity Candle:            Use LCR's            Provide Own

Organist: \_\_\_\_\_ Soloist/Instrumentalist: \_\_\_\_\_

Other Participants: \_\_\_\_\_

**Wedding Party**

Maid/Matron of Honor: \_\_\_\_\_

Bridesmaid(s): \_\_\_\_\_

Junior Bridesmaid(s): \_\_\_\_\_

Flower Girl: \_\_\_\_\_

Best Man: \_\_\_\_\_

Groomsmen: \_\_\_\_\_

Ushers: \_\_\_\_\_

Ring Bearer: \_\_\_\_\_

**Reception/Other Personnel**

Caterer: \_\_\_\_\_

Phone: \_\_\_\_\_ Address: \_\_\_\_\_

e-mail: \_\_\_\_\_

Photographer: \_\_\_\_\_

Phone: \_\_\_\_\_ Address: \_\_\_\_\_

e-mail: \_\_\_\_\_

Videographer: \_\_\_\_\_

Phone: \_\_\_\_\_ Address: \_\_\_\_\_

e-mail: \_\_\_\_\_

Florist \_\_\_\_\_

Phone: \_\_\_\_\_ Address: \_\_\_\_\_

e-mail: \_\_\_\_\_